

Portage County Adult Drug Treatment Court



Participant Handbook

DO NOT LOSE THIS HANDBOOK!

You must take this handbook with you to all probation appointments, court dates and treatment appointments. Failure to bring this handbook with you will result in the Judge addressing this violation with you in court. A sanction may be imposed for failing to bring your handbook with you.

Important Contact Information

My Name	
Drug Treatment Court Coordinator	Jessica McCracken
Phone Number	Office: 715-346-1935
UA Phone line	920-779-1044
Treatment Provider	Gary Grote & Colleen Angel
Phone Number	Office: (715) 845-7175 – Gary Email: MRTgroups@elmergreen.com - Colleen
Sponsor/Support Person	
Phone Number	
Sponsor/Support Person	
Phone Number	

Helpful Phone Numbers

Stevens Point Probation Office	715-346-1250
Portage County District Attorney’s Office	715-346-1300
Public Defender’s Office	715-345-5382
Portage County Health & Human Services	715-345-5350
Portage County Sheriff’s Office	715-346-1400
Plover Police Department	715-345-5255
Stevens Point Police Department	715-346-1500
Portage House	715-346-1436
Portage County Veterans Service Officer	715-346-1310
Portage County Justice Programs	715-346-1342
Portage County Crisis Line	1-866-317-9362
Hopeline	Text “HOPELINE” to 741741
IN AN EMERGENCY DIAL 911	

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Welcome!

We welcome you to the Portage County Adult Drug Treatment Court!

The Portage County Adult Drug Treatment Court is designed to provide substance abuse treatment as an alternative to incarceration, with a goal of breaking the cycle of addiction, crime, and incarceration. This is a unique program because it represents a closer working union between members of the criminal justice system (court, attorneys, supervision, treatment) than is traditionally seen.

As a participant, you will be required to address your chemical dependency issues as well as your legal obligations. By deciding to enter treatment court, you have taken the first step towards changing your life.

This handbook will provide you information about Drug Treatment Court and what is expected of you as a participant. You are encouraged to share this handbook with your family and friends.

We believe in your commitment and desire for change. We look forward to helping you live a more successful life.



MISSION STATEMENT

The Portage County Adult Drug Treatment Court is an integrated and collaborative criminal justice system venture to provide treatment, rehabilitation and accountability to drug dependent offenders; and to improve the lives of offenders, their families and the community.

Drug Treatment Court Overview

The Portage County Adult Drug Treatment Court (Drug Court) has been designed to provide a highly structured environment to interrupt your pattern of drug abuse and end your criminal activities.

The Drug Treatment Court is a five-phase fourteen month minimum intervention program for adults who have been convicted of a felony or misdemeanor-repeater offense and have an identified drug abuse problem. You must be sentenced to participate in Portage County Adult Drug Treatment Court or enter as an alternative to revocation (ATR).

Program components include: chemical dependency and mental health screening, assessment and referral for education or treatment, intensive supervision by your case manager, random drug and alcohol testing, regular court appearances and immediate sanctions and incentives.

Portage County Adult Drug Treatment Court occurs every MONDAY beginning at 1:30 PM. Drug Treatment Court is in Branch III of the Portage County Courthouse located at 1516 Church Street, Stevens Point, Wisconsin.

Eligibility Requirements

The Drug Treatment Court is a post-conviction model which means that you will need to be convicted of a crime and sentenced to participate in the court. If you successfully complete the Drug Treatment Court, you could avoid a prison sentence. People may also enter the Drug Treatment Court as an Alternative to Revocation (ATR).

In order to be considered for the Drug Treatment Court you must be a Portage County Resident. You must also have been charged with a felony drug offense, a felony drug-related offense or have repeated misdemeanor drug offenses. You must also have a clinically diagnosed substance abuse disorder.

There are certain charges which may deny your ability to participate in the Drug Treatment Court. People who have been charged with sexual assault or child abuse will not be allowed to participate in Drug Treatment Court. People with prior convictions for a violent crime or current charges of violent crimes will not be able to participate. People

who have been charged with a drug offense but do not have a clinically diagnosed substance abuse disorder will not be allowed to participate in the Drug Treatment Court.

Drug Treatment Court Members and Their Responsibilities

Judge

The Judge supervises your progress through the Drug Treatment Court based on weekly court hearings, team input, and your behavior. The Judge will hold you accountable for your progress by use of sanctions and incentives.

Prosecutor

The District Attorney (DA) or Assistant District Attorney (ADA) identifies potential Drug Treatment Court participants and shares the information with the team for selection. The DA or ADA attends weekly team meetings and provides input on your progress.

Public Defender

The Public Defender (PD) is an advocate for your access to and continued participation in Drug Treatment Court. The PD attends weekly team meetings and provides input on your progress.

Drug Treatment Court Coordinator

The Drug Treatment Court Coordinator provides supervision and case management services, attends weekly team meetings and provides input on your progress. The Drug Treatment Court Coordinator is also responsible to the facilitation of cognitive group therapy.

Drug Treatment Court Technician/Case Manager

The Drug Treatment Court Technician assists the Drug Treatment Court Coordinator in providing direct services to potential and existing Drug Treatment Court Participants. The Drug Treatment Court Technician is responsible for conducting participant contacts both in the office and in the community for the purpose of ensuring that program rules and expectations are being met.

Law Enforcement

The representative from local Law Enforcement provides the public safety perspective and can also identify potential candidates for Drug Treatment Court. The Law Enforcement representative attends weekly team meetings and provides input on your progress.

Department of Corrections

The Probation Officer provides community supervision, attends weekly team meetings and provides input on your progress.

Treatment Provider

The Treatment Provider will provide your individualized therapy as well as group therapy. The Treatment Provider will attend weekly team meetings and provide input on your progress.

Health and Human Services

The CPS social worker will only be present if you have Child Protective Services (CPS) involvement. The social worker will provide information regarding reason for involvement and on any court ordered conditions. The social worker will attend team meetings as requested by the Treatment Team.

Program Rules

1. Follow all laws. You must report any contact with law enforcement whether or not you are arrested or issued a ticket. This also applies if you are with other people who are stopped. If you have any contact with law enforcement, you must alert law enforcement that you are involved in Drug Treatment Court. Participants are instructed to report any and all Law Enforcement contact immediately to the Drug Treatment Court Coordinator. During after hours, this contact may be made in the form of a text message. The Drug Treatment Court Coordinator will confirm the contact with both Law Enforcement and Probation and Parole.
2. Follow all rules and expectations of probation.
3. Do not possess or consume drugs or alcohol. Possess means to have alcohol or drugs on your person, in your home or vehicle. You may not have any drugs or alcohol in your residence even if it belongs to another person.
4. Attend all court sessions and office appointments. Arrive at least ten minutes before your scheduled court time or appointment.
5. Comply with all requests for drug and alcohol testing. You must not engage in any behavior that results in a diluted, substituted or adulterated sample.
6. Fully participate in all treatment as directed by the court.

7. Comply with all contacts made outside of court including random home visits by law enforcement, probation and the Drug Treatment Court Coordinator. Cooperate and be respectful at all times.

8. Comply with all Drug Treatment Court programming, such as cognitive groups, community-based support groups, community service and payment of all court and program costs.

9. Do not have contact with other Portage County Drug Treatment Court participants outside of court unless the contact is in treatment or support groups. If you believe that you should have contact with another participant, you must discuss this with the Drug Treatment Court Coordinator and have approval from the Drug Treatment Court Team.

10. Complete a minimum of 32 hours a week of structured and approved activities. Document your activities in your weekly Passport and turn it in at every Drug Treatment Court hearing.

The Court may also order additional rules. Your additional rules are:

11. _____

12. _____

13. _____

Treatment

Addiction, recovery and treatment are experienced differently by each person. Therefore, your treatment plan will be individualized to ensure that you and your counselor are focusing on the treatment and experiences that will help you grow and heal. Every Drug Treatment Court participant will receive an assessment that will be used to develop your individualized treatment plan. The treatment plan will be based on a team approach using resources in a network of service providers in the Portage County area. The treatment plan will act as a guide for you through treatment and will be updated as you progress.

The treatment plan will include, but is not limited to, individual, group and education substance abuse and/or mental health counseling. You must participate fully in all treatment programs. They are designed to help you develop self-awareness, self-discipline, and realize your self-worth.

The treatment provider will assess what level and intensity of treatment will best meet your needs and recommend to the Judge whether you receive detoxification, residential treatment or outpatient services.

The Portage County Adult Drug Treatment Court supports your right to utilize Medication-Assisted Treatment (MAT). The Drug Treatment Court requires that you have a current prescription for the medication and are in full compliance with the MAT prescribing physician's recommendations for your care. The Drug Treatment Court will also require an Authorization for the Release of Confidential Information to allow the Drug Treatment Court Coordinator and the prescribing physician to communicate regularly about your full compliance with MAT.

Addiction Recovery Groups

The Drug Treatment Court requires all participants at Phase 2 or greater to become involved in some sort of addiction recovery group. These groups will help you transition from the heavy supervision of the Drug Treatment Court program to living a sober lifestyle without the hammer of the court hanging over you. You will be expected to attend meetings and show proof of your attendance by having the chairperson of the meeting sign the log included in your "Passport." Drug Treatment Court participants may not sign cards for other Drug Treatment Court participants and to do so may result in a sanction. If you are chairing a meeting and a Drug Treatment Court participant needs to have his/her card signed, ask someone else to sign it for you.

Requirements of the recovery group include the group has a structured model or curriculum, a published meeting schedule and the ability for you to document your attendance. An addiction recovery group is NOT a group of Drug Treatment Court participants getting together to discuss and support each other in recovery. Examples of recovery groups are SMART groups, AA, CA and NA. Inform the Drug Treatment Court Coordinator which addiction recovery groups you intend to participate in.

Drug Treatment Court encourages all participants to become involved with whatever support group they use by getting a sponsor and becoming active in the fellowship of that particular group.

Confidentiality

There are two parts of confidentiality that apply to Drug Treatment Court: confidentiality among group members and confidentiality between your treatment provider and you. In order for this to be a healthy, recovery-oriented community, you must feel safe to share freely in court and in groups. With this in mind, it is extremely important to protect each other's confidentiality. The golden rule of confidentiality is: What is said in group or court, stays in group or court; and who was in group, stays in group. This means that no one is to talk about who was in group or court and what was said in group or court.

When you are in groups or individual treatment, your counselor (treatment provider) also must follow certain laws and ethical guidelines concerning confidentiality. The general rule is that all communications between a treatment provider and his/her client must be held in confidence. However, there are three exceptions to the rule which you need to know. First, treatment providers are required to discuss treatment related issues and violations of Drug Treatment Court with the Drug Treatment Court Team. Second, treatment providers must also notify authorities should your treatment provider have a reasonable belief that you intend to harm yourself or you intend to harm another person. Finally, treatment providers are mandated reporters of child abuse which means they must contact the authorities should your treatment provider have knowledge of abuse or neglect of children.

Federal and state laws require that your privacy be protected. In response to these regulations, the Drug Treatment Court Team has developed policies, procedures and designated forms for you to sign in order to guard your privacy. The Drug Treatment Court Coordinator will review these forms with you so that you fully understand the limits of confidentiality.

Supervision

The Drug Treatment Court Coordinator will maintain frequent contact with you. Together you will discuss what areas of your life you need assistance with. Areas of your life to discuss include housing, education, employment, transportation, family and general living needs (driver's license, money management, etc.). You will create a case plan with the Drug Treatment Court Coordinator and Probation Agent which will help you set and meet your goals. Your case plan will be reviewed and updated on a regular basis so you can see your progress and problem solve ways to meet your goals. The case plan is different from a treatment plan. Your case plan is the plan you make with the Drug Treatment Court Coordinator. Your treatment plan is a plan made with your treatment provider to plan your treatment needs and goals.

Case management meetings will occur on a regular basis and frequency of the meetings can be decreased or increased, depending on your progress in the program. Contacts will occur during scheduled office visits, home visits, during court and include telephone reporting as well. The Drug Treatment Court Coordinator may meet with you in the community or at your home/workplace. These visits could be random.

There are certain changes in your life which are important, and you should share these changes with the Drug Treatment Court Coordinator as soon as possible. The list of the changes include:

- Alcohol and/or Drug Abuse: ANY use of drugs and/or alcohol needs to be self-reported as soon as possible.
- Curfew: You will be given a curfew to follow. If you violate your curfew, you must alert the Drug Treatment Court Coordinator as soon as possible.
- Criminal Behavior: ANY police contacts, including traffic stops, need to be reported to the Drug Treatment Court Coordinator and probation agent as soon as possible. You must report to law enforcement that you are a Drug Treatment Court participant.
- Prescription Medications: ANY medications prescribed for you must be reported for verification. You need to report when you are prescribed a new medication, when you get your prescriptions refilled and when you stop taking a medication. ANY over the counter medication must also be reported.
- Employment: Any change in your employment status needs to be reported.
- Money Management: Any debt, fines, court costs or other financial problems need to be reported.
- Personal Relationships: Any relationship issues or changes need to be discussed.
- Health: Any physical health or mental health issues that may affect treatment need to be discussed.
- Residence: Any changes in address, phone number or living arrangements, including roommate, need to be reported.

Rule of 32

The Rule of 32 was created for you to learn how you spend your time and to teach you to be productive with your time. With the Rule of 32, we ask that you document your days, including work hours, treatment time, school hours, community service, etc. You will document your time in your “Passport” and turn in your completed “Passport” before your Drug Treatment Court hearing.

Approved activities:

Drug Treatment Court (1 hour)
AODA Treatment (group and individual)
Sponsor contact (phone and 1:1 meetings)
Support Group meetings
Step Work
Reading recovery literature (1 hour daily)
Transportation to and from support group meetings (5 hour maximum per week)
Work
Urinalysis testing (15 minutes)
Classes/School
Probation and/or Drug Treatment Court Coordinator office visits or home visits
Applying for a job (15 minutes an application)
Homework (1 hour per week for each credit taken)
Some activities must be pre-approved by the Drug Treatment Court Coordinator before you may count them towards your Rule of 32.

Activities to be Pre-approved

Community service work
Child care or caring for family members
Exercise

Court Supervision

Staffing is a weekly meeting prior to court that includes the entire Drug Treatment Court Team. It is a time for the Team to review your case. Updates from the Drug Treatment Court Coordinator, treatment provider and any other program you are involved in will be reviewed for progress. Based on performance, the Drug Treatment Court Team will determine next steps to take that may be appropriate for you: rewards (incentives) or consequences (sanctions). Other changes to your case plan may be ordered by the Judge (examples include increased drug testing, counseling, meeting attendance, reassessment, residential treatment or intensive outpatient treatment) to help you achieve and maintain sobriety.

You will be required to appear in court on a regular basis based on your phase in the program. At each court hearing you will speak for yourself and you are encouraged to ask the Judge questions or discuss matters that may impact your efforts to maintain sobriety. The Judge will talk to you about the progress report, ask clarifying questions and discuss specific problems you are experiencing. The Judge will administer any rewards, sanctions or order other case plan adjustments during this time.

During each court appearance you will be given a “Passport”. The “Passport” is a summary of your responsibilities and requirements based upon the phase you are in. The Passport will provide space for you to document the required 32 hour minimum of structured and approved activities. It is your responsibility to document completion of requirements, obtain support group and drug testing signatures, and follow any other instructions found in the “Passport”. You must turn in your “Passport” to the Drug Treatment Court Coordinator at every court appearance. Failure to submit your “Passport” will result in a sanction.

Court attendance is linked to your Phase status and can be decreased or increased based on your performance. Failure to appear in court will result in a warrant being issued for your arrest. **All absences from Drug Treatment Court require prior discussion with the Drug Treatment Court Coordinator and approval from the Drug Treatment Court Team.**

Termination from the program may occur if your behaviors pose an immediate risk to public safety or you are too impaired to benefit from treatments available to you. You may also be terminated if you are unwilling (refusing) or unable to participate in the treatment offered to you through Drug Treatment Court. All decisions regarding termination from the program will be made by the Drug Treatment Court Team.

Random Home Visits

Random (surprise) home visits can occur during the day, evening or weekend where you will be visited by the drug treatment court case manager and possibly other team members. Drug and breath testing can occur during the random home visit. Random home visits will be utilized as an extra supervision tool for the program. These visits are intended to provide supportive monitoring while you are in the community. Random home visits will be conducted by the drug treatment court case manager and probation/parole agent.

Law enforcement officers will also be performing random home visits any day and any time. During the home visit you will be required to identify other residents and/or visitors in the home. You may also be required to submit to a PBT (portable breath test). Reports to the Judge and treatment team about the condition of the home will be noted. Sanctions may be imposed for violations of Drug Treatment Court rules discovered during home visits.

You are required to respond to the visit by answering your door and allowing the Law Enforcement Officers, Probation Agent and Drug Treatment Court case manager into

your home. Law enforcement, probation agent(s), and/or drug court case manager may ask to conduct a search which includes a search of their person, vehicle under the control of the participant, and residence for illegal drugs, weapons, and other contraband. Refusal to allow entry or failure to cooperate with home visits and searches will be considered a violation which will be reported to the treatment team. If you are not home, Law Enforcement Officers, probation agent(s), and/or drug treatment court case manager may try to reach you by cell phone and request you either meet them back at your residence or somewhere in the community.

Participants are responsible for items that are found in their personal vehicle, vehicle that the participant has under their control or home. Paraphernalia or drugs that are found in those locations will be attributed to the participant. Claims from a participant that contraband found are from past using days and long forgotten are likely to be treated with skepticism and treated as a violation.

The goal of the home visits is to provide open communication between Drug Treatment Court participants and Law Enforcement, while providing additional monitoring when you are away from Drug Treatment Court. Law enforcement officers know the rules of Drug Treatment Court and participate in random home visits as a way to support you in living a life free of drugs and alcohol.

Courtroom Rules

Failure to follow these rules may result in a sanction.

1. **Arrive at the Drug Treatment Court Office at least ten minutes before court is to begin.** Law Enforcement will escort you to Drug Treatment Court.
2. Check-in upon arriving to Drug Treatment Court. If you need to speak with the Drug Treatment Court Coordinator before court starts, please keep the conversation brief.
2. Do not approach the bench unless approved by the Judge or asked by the Judge.
3. Do not sit on the counsel table or lean on the podium.
4. Please sit in the designated area of the courtroom as instructed by the Drug Treatment Court Coordinator or other Drug Treatment Court Team member.
5. It is forbidden to be under the influence of any alcoholic beverage and/or illegal, controlled substance.

6. Be respectful. Address the Judge as “Your Honor” and stand when speaking to or being addressed by the Judge. Do not argue or speak when the Judge is speaking.
7. Courtroom staff, Drug Treatment Court Team members and other Drug Treatment Court participants will treat you with respect, please also address and treat them with respect.
8. Food and beverages, including gum, are not allowed in the courtroom.
9. All electronic devices, including phones, must be turned off! The use of any electronic device during the Drug Treatment Court session is prohibited.
10. A purpose of the court session is to gain knowledge and offer support to your fellow participants. Please refrain from having side conversations during the Drug Treatment Court session. Unless you are speaking to the Judge, talking is unacceptable during court.
11. Do not sleep during the Drug Treatment Court session.
12. Please do not bring children with you to Drug Treatment Court, as they are not allowed in the courtroom during the Drug Treatment Court session, unless previously approved by the Treatment Team.
13. If you fail to appear for Drug Treatment Court on your assigned day, a warrant will be issued for your arrest.

Courtroom Dress Code

1. Participants must wear appropriate Courtroom approved clothing while in the courtroom. Court appropriate clothing is generally called “business casual”. You may be asked to change your clothes if staff notices you wearing inappropriate clothing. Please consult with the Drug Treatment Court Coordinator if you have questions concerning what clothing is appropriate to wear to Drug Treatment Court.
2. Appropriate clothing is clean and neat. Business casual clothing is free from holes and tears. Pants will be “dress style”, or dark “dress” jeans. Shirts will be button or pullover, without words on them and in good shape. No athletic wear or t-shirts.
3. If coming from work, you may change into appropriate clothing in the bathroom prior to the start of the drug treatment court session. (If you arrive at court directly from work and your work results in dirty clothing, please request permission from your case manager for an exception.)

4. Well cared for shoes must be worn to court. No flip-flops!
5. Clothing bearing drug or alcohol related themes, promoting or advertising alcohol or drug use are prohibited. Refrain from shirts, bags, etc. that have words on them, anything with profanity will be removed from the courtroom.
6. No gang colors or gang clothing.
7. Sunglasses/hats/bandanas may not be worn inside the courtroom or to any drug treatment court related meetings.

What Not To Wear for Men

- Tank tops, muscle shirts, sagging pants (i.e. pants that hang below the waist), unbuttoned shirts or t-shirts
- Shorts, even in spring/summer
- Sweat pants
- Hats, caps or bandanas

What Not To Wear for Women

- Tank tops, low cut shirts, skin-tight shirts, crop tops, see through blouses, bathing suit tops, tube tops or halter tops, sagging pants (i.e. pants that hang below the waist or expose undergarments)
- Dresses or skirts with a hem that is more than 4 inches from the top of the knee, low cut dresses/shirts/blouses
- Shorts, even in spring/summer
- Sweat pants
- Hats, caps or bandanas

Drug Treatment Court Phases

Drug Treatment Court has five phases. Each phase will encourage positive change by offering structure and incremental progress in your recovery process. It will take a minimum of **fourteen** months to move through the entire program; however, the length of time you will spend in the program is dependent on your individual progress.

Each of the five phases consists of requirements for you to complete prior to progressing to the next phase. You will apply to move to the next phase and graduation by completing an application packet. The Drug Treatment Court Coordinator will review your individual case plan with you during your weekly office visits. The Drug Treatment

Court Coordinator will help you understand the five phases and the components needed to successfully complete each phase. The five phases are:

Phase 1: Minimum of 60 days

- Attend court weekly
- Follow the rules of treatment including meaningful participation in treatment
- Follow the rules of supervision
- Attend weekly office visit with the Drug Treatment Court Coordinator
- Comply with monthly home visits
- Comply with random drug testing
- Follow set curfew
- Complete a minimum of 32 hours of structured time
- Pay fee of \$50

In order to advance to Phase 2, participants must successfully comply with requirements of Phase 1 and have maintained at least 14 consecutive days of sobriety.

Phase 2: Minimum of 90 days

- Attend court bi-weekly
- Follow the rules of treatment including meaningful participation in treatment
- Follow the rules of supervision
- Attend weekly office visit with the Drug Treatment Court Coordinator
- Comply with monthly home visits
- Comply with random drug testing
- Begin a criminal thinking group (Thinking for a Change)
Participants may begin this group in either Phase 2 or Phase 3. The treatment team will determine when each participants is ready to begin the group.
- Minimum one self-help groups per week (i.e. AA, NA, CA, SMART)
- Follow set curfew
- Complete a minimum of 32 hours of structured time
- Pay fee of \$100

In order to advance to Phase 3, you must successfully comply with the requirements of Phase 2 and have maintained at least 30 consecutive days of sobriety.

Phase 3: Minimum of 90 days

- Attend court monthly
- Follow the rules of treatment including meaningful participation in treatment
- Follow the rules of supervision
- Attend bi-weekly office visit with the Drug Treatment Court Coordinator
- Comply with monthly home visits
- Comply with random drug testing
- Minimum one contact with sponsor/recovery coach/spiritual advisor per week.
- Minimum three self-help groups per (i.e. AA, NA, CA, SMART) or pro-social activities per week.

- One MUST be a self-help group.
- Create and utilize a Relapse Prevention Plan
- Begin a Criminal Thinking group* (Thinking for a Change)
 - *Participants may begin this group in either Phase 3 or Phase 4. The treatment team will determine when a participant is ready to begin the group.
- Begin a trauma group, if necessary* (Seeking Safety)
 - *Participants may begin this group in either Phase 3 or Phase 4. The treatment team will determine when a participant is ready to begin the group.
- Follow set curfew
- Complete a minimum of 32 hours of structured time
- Pay fee of \$150

In order to advance to Phase 4, you must successfully comply with the requirements of Phase 3 and have maintained at least 45 consecutive days of sobriety.

Phase 4: Minimum of 90 days

- Attend court monthly
- Follow the rules of treatment including meaningful participation in treatment
- Follow the rules of supervision
- Attend your bi-weekly office visit with the Drug Treatment Court Coordinator
- Comply with monthly home visits
- Comply with random drug testing
- Minimum one contact with sponsor/recovery coach/spiritual advisor per week.
- Minimum three self-help groups per (i.e. AA, NA, CA, SMART) or pro-social activities per week.

- One MUST be a self-help group.
- Participate in Criminal Thinking group (Thinking for a Change)
- Participate a trauma group, if necessary (Seeking Safety)
- Follow set curfew
- Based upon the individual case plan, engage in:
 - Job or job training
 - Parenting/Family support classes
 - Vocational Training
- Complete a minimum of 32 hours of structured time
- Pay fee of \$200

In order to advance to Phase 5, you must successfully comply with the requirements of Phase 4 and have maintained at least 60 consecutive days of sobriety.

Phase 5: Minimum of 90 days

- Attend court monthly
- Follow the rules of treatment including meaningful participation in treatment
- Follow the rules of supervision
- Attend bi-weekly office visit with the Drug Treatment Court Coordinator
- Comply with monthly home visits

- Comply with random drug testing
- Develop a continuing care plan
- Begin work on the Graduation Life Plan
- Minimum one contact with sponsor/recovery coach/spiritual advisor per week.
- Minimum three self-help groups per (i.e. AA, NA, CA, SMART) or pro-social activities per week.
 - One MUST be a self-help group.
- Follow set curfew
- Based upon the case plan, maintain:
 - Job or job training
 - Parenting/Family support classes
 - Vocational Training
- Complete a minimum of 32 hours of structured time
- Pay fee of \$250

In order to request graduation, you must successfully comply with the requirements of Phase 5, have maintained at least 90 consecutive days of sobriety, and have your Drug Treatment Court fees paid.

Termination Phase: Minimum of 30 days

A participant may be placed in the Termination Phase following a Termination Vote by the Treatment Team. Not all participants that are being considered for termination will be placed in the Termination Phase. Deciding factors for non-placement can be but are not limited to; new felony charges, safety risk to the community/self or others. If the treatment team decides that a participant should not be placed in the termination phase, a letter will be written to the participant indicating the reason(s) why he/she will not be placed in the Termination Phase. The Termination Phase is a minimum of a 30 day probationary period to give the participant a final chance at complying with the programming rules. A Participant may be placed in the Termination Phase directly from any other programming Phase. The Termination Phase rules are as follows:

- Attend court weekly
- Follow all of the rules of treatment
- Must have meaningful participation in treatment
- Follow the rules of supervision
- Attend weekly Case Management sessions with the Drug Treatment Court Coordinator
- Comply with random or court ordered drug testing
- Follow set curfew
- Minimum two contacts with sponsor/recovery coach/spiritual advisor per week.
- Minimum two pro-social activities per week.
- Minimum four self-help groups per week (i.e. AA, NA, CA, SMART)
- Complete 20 hours of Community Service

- Complete a letter to the Treatment Team stating why you should remain in programming
- Participant must complete a Round Table discussion with the Treatment Team

In order to successfully complete the Termination Phase, the participant must comply with the above rules. The participant must also have ZERO positive drug tests. The Treatment Team will review the participants' letter. Taking ONLY the participants actions while in the Termination Phase into account, the Treatment Team will again vote on termination.

Graduation

When you are in Phase 5 and maintaining your sobriety, you may begin to discuss graduation with the Drug Treatment Court Coordinator. In order for the Drug Treatment Court Team to consider you a candidate for graduation, you must successfully complete the following:

- Successful completion of all phases of Drug Treatment Court
- Completion of the Graduation Life Plan
- Verified payment in full of all Drug Treatment Court program fees
- Recommendation from a collateral contact (i.e. parent, co-worker) for graduation

The Drug Treatment Court Coordinator will review the requirements of the Graduation Life Plan. You will be required to complete the Graduation Life Plan and present it to the Drug Treatment Court Team. The Drug Treatment Court Team will review your progress in Drug Treatment Court, Graduation Life Plan and progress in paying your Drug Treatment Court fees. After the review, you will either be approved or not approved for graduation. If you are approved, a graduation date will be set for your graduation. At your graduation ceremony, the Judge will present you with a certificate of completion and recognize your accomplishments. Your family and friends are encouraged to join you on your special day.

Drug & Alcohol Testing

As a participant, you will be required to submit to frequent, random and observed (by a trained staff member of your gender) drug and alcohol testing. The frequency of the testing is connected with your performance in the program.

Drug Testing occurs in the Portage County Community Justice Programs Office located in the basement of the Portage County Law Enforcement Center. The Coordinator and support staff receive regular training on proper testing procedures. All urinalysis tests are observed. All participants are given an individualized panel drug screen (cocaine, THC, amphetamine, methamphetamine, and opiates). In addition, participants are randomly given EtG test(s) and Oral Swab tests as well.

The participants are placed on a “Call2Test” reporting system. Participants are assigned a pin number which dictates when they are to report for testing. Participants are required to call the “Call2Test” reporting center each day between the hours of 6am-9am to find out whether he/she is scheduled to submit a UA that day. If the participant is scheduled to report for a UA for that day, they will need to contact the Drug Treatment Court Coordinator and/or Drug Treatment Court Technician to schedule a time to report. Regular reporting times for UA testing are 8:00am-11:00am every day. Special reporting times may be made available to a participant on a case by case basis with the approval of the Drug Treatment Court Coordinator only.

If a participant fails to call in to the “Call2Test” center between the allowed times (6am-9am), that client will be required to test for that day automatically. If the client fails to call in and fails to report for UA testing, they will be reported as missing their UA for that day and will receive a consequence such as being considered for a positive test, loss of coin, etc.

Each participant will be given 30 minutes to provide a urine sample for testing. If a client cannot provide a sample for testing, it will be considered a positive test and will result in appropriate sanction(s). Participants are made aware that they have to report to the testing center prepared to provide a sample for testing each time. Each participant has the option of self-disclosing any alcohol/drug use prior to testing. The chain of custody for UA’s is as follows:

1. The participant fills out the chain of custody form regarding insurance information, prescribed medication(s), if applicable, over the counter medication(s), address, phone number, and place of employment.
2. The participant dates and signs the chain of custody form along with the time they reported for their UA.
3. The observer signs, dates, and writes down the time the participant reported on the chain of custody form.
4. The participant must take off any jackets they may be wearing and to wash their hands.
5. The observer places the UA hat in the toilet (females only).
6. The participant must place their hands on their knees (females only) during the process and to stop mid-stream.
7. The observer then places the sample in a specimen cup and checks for the proper temperature.

8. If the sample is the correct temperature, the participant and the observer signs and dates the tamper resistance seal and it is placed on the cup.
9. The sample and paperwork are then placed in a specimen bag which is sealed and mailed out that day.

Rules and Expectations of Drug and Alcohol Testing

- You will be tested for the presence of drugs and/or alcohol in your system on a random basis according to procedures established by the Drug Treatment Court Team and/or treatment provider.
- You are required to report to the Portage County Community Justice Programs office for testing when your name has been chosen.
- If you are late for a test or miss a test, it will be considered a positive test for drugs/alcohol and you may be sanctioned.
- If you fail to produce a urine specimen within 30 minutes or if the sample you provide is not enough to be tested, it will be considered a positive test for drugs/alcohol and you may be sanctioned.
- Your urine sample will be tested to ensure that the sample is not adulterated, tampered with or diluted. If your urine sample is diluted, it will be considered a positive test for drugs/alcohol and you may be sanctioned.
- If you substitute someone else's urine for your urine or you add something to your urine for the purpose of changing your drug/alcohol test results, it will be considered a positive test for drugs/alcohol and you may be sanctioned.
- Participants are responsible for what goes into their body that may affect drug test results. This includes fluids that are consumed in a quantity that results in a diluted drug test.

**** CBD oil, any and all products containing CBD oil, Hemp, and non-alcoholic beer/wine in any form are NOT permitted.**

Challenges to Accuracy of UA Results

Under no circumstances will you be allowed to submit a "new" specimen based on a claim of lab error. If you wish to challenge the accuracy of a test result, the challenge must be made within two days of your receiving notice of the positive result. You must notify the Drug Treatment Court Coordinator if a confirmation test is being requested. You will be responsible for paying for the confirmation test and payment is due prior to the specimen being collected. The cost is \$35 and payment must be submitted to the Portage County Treasurer's Office. The specimen will not be re-tested until payment is made in full.

Medications

Here is a small list of over-the-counter medications that are considered safe and reliable.

Pain, Fever or Cough	Advil, Aleve, Aspirin, Ibuprofen, Naprosyn, Tessalon Pearles, Tylenol
Antihistamines	Benadryl and Zyrtec

Certain medications can interfere or show up on your drug test so it is important to share every medication, including over the counter medications, you are taking with the Drug Treatment Court Coordinator. You will need to sign a Release of Confidential Information for the Drug Treatment Court Coordinator to speak with your health care professionals about any prescribed medication(s) you may be taking.

If you are tested positive on a urinalysis screening for any medications for which you do not have a prescription on file with the Drug Treatment Court Coordinator, your positive results will result in a sanction. Ongoing medication must be updated monthly with the Drug Treatment Court Coordinator.

It is important that when you visit your healthcare provider you share with him/her your diagnosis of having a substance abuse disorder. You and your healthcare provider can then make informed decisions on which medications will meet your medical needs and support your recovery. Some medications which could impact your recovery are:

- Sleep Aids/Hypnotics such as Ambien, Lunesta
- Narcotic pain relievers
- Barbiturates
- Benzodiazepines such as Ativan, Valium, Clonazepam, Lorazepam
- Tranquilizers
- Cough syrups containing codeine and/or alcohol

Fees and Restitution

Every Drug Treatment Court participant shall pay a fee to participate in the program. Fees must be paid in full prior to graduation unless other arrangements are approved by the Drug Treatment Court Team. The fees for Drug Treatment Court are:

Phase 1	\$50
Phase 2	\$100
Phase 3	\$150
Phase 4	\$200
Phase 5	\$250

The total cost of Drug Treatment Court is \$750. You may complete community service to reduce your fees by \$250 (\$10 per hour x 25 hours = \$250). You must have approval from the Drug Treatment Court Team in order to work off \$250 of your fees with

community service. You may also pay the full cost of Drug Treatment Court at any time however; if you are terminated from Drug Treatment Court your fees are not refundable.

The Drug Treatment Court Coordinator will be responsible to keep an accounting of fees paid and community service hours completed by each participant toward their fee obligation. The Justice Programs Department will also keep an accounting of fees you have paid. All fees shall be paid by money order or cash and shall be paid to the Portage County Treasurer's Office located at 1516 Church Street, Stevens Point, Wisconsin.

Fees paid will be used to purchase and provide program needs (such as bus passes, planners), incentives and rewards. The use of the fees for the aforementioned purposes must be approved by a majority of the Drug Treatment Court Team. Any excess revenue will be used to offset other costs of the Drug Treatment Court in Portage County (urinalysis testing, treatment, etc).

At sentencing, you may also be ordered to pay restitution. You are required to pay Drug Treatment Court fees prior to graduation. Payment plans can be established for all fees. Court-ordered restitution and probation fees need to be paid by the time you complete *probation*.

Incentives & Sanctions

The Drug Treatment Court Team will acknowledge your accomplishments and compliance with incentives. The type of incentive will vary depending on the behavior to be recognized. Incentives include, but are not limited to:

- Recognition/Praise by the Judge
- Certificate of Recognition
- Applause in court
- Fee reduction(s)
- Fishbowl Drawings
- Bus passes
- Medallions for sobriety benchmarks
- Books
- Travel privileges
- Curfew reduction
- Phase advancement
- Gift certificate (movie, food, gas card, etc.)

Any violation of the rules and expectations of the Drug Treatment Court may result in the use of sanctions as determined by the Drug Treatment Court Team. Sanctions may include, but are not limited to:

- Warnings: verbal or written
- Increased drug testing
- Increased supervision (Drug Treatment Court Coordinator and/or Probation Agent)
- Increased court appearances
- Contributing a gift card for the fishbowl drawings
- Curfew
- Essay for Court
- Jail time
- Community service hours
- Loss of travel privileges
- Written assignments for court
- Electronic monitoring
- Return to earlier phase of program

Alumni Group

The Alumni Group is a support group that you will attend. The goal of the Alumni Group is to provide a supportive environment for you and give you a chance to be mentored by a graduate of the program. The Alumni Group is a support group, not a recovery group. At the meeting you will meet other graduates and discuss various ideas and topics introduced by the facilitator. The group is a confidential and safe place. The rules of the group are established by the members of the group and approved by the Drug Treatment Court Team. The Drug Treatment Court Coordinator will provide you with the meeting location, date and time.

Grievance Procedure

If you feel you have been treated unjustly or that any of the conditions of your contract agreement have been violated, you have the right to file a complaint using the following procedures:

Step 1 - Verbal Discussion

You must request a meeting to discuss the matter with the Drug Treatment Court Coordinator as soon as possible after the incident occurs (within 5 days). If you are not satisfied with the decision or solution of the Drug Treatment Court Coordinator, you may proceed to Step 2.

Step 2 - Written Complaint

If you do not achieve a resolution in Step 1, you must put the complaint in writing within 5 days following Step 1 and turn the written complaint into the Portage County Justice Programs Director. The Director will make a formal written decision within seven business days and send it to you. This decision is final and the Drug Treatment Court Coordinator will also be included in the written response.

TERMINATION

A participant may be terminated from Drug Treatment Court for any of the following:

- Violating the rules of Drug Treatment Court or probation
 - Commission of a crime
- Failure to attend scheduled Drug Treatment Court hearings
- Absconding from Drug Treatment Court
- Evidence that a participant is involved with drug use, drug dealings or driving while under the influence of an intoxicant
- Tampering with any required drug/alcohol test
- Inability to pass required drug/alcohol screening tests
- Revocation of Probation/Parole/Extended Supervision
- Any other grounds that the Drug Treatment Court finds sufficient for termination

PROCESS FOR TERMINATION

Any member of the Treatment Team may make a request for termination. The request for termination will be discussed at the Treatment Team meeting. After discussion, the Team will vote on the proposed termination. If a majority of the Team votes for termination, the participant will be notified of his/her terminated from the Drug Treatment Court Program.

Participants who are faced with termination are accorded due process protections that include notice and a right to be heard at a Court hearing (which can be the regularly scheduled Drug Treatment Court hearing). The participant will first receive notice of termination and the team defense counsel will represent the participant or SOPD will assign a different PD to the case, ensuring all consequences of program termination are explained to the participant. Participants who have absconded or are not present at the hearing will be terminated from the program and a Termination Order will be sent to the participant's address that was provided to Drug Treatment Court by the participant. Upon termination, the case will be referred to Branch I or Branch II for sentencing. The Department of Corrections will follow the revocation procedure.

LENDING LIBRARY

All Participants have access to the lending library located in the Treatment Court office. All books focus on recovery, self-help, mindfulness, 12-step groups, and children's books assisting adults in speaking with children on incarceration, recovery, etc. Participants will have to sign an agreement when checking out a book(s) indicating an agreed upon return date and that a fee will be imposed if the book is damaged or lost.

Participant Understanding and Agreement Form

I, _____ have received a copy of the Portage County Adult Drug Treatment Court Participant Handbook. I have read the Portage County Adult Drug Treatment Court Participant Handbook in its entirety. I submit that I understand all information included in the Participant Handbook and that I have no questions at this time. I understand that if at any time I have questions regarding my responsibilities in the Portage County Adult Drug Treatment Court, it is my responsibility to address these questions with the Treatment Team.

Participant Name: _____

Participant Signature: _____

Date Signed: _____

Coordinators Name: _____

Coordinators Signature: _____

Date Signed: _____