



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda - Final

LOS ALAMOS Los Alamos County DWI Planning Council

Thursday, June 9, 2022

8:30 AM

https://us06web.zoom.us/webinar/register/WN_t7hAR6f-SzmGmjl2xTT27w

Members of the Public can register to join this meeting via Zoom by pasting into their browser the following:

https://us06web.zoom.us/webinar/register/WN_t7hAR6f-SzmGmjl2xTT27w

Or dial:

US: +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 Webinar ID: 891 9720 7437

I. CALL TO ORDER

II. PUBLIC COMMENT

III. BUSINESS

[16014-22](#) Approval of Minutes from the DWI Planning Council Meeting on May 19, 2022.

Presenters: George Marsden

Attachments: [A - DWI Planning Council Draft Minutes for May 19, 2022](#)

[16015-22](#) Los Alamos County DWI Planning Council By-Laws Review

Presenters: Kristine Coblenz

Attachments: [DWI Planning Council By-Laws](#)

[16016-22](#) Los Alamos County DWI Program Protocols Review

Presenters: Kristine Coblenz

Attachments: [LAC Treatment Protocol](#)
[LAC Screening Protocol](#)
[LAC Compliance Monitoring Protocol](#)

[16017-22](#) DWI Prevention Efforts

Presenters: Kristine Coblenz and Brandi Seekins

Attachments: [Los Alamos County DWI Program Prevention Activities Report, May 2022](#)

[16019-22](#) DWI Compliance Numbers

Presenters: Monica Schwiner

Attachments: [DWI Compliance Report-May 2022](#)

[16018-22](#) DWI Law Enforcement Numbers

Presenters: Jaime Gonzales

[16020-22](#) DWI Treatment - Jordan Redmond and Adrianna Delvo

IV. BOARD/STAFF COMMUNICATIONS

[16021-22](#) Chairman's Report

Presenters: George Marsden

Attachments: [Application for Appointment-Reappointment to the Los Alamos County](#)

VI. PREVIEW OF NEXT MEETING

Next meeting will be held July 14, 2022.

VII. ADJOURNMENT



County of Los Alamos

BCC Meeting Minutes

Los Alamos County DWI Planning Council

1000 Central Avenue
Los Alamos, NM 87544

Thursday, May 19, 2022

8:30 AM

Municipal Building, Room 330 or
https://us06web.zoom.us/webinar/register/WN_74bzj0dUR26xvXYYrhTsuw

I. CALL TO ORDER

Present-Councilor Marsden, Councilor Lovejoy, Councilor McNiel, Councilor Seekins, Councilor Gonzalez

Meeting was called to order at 8:41 a.m. by Chair George Marsden.

II. PUBLIC COMMENT

No Public Comment.

III. BUSINESS

[15938-22](#) Approval of Minutes from the DWI Planning Council Meeting on April 14, 2022.

Presenters: George Marsden

A motion was made by Judy Lovejoy, seconded by Juanita McNiel that the Minutes be approved as presented. The motion passed unanimously.

I move that the Board approve the Minutes for April 14, 2022.

[15945-22](#) FY22 Budget Review

Presenters: Kristine Coblenz

Kristine Coblenz reported on DWI Program Budget.

[15939-22](#) DWI Prevention Efforts

Presenters: Kristine Coblenz and Brandi Seekins

Kristine Coblenz reported: DWI Program programming, collaboration, and upcoming events/activities.

Brandi Seekins (LAPS) reported: LAPS programming, collaborations, and upcoming events/activities.

[15940-22](#) DWI Law Enforcement Numbers

Presenters: Jaime Gonzales

Jaime Gonzales reported:
April- 1

15941-22

DWI Compliance Numbers

Presenters: Monica Schwiner

DWI Counsel Meeting Report-May 2022

April Pre-Trial Municipal Open Cases: 1
April Probation Municipal Open Cases: 2
April Pre-Trial Magistrate Open Cases:0
April Probation Magistrate Open Cases:0

Active DWI Probation Magistrate Open Cases: 4
Active DWI Pre-Trial Magistrate Open Cases: 3
Active DWI Probation Municipal Open Cases: 12
Active DWI Pre-Trial Municipal Open Cases: 6

Probation Magistrate DWI Active Warrants: 1
Pre-Trial Magistrate DWI Active Warrants: 0
Probation Municipal DWI Active Warrants: 4
Pre-Trial Municipal DWI Active Warrants: 0

15942-22

DWI Treatment - Jordan Redmond and Adrianna Delvo

Adrianna Devo reported on RACStop numbers.

IV. BOARD/STAFF COMMUNICATIONS

15943-22

Chairman's Report

Presenters: George Marsden

George Marsden reported on status on Board Member terms and Teen Center updates.

15944-22

Staff Report

Presenters: Kristine Coblentz

Kristine Coblentz reported on Social Services Division updates.

V. COUNCIL COMMUNICATIONS

VI. PREVIEW OF NEXT MEETING

Next meeting will be held June 9, 2022. By-Laws will be reviewed.

VII. ADJOURNMENT

Meeting adjourned at 9:41 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Services Administration Office at 662-8241 if a summary or other type of accessible format is needed.

BY-LAWS OF LOS ALAMOS COUNTY DWI PLANNING COUNCIL

SECTION I: MISSION

The purpose of the Los Alamos County DWI Planning Council is to prevent and reduce the incidence of DWI, alcoholism, alcohol abuse, alcohol-related domestic violence, and underage drinking in Los Alamos County.

SECTION II: PURPOSE

- A. The Los Alamos County Planning Council, hereinafter referred to as the "Planning Council," shall act in an advisory capacity to the Los Alamos County Council ("County Council") in matters relating to DWI for the purposes of securing funding from the State of New Mexico and other sources.
- B. The DWI Program Coordinator shall serve as the liaison between the Planning Council and any other group or agency, including the County Council, the State of New Mexico, any contractors, or other external agencies.
- C. Los Alamos County shall serve as the fiscal agent for any funding procured by the Los Alamos County DWI Program, and shall administer any contracts awarded to or by the Los Alamos County DWI Program.

SECTION III: MEMBERSHIP

- A. The Planning Council shall be comprised of at least nine (9) members, representing a broad spectrum of interests including County officials, courts, school representatives, law enforcement, corrections, DWI program and service providers, substance abuse counselors and therapists, local political leaders, teen representatives, citizens and County staff. Citizen members must be residents of Los Alamos County.
- B. Members of the DWI Planning Council shall serve two-year staggered terms and shall serve until replaced following expiration of the members' term. A member may be appointed to an unlimited number of terms to assure that each group identified in the statute may continue to be represented on the Planning Council. If a member of the Planning Council resigns before that member's term of office expires, that member may be replaced from among interested and eligible parties from the same group or the community at large and appointed by County Council.
- C. The Planning Council shall choose a Chair and Vice Chair from among its membership at the first meeting after the annual appointments.
- D. No member of the Planning Council may take part in any deliberation, testimony, or vote on any matter in which such a member has a pecuniary interest, either direct or indirect. Any such abstention or recusal shall not affect an already established quorum for the meeting. Members shall also comply with all requirements of the County's Code of Conduct, and other applicable ordinances, state laws and regulations.

- E. Members of the Planning Council who fail to attend three (3) consecutive meetings may be removed by the County Council.

SECTION IV: MEETINGS

- A. The Planning Council shall hold meetings as least once each quarter, and more often as determined by the Planning Council or as requested by the Planning Council Chair or DWI Program Coordinator.
- B. All Planning Council meetings shall be governed by the Open Meetings Act (Sections 10-15-1 through 10-15-4, NMSA, 1978).
- C. At any Planning Council meeting, a simple majority shall constitute a quorum. No business shall be conducted by the Planning Council in the absence of a quorum. The only actions the Planning Council may undertake in the absence of a quorum are to set the time and date of the next meeting, attempt to achieve a quorum by contacting absent members, and to adjourn.

SECTION V: BY-LAWS REVISION

- A. By-laws may be reviewed and updated upon approval by a two-thirds vote of the appointed Planning Council members. Written changes shall be made available to all membership fifteen (15) days prior to voting.
- B. Voting shall occur during the next scheduled meeting after the expiration of the 15-day written notification of amendments to the members.
- C. Any proposed change to the Planning Council By-laws shall also comply with the enabling Resolution No. 04-10, Resolution No. 16-08, and any subsequent amendments, as well as be noticed and placed on the meeting agenda.

Approved by at least 51% of the appointed Planning Council on this the 7 day of July, 2016.



DWI Planning Council Chair

Los Alamos County DWI Program Treatment Protocol

1. Upon receipt of a Court ordered Drug and Alcohol Assessment, the Court of Jurisdiction is notified of the recommendation for treatment. This recommendation becomes a condition of probation. Options include no treatment, educational classes, outpatient treatment, intensive outpatient treatment, in-patient treatment, and jail-based treatment.
2. The Compliance Monitor/Tracker meets with all DWI offenders sentenced to supervised probation to ensure that the offender clearly understands the sanctioned requirements and to work with the offender to determine an appropriate provider for the services.
3. Contracted treatment provider for Los Alamos County DWI Program is RACSTOP. DWI offenders can and will have the opportunity to utilize their own treatment provider if they wish. All treatment providers must be licensed to practice in the State of New Mexico and must follow evidence based treatment programs.
4. All treatment programs shall include a treatment assessment (Drug and Alcohol). This assessment shall be administered at the beginning of treatment and at the end of treatment. An individual treatment plan will be provided to each offender. Treatment provider will provide the DWI Compliance Officer of the treatment plan in writing and on letterhead. This treatment plan will also be provided to the Court of Jurisdiction.
5. The Compliance Monitor/Tracker ensures that the offender fulfills the court ordered sentence. The Municipal Court adopts recommendations from treatment providers Drug and Alcohol Assessments as court ordered sanctions.
6. A copy of the DWI case file is kept in a locked cabinet behind locked doors for six years. Following that, the records are retained/destroyed in accordance with the State Records Retention Act.

Los Alamos County DWI Program Screening Protocol

1. Referral Process

- a. Referrals are received from both Municipal and Magistrate Courts in Los Alamos for DWI cases that have either plead or have been adjudicated guilty and have been ordered to DWI mandated sanctions as stipulated on court Judgment and Sentencing (J&S). The Los Alamos DWI Compliance Monitor/Tracker receives a referral from the courts for screening; Screening must be done within one week of conviction. DWI Compliance Monitor/Tracker will sit in on all DWI hearings to meet with offenders at the Court House directly after sentencing and an appointment will be scheduled to meet with DWI Compliance Monitor/Tracker within one week to complete intake paperwork and Impaired Driving Assessment (IDA) within Noble Software, Inc
- b. Noble Software, Inc. is the approved Department of Finance and Administration (DFA) screening tool
- c. If a client fails to report for either appointment, the DWI Compliance Monitor/Tracker will file a non-compliant report to the Presiding Judge.

2. Intake Procedures

DWI Compliance Monitor/Tracker will make face to face contact with the client and explain program guidelines. DWI Compliance Monitor/Tracker will review Judgement and Sentencing with client and all court mandates at which all referral forms for Jail time, DWI Screening, DWI School, Community Service Hours, Ignition Interlock, Agreement to Pay, Victim impact Panel Class, Probation Fee payment and Treatment are explained thoroughly to the client. All referral forms, to include HIPAA form/release of information, will be signed by the client and the DWI Compliance Monitor/Tracker; client will receive a copy of the entire packet. A hardcopy file will be created as well as a client file in database.

3. Screening Process Flow

- a. Upon completion of the intake process, the client will sign a release of information. Prior to completing the standard assessment instrument, Policy and Procedures will be reviewed and the client will begin completing assessment. Copy of completed assessment report will be forwarded to the Presiding Judge and a copy provided to the client upon request.

4. IDA Assessment Distribution

- a. IDA Report will be printed to become part of the DWI file. A letter will then be filed with the Court notifying of the recommended programing requirements. If requested a copy of the IDA Report will be provided to the treatment provider and client.

5. Roles and Responsibilities of Program Staff

- a. At the intake appointment, the DWI Compliance Monitor/Tracker will ensure screening is completed.
- b. The DWI Compliance Monitor/Tracker will meet with the client regularly to ensure compliance.

- c. The DWI Compliance Monitor/Tracker will update the DWI Database at time of contact with client or receipt of information to ensure all pertinent information current and up to date.
- d. The DWI Program Coordinator is responsible for running the screening/tracking reports from the DWI Database for quarterly reporting. As part of this process, the Coordinator will review the data to ensure accuracy and completeness.
- e. When requested by the DWI Program Coordinator, DWI Compliance Monitor/Tracker will provide the DWI Program Coordinator with additional information regarding any changes to the screening process as well as any trends and/or concerns with the data being reported.

6. Screening Fees:

- a. The Los Alamos Misdemeanor Compliance Office does not charge a screening fee.

7. Tracking and Follow-up

- a. The J&S from the court gives a timeline for conditions to be met and the DWI Compliance Monitor/Tracker follows those timelines. If the client does not provide proof of the condition, a non-compliant report is filed with the Presiding Judge.
- b. The client will continue to be monitored until their probation period is completed and all requirements are met.
- c. The DWI Compliance Monitor/Tracker will track and enter completion information for all required programs including interlock, DWI school, community service, and treatment into the DWI Database.
- d. Verification of treatment completion is received from the treatment providers via monthly reports and completion certificates. This information is entered into the ADE database when it is received by the DWI Compliance Monitor/Tracker.

8. Records Storage/Retention

- a. A copy of the DWI compliance case file is kept in a locked cabinet behind locked doors for six years. Following that, the records are retained/destroyed in accordance with the State Records Retention Act.

Los Alamos County DWI Program Compliance Monitoring Protocol

1. Referral sources

Referral sources are from Los Alamos County Magistrate Court and Los Alamos Municipal Court DWI mandated sanctions as stipulated on court Judgement and Sentencing (J&S).

2. Services facilitated by Los Alamos DWI Program:

- Screening utilizing DFA's approved screening program Noble Software, Inc.
- Compliance Monitoring/Tracking of clients referred from Magistrate and Municipal Court. (DWI's processed under Magistrate Court are monitored and DWI's under Municipal Court are tracked.)
- Referrals Services include, but are not limited to:
 - DWI School referred to approved State agencies
 - Ignition Interlock referral: Listed on the initial referral form are ignition interlock providers from the surrounding Los Alamos Espanola and Santa Fe area:
Intoxalock Ignition Interlock
LA Ignition interlock
Smart Start Ignition Interlock
Alcolock Ignition Interlock
- Breath Alcohol Ignition Interlock Device (BAIID) Affidavit

In the event a client does not have a vehicle to install the BAIID, a BAIID Affidavit is signed by the client and a copy is submitted to the Presiding Judge for signature.
- Monitoring:
 - GPS bracelets,
 - Drug testing,
 - Sober Link
- Contracted Treatment Provider for the Los Alamos County DWI Program is Rio Arriba County DWI Program (RACSTOP); if DWI offenders prefer to go to an alternate provider they have the right to. Other providers include, but are not limited to
 - Aspen Program
 - Los Alamos Family Council
 - Mesa Vista Wellness
 - HOY Recovery Program
 - Presbyterian Medical Services
 - LifeLink
 - Santa Fe Recovery Center
 - Solutions

3. Intake process/procedure

Upon conviction of a DWI by the courts, the DWI Compliance Monitor/Tracker will:

- Meet with the client face to face and explain the DWI program guidelines.
- Review the J&S with the client and all court mandates, at which all referral forms for jail time, DWI Screening and Assessment, DWI School, Community Services Hours, Ignition Interlock (BAIID), Agreement to pay, Probation Fee agreement, and treatment are explained thoroughly to the client.
- All referral forms are signed by both parties and the client receives a copy of the entire packet to include a HIPPA release form.
- Signed forms are placed in the client's hard copy file and a file is then created in the DWI Database for tracking purposes with a tracking ID number that is computer generated by the database.
- The client will maintain communication with the DWI Compliance Monitor/Tracker to meet court deadline dates for mandates as specified on court J&S.
- Client will have face to face or telephone contact with the Compliance Monitor/Tracker as mandated on the J&S.

Screening:

Upon completion of the intake process, the client will sign a release of information. Prior to completing - paperwork, Policy and Procedures will be reviewed with the client and the client will complete the required screening assessment (Impaired Driving Assessment (IDA)). A Copy of completed assessment report will be provided to the Presiding Judge and client upon request.

4. Reports to the Courts

Pre-sentence/Post Sentence/Compliance: Compliance reports are reported to the Presiding Judge on a monthly basis with confirmation of compliance that explains the completion of the court mandate. Non-compliance reports are reported to the Presiding Judge of record weekly with an explanation of the particular violation in detail. The Compliance Monitor/Tracker will receive any amended Judgement and Sentencing from the Presiding Judge with recommendation regarding any follow-up actions in response to the violation. The DWI Coordinator will run monthly reports to ensure information is being entered in a timely manner. Communication is vital between the DWI Compliance Monitor/Tracker and all entities involved with the client.

5. Appearances in Court

DWI Compliance Monitor/Tracker is subject to appear in court and testify for probation violations hearings and compliance hearing court dates.

6. File maintenance

Order of files are the responsibility of the DWI Compliance Monitor/Tracker. All activities are documented as the information is received.

DWI Case file consists of:

Court Documents: Judgement and Sentencing, Statement of Probable Cause, Criminal Complaint and Citation.

Referral Forms: completion/verification of court mandates/certification

Treatment notes

Warrant Information

Court Dates

Violations

Probation fees

Any other correspondence regarding the client

The DWI Database - (electronic file) will - match the hardcopy file. All information will be entered in the appropriate fields, to include certifications of completion.

File Maintenance is vital for Compliance Hearings.

7. Compliance fees

- Clients are mandated to pay monthly probations fees no less than \$15 to no more than \$50 a month during their time on supervised probation. All probation fees are collected at the Justice Center. The client is provided with a receipt and a receipt number is documented in the client's hard copy file as well as the DWI Database. DWI's processed under Magistrate Court stay within the DWI Program.

8. Close out client records

Upon successful or unsuccessful closure of client's probation at the court's level the client's file will be closed in the DWI Database -.

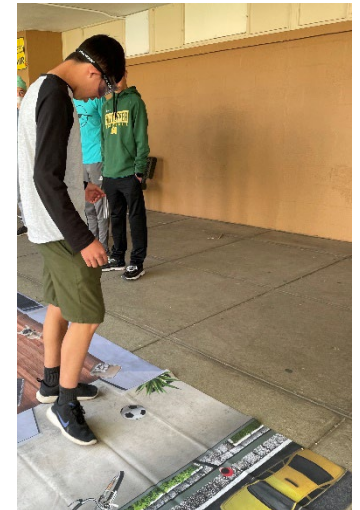
9. Records storage/retention

- Storage: electronically and/or hard copy in a secure dwelling
- Public has no access to these records
- DWI files are retained for 6 years.

Los Alamos County DWI Program Prevention Activities Report, May 2022

Alcohol Awareness at LAHS

Kristine Coblentz and Deni Fell facilitated an Alcohol Awareness and Fatal Vision Goggles lesson in Drivers Education classes at LAHS the first week of May. The interactive lesson included a pre and post test, a data matching game, an educational video, group work and discussion, and an activity designed to simulate walking while impaired. 77 students participated and offered overwhelmingly positive feedback on the lesson.



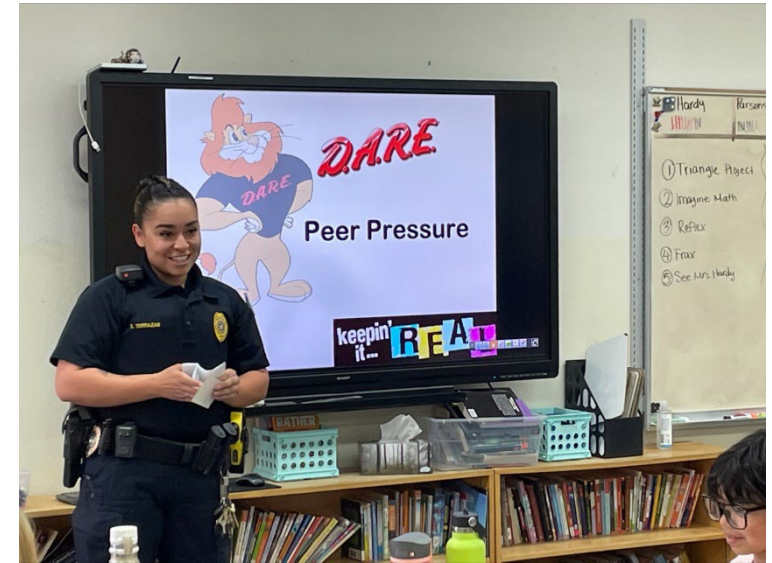
Alcohol Awareness at Senior Appreciation Night

Kristine Coblentz and Judy Lovejoy from the DWI Planning Council joined volunteers Grace Willerton and Lori Tepley from UNMLA at the Topsy Golf Cart station at SAN. Students were invited to try on fatal vision goggles that simulate different levels of impairment and navigate walking along patterned mats and catching stress balls. LAPD Officers James Keane, Chris Ross, and Samantha Terrazas guided students as they attempted to drive golf carts through a course of traffic cones while wearing impaired vision goggles. Giveaways from Safer New Mexico included lip balm, key chains, hand sanitizer, stress balls, and tote bags.



DARE Program: Teaching students decision making for safe and healthy living

School Resource Officers Chris Ross and Samantha Terrazas returned from training and immediately jumped into facilitating the newly updated DARE Program with the 4th grade class at Chamisa Elementary School. 37 students participated in nine interactive lessons that emphasized practicing basic core skills needed for making safe and responsible choices. Students were highly engaged and the teachers responded with positive feedback mentioning specifically that the information was relevant to the students' individual life situations and to their developmental level. They appreciated the opportunity for students to form positive relationships with the school resource officers and invited the program back next year which is the highest compliment. A graduation celebration was held on May 24th with LAPD Chief Sgambellone, Chamisa Principal Craig Washnok, and LAPS Superintendent Jose Delfin in attendance. More information about the program can be found at this link: <https://dare.org/why-d-a-r-e/> and in this Scientific American [article](#).



DWI Counsel Meeting Report-May 2022

Monica Schwiner-Compliance Officer

May Pre-Trial Municipal Open Cases: 2

May Probation Municipal Open Cases: 0

May Pre-Trial Magistrate Open Cases:

May Probation Magistrate Open Cases: 0

Active DWI Probation Magistrate Open Cases: 4

Active DWI Pre-Trial Magistrate Open Cases: 4

Active DWI Probation Municipal Open Cases: 15

Active DWI Pre-Trial Municipal Open Cases: 9

Probation Magistrate DWI Active Warrants: 0

Pre-Trial Magistrate DWI Active Warrants: 1

Probation Municipal DWI Active Warrants: 3

Pre-Trial Municipal DWI Active Warrants: 0

**Application for Appointment/Reappointment (circle one) to the Los Alamos County
DWI Planning Council**

Name: _____ **Telephone:** _____

E-mail: _____ **Occupation:** _____

I would appreciate being recommended by the Los Alamos DWI Planning Council for appointment by the Los Alamos County Council for membership to the DWI Council.

Why do you want to be appointed to the DWI Planning Council?

What knowledge and experience do you bring to this position?

What do you think are the best things presently being done to reduce drunk driving?

Do you have any suggestions for what could be done to further reduce drunk driving?

Which constituencies could you represent? (Circle all that apply)

1. Local Media 2. EMS 3. Schools 4. Community Substance Abuse Treatment
5. Public Health 6. Law Enforcement 7. Courts/judicial 8. Community Traffic Safety
9. Prosecutor/legal 10. Elected County Official 11. Independent Behavioral Health
Service Professional 12. Business Community 13. Concerned Citizen 14. Other

Applicant Signature

Date

Please return this completed form to Kristine.coblentz@lacnm.us, or mail to Kristine Coblentz, 1183 Diamond Drive, Ste E; Los Alamos, NM 87544