

# PCHHS

Portage County Health & Human Services

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## INTOXICATED DRIVERS ASSESSMENTS

**Now What?** If you are found guilty of an Operating While Under the Influence (OWI) you will be required to have an OWI assessment from the county you reside in. You will have 3 working days/72 hours after conviction to **come in person** to your County's assessment office to make an appointment.

**Can I have an assessment before I'm convicted?** Yes, you can! In Portage County the cost is the same for an assessment done before or after a conviction of OWI. The requirements (listed below) are the same in either situation. Please let your assessor know you have not yet been convicted of the OWI.

**What's the process?** The total cost of the assessment is **\$250**. It takes about an hour and a half of your time for the assessment. To schedule an appointment for an assessment you must come in person to Portage County Health and Human Services Department to put down a **\$100 deposit**. The balance must be paid in full on the date of the assessment. We accept **cash, cashier's check, credit or debit cards - No checks**.

**What happens if I miss my appointment or need to reschedule?** A 24 hour notice is required to reschedule or cancel an appointment. Without 24 hour notice the \$100 deposit you put down is forfeited. Also, if more than one appointment is cancelled or rescheduled your \$100 deposit will be forfeited and a new \$100 payment, made in person, will be needed to reschedule. A no show for the appointment forfeits deposit.

**What do I need to bring along to the assessment?** Everyone coming for an assessment, voluntary or court ordered, needs to bring a significant other, spouse, or an adult family member, to the assessment OR the significant other must be available by phone during the time of the assessment interview. The significant other must have known you for at least 3 years.

**If you have already been convicted of an OWI:** A copy of the incident/officers report will need to be brought along. You can get that from the law enforcement agency that arrested you for the OWI. You will also need the ***citation number*** and/or the ***court case number***.

**If you have not yet been convicted of the OWI:** You may not have access to the incident report but you can call and ask the arresting agency to fax a copy to Portage County HHS, Attn: Jessica Hake. FAX # 715-345-5966. You will also need the ***Citation number*** or ***court case number***. We cannot complete the assessment without one of those numbers.

If your OWI happened long ago or in another state and you cannot get the incident reports please bring all the paperwork you have to the assessment.

**Where do I go to schedule an appointment for an OWI assessment?** Please come to Portage County Health and Human Services, 817 Whiting Avenue, Stevens Point, WI 54481. Arrive at least 1/2 hour before closing time. Hours: Monday 8-4:30, Tuesday 8-6, Wednesday 8-5, Thursday 8-4:30, Friday 8-3.  
**For questions please call: 715-345-5350.**

Questions regarding occupational license: [www.dot.wisconsin.gov/driver/revoke/occllic.htm](http://www.dot.wisconsin.gov/driver/revoke/occllic.htm)

Questions regarding the interlock device: [www.dot.wisconsin.gov/statepatrol/services/chemtest.htm](http://www.dot.wisconsin.gov/statepatrol/services/chemtest.htm) (Installation)

If you would need an extension or amendment to your Driver Safety Plan after the original OWI assessment has been done, there will be a charge of \$50.

IDP Assessor: Jessica Hake