

DANE COUNTY OPERATING WHILE INTOXICATED  
TREATMENT COURT (OWITC)  
*PARTICIPANT HANDBOOK – TRACK 1*



Dane County, Wisconsin

(January 2026)

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# Participant Handbook Track 1

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## Welcome

Welcome to the Dane County Operating While Intoxicated Treatment Court (OWITC). You are here because the Court believes you can make positive changes with support, treatment, and accountability.

Our goal is to help you reach sobriety, improve your health, and prevent future OWI behavior. You will not do this alone. We will work with you every step of the way.

## How OWITC Affects Your Case

OWITC is a problem-solving court.

- It offers you an alternative to traditional sentencing.
- If you complete the program, the outcome of your case may improve.
- If you do not complete the program, your case may face probation sanctions, changes to your conditions, or revocation, which could result in custody time.

Your attorney can explain how OWITC affects your specific case.

You should ask questions if you do not understand.

## Court Logistics

### **Court Location:**

Dane County Courthouse, Courtroom 8C  
215 S. Hamilton Street  
Madison, WI 53703

# Court Logistics

Dane County Courthouse  
215 S. Hamilton Street  
Madison, WI 53703

Enter Dane County Courthouse



Security Screening



Elevator / Stairs



Branch  | Room  | Floor

## **Court Location Reminder**

Arrive at least *15 minutes early* to allow  
time for parking *and security*.

**OWITC Courtroom:**

Branch/Room/Floor (see diagram above)

**Standard Court Time: 10 AM**

*Arrive at least 15 minutes early.*

Your Case Manager will confirm your exact date and time for each hearing.

**Courtroom Expectations**

Please remember to:

- arrive early to allow time for parking and security
- check in with the bailiff or clerk
- dress in clean and neat clothing
- silence your phone
- do not bring food or drinks into the courtroom
- behave respectfully toward everyone in the courtroom

If you are unsure where to go or what time to arrive, contact your Case Manager before your hearing.

## Program Overview

Track 1 is the highest level of support and structure in the OWITC program. Most participants begin in Track 1 when they enter the program.

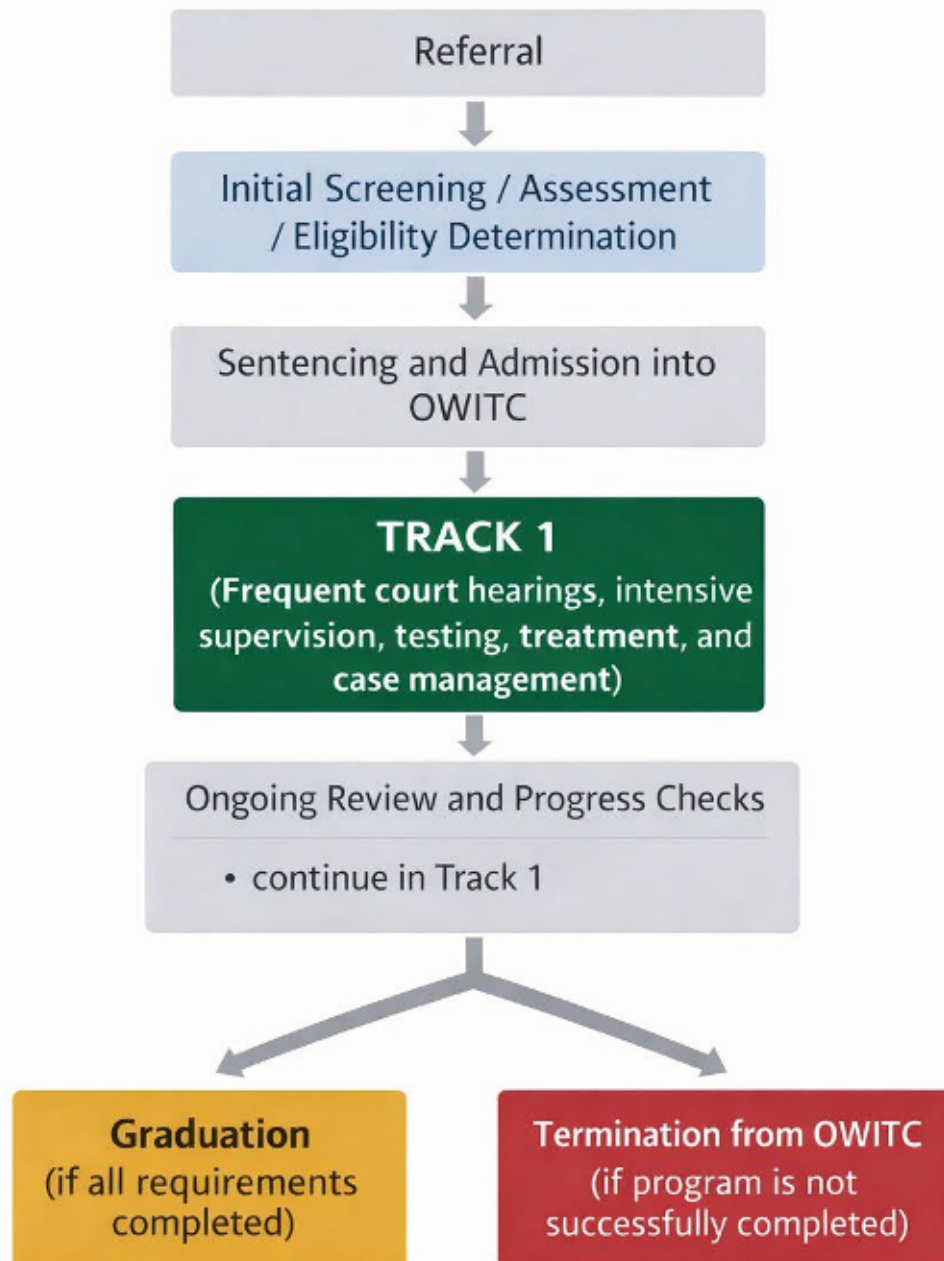
Most participants complete the program in approximately **12 months**, though the length may vary based on progress and compliance.

To successfully complete the program, you must:

- attend court and treatment as directed
- follow testing and monitoring rules
- meet regularly with your Case Manager
- remain alcohol- and drug-free
- complete your case plan

OWITC combines support and accountability to help you make safer choices and work toward long-term success.

## How OWITC Works (Track 1)





## Program Goals

The goals of OWITC are to:

- Stop impaired driving
- Support sobriety and recovery
- Improve community and roadway safety
- Build healthy relationships and routines
- Help you reach long-term success

## Your OWITC Team

You will work with a team of professionals throughout the program. Each team member has a specific role in supporting your recovery, monitoring compliance, and responding to your progress.

### **Judge**

The Judge leads court hearings, reviews your progress, and decides on incentives or sanctions. The Judge explains expectations clearly and encourages honesty and accountability.

### **Case Manager**

Your Case Manager is your main point of contact. They help guide you through the program, support your goals, assist with scheduling and referrals, and communicate with the team.

### **Probation Officer**

The Probation Officer monitors compliance with court orders and supervision requirements. They may complete check-ins, review testing and monitoring results, and share information with the team.

### **Defense Attorney**

Your Defense Attorney protects your legal rights and helps you understand how OWITC affects your case. You may speak with your attorney at any time about legal questions or concerns.

### **Prosecutor**

The Prosecutor represents public safety and participates in team meetings and court hearings. The Prosecutor reviews progress and supports fair decision-making.

### **Other Support Staff**

Other professionals may also support your progress, including:

- treatment providers
- program coordinator
- human services or community partners
- peer or recovery support specialists

These team members may assist with treatment planning, counseling, assessments, and referrals to needed services.

## What to Expect in Track 1

Track 1 is the most structured part of the OWI Treatment Court. It is designed to provide strong support and clear expectations as you begin the program. Most participants start in Track 1.

During Track 1, you should expect:

- regular court hearings
- frequent contact with your Case Manager and Probation Officer
- participation in substance use treatment
- alcohol and drug testing
- close monitoring of progress and compliance

The Judge will review your progress during court hearings and may respond with incentives or sanctions based on your behavior and effort.

Track 1 can feel demanding at first. As you demonstrate responsibility, honesty, and progress, some requirements may decrease.

## What a Typical Week May Look Like in Early Track 1

Every participant's schedule is different, but most people in early Track 1 should expect a structured and busy week. This schedule is designed to help you build strong habits and stay accountable.

In a typical week, you may have:

- **Court:** once per week
- **Meetings with your Case Manager or Probation Officer:** once per week
- **Treatment sessions:** two to three times per week
- **Alcohol or drug testing:** random, often several times per week



- **Breath monitoring:** daily during the first 60 days

In addition, you may also have work, school, family responsibilities, or support group meetings.

This schedule may feel demanding at first. As you make progress and show responsibility, some requirements may decrease.

## Rules and Responsibilities

When you enter Track 1, you agree to follow certain rules. These rules are designed to support your safety, recovery, and progress in the program. It is your responsibility to understand and follow them.

### Attendance

- Attend all court hearings, treatment sessions, supervision meetings, and testing as directed.
- Arrive on time.
- If you are going to be late or cannot attend, notify your Case Manager or Probation Officer right away.

### Sobriety

- Do not drink alcohol or use illegal drugs.
- Follow all testing and monitoring rules.
- Missed or refused tests may be treated as positive tests.

### Communication

- Communicate honestly with the team.
- Follow directions from the Judge, Case Manager, and Probation Officer.
- Ask questions if you do not understand expectations.

### Conduct

- Be respectful to the Judge, staff, and other participants.
- Follow courtroom rules and behave appropriately.
- Follow all laws and court orders.

### Behavior Matrix

The OWITC uses a **Behavior Matrix** to guide decisions about incentives and sanctions. The matrix explains how your behavior may affect court responses.

You will receive the Behavior Matrix as a separate handout. The Judge may refer to it during court hearings when reviewing your progress.

### **Safety and Responsibility**

- Report changes in address, phone number, or employment.
- Follow your Driver Safety Plan and any special conditions ordered by the Court.
- Report any new law enforcement contact to your Case Manager or Probation Officer.

### **Effort and Participation**

- Take an active role in treatment and supervision.
- Complete assignments and goals as directed.
- Work toward safe and healthy habits.

Following these rules helps you stay on track and reduces the risk of sanctions or delays in the program.

## **Medications and Health**

Your health and safety are important in the OWI Treatment Court. You are expected to communicate with the team about medications and health needs so they can support you appropriately.

### **Prescription Medications**

- Tell your Case Manager or Probation Officer about any prescription medication you are taking and provide medication list(s) to your Case Manager.
- Keep medications in their original containers.
- Do not share your medication with others.
- Do not take medication that is not prescribed to you.

### **Over-the-Counter Medications**

Some over-the-counter products contain alcohol or other ingredients that may affect testing.

If you are unsure about a product, ask your Case Manager or Probation Officer before using it.

### **Medication-Assisted Treatment (MAT)**

If you are prescribed medication to support recovery:

- You will not be sanctioned for taking approved medication
- You must follow your medical provider's directions

Medication-assisted treatment may be used when medically necessary and properly prescribed.

### **Health and Mental Health Needs**

If you have medical or mental health needs:

- attend appointments as directed
- communicate openly about changes or concerns
- request support when needed

The program may help connect you to health or mental health services when appropriate.

### **Emergencies**

If you have a medical emergency, call **911** or seek immediate help. Notify your Case Manager or Probation Officer as soon as you are able afterward.

If you are having a mental health crisis, contact the Dane County Crisis Line at **608-280-2600** or text **988** for the National Suicide Hotline.

Taking care of your physical and mental health supports your success in the program.

## **Alcohol and Drug Testing**

Alcohol and drug testing is a required part of the OWI Treatment Court. Testing supports safety, accountability, and progress. You must follow all testing rules and instructions.

### **Testing Requirements**

You will be tested for alcohol and drug use during the program. Testing may include:

- breath tests
- urine tests
- other approved testing methods

Testing is **random**, and you must be prepared to test when directed.

### **Breath Monitoring Device**

A breath monitoring device is required for **at least the first 60 days** of the program.

You must:

- use the device as instructed
- keep the device charged and functioning
- report problems immediately
- never tamper with the device

Failure to properly use the device may result in sanctions.

### **Missed, Refused, or Positive Tests**

- A missed or refused test may be responded to with a sanction.
- If you cannot report for testing, notify your Case Manager or Probation Officer immediately.
- Positive test results will be reviewed by the Judge in court.

The Judge may respond using the **Behavior Matrix** and may adjust treatment or supervision to support sobriety.

### **Over-the-Counter Products**

Some common products contain alcohol or ingredients that may affect testing. Ask before using mouthwash, cold medicine, or similar items if you are unsure.

### **Honesty Matters**

If you make a mistake, be honest with the team. Honesty will be considered when your behavior is reviewed.

Following testing rules is required for continued participation and graduation from the program.

## **Incentives and Sanctions**

The OWI Treatment Court uses incentives and sanctions to respond to your behavior. These responses are meant to support progress, reinforce positive choices, and address concerns when rules are not followed.

Decisions are guided by the **Behavior Matrix**, which you will receive as a separate handout. The Judge may refer to the matrix during court hearings.

### **Incentives**

Incentives are used to recognize positive behavior, such as:

- attending court, treatment, and supervision on time
- negative test results
- honest communication
- progress toward goals

**Examples of incentives may include:**

- verbal praise from the Judge
- reduced court appearances
- reduced testing or supervision
- progress toward graduation
- certificates or other recognition

**Sanctions**

Sanctions are responses to negative behavior, such as:

- missed or positive tests
- missed appointments or court hearings
- dishonesty
- violations of court rules

**Examples of sanctions may include:**

- increased testing or supervision
- more frequent court appearances
- written assignments
- community service
- changes to treatment or supervision
- short-term custody

**How Decisions Are Made**

The Judge considers:

- your behavior and effort
- honesty and communication
- your overall progress
- guidance from the Behavior Matrix

Sanctions and incentives are used to help you succeed—not to punish you. Your choices and actions guide how the team responds.

## If You Slip or Relapse

The OWI Treatment Court understands that recovery is a process. Slips or relapse can happen. What matters most is how you respond.

### Be Honest

If you use alcohol or drugs:

- notify your Case Manager or Probation Officer right away
- be honest with the team and in court

Hiding or denying use often leads to more serious consequences than the use itself. Honesty helps the team respond appropriately.

### Court Response and Support

If a slip or relapse occurs:

- the Judge will review what happened in court
- responses will be guided by the **Behavior Matrix**
- treatment, testing, or monitoring may increase to support sobriety

Responses are intended to help you get back on track, not to punish you.

### Treatment Adjustments

A relapse may lead to changes in:

- treatment level or counseling
- testing or monitoring requirements
- supervision expectations

These changes are made to support recovery and reduce risk.



## **Asking for Help**

If you are struggling or feeling tempted:

- talk to your Case Manager
- talk to your Probation Officer
- talk to your Treatment Provider or support staff

Asking for help will not result in punishment.

## **Moving Forward**

A slip or relapse does not mean you have failed. You can continue in the program by:

- taking responsibility
- being honest
- staying engaged in treatment
- working toward change

## **If You Miss a Test or Appointment**

You are responsible for completing all required testing, court hearings, treatment sessions, and supervision meetings. Missing a required test or appointment can affect your progress in the program.

### **Notify the Team Immediately**

If you miss or cannot complete a test or appointment:

- contact your Case Manager or Probation Officer right away
- explain the situation honestly

Not communicating or avoiding contact may lead to a more serious response.

### **Court Response**

If you miss a test or appointment:

- the Judge will review the situation in court
- responses may be guided by the **Behavior Matrix**
- supervision, testing, or court appearances may increase

A missed or refused test may be treated the same as a positive test.

## **Honesty Matters**

If a mistake happens:

- be honest as soon as possible
- communicate directly with the team

Honesty may be considered when determining how the court responds.

## **Ongoing Issues**

Repeated missed tests or appointments may result in:

- increased supervision or monitoring
- changes to treatment requirements
- additional court responses guided by the Behavior Matrix

If transportation, work schedules, or other barriers are causing problems, talk to your Case Manager or Probation Officer as soon as possible.

## **If You Have Concerns or Questions**

You may have questions or concerns during the program. It is important to speak up if you do not understand something or need help.

## **Who You Can Talk To**

You may talk with:

- your Case Manager
- your Probation Officer
- your Defense Attorney
- the Judge during court

These team members are available to help you understand expectations and address concerns.

## **Asking for Help**

You will not be punished for asking questions or requesting help. It is better to raise concerns early than to wait until a problem becomes more serious.

## **Communication**

When you have a concern:

- be honest
- explain the issue clearly
- ask for clarification or guidance

The team will do its best to provide answers and support.

### **Disagreements or Grievances**

If you believe something is unfair or you disagree with a decision:

- bring attention to your case manager or office supervisor
- speak with your Defense Attorney
- discuss the concern during court
- request clarification from the Judge or team

### **Respectful Communication**

You are expected to communicate respectfully with the team and other participants. Respectful communication helps build trust and supports your progress in the program.

If you do not understand something, ask. The OWITC team wants you to succeed and will help when you reach out.

## **Graduation Requirements**

Graduation from the OWI Treatment Court is a significant achievement. It shows that you have met program expectations, followed court orders, and demonstrated safe and responsible behavior.

### **Requirements for Graduation**

To graduate, you must:

- remain alcohol- and drug-free
- complete treatment as directed
- follow all testing and monitoring rules
- attend court and supervision meetings as required
- complete your case plan
- follow the Driver Safety Plan

- pay court-ordered fines, fees, or restitution
- demonstrate responsible and stable behavior

The Judge and OWITC team will review your progress and determine when you are ready for graduation.

### **What Graduation Means**

Graduation may include:

- recognition in court
- a certificate of completion
- positive feedback from the Judge and team

Graduation reflects the effort you have put into changing behavior, improving your health, and protecting public safety.

### **Life After Graduation**

After graduation, you are expected to:

- continue making safe decisions
- avoid impaired driving
- use the skills and supports you learned in the program
- maintain healthy habits and relationships

Graduation is an important milestone and the beginning of a safer, more stable future.

## **Termination**

The goal of the OWI Treatment Court is to help participants succeed. However, there are situations where a participant may be removed from the program. This is called termination. Termination is considered only after serious or repeated violations.

### **Reasons for Termination**

You may be terminated from the program if you:

- repeatedly violate program rules
- commit a new serious law violation
- refuse treatment or monitoring

- repeatedly miss tests, appointments, or court hearings
- engage in behavior that threatens public safety

### **Before Termination Is Considered**

Before termination:

- the OWITC team will review your progress and concerns
- sanctions and treatment adjustments may be used
- you will have the opportunity to address issues in court

Termination is not the first response to problems. The team will work with you to correct behavior and support change whenever possible.

### **After Termination**

If you are removed from the program:

- you will no longer participate in OWI Treatment Court
- you will no longer receive OWITC services or support
- your case will return to the sentencing judge for a probation review
- you may face probation sanctions, changes to your conditions, or revocation, which could result in custody time

### **Communication**

If you are struggling or concerned about possible termination:

- talk to your Case Manager or Probation Officer
- be honest in court
- ask for help as early as possible

Termination is treated as a last resort. The goal of the program is to help you remain engaged and work toward graduation.

## **Fees**

There is **no program fee** for participating in the Dane County OWI Treatment Court. You will not be charged for being in the program itself.

However, you are still responsible for certain costs related to your case. These may include:

- court-ordered fines
- court costs
- fees or restitution ordered by the Judge

If you have questions about what you owe or how to make payments, you should speak with your Defense Attorney or ask in court. It is important to stay informed about your financial obligations and make payments as required.

Failure to pay court-ordered fines, fees, or restitution may affect your case or sentencing but is **not** considered a program fee.



## Quick Reference

Keep this information with you. It can help you stay organized and prepared for court, testing, and supervision.

### Court Information

#### Location:

Dane County Courthouse  
215 S. Hamilton Street  
Madison, WI 53703

**Courtroom:** Branch 10 | Room 8C | Floor 8

**Standard Court Time:** 10 AM Friday Mornings

*Arrive at least 15 minutes early.*

### Supervision Contacts

**Case Manager:** \_\_\_\_\_

Phone: \_\_\_\_\_

**Probation Officer:** \_\_\_\_\_

Phone: \_\_\_\_\_

### Testing and Monitoring

**Testing Instructions / Call-In Number:**

\_\_\_\_\_

**Monitoring Device Company/Contact (if applicable):**

\_\_\_\_\_

### Treatment Provider

Name: \_\_\_\_\_

Phone/Location: \_\_\_\_\_

### Emergency or Late Arrival

If you cannot attend court, treatment, or testing:

- Call your Case Manager or Probation Officer right away

### Important Reminders

- Bring your monitoring device if required

- Follow all testing rules
- Communicate honestly
- Ask questions if you do not understand something

You may update this sheet as your contacts or requirements change during the program.

# Acknowledgement Page

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## **Participant Acknowledgment**

I acknowledge that I received a copy of the

**Dane County Operating While Intoxicated Treatment Court (OWITC)**

**Participant Handbook – Track 1.**

I understand that it is my responsibility to read the handbook and to follow the rules and expectations described in it. If I have questions or need clarification, I understand that I may speak with my Case Manager, Probation Officer, Defense Attorney, or ask the Judge during court.

I understand that this handbook is a general guide and does not replace orders given by the Judge or the Court.

**Participant Name:** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Case Manager Signature:** \_\_\_\_\_