

Columbia County Adult Drug Treatment Court



PARTICIPANT HANDBOOK

Columbia County Adult Drug Treatment Court
Columbia County Health & Human Services
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Introduction

Welcome to the Columbia County Adult Drug Treatment Court program. We are looking forward to working with you on your journey to sobriety. This participant manual is designed to help you along the way. Included are the policies and procedures of the Columbia County Adult Drug Treatment Court program. These policies and procedures are updated on an as needed basis and may change. It should also be noted that the CCADTC Judge may waive or suspend any requirements of the program under special circumstances. If you have any questions or concerns while you are participating in the program, please contact the CCADTC Coordinator or another member of the CCADTC team.

Mission Statement

The mission of the Columbia County Adult Drug Treatment Court is to promote public safety by providing comprehensive services to nonviolent, substance-addicted offenders to eliminate their dependence on drugs and reduce their criminal behavior, thus reducing the costs of prosecution and incarceration by transforming offenders into positive, contributing members of the community.

Goals

The goals of the Columbia County Adult Drug Treatment Court are to reduce recidivism rates for nonviolent offenders in the program and increase public safety. Additionally, the program seeks to reduce prison and jail populations by diverting nonviolent offenders to community-based interventions, and reduce drug and alcohol use.

Objectives

The Columbia County Adult Drug Treatment Court objectives are to decrease the number of drug-related crimes, thereby increasing community safety and ultimately reducing the financial and emotional impact of substance abuse. This court-supervised treatment program will use evidence-based practices, intensive case management and treatment to hold participants accountable while providing opportunities for positive change. The Treatment Team will support, encourage, and assist participants in gaining independence and empowering them to live sober and healthy lives.

Treatment Court Team Members

The Columbia County Adult Treatment Court Team consists of professionals from a collection of disciplines who come together to manage cases involving eligible participants through an intensive, judicially monitored program offering substance abuse treatment, rehabilitation services, and strict community supervision. The members of the Treatment Court Team include one or more representatives from the following entities:

- Columbia County Circuit Court Judge
- Columbia County Adult Drug Treatment Court Coordinator
- Columbia County District Attorney
- Wisconsin State Public Defender or Defense Bar
- Wisconsin Department of Corrections
- Columbia County Area Law Enforcement

Columbia County Area Treatment Providers

When voting is necessary, each discipline listed above is allowed one vote.

Criminal Justice Coordinating Committee

The Columbia County Criminal Justice Coordinating Council provides oversight of the Columbia County Adult Drug Treatment Court and the Columbia County OWI Treatment Court.

Target Population

The Columbia County Adult Drug Treatment Court will focus on high-risk, high-need adult offenders in Columbia County.

Eligibility Criteria

Offenders entering the Columbia County Adult Drug Treatment Court must meeting the following criteria:

- a. Initial Eligibility- Does the applicant meet the initial eligibility requirements?
 - Columbia County Resident and willing to remain in the county
 - 17 years of age or older
 - Eligible to start within 60 days
 - Practical action plan for participation in CCADTC
- b. Legal Screening- Does the applicant meet legal eligibility requirements?
 - Pending non-violent Felony or Habitual Misdemeanor charges with a minimum possible sentence of at least 2 years in prison or ATR status for drug offense
 - No prior violent felony convictions (or habitual misdemeanor violent convictions??)
 - No Open/Recent Out of County Charges pending
- c. Clinical Screening- Does the applicant meet mental health/substance use eligibility requirements?
 - Diagnosable Substance Use Disorder verified by TCU-Drug Screen V
 - Identifiable treatment needs and willingness to address use, abuse or dependence
 - High risk/high needs on the COMPAS-R Assessment Tool
- d. Availability
 - Available to start within 60 days
 - Must resolve all open cases; including out of county cases
 - Must resolve all pending Probation Revocation cases

Referral Process

Entry into the Columbia County Adult Drug Treatment Court program is voluntary. Referrals can be made by law enforcement, district attorney's office, public defender's office, private attorneys, or self-referrals. Once a referral has been made, an initial background screening will

be done to determine whether any exclusionary convictions are present, notification will be made to the referral and the attorney of record. Upon the prospective participant's request, the Adult Drug Treatment Court Coordinator will conduct a screening interview. The information collected during this interview will be summarized and presented to the Drug Treatment Court Team, excluding the Judge. The team's decision is based on the eligibility criteria and all parties will be identified by a letter. The letter will be sent to all parties involved with pending cases (including the referral, attorney(s) of record, the District Attorney's office, Clerk of Courts, and probation). This will determine final admission to the program. Any admission recommendations are subject to judicial confirmation. All eligibility decisions by the Drug Treatment Court Team are final.

Confidentiality and Record-Keeping

Drug Court participants will be **required to sign Releases of Information** authorizing the disclosure of health, medical, mental health, Alcohol and other Drug Assessments (AODA), other related assessments, criminal record, employment, and educational records for the purpose of, but not limited to, screening for Drug Court, team discussion, treatment providers to exchange written and verbal communication/information, and any ongoing communication with Options Lab or other similar providers. Participants will be required to update these releases upon request and as necessary.

Any program that specializes, in whole or in part, in providing treatment, counseling, or assessment and referral services for individuals with AOD (Alcohol or Drug) use problems must comply with the federal confidentiality regulations (42 C.F.R. §2.12(e)). The federal regulations apply to programs that receive federal funding. Two federal laws and a set of regulations guarantee the strict confidentiality of information about persons, including individuals receiving alcohol and drug abuse assessment and treatment services. The legal citation for these laws and regulations is 42 U.S.C. §290dd-2 and 42 C.F.R. Part 2.

These specific laws and regulations are designed to protect patients' privacy rights to encourage treatment. The regulations restrict communications more tightly in many instances than, for example, either the doctor-patient or the attorney-client privilege. Violation of the regulations is punishable by a fine of up to \$500 for a first offense or up to \$5,000 for each subsequent offense.

Federal confidentiality laws and regulations protect certain information about an individual if the individual has applied for or received any AOD-related services from a program that is covered under the law. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment, or referral for treatment. The restrictions on disclosure apply to any information that would identify the individual as an alcoholic or other drug abuser, either directly or by implication. The general rule applies from the time the individual makes an appointment. It applies to individuals who are mandated into treatment as well as those who enter treatment voluntarily. It also applies to former clients or patients. The

rule applies whether or not the person making an inquiry already has the information, has other ways of getting it, has some form of official status, or is authorized by state law.

Information that is protected by federal confidentiality regulations may always be disclosed after the individual has signed a proper consent form. The regulations also permit disclosure without the individual's consent in several situations, including medical emergencies, program evaluations and communications among program staff. Individuals who refuse to sign consent forms permitting essential communications can be excluded from treatment.



All court orders, including orders regarding treatment and sanctions, must be entered in the court minutes. This is stored in the Court File, which is a public record. Treatment information and progress reports are maintained in a separate treatment file which is kept in compliance with federal law. Electronic communication between program staff and participants will be encrypted unless otherwise authorized, to protect private information of participants.

Treatment Requirements

Participants will be expected to complete an assessment to determine the appropriate level of care and treatment program for the individual. They will be expected to complete an individualized treatment plan and complete any treatment recommended. This includes support groups centered around mental health and substance recovery and include non-deity based groups. The team may request participate in in-person meetings. Participants will be allowed to choose their own treatment providers based on their insurance and/or ability to pay, as long as that provider is able to provide the appropriate level of treatment. Any treatment costs not covered by insurance are the responsibility of the participant. If participants are unwilling to complete the recommended treatment, it is considered non-compliance and is grounds for termination.

Phase Structure

This is a five-phase treatment model designed to transition the participant from alcohol and drug dependence to successful recovery. The CCADTC is designed to take a minimum of 14 months to complete. This timeline is based on a participant's ability to progress through each phase. Participants that have not demonstrated an ability to progress through phase 1 within 90 days will be requested to meet with a team to discuss ways to ensure success in Phase 1. (Progress is defined as establishing a sober date, completing weekly requirements, attending treatment, etc). If a participant has not made appropriate changes in 120 days, termination will be discussed. Time spent on treatment is a factor that will be considered. Each phase of the program has specific criteria that must be met before moving to the next phase.

	Phase I Stabilization	Phase II Engagement	Phase III Continuing Care	Phase IV Maintenance	Phase V Aftercare
Minimum	30 days	90 days	120 days	90 days	90 days
Court Obligations	<ul style="list-style-type: none"> Status hearing weekly Pay \$50.00 fee 	<ul style="list-style-type: none"> Status hearing every two weeks Pay \$50.00 fee 	<ul style="list-style-type: none"> Status hearing monthly Pay \$150.00 fee 	<ul style="list-style-type: none"> Status hearing monthly Pay \$150.00 fee 	<ul style="list-style-type: none"> Status hearing monthly Pay \$200.00 fee
Supervision & Monitoring Requirements	<ul style="list-style-type: none"> Random drug testing at least 2 times per week Contact with coordinator 2-3 times per week Meet with agent weekly 	<ul style="list-style-type: none"> Random drug testing at least 2 times per week Contact with coordinator 1-2 times per week Meet with agent every two weeks 	<ul style="list-style-type: none"> Random drug testing at least 2 times per week Contact with coordinator 1 time every 2 weeks Meet with agent at least monthly 	<ul style="list-style-type: none"> Random drug testing at least 2 times per week Meet with coordinator monthly Meet with agent as required 	<ul style="list-style-type: none"> Random drug testing at least 2 times per week Meet with coordinator monthly Meet with agent as required
Treatment Requirements	<ul style="list-style-type: none"> Complete assessment and individualized treatment plan Attend treatment as identified in assessment Attend 4 support groups weekly 	<ul style="list-style-type: none"> Attend treatment as identified in assessment Attend 4 support groups weekly 	<ul style="list-style-type: none"> Attend treatment as identified in assessment Attend 3 support groups weekly 	<ul style="list-style-type: none"> Attend treatment as identified in assessment Attend 2 support groups weekly 	<ul style="list-style-type: none"> Attend treatment as identified in assessment Attend 1 support group weekly Develop Aftercare Plan
Other Requirements	<ul style="list-style-type: none"> Develop a budget and begin payment of fines/fees Complete 10 hours of community service "Rule of 40" Other requirements determined as needed 	<ul style="list-style-type: none"> Maintain budget and payment of fines/fees Seek/maintain employment or school (if applicable) Complete 20 hours of community service "Rule of 40" 	<ul style="list-style-type: none"> Continue payments of fines/fees Maintain employment or school (if applicable) Complete 30 hours of community service "Rule of 40" 	<ul style="list-style-type: none"> Continue payments of fines/fees Maintain employment or school (if applicable) Complete 20 hours of community service "Rule of 40" 	<ul style="list-style-type: none"> Complete payments of fines/fees Maintain employment or school (if applicable) Complete 20 hours of community service "Rule of 40"
Minimum Sober Days	15 consecutive days	21 consecutive days	30 consecutive days	60 consecutive days	90 consecutive days
<div>  <div>Violation-Free Requirement for Phase Advancement</div>  </div>					

Graduation Criteria

Participants must meet the following criteria to graduate from the Columbia County Adult Drug Treatment Court program:

- ❖ Maintain sobriety for at least 90 consecutive days prior to graduation
- ❖ Fulfill all phase requirements
- ❖ Complete 100 hours of community service
- ❖ Obtain a GED or equivalent if required by case plan
- ❖ Develop and maintain a budget according to case plan
- ❖ Meet stable housing goals as set by case plan
- ❖ Fully pay restitution, program fees and courts costs, or be in compliance with payment plan for at least 120 days
- ❖ Complete Exit Evaluation
- ❖ Complete Maintenance Aftercare Plan
- ❖ Complete Graduation Application
- ❖ Receive approval for graduation by the CCADTC Team

***Any requirement can be waived by the CCADTC Judge in special circumstances.

Community Service and Fee Requirements

Participants will be expected to complete 100 hours of unpaid community service for the CCADTC program. These are prorated based on the current phase. Please reference the chart on Page 7 for the exact hours per phase. These hours must be completed at a location approved by the CCADTC Coordinator. Participants may also be given credit towards community service hours for other activities completed as approved by the CCADTC Coordinator and/or CCADTC team, such as attending GED classes, job skills training classes, etc.

Participants will also be expected to pay a fee of \$600.00. The fee should be paid as follows: \$50.00 by the end of Phase 1; \$50.00 by the end of Phase 2; \$150.00 by the end of Phase 3; \$150.00 by the end of Phase 4; and \$200.00 by the end of Phase 5. Participants will be allowed to use community service hours, in excess of the required 20 hours per phase, to offset up to \$200.00 of the fee. These hours will be credited at a rate of \$10.00 per hour.

Termination Process and Criteria

Participating in the Columbia County Adult Drug Treatment Court program is voluntary. If the participant chooses to withdraw from the program, this is the final decision. Participants will be required to fill out a Voluntary Withdrawal form before leaving the program. The participant will then be referred back to the traditional court process. Participants have the right to consult with an attorney at any time.

Participants may also be terminated from the program if they do not follow the requirements of the program, or it is in the interests of the community to do so. The following are some reasons that may lead to termination, though this list is not meant to be all-inclusive:

- ❖ New criminal charges

- ❖ Missing drug tests or failed drug tests
- ❖ Tampering with drug tests
- ❖ Failing to cooperate with treatment or with CCADTC requirements
- ❖ Repeated non-compliance
- ❖ Inability to establish a sobriety date within 120 days of start date
- ❖ Violence, or threats of violence, directed at the Drug Court Team or others
- ❖ Failure to attend CCADTC hearings, treatment sessions, or abandonment of the program
- ❖ Repeated dishonesty
- ❖ Sharing or selling prescribed or illicit medication or substances to other participants or members of the community.

The following will trigger automatic termination proceedings:

- ❖ Absconding from the program resulting in 3 missed court hearings or 30 days of programming whichever is less.
- ❖ Absconding from residential treatment/placement without the permission of Treatment Court Coordinator or Probation Agent.

If the CCADTC Team is concerned about a participant's behavior or adherence to the program policies and feels that termination is a possible response, the participant will be requested to meet with the CCADTC Team, excluding the Judge, for a status meeting to address these concerns. Any member of the Drug Court Team can make a termination motion following the status meeting. The Judge will inform the participant in court that the recommendation is termination, or if the participant does not attend court, a letter will be sent to the last known address. Following notice, the participant will have the right to retain counsel and have the right to a termination hearing. The coordinator will review the termination rights with the participant. The participant must request a termination hearing within 14 days of notice. If no such request is made, the participant will be deemed terminated. The participant may also advise the Court or the Coordinator that they are not contesting the termination. Once a waiver of the hearing is provided, the participant should not appear in Drug Court, take a drug test, or in any other way continue with the requirements of the Drug Court program.

If a participant has not waived the termination hearing, they are expected to continue to follow the rules and policies of the Court, including drug testing. They are also expected to attend Court, except when their behavior continues to exhibit a pattern of rule violations and their behavior is contrary to the functioning of the program. The Court may advise the participant to refrain from Court appearances until the termination hearing is held. Adherence to all other expectations of the program is required.

Due process rights during a termination proceeding are as follows:

1. The right to be notified that the CCADTC Team has recommended termination.
2. The right to have a judicial hearing to determine if termination from the program should occur.

3. The right to be heard at the termination hearing.
4. The right to have an attorney represent the participant during the termination hearing.
5. At the termination hearing, the burden is on the party requesting termination to present information that the participant should be terminated from the program. The burden is the preponderance of the evidence. Rules of evidence do not apply. Hearsay is permitted although the Court will consider the reliability of any information provided. The participant may call witnesses or present an argument against termination. The hearing will be in open court.

If the participant is terminated and must return to the Court for sentencing, if he/she will have the sentencing hearing in front of the Drug Treatment Court Presiding Judge, the Presiding Judge will recuse, resulting in a different Judge for sentencing. The case will also be handled by a different attorney from the District Attorney's office, not the CCADTC representative, for the sentencing hearing.

Administrative Discharge

A participant may be administratively discharged from the Columbia County Adult Drug Treatment Court if the participant becomes no longer eligible to participate in the program, as determined by the CCADTC team.

Rule of 40

All drug court participants will be required to abide by the "Rule of 40." Participants will be required to be involved in 40 hours per week of approved activities. Approved activities include: attending drug court hearings, treatment, support groups, drug testing appointments, employment, community service, activities with their children or other approved activities. Participants will be expected to provide weekly verification that they are meeting this requirement. Participants can be sanctioned for failing to meet this requirement.

Incentives and Sanctions Guidelines

The Columbia County Adult Drug Treatment Court utilizes a variety of rewards to recognize and encourage progress and applies a process of graduated sanctions to address non-compliance.

The CCADTC uses incentives and rewards to recognize the positive achievements of participants as they progress through the program. A participant's progress is discussed by the Drug Court Team and incentives are recommended at the status review hearing. Incentives may take many forms and will be tailored to the individual and their specific treatment plan. Rewards may include, but are not limited to, the following:

- ❖ Encouragement and praise from the Drug Court Judge
- ❖ Tokens or certificates of progress
- ❖ Decreased frequency of court appearances
- ❖ Promotion to the next program phase

- ❖ Shortening of current phase
- ❖ Gift cards
- ❖ Curfew extension or removal
- ❖ Special drug court event
- ❖ Restoration of privileges lost due to relapse or other infraction
- ❖ Early commencement
- ❖ Graduation ceremony

The CCADTC also uses a system of graduated sanctions for non-compliance. Non-compliance is reviewed by the Drug Court Team and addressed at status review hearings. Participants violating the terms and conditions of the CCADTC will be required to report in person to the next scheduled Drug Court hearing day. Sanctions may include, but are not limited to, the following:

- ❖ Warnings and admonishments by the Drug Court Judge
- ❖ Increased frequency of court appearances
- ❖ Increased frequency of drug testing or other elements of the program
- ❖ Writing assignments
- ❖ Community service hours
- ❖ Escalating periods of jail confinement
- ❖ Use of electronic monitoring or other probation/parole requirements
- ❖ Termination from CCADTC and reinstatement of regular court processing

Testing Protocol

Each participant is subject to random testing for the purpose of detecting the unauthorized use of alcohol or controlled substances under the following program:

Columbia County Adult Drug Treatment Court participants will participate in mandatory, random urinalysis, saliva, and breath testing consistent with the requirements of each phase of the program. Testing will be at a minimum of twice per week throughout the CCADTC program. Frequency of testing may also be increased at any time as a sanction for non-compliance with program requirements or suspicion of non-compliance.

The Adult Drug Treatment Court Judge, Adult Drug Treatment Court Coordinator, Department of Community Corrections, Treatment Providers, Columbia County Department of Human Services, and any officer or deputy working with the authority of the Drug Court Program may also request testing of a Drug Treatment Court participant at any time.

Upon request, the Drug Treatment Court participant shall immediately deliver the requested sample. If a sample is not produced, is not of sufficient quantity, or is adulterated in any way; it will be treated as a positive sample.

Prior to delivering the sample, the Drug Treatment Court participant will be asked whether or not the test will be positive. If the participant acknowledges that the test will be positive, it will

be considered a positive test, and the test may not take place. If the participant indicates the test will be negative, but the test is found to be positive, the participant will be informed of the positive result, and given an opportunity to request a confirmation test. If the confirming test is positive, the participant may be assessed a monetary sanction for both positive tests and the Drug Court Judge will be advised of the results. A monetary sanction may be assessed for any positive tests. Failing to report to a drug test will be considered a violation of Drug Court rules.

Drugs can be detected by a variety of samples, including urine, blood, hair, sweat, and saliva. The Court will rely on any/all of these samples. The person assigned to perform the test will be appropriately trained and certified.

Chain of Custody Procedure:

1. Participant's identity will be verified.
2. Participant will be instructed to remove any unnecessary outer layer clothing and to leave other personal accessories with the removed clothing.
3. Participant will wash and dry their hands under observation.
4. Collector will start the requisition form and select a collection kit, which will be opened, and the participant will be instructed to provide enough urine to cover the temperature strip.
5. The temperature of the specimen will be reviewed, and appropriate information will be entered on the requisition form.
6. The participant will print their name, date of birth and the collection date on the tamper evident seal, the collector will sign their name on the seal. The seal will be placed over the cap and affixed to the sides of the collection cup. Alternatively, a label generated with the LabNexus requisition will be applied to the primary specimen container.
7. The collector and participant will complete any remaining paperwork necessary.
8. The specimen and requisition form will be sealed in a specimen transport bag in the presence of the participant and then transferred to the laboratory for testing.

Use of Medications

Medication Assisted Therapy (MAT) is a widely used and beneficial tool to addiction recovery. MAT and other therapy-assisted medications such as those used for mental health treatment may be approved and can be used by participants; however, these medications must be prescribed, taken appropriately, and strictly monitored throughout the duration of programming. All medications must be disclosed to the CCADTC team and approved for use by the CCADTC Coordinator.

Participants are not to use any other medications or substances, including over-the-counter medications, herbal supplements, designer drugs, dietary supplements, homeopathic substances, alcohol, or any other substance not approved by the FDA, without prior permission from the Adult Drug Treatment Court Team. Participants may take emergency medications as prescribed by a doctor, dentist or other licensed professional without prior permission, but must inform the CCADTC Coordinator of the medication immediately by phone. If the Coordinator is not available, the participant is expected to leave a message with the medication

name, dosage, reason for the prescription, and the name of the prescribing professional. Documentation must be provided at the next CCADTC session or case management meeting, whichever comes first.

Participants are expected to disclose their participation in the CCADTC program to any medical professional (i.e. physician, dentist, or psychiatrist) that is prescribing medication. Participants are expected to also sign releases to allow the exchange of information between those medical professionals and the CCADTC Team. As much as possible, participants are expected to use one doctor and one pharmacy for their medical needs.

Non-Fraternization

Experts agree that making any major life changes in the first year of sobriety, including dating, is detrimental to continued sobriety. Participants are discouraged from engaging in new significant relationships while involved with CCADTC, this includes engaging with current participants. Participants are not allowed to engage with other participants (Facebook/Messenger, Instagram, TikTok, text, phone calls, in person gatherings) unless in a treatment setting or approved by the Treatment Court Coordinator and Probation Agent.

Participants will be expected to disclose any relationship they are in when they enter the program. This is a continuing obligation. If the Court believes that there is an unhealthy relationship in existence, the Court may impose some form of restriction on the relationship, including ordering a termination of the relationship, while the participant is in Adult Drug Treatment Court.

Participant Expectations

1. To be honest.
2. To follow the weekly requirements of the program; call ins/UAS, Rule of 40, Support Groups.
3. To complete an assessment to determine the level of care and follow the recommendations.
4. To reside and remain in Columbia County. Participants are expected to disclose any reason for leaving Columbia County.
5. To disclose names and addresses of your support network, including the individuals that you are residing with, individuals whom you interact with or date and intimate partners. Your place of residency and relationships are subject to approval. No participant will be allowed to engage in a relationship or reside with anyone under DOC supervision related to drug charges or have pending drug charges.
6. To sign all releases to maintain collaboration between the program and current providers.
7. To report all medications to Coordinator and treatment providers.
8. Be on time to court, appointments & UAs.

Appendix A: Mandatory Exclusion Crimes

Felony Crimes-Risk of Injury

940.01	All forms of Homicide
940.11	Mutilating or hiding a corpse
940.19-940.20	All forms of Felony Battery
940.21	Mayhem
940.225	All forms of Felony Sexual Assault
940.23	Reckless Injury
940.235	Strangulation and suffocation
940.305	Taking hostages
940.31	Kidnapping
941.20(1m)	Endangering safety by use of a dangerous weapon
941.296	Use or possession of a handgun and an armor-piercing bullet during crime
941.375	Throwing or discharging bodily fluids at public safety workers
943.20(1)a & (3)e	Robbery-Theft from person
943.32	Robbery and Armed robbery
943.23(1)(g)	OMVWOC – Carjacking
946.42(4)	Aggravated Felony Escape (resulting in injury)
948.02	Sexual assault of a child
948.05	Sexual exploitation of a child
948.051	Trafficking of a child
948.06	Incest with a child
948.07	Child enticement
948.075	Use of a computer to facilitate a child sex crime
948.08	Soliciting a child for prostitution
948.30	Abduction of another's child

165.95 TAD Statute

A “violent offender” means a person to whom one of the following applies:

- a) The person has been charged with or convicted of an offense in a pending case and, during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious bodily harm.
- b) The person has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm.

Appendix B: Drug Court Rules

As a Drug Court participant, you will be required to abide by some basic rules:

1. Always tell the truth.

Overcoming drug dependence is not easy, yet thousands of individuals do it every year with the help of others. Your success will take your best effort, including constant truthfulness on your part.

- a. **Do not forge documents** such as N/A meeting attendance sheets. Forgery is a crime.
- b. **Do not miss urine tests or attempt to subvert any urinalysis test in any way.** Missed UA's are considered positive. Tampering with urine specimens will not be tolerated and will be considered a violation of the program.

Due to the drug testing requirements of this program, you will not be allowed to consume poppy seeds, energy drinks, dietary supplements, homeopathic substances, herbal products, sports nutrition powders, or any other substance not approved by the FDA.

2. Become and remain drug and alcohol free.

Sobriety is the primary focus of this program. Maintaining a drug free lifestyle is very important to your recovery process.

3. Avoid any establishment where the principal business is the sale of alcoholic beverages or illegal drugs or gambling.

Just as using alcohol and other drugs may become an addiction, gambling may become an addiction, also, and is therefore not approved behavior for Drug Court participants.

4. Follow the treatment plan made for you by your treatment provider and attend all assigned treatment sessions, including individual and group counseling, educational sessions and self-help group meetings (e.g. AA/NA).

If you are unable to attend a scheduled session, you must contact your treatment provider 24 hours in advance. You may be assessed a fee for missing treatment sessions without prior approval from your treatment provider.

5. Report to your Probation Agent and Drug Court Coordinator as directed.

If you have any problem keeping a scheduled appointment, contact your probation agent or coordinator immediately. Do not just "drop in". You must inform your probation agent and the CCADTC Coordinator of any changes in your address, telephone number, job or people living in your home within 48 hours of such change.

6. Attend and be on time to all Adult Drug Court sessions, meetings with Probation Agent and Coordinator, and treatment sessions.

Being late may mean that you miss counseling sessions and are considered "non-compliant". Contact your treatment counselor if there is a possibility that you may be late. The judge may sanction you for being late to court. Additionally, it is very important that you attend all

treatment/counseling sessions. You will want to share your thoughts on all plans that affect you/your family.

7. Behave appropriately in court and at treatment:

- a. **Inappropriate physical and/or verbal behavior** will not be tolerated and may result in your termination from the program. Make **NO** threats toward other participants, counselors, probation officer, or Drug Court Team members nor behave in a violent or aggressive manner.
- b. **Dress appropriately** in court and at treatment. You are required to dress appropriately in the Courtroom. This means wearing shirts, pants, dresses, etc. of reasonable length. No tank tops or clothing with drug or alcohol themes is acceptable. Gang attire is unacceptable. Hats and sunglasses should not be worn inside without medical approval.

8. Obey all laws and pay outstanding traffic fines.

- a. Do **Not** drive a vehicle without a valid **driver's license**.
- b. An additional arrest may result in your termination from Drug Court. Remember that drug use or sale is illegal.
- c. Take care of all outstanding cases you may have in **municipal courts**. You may find yourself locked up all over the area in various municipalities because you have been irresponsible there. Such a problem can ruin your Adult Drug Court participation completely. If you need help, let your defense attorney and the judge know the extent of your problem right away.
- d. Do not possess any firearms, weapons or ammunition.

9. Travel is a privilege and all requirements of your Probation must be met prior to traveling, either inside or outside the state.

All travel requiring an overnight stay must be approved prior to travel by either the court or your probation agent. A UA will be done prior to your leaving and on your return from travel, or you may be required to wear a patch at your expense.

10. Avoid any person who possesses or uses illegal drugs.

11. Pay a \$600.00 Adult Drug Court fee.

You must pay the entire fee to complete the program. The fee should be paid as follows: **\$50.00** by the end of Phase 1; **\$50.00** by the end of Phase 2; **\$150.00** by the end of Phase 3; **\$150.00** by the end of Phase 4; and **\$200.00** by the end of Phase 5.

Appendix C: Permissible Medications to Take

PAIN RELIEF/ANALGESICS:

Aleve, Ascriptin, Anacin, Aspirin, BC Powders, Bufferin, Excedrin, Ibuprofen (Motrin), Nuprin, Vanquish, Goody's Powder, Dolobid, Acetaminophen (Tylenol), Pamprin, Midol, and Midol IB. Non-Steroidal Anti-Inflammatory Meds (NSAIDS): included, but not limited: Anaprox, Feldene, Lodine, Mobic, Naprosyn (Naproxen), Relafen, Celebrex, Motrin, Vioxx

SLEEP AIDS:

Buspar (Buspirone HCL), Desyrel (Trazadone), Elavil, Thorazine, Rozerem, Paxil, Sinequan (Doxepin), Trilafon, Abilify, Risperdal, Geodon, Melatonin

NAUSEA/VOMITING:

Immodium (Loperamide), Kaopectate, Pepto-Bismol, Bonine, Emetrol, Emecheck, Reglan, Octamide, Thorazine, Zofran, Nauseitol, Norzine, Tigan, Trilafon

LAXATIVES (CONSTIPATION):

Metamucil, Milk of Magnesia, Colace, Pericolace, Perdiem, Correctol, Ex-Lax, Miralax, Dialose, Ducusate, Doxinate, Fleet Sof-Lax, Surfak

NASAL SPRAYS:

Saline Sprays, Aerobid, Beconase, Nasacort, Nasonex, Vancanase, Astelin, Azmacort, Flonase, Nasalcrom, Rhinocort

ALLERGY:

Claritin, Alavert (Loratadine), Allegra (Fexofenadine), Zyrtec (Cetizine), Clarinex (Desloratadine)

ANTICONVULSANTS (SEIZURE CONTROL):

Dilantion (Phenytoin), Depakote (Valproic Acid), Tegretol (Carbamazepine), Topamax (Topiramate)

COUGH/COLD:

Tessalon Perles (Benzonatate), Mucinex (Guaifenesin), Robitussin (NOT DM), Echinacea, Zinc

SORE THROAT:

Cepacol, Sucrets Lozenges, Halls Mentholyptus

INDIGESTION/HEARTBURN/GASTRITIS:

Mylanta, Maalox, Riopan, Tums, Rolaids, H2 Blockers, Proton Pump Inhibitors

MUSCLE RELAXANTS:

Baclofen

ADD/ADHD:

Strattera

If you have any questions, please call to clarify BEFORE taking the medication. It is YOUR responsibility to be accountable for any/all medications you ingest. If a medical necessity requires the use of a drug that is not on this list, YOU are responsible to get approval from the Drug Court Team.

Appendix D: Handbook Acknowledgement

Drug Treatment Court Handbook

I, _____ acknowledge that I have received a copy of the CCADTC Participant Handbook. I agree to follow the guidelines outlined in this handbook. I agree to hold on to this handbook as a reference while involved in the program. I also understand that this handbook is subject to change during my involvement in the program. These changes will be explained to me and provided to me in writing if I request it.

Participant Signature

Date

Case Manager Signature

Date