

**37th JUDICIAL CIRCUIT
ADULT DRUG TREATMENT COURT**

CALHOUN COUNTY, MICHIGAN

**PARTICIPANT
HANDBOOK**



Women's Program
Judge Allen Garbrecht

Men's Program
Judge Conrad Sindt

MISSION STATEMENT

To successfully habilitate substance-abusing individuals through intensive court supervised treatment, while maintaining public safety.

VISION STATEMENT

To enhance the quality of life in our community through dedicated leadership and teamwork by providing innovative alternative services that support a drug-free lifestyle; thereby, breaking the generational cycle of criminality, reducing recidivism and promoting healthy families.

COURSE OF ACTION

To divert individuals with substance abuse issues from the traditional criminal justice system and provide them with the Tools they need through treatment, rehabilitative programming, reinforcement and monitoring, in order for them to lead a healthy productive lifestyle.

GOALS STATEMENT

- Reduce alcohol and drug abuse dependency among criminal offenders.
- To promote public safety by reducing criminal activity.
- Assist participants in developing personal, familial, and societal assets and skills.

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FORMS**Location**

PROGRAM AGREEMENT

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TAMPERING POLICY AGREEMENT

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PAYMENT AGREEMENT

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APPROVED MEDICATION LIST AND CONTRACT

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CURFEW CONTRACT

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TREATMENT PLAN/TARGET NEEDS AGREEMENT

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VERIFICATION SLIP

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INTRODUCTION FOR NEW PARTICIPANTS

Welcome to the Calhoun County Drug Treatment Court Program. Who you are - and who you will become - are very important to us. We have looked at your past only to decide if you belong in this innovative, problem-solving court. You have been accepted into our program. Now, together, we will look to the future, to the positive changes you can make in your life as you successfully navigate our program.

This handbook is designed to answer questions, address concerns, and provide you with overall information about the program. In the following pages, we will review general program information and detail what is expected of you as a participant. Please keep in mind that this handbook represents general practices within the program. Some of the guidelines and practices may be different in your specific case. You should always remember that, while you are in the program, you will be expected to follow all instructions given to you by your case manager and/or probation officer, and the Judge, whether or not those instructions are found in this handbook. You also will be expected to comply with the treatment plan developed for you by an approved treatment provider.

Finally, you should feel free to share this handbook with family and friends - and we encourage you to do so.

ABOUT DRUG TREATMENT COURTS

Drug treatment courts started in the late 1980's in response to a firmly held belief that the traditional criminal justice system was not successfully handling drug-related cases. While these innovative courts vary widely in specific practices and procedures, all drug treatment courts share an underlying belief that addicted people can change if they are given the right tools, encouragement and supervision. They can beat their addiction.

Using court-supervised treatment, together with close supervision and frequent random drug testing, the members of a drug treatment court work as a unified team to help individuals change into drug and alcohol free, law-abiding citizens.

The bottom line - drug treatment courts work and our Drug Treatment Court Program can work for you!

ABOUT OUR DRUG TREATMENT COURT

The Calhoun County Drug Treatment Court Program is an adult felony court for individuals who are drug and/or alcohol dependant or addicted. We offer gender specific programs and both offer a pre-plea and/or a post-plea track for entering the program. Many participants have not been successful in past recovery efforts - that is something we expect to help you change. Our four phase program will likely seem restrictive and overwhelming at first. Do not be discouraged, it will lessen as you gain skills and demonstrate responsibility and good decision making.

Our program uses the authority of the court to create the right conditions for you to make the often difficult changes that will be necessary as you strive to overcome your substance abuse dependence/addiction and face the issues which have contributed to drug and/or alcohol use and criminal behavior.

A Word About Case Review Sessions (aka Drug Court Sessions): Family and close friends are welcome at the case review sessions; encourage them to attend with you.

PROGRAM COMPONENTS

The average length of time for each of the four phases is 3½ months [14 weeks], but because each participant is individually evaluated, the length of time you spend in any one phase may vary from that of other participants. All phase advancement recommendations are made by the Drug Treatment Court Team, with the final decision being made by the Drug Treatment Court Judge.

Prior to admission

A defendant referred to the program will be required to complete a substance abuse assessment to establish a treatment plan. Program staff will assist you in setting up the appointment.

Drug Court Phases & Components

Phase 1

You will be enrolled in substance abuse treatment, typically provided by Substance Abuse Prevention of Greater Battle Creek or Psychological Consultants. Treatment plans will vary by individual and may include short and long residential, intensive outpatient [IOP], or outpatient [OP], and Relapse Prevention. If mental health services are indicated, Summit Pointe or Behavioral Health Resources will provide services.

In addition to treatment, while in Phase 1 you will be randomly drug tested, which may include alcohol breath tests [PBT] and must have 90 days of negative drug tests to transition to the next phase. Drug testing is conducted in the Drug Court Office located in the Justice Complex; 161 E. Michigan Ave., Battle Creek, MI. 49014, Suite 366. Furthermore, contact officers will make random home visits to conduct breath tests. During curfew hours, you are required to answer the door and complete the breath test. A missed PBT will be considered a positive test. It is your responsibility to have your phone, door bells, etc. in good working order so that the officer can contact you when he/she arrives.

You will go before the Drug Court Judge, called a case review and/or drug court session, on a bi-weekly basis while in Phase 1.

Each time you drop you are expected to meet with your case manager. This is an opportunity to express concerns and ask questions. Pay close attention to bulletin boards and announcements in your case manager's office. These postings are tools provided to you as re-enforcement and reminder of critical appointments and obligations.

You will be expected to attend NA/AA meetings three times per week as a minimum. At least three must be on different days of the week. During the first 60 days of participation you will need to obtain a sponsor. A sponsor is someone of the same sex, who is active in the recovery community and who is living in sobriety. Details about the role of a sponsor can be obtained as you attend NA/AA meetings.

Full-time employment or a combination of employment, schooling and/or community service is a program requirement. During this phase you will develop a plan for meeting this obligation; individuals on disability or retired may request exemption. Obtaining employment at an establishment where alcohol is served on the premises is not permitted. Speak with your case manager to discuss employment verification methods.

If needed, you will develop and implement a plan to obtain a GED or H.S. Diploma. As this can take time and is required to graduate, do not delay getting the process started.

The drug court program fee is \$400.00, payable over the course of participation. In addition, there may be attorney fees, restitution, probation supervision fees and other court costs, connected to your court case[s]. In phase one you will develop and comply with a payment plan. Your drug court fee, restitution, and attorney fees must be paid to graduate. Fees related to a sentence to probation do not have to be paid in full to graduate however, compliance with your established payment plan, which will include all fees, is required to transition to the next phase.

Life skills classes will be required throughout program participation. Women attend meetings weekly, while men attend classes bi-weekly. A variety of times and locations are offered. Your case manager will provide you with locations and times.

During program participation, as other treatment needs, such as mental health services, anger management, co-dependency, prostitution, physical and/or emotional abuse, etc. are identified, you will be referred and expected to participate in the services to which you have been directed.

All participants will be expected to adhere to a daily curfew. The curfew hours will be established on a case-by-case basis. Speak with your case manager to develop a plan of action in the event of emergencies and discuss curfew exceptions; i.e. employment, etc. Failure to establish contact with a field officer conducting home visits will be counted as a positive test.

Phase 2A

Substance abuse treatment is often continuing as you transition to this new phase of participation. As in phase one, you are expected to attend all scheduled treatment sessions.

Random drug testing, which includes home visit PBT's will continue. You can expect the frequency of testing to decline as you move through the program.

You will continue to go before the Drug Court Judge on a bi-weekly basis.

As in phase one, each time you drop you will be expected to meet with your case manager.

NA/AA meeting requirements continue; three times per week as a minimum and at least three must be on different days of the week.

You will continue to meet with your sponsor as directed by your case manager.

During phase one, you developed a plan for full-time employment or a combination of work, school, and/or community service. At this point, if you have not done so already, that plan needs to be implemented.

Preparation for obtaining a GED or H.S. Diploma should already be underway. If not, now is the time to get started. As stated earlier, this process can take a great deal of time and as such should not be delayed.

Payment plans are an important part of budgeting. Now is the time a review and update your established payment plan with your case manager. Just as in phase one, compliance with your payment plan is required to move forward to the next phase.

Life skills classes continue to be a program requirement.

Daily curfew obligations remain in place. Take time to review or revise your emergency plan of action with your case manager. Remember that a failed contact during curfew hours will be treated the same a positive test.

Phase 2B

Continue with substance abuse treatment and any other related referrals, if applicable.

Random drug testing, which includes home visit PBT's will continue.

Your case review session obligations will now be only once a month.

As in the prior phases, each time you drop you will be expected to meet with your case manager.

NA/AA meeting requirements continue; three times per week as a minimum and at least three must be on different days of the week.

You will continue to meet with your sponsor as directed by your case manager.

Maintain your employment or your combination of work, school, and/or community service schedule. At this point, you need to be continuing to establishing yourself as a critical employee. Honesty, hard work, punctuality, and a positive attitude go a long way in enhancing employment longevity. Remember that employment is required to graduate.

Continue GED or H.S Diploma efforts, if applicable.

Continue to follow your payment plan. Remember that the drug court fee, attorney fee, and restitution must be paid in full to graduate. Review your payment plan to prevent delays to your graduation. As before, compliance with your payment plan is required to move forward to the next phase.

Life skills classes continue to be a program requirement.

Daily curfew obligations remain in place. Take time to review or revise your emergency plan of action with your case manager. Remember that a failed contact during curfew hours will be treated the same a positive test.

Phase 3

Continue with substance abuse treatment and any other related referrals, if applicable.

Random drug testing, which includes home visit PBT's will continue.

Case review session obligations continue to be once a month.

As in the prior phases, each time you drop you will be expected to meet with your case manager.

NA/AA meeting requirements continue; three times per week as a minimum and at least three must be on different days of the week.

You will continue to meet with your sponsor as directed by your case manager.

Maintain your employment or your combination of work, school, and/or community service schedule. Remember that employment is required to graduate.

During this phase, if you have not done so already, you must obtain your GED or H.S. diploma to graduate.

Life skills classes continue to be a program requirement.

Daily curfew obligations remain in place.

Complete an eight week [8] Graduation Preparation Class.

| PARTICIPANT REQUIREMENT | Phase 1 | Phase 2A | Phase 2B | Phase 3 |
|-------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Treatment | As directed | As directed | As directed | As directed |
| Drug/Alcohol Testing | Random; 90 days sobriety to transition to next phase | Random; 90 days sobriety to transition to next phase | Random; 90 days sobriety to transition to next phase | Random; 6 months sobriety to graduate |
| Random Home Visits / PBT's | Random | Random | Random | Random |
| Case Review Session | Bi-Weekly | Bi-Weekly | Monthly | Monthly |
| Meet with Case Manager | Each time you drop | Each time you drop | Each time you drop | Each time you drop |
| NA/AA Meetings | 3x/week on different days | 3x/week on different days | 3x/week on different days | 3x/week on different days |
| Sponsor Meetings | As directed | As directed | As directed | As directed |
| Employment, Education, and/or Community Service (20 hours weekly) | Develop A Plan | Full-Time (work or school) and/or community service | Full-Time (work or school) and/or community service | Full-Time (work or school) and/or community service; must be employed to graduate unless on disability or retired |
| Obtain GED/HS Diploma (* if applicable) | * Continue Classes | * Continue Classes | * Continue Classes | * Complete Classes; must have GED/HS Diploma to graduate |
| Payment of fees & restitution | Develop and comply with payment plan | Comply with payment plan | Comply with payment plan | Complete payment plan |
| Life Skills Classes | Women - Weekly Men - Bi-weekly | Women - Weekly Men - Bi-weekly | Women - Weekly Men - Bi-weekly | Women - Weekly Men - Bi-weekly |
| Ancillary Classes & Treatment | As referred | As referred | As referred | As referred |
| Curfew | Case-by-case determination | Case-by-case determination | Case-by-case determination | Case-by-case determination |
| Grad Prep Class | - | - | - | Complete Class |

PROGRAM RULES

While in the Calhoun County Drug Treatment Court Program, you will need to follow the listed rules:

1. Attend all scheduled court review sessions [dress appropriately for a court appearance].
2. Attend all ordered treatment sessions, including AA/NA as directed.
3. Attend all probation meetings, if applicable.
4. Be on time for all court review sessions, treatment sessions and probation meetings.
5. Do not use or possess alcohol or illegal drugs. Also, you are not to be in the presence of those who use or possess illegal drugs.
6. Prescription drugs require the approval of your case manager, as well as a valid prescription from a physician.
7. Keep the program informed of your address and telephone number at all times [this is usually done by giving this information to your case manager].
8. Do not disclose to anyone information you have learned about other participants from treatment sessions, including support meetings. If in doubt, do not talk to anyone about your fellow drug treatment court participants.
9. Be honest with the judge and program staff. Any sanction imposed for violating program rules will be significantly harsher if you lie about your behavior or your performance while in the program.
10. Abide by all courtroom rules when attending case review sessions:
 - Be on time to all case review sessions
 - Children are not permitted in the courtroom without prior authorization
 - Stay in the courtroom until you are excused
 - No food, beverages, candy or gum chewing in the courtroom
 - Do not speak when the judge is speaking
 - Each participant will stand when addressing the Judge
 - No participant will approach the bench unless invited by the Judge

- Clothes deemed risqué [excessively short pants, shorts, shirts and blouses] by the court are prohibited in the courtroom
 - Bare feet, men’s hats, ball caps and sunglasses are prohibited in the courtroom
 - Clothes containing lewd/offensive language are prohibited in the courtroom
 - Cell phones, pagers, and other electronic devices are NOT permitted in the courthouse
- 11. Inform your case manager and probation officer of all law violations or encounters with the police as soon as possible.
- 12. Requests for travel must first be made to your case manager. Decisions will be made on a case-by-case basis, based on participant behavior, attitude, stability, and length of sobriety. Overnight travel outside of Calhoun County will likely not be approved in the early phases of the program.
- 13. Submit to drug/alcohol testing as requested. A failure to submit to a drug or alcohol test will be treated as a “positive” [dirty] test.

DRUG TESTING RULES

1. All testing will be unannounced, and at irregular intervals.
2. The Calhoun County Drug Court Program uses a direct observation procedure for sample collection. Program staff must see the sample pass from your body to the specimen container. A specimen not witnessed by program staff will be discarded and the participant expected to provide a new sample.
3. Participants will not be permitted to have any involvement in the collection of samples from other participants.
4. A proper chain of evidence and documentation will be maintained.
5. The drug court office and the justice center close at 5:00PM. Failure to provide a sample for drug testing by the close of the business day will be considered a positive test.

RANDOM DRUG TESTING

A call-in phone system, [aka drop line] was established in an effort to make drug testing random for all participants. Each participant is required to call 269-969-6750 every weekday, 7:00-7:30 am, to determine if they are required to report for drug testing. Each person is assigned a color based on their current phase:

Women

Phase 1 = Lime

Phase 2A = Pink

Phase 2B = Green

Phase 3 = Orange

Men

Phase 1 = Gold/Silver

Phase 2A = Blue

Phase 2B = Red

Phase 3 = Black

Drop hours are specific to your case manager:

Suzanna Warren

M-F 8AM to 10AM or 3PM to 4PM

Phil Amsterburg

M, T, Th, & F 8AM to 10AM or 3PM to 5PM

Wed 10AM to Noon or 3PM to 5PM

DROP HOURS ARE SUBJECT TO CHANGE. ANY CHANGES WILL BE ANNOUNCED ON THE DROP LINE SO LISTEN TO THE FULL MESSAGE WHEN YOU CALL.

MEDICAL DISCLOURE OF PROGRAM PARTICIPATION

At the time of screening, all potential Drug Treatment Court Program participants will be required to provide a complete medical history, including prescriptions, and if necessary for verification, must sign a release of information consent form.

Prior to any scheduled medical procedure, participants must make their case manager aware of the type of procedure, anticipated post operative requirements, and sign a release of information consent form for verification.

INCENTIVES

Upon the recommendation of the Drug Treatment Court Team, participants may be given rewards or incentives for positive behavior which include, but are not limited to:

- Verbal praise and/or applause
- Gift certificates and/or event tickets
- Decreased drug testing
- Faster progress through the program
- Graduation to the next phase
- Graduation from the program
- Extended curfew hours
- Small gifts
- Relaxed travel/special event restrictions

SANCTIONS

The Judge will impose all sanctions (penalties for Drug Treatment Court Program rule violations). Types of sanctions include, but are not limited to:

- Warning and admonishment from the bench in open court
- Demotion to earlier program phases
- Increased frequency of testing and court appearances
- Increased monitoring and/or treatment intensity
- Fines
- Required community service or work programs
- Escalating periods of jail confinement
- Imposed curfew restrictions
- Zero Tolerance Contract
- Essays/ Writing assignments
- Tether
- Program termination

PARTICIPANT AGREEMENT

The Participant Agreement [enclosed with this handbook] is a contract between the participant and the Drug Treatment Program upon acceptance into the program. This agreement outlines the expectations we have for you as a participant in our Drug Court Program.

TERMINATION FROM THE PROGRAM

Normally, termination from the Drug Treatment Court Program results from a participant's **continued pattern** of non-compliance. There are some circumstances where by program termination would be recommended absent of the established pattern of non-compliance and include:

- Participants who are convicted of an offense that would have disqualified him/her from entry into the program shall be immediately terminated from the program.
- Absconding
- Assaultive or violent behaviors
- Falsifying documentation and/or offering as verification materials you have knowledge of being falsified.

ABSCONDING POLICY

Absconding from the Drug Treatment Court Program is defined as a failure to appear at case review sessions, failure to report to your case manager/probation officer, failure to report for drug testing or other similar actions. If your whereabouts can not be determined or if located and you do not report as directed, a Bench Warrant will be order by the Judge. A participant will have 14 days from the first missed reporting obligation to present themselves to the court. Failure to turn yourself in within the 14 days will result in program termination.

ZERO TOLERANCE CONTRACT

A Zero Tolerance Contract is issued to a participant who has committed a serious infraction or has a pattern of non-compliance. The participant will be informed by the Judge and will be given the contract in writing. The contract will specify the length of time the contract is valid, the specific conditions of the contract and the consequences for any violation. The participant will read, initial each condition and sign the contract. The contract will be placed in the participant's drug court case file and a review of the Participant Agreement will be initiated as a part of the contract. Violation of this contract will lead to program termination and incarceration.

TAMPERING POLICY

Tampering is defined as any action on the part of a participant to alter the result of any drug testing sample. Tampering is a program violation and any specimen determined to have been tampered with will be considered a positive drug test.

GRADUATION

Upon your successful completion of all program requirements, you will be considered [on a case by case basis] for successful completion of the Drug Treatment Court Program. The **minimum requirements for graduation** include:

1. Six [6] months consecutive drug/alcohol free drug tests.
2. Completion of General Equivalency Degree [GED] or H.S. Diploma, if applicable.
3. Full-time employment or combination of work, school, and/or community service.
4. Has a sponsor and is meeting with him/her as directed.
5. Is attending self-help groups as directed.
6. Has successfully completed substance abuse treatment.
7. Has successfully fulfilled all the obligations or requirements of services to which a participant was referred to during program participation.
8. Has paid in full their drug court fees, attorney fees, and restitution, if applicable.

Graduation from the Drug Treatment Court Program is a significant achievement and recognized as a very important event. We encourage you to invite those who have shared the journey with you and those who have been critical to your success to your graduation day.

Successful completion of the drug court program is really a new beginning. You will have come to have had some measure to dependence on the program and the structure it provided. It is absolutely essential that you develop a network of support and accountability throughout program participation that will offer you the framework after graduation to face life's fears and struggles, while maintaining your sobriety.

It is our desire that you will keep the drug court program a part of your network of support. You are welcome to attend drug court sessions and other drug court functions or classes. It will always be our pleasure to have you visit and let us know how you are doing.

CONCLUSION

As you know, the outcome of your Drug Treatment Court Program experience is up to you. All of us on the Drug Treatment Court Team will do our utmost to help you succeed, but the final responsibility is yours. You must be motivated to take advantage of what the program offers and be open to changing your thinking and lifestyle. While these changes are not easy, they will allow you to live a life of peace, honesty and integrity.

We hope this handbook has been helpful and that most of your questions about the program have been answered. If you have any other questions or concerns, please contact your case manager or program coordinator.

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