EXECUTIVE SUMMARY
THE IMPLEMENTATION OF ALCOHOL INTERLOCKS FOR OFFENDERS:
A ROADMAP

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EXECUTIVE SUMMARY

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Step #1: Establish a team to explore options regarding the purpose, goals, and objectives of improvements to the alcohol interlock initiative (or to the implementation of an initiative if one does not already exist).

- Select team members that have a stake in any interlock initiative.
- Identify a leader to manage this team.
- Scope out potential goals and objectives of an interlock initiative.
- Calculate the estimated number of offenders that could potentially participate in the alcohol interlock initiative.
- Consider the development of the two most critical features of any interlock strategy -- offender monitoring and offender accountability.
- Investigate the need for an indigent fund or unaffordability provisions to support the use of alcohol interlocks.
- Gauge the number of staff that each agency may require to perform tasks related to the interlock implementation and maintenance of the strategy.
- Examine the scope of work required and estimated cost to develop an interlock database that is coordinated with driver records.
- Consider the magnitude of effort associated with implementation tasks in relation to the timeline for planning and implementation.
- Consider the inclusion of a rigorous evaluation as part of the implementation strategy.

Step #2: Invite relevant agencies to provide input into the drafting of proposed alcohol interlock legislation prior to its introduction.

- Invite representatives of stakeholder agencies to participate in a discussion to inform the drafting of alcohol interlock legislation.
- Include one or more bill sponsors in the group who will take the lead in introducing the legislation and building support for its passage.
- Allow all key stakeholders in the group to share their perspectives and feedback on the drafting of interlock legislation.
- Discuss proposed suggestions or strategies in relation to cost estimates to avoid the pursuit of initiatives that are not feasible or sustainable.
- Examine existing impaired driving legislation for potential conflicts with draft interlock legislation.
- Draft legislation that allows maximum flexibility for practitioners to make adjustments as required.
- Designate a lead agency that has the authority to establish rules and standards for the alcohol interlock initiative in the legislation.

Step #3: Form an implementation team and select a team leader.

- Determine the organizational structure of the team.
- Be sure to include the necessary expertise on the team.

Step #4: Determine the number of personnel required and the extent to which different types of agency personnel will be involved in implementation.

- Estimate the number of personnel that will be required to manage the number of new offenders that have the potential to be involved in the alcohol interlock initiative.
- Gauge the level of resources that is required to support staff.

Step #5: Develop an implementation plan.

- Create a workflow that illustrates each step within the alcohol interlock initiative.
- Develop a prioritized list of tasks that form the work plan for the team.
- Establish mechanisms to facilitate communication and cooperation among participating agencies.

Step #6 (optional task): Select and develop a strategy to manage indigent or unaffordability funding according to the alternative that is most suitable and feasible.
> Estimate the potential number of offenders who may be deemed indigent or who may meet unaffordability requirements for the purposes of the interlock initiative.
> Select an agency to administer the fund or provisions.
> Select appropriate eligibility criteria.

**Step #7: Modify and update technical standards (including test protocols) to include specific elements of the new strategy and consequences (i.e., device configurations) for new classes of offenders.**

> Update device technical standards and test protocols for the use of interlock devices with new classes of offenders.
> Review technical standards from other jurisdictions to identify relevant sections or components that could be adopted or modified as opposed to starting from scratch.
> Involve vendors in the development of standards.
> Ensure that devices undergo field testing by a knowledgeable authority.
> Invite the team to review the final technical standard and test protocol.

**Step #8: Translate new alcohol interlock legislation into administrative rules.**

> Review administrative rules from jurisdictions with a comparable interlock strategy.
> Identify errors or inconsistencies in the legislation and propose revisions.
> Invite feedback on the draft.
> Request review by legal counsel.

**Step #9: Pinpoint needed revisions (if any) to existing Request for Certification, certification protocols, or vendor contracts.**

> Estimate the potential number of new offenders that may be eligible.
> Review RFCs (or contracts) from other jurisdictions.
> Gather feedback on the draft.
> Designate a team or agency that will be responsible for reviewing vendor submissions and approving applications/establishing contracts.

**Step #10: Review (or develop) a vendor oversight plan/protocol to ensure quality delivery of devices and services.**

> Review similar oversight plans from other jurisdictions.
> Designate an agency that is responsible for vendor oversight.
> Develop a field test for the configuration of devices and guidelines for device installation.
> Specify qualifications for device installers.
> Consider the use of surety bonds.
> Develop site auditing procedures.
> Review fees for service.

**Step #11: Inform relevant agencies about the implementation of alcohol interlock legislation and any changes to an existing strategy.**

> Develop a one-page informational piece.
> Identify key contacts in relevant agencies for training purposes.
> Develop training protocols.

**Step #12: Create new forms, letters, applications, waivers, notices and other data sharing or exchange documents.**

> Revise existing forms/letters/notices and create new ones where needed.
> Determine what forms/letters/notices can be automated.
> Consult relevant agencies and practitioners.
Step #13: Develop and/or manage an interlock data management system (e.g., an interlock database in conjunction with the driver record system).

- Identify information that will be collected and how this will be accomplished.
- Determine whether sufficient funds are available.
- Select a DMV staff person knowledgeable in database design and management to be actively involved.
- Discuss governance policies related to data ownership, access and sharing.
- Investigate the structure and accessibility of court and correctional data systems.
- Update the existing driver records system to accommodate new classes of offenders.
- Meet with interlock vendors early on and request that they be involved in concept development.
- Modify and/or update any existing interlock data system.
- Review linkages.
- Agree upon the information that will be included in the system and shared.
- Develop standardized reporting procedures.

Step #14: Create a training and education plan for practitioners affected by the alcohol interlock initiative.

- Identify all agencies that may require training and education.
- Identify persons in each agency who can deliver training.
- Develop informational materials to distribute.
- Develop and deliver statewide training materials.
- Determine whether interlock training will fit into introductory courses.
- Create a training program for service providers.

Step #15: Create a public awareness plan.

- Develop informational materials about the interlock initiative.
- Identify diverse mechanisms to deliver information about the initiative.
- Engage community groups, victim advocacy groups, and others.
- Create a website.
- Include forms/applications online.
- Partner with other agencies.

Step #16: Create an evaluation plan.

- Identify possible research issues or questions.
- Determine who (which agency) in the jurisdiction may be positioned to undertake an evaluation.
- Determine what funding is available.
- Develop an evaluation plan.
- Determine how measurements will be collected.
- Establish an ongoing review.
- Disseminate results.

Step #17: Monitor progress during the implementation of the initiative and track outcomes in the short-term and the long-term.

- Retain documentation.
- Draft yearly agency reports.

Step #18: Provide a report to the Legislature.

- Schedule an annual review.