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Felony Pre-Trial Intervention (PTI) Agreement Resource Packet

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WATCH PTI VIDEO

Scan here to watch on YouTube

PTI RESOURCE DASHBOARD

Resource Dashboard

PTD BROCHURE

Use QR code to access the Restorative Justice web page

What is a Pre-Trial Intervention Agreement?

A Pre-Trial Intervention (PTI) Agreement is a special contract between you and the Dallas County District Attorney's Office. You agree to follow certain rules and complete specific conditions within an allotted timeframe. If you complete all of your conditions by the expiration date, the charges against you will be dropped, and you can erase your criminal record, so it won't stop you from getting a job, applying for benefits, or renting an apartment. The Pre-Trial Diversion office is located on the 1st Floor of the Frank Crowley Criminal Court Building. Any questions, concerns, or conditions should be emailed to PTIAttorney@dallascounty.org.

What Type of PTI Agreement Did I Sign?

Look at the top of your PTI Agreement to find out which type of PTI you have. There are 5 types:

- **Supervised PTI through Community Supervision and Corrections Department (CSCD)**
- **Supervised PTI through Pre-Trial Services (PTS)**
- **Supervised PTI through Recovery Monitoring Solutions (RMS)**
- **Non-Supervised PTI (US)**

If you have a Supervised PTI, you'll have extra steps to follow, like meeting with a case manager. Here's what you need to do for each type:

I. SUPERVISED (CSCD) FELONY PRE-TRIAL INTERVENTION (PTI) AGREEMENT SUPERVISED by Dallas County Supervision & Corrections

1. **Review the Contract and Conditions**. By signing the contract, you are agreeing to complete the conditions.
2. **Pay the CSCD Fee:** After you and your attorney sign the agreement, take your signed PTI agreement and your Felony Personal Data Sheet to the Community Supervision windows on the 8th floor of the Frank Crowley Building to pay the $102 probation fee. We recommend that both you and your attorney go together to avoid any delays. You do Not need a signature from the ADA to pay the fee or turn in the PTI contract.
3. Email the Fee Receipt and Contract: After paying, send the receipt and the signed agreement to PTI attorney at PTIAttorney@dallascounty.org. You Do Not need the PTI ADA signature to turn in the PTI contract. Once received, the PTI ADA will sign and send a confirmation email to your attorney with your PTI expiration date and further instructions on who to contact.
4. Your assigned CSO officer will contact you between 8am-5pm within 7 business days of paying the fee. If you do not hear from them, you should call 214-875-4828. The CSCD reporting offices are located at 1300 W. Mockingbird Ln, 3rd Floor, Dallas, TX 75247.

5. **Attend your CSCD Appointments**: You must meet with your CSCD Community Supervising Officer (CSO) every month and follow all the rules, like taking urine tests if needed. Missing appointments or testing positive on UAs may result in termination of your PTI contract.
6. **Proof of Conditions:** Please provide proof of completed conditions to your CSCD Supervisor. They will let us know if you have successfully completed your CSCD PTI Agreement. At least half of your conditions should be completed by the midpoint date. All conditions must be submitted by 10AM on your PTI expiration date.

II. SUPERVISED PTI through RMS
FELONY PRE-TRIAL INTERVENTION (PTI) AGREEMENT INCLUDING DWI SUPERVISED by RECOVERY MONITORING SOLUTIONS

1. **Review the Contract and Conditions**: By signing the contract, you are agreeing to complete the conditions.
2. **Return the signed PTI Contract**: After you and your attorney sign the agreement, email the contract to PTIAttorney@dallascounty.org. You Do Not need the PTI ADA signature to turn in the PTI contract. Once received, the PTI ADA will sign and send a confirmation email to your attorney with your PTI expiration date and any further instructions.
3. **Schedule Orientation:** Call 214-819-1454 or email rms@recoveryms.com within 3 business days of signing your PTI to set up an orientation appointment. You may also bring your PTI Agreement to 9090 North Stemmons, Suite A, Dallas, TX 75247.
4. Proof of Conditions: Please provide all proof of completed conditions to your RMS Case Manager. They will let us know if you have successfully completed your PTI Agreement. At least half of your conditions should be completed by the midpoint date. All conditions must be submitted by 10AM on your PTI expiration date.

III. Supervised PTI through PTS
FELONY PRE-TRIAL INTERVENTION (PTI) AGREEMENT SUPERVISED BY PRE-TRIAL SERVICES

1. **Review the Contract and Conditions**: By signing the contract, you are agreeing to complete the conditions.
2. **Return All documents signed**: After you and your attorney sign the PTI contract, the Pretrial Services Reporting Instructions, and the Enrollment form, email the contract to PTIAttorney@dallascounty.org. You Do Not need the PTI ADA signature to turn in the PTI contract. Once the contract is received, the PTI ADA will sign and send a confirmation email to your attorney with your PTI expiration date and any further instructions.
3. **Make an appointment with your Pretrial Services Officer** (PSO): You are responsible for calling the Pretrial Services Unit at (214) 875-2302 to make the initial appointment with your assigned Pretrial Officer. Your PTI Contract will indicate if you are required to report in person or by phone.
4. **Report to your PTS PSO Monthly**: You will be required to report to your Pretrial Services Officer at the Frank Crowley Criminal Courts Building, 133 N. Riverfront Blvd., 8th Floor, Dallas, TX

75207 – Tel #(214) 875-2302. Office hours are Monday- Friday from 8:00am - 4:30pm. Your Pretrial Services Officer will schedule all appointment dates and times.

5. **Complete and provide proof of conditions**: You can provide conditions to your PTS PSO, or you can email them directly to PTIAttorney@dallascounty.org. You may also drop them off at the Pre-Trial Diversion office on the 1st floor. At least half of your conditions should be completed by the midpoint date. All conditions must be submitted by 10AM on your PTI expiration date.

IV. Non-Supervised PTI
NON-SUPERVISED FELONY PRE-TRIAL INTERVENTION (PTI) AGREEMENT

We offer very few unsupervised PTIs. If you have a Non-Supervised PTI, you will not have a case manager. You will need to complete all the conditions on your own and keep your attorney updated. We will NOT be contacting you to assist with the conditions or set anything up for you. Please email proof of completion of conditions to PTIAttorney@dallascounty.org or to your attorney. You may also drop them off at the Pre-Trial Diversion office on the 1st floor. At least half of your conditions should be completed by the midpoint date. All conditions must be submitted by 10AM on your PTI expiration date.

What Exactly Do I Have to Do Now?

Your agreement lists specific things you must do before the end date. The checked boxes are the "conditi ons" of the PTI Agreement you must complete. If it includes taking classes, you must take the exact class stated in the agreement. You should start completing your tasks right after you sign the contract. At least half of your conditions should be completed by the midpoint date. If you have any questions, you can email PTIAttorney@dallascounty.org or ask your Community Supervisor.

What if I Finish Early?
Even if you finish early, your case won't be dismissed until the end date of the agreement in most cases.

How Long is My PTI Agreement?
Your PTI Agreement can last 3, 6, 9, 12, or 18 months. The exact length is written in your contract.

What Happens if I Don't Finish?
If you don't complete all the tasks by the expiration date, your case may be sent back to the trial court and go through the regular court processes. If your PTI contract is terminated for non-compliance or some other reason, your case will be sent back to the trial court and go through the regular court processes, or you may be given an opportunity to complete another diversion program.

How Do I Make Payments?

PTI Program Fee: MUST BE PAID IN PERSON ONLY. Bring your signed PTI Agreement to the Check Division at the Dallas County Criminal District Attorney's Office on the 11th floor of the Frank Crowley Courts Building. You may pay by cashier's check, money order, or credit card (with a fee). Cashier's check and

money orders must be made payable to "Dallas County". If using a credit/debit card, the cardholder must be present with an ID to process the payment. You can pay in installments, but everything must be paid by the expiration date of the PTI.
Please note, that the PTI Fee CANNOT be paid online at this time.

Restitution: You may pay your restitution payment online using the link below. **Note, you must notify the PTI ADA at least 2 days before you pay online so that a restitution form can be filled out and submitted to the payment center. You can email** PTIAttorney@dallascounty.org to give notice. You may also pay in person on the 11th floor of the Frank Crowley Courts Building. If you choose to pay in person, **you must bring your contract and indicate that the payment is for Restitution only.** **https://www.dallascounty.org/dcdaPaymentus/restitution.jsp**

What if I Can't Afford the $500 PTI Fee?- *See page 1 on the Waiver Application*

Before signing your PTI Agreement, you can apply for a fee waiver or reduction. Email PTIAttorney@dallascounty.org for the application form. This is a separate application form and unrelated to the indigency form you submitted to the court. (Probation and UA fees cannot be waived)

Please take the fee waiver application and a $5 payment to the checks division on the 11th floor. Email your receipt and the waiver to the email listed above. Waivers will be reviewed on a case-by-case basis. Please allow 2-3 weeks for the PTI Attorney to review your request. An email will be sent to your attorney indicating if your PTI Fee waiver has denied, granted, or reduced.

Will I Get My Money Back if I Don't Finish?

No, unfortunately there is no way to provide a refund of your PTI fee or CSCD fee if you don't complete the program.

WHAT IF I WANT TO TRAVEL DURING MY PTI AGREEMENT

Your PTI Agreement includes a **"Travel Restriction Clause"** that you should review carefully before signing. For any travel-related questions, please refer to the clause in your contract and your Bond Conditions.

In summary: If your bond has a travel restriction, you must obtain court approval before traveling outside the county or state and notify your respective case manager, and the PTI Attorney. (PTIAttorney@dallascounty.org). Even if there's no travel restriction as a condition of your bond, you must inform your case manager or the PTI Attorney before making any travel plans and requires prior written approval. You must wait for authorization before finalizing your travel plans. International travel is generally prohibited.

Do I Still Have To Go to Court?

Having to appear in court while on a PTI varies from court to court. Stay in contact with your attorney so you know if the judge in your court is requiring you to appear for court hearings. You must attend and make an appearance at any court dates set by your original court (both Felony and Misdemeanor cases). Failure to comply with the court could result in a warrant and termination of your PTI contract.

You Do Not need to meet in-person with the PTI Attorney. Your conditions can be submitted to your case manager, community supervisor, the PTIAttorney email, or dropped off on the 1st Floor at the Pre-Trial Diversion office. If allowed by the court, please have the attorney pass the case with the trial court ADA to the mid-point or expiration date of your PTI.

Where Do I Send Proof When I Complete My Conditions?

- **Supervised PTI**: Give proof to your case manager or community supervisor.
- **Non-Supervised PTI**: Email PTIAttorney@dallascounty.org or drop off proof of documentation with at the Pre-Trial Diversion office on the 1st floor.
- Once all conditions have been completed, an updated background check and review of your case will be done. If you are eligible for a dismissal an email will be sent to your defense attorney on your expiration date with your dismissal. As a general rule, early dismissals are not allowed.
-

Need Help Getting an ID?

The Stewpot, 1835 Young Street, Dallas, TX, 214.746.2785, Info@thestewpot.org can help. They are open Monday – Friday at 8 am. Bring any documents you have for intake.

How Do I Confirm Employment?

Submit a pay stub, W-2, or a letter from your employer with your name and date.

How Do I Confirm Education?

Submit a letter of enrollment or a class schedule with your name and dates.

WHAT IS APAA?

APAA is community support program that offers resource and peer-support. If your contract states that you must attend two (2) APAA meetings per month with a total of twelve (12) meetings, these meetings must be on separate days and only two (2) meetings per month will be counted. Please ask your community supervisor whether or not you may substitute APAA with NA/AA or submit a request to PTI Attorney@dallascounty.org for review.

WHAT IS SUPPORTIVE OUTPATIENT PROGRAM (SOP)?

A Supportive Outpatient Program (SOP) is a low-intensity outpatient program that assists with addiction and/or mental health treatment. It emphasizes drug education, relapse prevention, coping strategies, mental health symptoms, and maintaining long-term stability while allowing clients to maintain daily

routines. You are welcome to use any provider of your choice for Supportive Outpatient Program. However, if you need available options, please see the link below as these are providers for the North Texas Behavioral Health Authority (NTHBA).

How Do I Sign Up for a Required Class?

Depending on the condition, you may choose an agency that offers the corresponding class listed on your PTI Contract. However, you are responsible for making sure the class meets the requirements (For example: Drug Offender Education Program (DOEP) -must be 15 hours. Some conditions are limited to the type of class you are allowed to take, such as Thinking for A Change and Street Racing Kills Reckless Driving Intervention Program. If you are unsure if the class meets the PTI requirements you should ask your case manager or email PTIAttorney@dallascounty.org. A list of recommended agencies is provided in the PTI Dashboard.



What if I Need Urine Tests (UAs)?

If you are on a CSCD, RMS, or EAC PTI, the number of UAs will be determined by your community supervisor, unless otherwise states on your contract. If you are on a PTS or Non-Supervised PTI and are required to submit UAs, note that in order to satisfy this condition you must submit a standard 5-panel UA (unless otherwise specified in your contract). If your contract includes a No-Alcohol condition, you must also include ETG on your UA. Please pay attention to how many UA tests you must submit.
If you are required to give UAs, they must be at least 3 weeks apart. You may use any lab for testing but cannot use a self-collection kit. Two labs we recommend you use are Recovery Monitoring Solutions and Sentinel Offender Services.

Recovery Monitoring Solutions – 9090 N. Stemmons Fwy, Suite A Dallas, TX 75247, 214.819.1400, https://recoveryms.com

- Instructions: An RMS form is attached below. You must have your defense attorney complete the form. The form should be marked "self-pay" and the UA costs $50. If you provide a physical copy of your PTI Agreement to RMS, they will **reduce** your UA cost to $19.00. Send completed form to: drugtesting@recoveryms.com, then you can present to RMS, pay, and submit UA. Additional offices outside of Dallas are also listed at the bottom of this packet.

Sentinel Offender Services - Frank Crowley Courts Building 8th Floor, 214-741-6045, sentineldallas@sentrack.com

- Instructions: The Sentinel UA form is attached below. It must be signed and completed by the defense attorney and submitted to Sentinel in person on the 8th floor of the Frank Crowley Building next to the Criminal Justice Department. Defendants can submit payments (generally $22 for regular drug screening and an additional $25 to include alcohol) by cash, money order, or debit card. You must have a valid ID to submit UAs and have a copy of the COB/Court Order form to submit to Sentinel records. Instructions and the form are provided at the bottom of this packet.

Can I Use a Drug Patch Instead?

Yes, if your PTI Agreement specifically says "UAs or drug patches" you can either get a 5-panel drug test at least 3 weeks apart, or you can get wear a drug patch for 3 consecutive drug patches (unless specified otherwise). You will need to change the drug patch every 10- 14 days and submit the results to ptiattorney@dallascounty.org. Two places that offer drug patch services are Recovery Monitoring Solutions and Integrated Psychotherapy Services. If you are using RMS, please bring a copy of your PTI Agreement with you to their location. You will need to designate PTIAttorney@dallascounty.org to receive the UA or drug patch results. **YOUR RESULTS WILL NOT AUTOMATICALLY BE SENT TO OUR OFFICE.**

What if I Have to Do Community Service Hours?

Find a legitimate organization like a church, animal shelter, or charity. Get written proof of your service. Individual or non-organization hours **will not** be accepted. **Canned food donations will not be accepted in lieu of service hours.**

Need Help with Digital Devices and Hotspot?

Cardboard Project offers programs to help: https://cardboardproject.org/

What if you have citations causing you difficulties obtaining a driver's license?

You can **virtually** attend any of the following city courts to resolve the citations. Typically, the citations can be resolved via payment, class, or community service depending on the offense.
SOCCC-Mondays – Dockets 9am & 1pm
WDCC-Tuesdays – Dockets 9am & 1pm
SDCC-Thursdays – Dockets 9am & 1pm
The Downtown Dallas (Night) Community Court docket starts at 4pm.

You can attend any of the dockets virtually with the links provided on the webpage below.
https://dallascityhall.com/departments/courtdetentionservices/Pages/Community-Courts.aspx

Have More Questions?

Email PTIAttorney@dallascounty.org for more help.

COMMUNITY RESOURCES / CLASSES

For all other resources and classes, please refer to the Restorative Justice Resource Dashboard.

Resource Dashboard

Please note that the resources below are the ONLY acceptable classes for the following conditions:

Weapons Education Safety Training (WEST) Class

- Texas Court Class- (4 hour class)- Spanish as well https://texascourtclasses.com/gun-safety-course/
- Recovery Monitoring Solutions - (469) 453-5141 or email: treatment@recoveryms.com https://recoveryms.com/treatment-education/weapons-education-safety-training-west/
- The Polo Group – 972.906.9112 - (Dallas, Denton, and & Ellis Counties)
- https://thepologroup.org/services

Thinking For A Change (T4C)-(We will only accept one of the classes listed below)- Class must be Thinking for a Change. BEHAVIOR MODIFICATION **WILL NOT** BE ACCEPTED

- First Choice Social Services - 214-377-9223 (24 weeks program after intake)
- https://firstchoicesocialservices.org/our-programs/court-approved-intervention-and-education
- Integrated Psychotherapy Services (IPS) - 214-331-1200 (12 weeks)
- https://www.ipsrecovery.com (must do intake appointment first)
- Bee Services – 214.458.5000 (8 weeks)
- www.beeservices.net/ (Carrollton, Plano, & Lewisville)
- Discovery & Recover 346-874-0683 (4 week class online)
- https://www.discoverandrecover.net/thinking-for-a-change
- A&A Drug and Alcohol Education- (Spanish online class) (13 week program) https:www.aandadrug.com

Street Racing Kills Reckless Driving Intervention Program (2-hour online)-
*No Class Substitutions allowed; the specific class below is the **ONLY** acceptable class for this requirement. *https://streetracingkills.org/reckless-driving-intervention-program

Sample Forms Provided Below:

Recovery Monitoring Solutions

Monitoring Setup/Referral Form

EM = Electronic Monitoring
UA = Urinary Analysis

RMS- Bexar County EM & UA 2614 W Commerce St, Ste 400 & Ste 100 San Antonio, TX 78207 **EM:** 210-229-1495 **UA:** 210-229-1655	**RMS- Brazos County I EM** 1835 Sandy Point Rd., Ste. 1600 Bryan, TX 77807 979-361-4874 or 979-361-4885	**RMS- Brazos County II UA** 321 E. 26th St., Ste. 333 Bryan, TX 77807 979-361-4544
RMS- Nueces County EM UA 1428 Laredo St. Corpus Christi, TX 78401 **EM:** 361-452-9670 **UA:** 361-888-4188	**RMS- Collin County EM** 901 N. McDonald St, Ste. 608 McKinney, TX 75069 469-547-9062	**RMS- Collin County UA / McKinney** 2100 Bloomdale Rd., Ste. 12262 McKinney, TX 75071 972-548-4272
RMS- Collin County UA / Plano 900 E. Park Blvd, Ste. 200 Plano, TX 75074 972-881-3121	**RMS- Dallas County EM & UA** 9090 N. Stemmons Fwy., Ste. A Dallas, TX 75247 **EM & UA:** 214-819-1400	**RMS- Denton County EM** 109 S. Woodrow Lane Ste. 400 Denton, TX 76205 940-783-4404
RMS- Harris County EM 2600 S. Loop W., Ste. 670 Houston, TX 77054 713-661-9797	**RMS- Hidalgo EM & UA** 2827 S. Closner Blvd, Edinburg, TX 78539 956-380-0703 or 956-380-0735	**RMS- McLennan County EM** 520 Columbus Waco, TX 76701 254-340-6521
RMS Montgomery County EM UA 310 East Davis Conroe, TX 77301 **EM:** 936-556-0775 **UA:** 936-207-4223	**RMS- Parker County EM** 1675 Fort Worth Hwy. Weatherford, TX 76086 817-599-4652	**RMS- Tarrant County EM** 200 W. Belknap Ft Worth, TX 76196 817-885-8290
RMS- Travis County EM 5555 N. Lamar Blvd., Ste. L 137 Austin, TX 78751 512-582-6309	**RMS- Tulsa County EM** 5525 South Lewis Avenue Tulsa, OK 74105 918-382-9441	**RMS- El Paso County EM & UA** 10280 Montana Ave, Suite F El Paso, TX 79925 915-248-1843
Brazoria/Galveston/ Fort Bend Jefferson 713-661-9797	**East Texas/ Angelina/Nacogdoches** 903-705-5335	**Central Texas-** 214-533-4144
Grayson/Hunt/Rockwall/Wichita Wise- 469-547-9062	**Panhandle**- 806-376-0573	**West Texas**- 806-290-0622

Please Print

Client Name: _____ Home Telephone: _____

Judge: _____ Cause #: _____ Installation Deadline: _____ Court: _____ Supervising Location: _____ Supervising Officer (P.O) _____

Next Court Date: _____

P.O Phone: _____

P.O Email: _____

RMS Services: **** Set-Up Fee & First Months Monitoring Charge Must Be Paid at Time of Service.***

Transdermal Alcohol Monitoring
Portable Breath Alcohol Monitoring
RF/House Arrest
GPS Tracking
Active Passive
Drug Sweat Patch
UA Hair Testing

We Accept Visa, MasterCard, Discover, American Express, Cash, Money Order, or Cashier's Check

Toll-Free
Customer Service: 844-909-8555

Drug Panel Only ETG Only Drug Panel &ETG

Bring With You:

- ✓ Payment for Services (Call Your Local Office for Pricing)
- ✓ All Court Documents including your Court Order
- ✓ Driver's License / Identification

Signature, Client/Defendant Date

Times Attempted

☐ _____

☐ _____

☐ _____

SENTINEL®

DALLAS COUNTY DEPARTMENT OF PRETRIAL SERVICES

DRUG AND ALCOHOL TESTING FORM

TESTING PERFORMED BY:

SENTINEL OFFENDER SERVICES

LOCATED AT: FRANK CROWLEY COURTS BUILDING 8th Floor Suite #8123

PHONE: 214-741-6045 EMAIL:sentineldallas@sentrak.com

Must have valid DL/ID/ Passport

or

AIS photo

CASE NUMBER	DEFENDANT NAME	
OFFENSE		
DATE OF BIRTH	**GENDER**	**DEFENDANT PHONE NUMBER**
	_____M _____F	
DEFENDANT MUST SUBMIT TO TESTING BY: _____ DAY OF _____, 20_____		

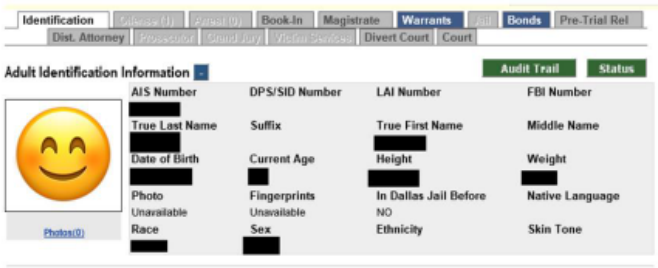
ONE TIME TESTING:	ONGOING RANDOM TESTING PROGRAM: (PLEASE CIRCLE ONE)
☐ DRUG SCREEN ($22.00)	☐ DRUG SCREEN ($22.00) WEEKLY BIWEEKLY MONTHLY
☐ ALCOHOL TEST-URINE ($25.00)	☐ ALCOHOL TEST-URINE ($25.00) WEEKLY BIWEEKLY MONTHLY
☐ ALCOHOL & DRUGS ($47.00)	☐ ALCOHOL & DRUGS ($47.00) WEEKLY BIWEEKLY MONTHLY

Judge/ Authorizing Authority's Signature: _____(print):_____

Court: _____ Bar Number: _____

I, _____, agree to abide by the terms and conditions of the Dallas County Department of Pretrial Services Drug and Alcohol Testing Program.

Defendant Signature: _____ Date: _____



Effective 10/02/2023
***Any standard panel (not Fentanyl)- $10/per panel (Sent to lab) tested.**
***eTg panel- $18.50**
***Fentanyl panel- $25.75**

Sentinel Accepts: Money Order, Debit/Credit Cards

DRUG TESTING PROGRAM

ATTENDANCE SHEET
(PEER RECOVERY SUPPORT)
NAME:

DATE	NAME OF GROUP	SIGNATURE OF TEAM LEADER

ATTENDANCE SHEET

(Community Service Hours)

NAME: _____

ORGANIZATION:
CONTACT PERSON:
PHONE:_____EMAIL:_____

DATE	TIME ON	TIME OUT	TOTAL HOURS	SUPERVISOR NAME (PRINT)	SIGNATURE OF SUPERVISOR