

# **TOWALIGA JUDICIAL CIRCUIT**

## **Adult Felony Drug Court**



## **PARTICIPANT HANDBOOK**

**Name** \_\_\_\_\_

## **WELCOME**

Welcome to the Towaliga Judicial Circuit Accountability Court Program. This Handbook is designed to answer your questions and provide overall information about the Accountability Court Program. As a participant, you will be expected to follow the instructions given in Court by the Judge and comply with the treatment plan developed for you by the treatment team.

This Handbook will detail what is expected of you as a program participant and review general program information. If you are reading this Handbook it means that you have been accepted into the program based on your history of drug/alcohol use, a preliminary assessment of your treatment needs, and other interactions with law enforcement/court officials. Your acceptance into the program also means we are confident that this program will help you learn how to make successful choices and remain free of the influence of drugs and alcohol.

## **OVERVIEW**

The Accountability Court Program is a four-phase intervention program for adults who have pled guilty to one or more non-violent felony drug-related offenses and who are having difficulty staying clean and sober. It is a collaborative effort between the Superior Court, District Attorney's Office, Probation Office, Public Defender, Local Law Enforcement Agencies and Substance Abuse Treatment Providers. By working together, they seek to provide a variety of programs and consistent supervision geared toward supporting and helping you maintain a drug-free life. The Drug Intervention Program involves frequent court appearances, random drug testing as well as group and individual counseling. The Court awards incentives for compliant behavior and imposes sanctions for negative behavior. Participants who do not comply with the rules may be placed in short-term custody, moved back to the previous phase in the program or a variety of other sanctions. They may also be terminated from the program. All staff working within the program will assist you to be sure you understand what is expected of you.

## **THE TREATMENT TEAM**

Prior to each Drug Court session, the Drug Court Team members familiarize themselves with your progress so that they may discuss that progress with you during the court session.

### **JUDGE'S ROLE**

The Drug Court Judge has knowledge of the impact of substance abuse on the court system, the lives of participants, and the entire community and is therefore, committed to the program mission and goals, and works as a lead partner to ensure its success. One way the Drug Court Judge leads is through assisting the treatment team in developing protocols and procedures for the program. In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant progress.

### **DIRECTOR'S ROLE**

The Drug Court Director participates fully as a drug court team member, committing him or herself to the program mission and goals, while working as a full partner to ensure their success. The Director oversees the planning and operations process to create and then develop program eligibility standards, operating procedures and rules, the client contract, confidentiality releases and entry procedures.

### **CASE MANAGER'S ROLE**

The Case Manager provides administrative support to the Drug Court. Duties include creating and maintaining a case file for each Drug Court participant, monitoring weekly compliance of each participant including group meeting attendance, job verification / community service requirements, and fee balances. The Case Manager is responsible for maintaining the Drug Court data tracking system and will monitor each participant's progress from beginning to completion of the Drug Court program.

### **PROSECUTOR'S ROLE**

Without the District Attorney's cooperation, you could not be offered the opportunity to participate in the Drug Court Program and potentially have your charges dismissed. The Drug Court Prosecutor has many responsibilities within the Drug Court. While in the courtroom, the Prosecutor ensures that each eligible offender is offered the option of Drug Court. Further, the Prosecutor presents each case to the Judge and facilitates entry into the Drug Court Program when appropriate. The Prosecutor attends staff meetings to discuss possible candidates for the program and to determine appropriate sanctions and incentives for current participants. Such determinations are made using knowledge of addiction, relapse, and other factors (i.e., criminal history, gender, age, and culture) that may impact a participant's success. Another role of the Prosecutor is to contribute to efforts in community education and acquisition of community resources to aid the program. The Prosecutor educates peers, colleagues, and judiciary on the effectiveness of Drug Courts. During your participation in the program, it is not

appropriate to seek legal counsel from the staff of the District Attorney's Office. If you are terminated from the Drug Court, the Prosecutor will make recommendations to the Court regarding your sentencing.

#### DEFENSE ATTORNEY'S ROLE

The Drug Court Defense Attorney represents each participant in the Drug Court. The Defense Attorney's role is to evaluate the offender's legal situation and ensure that the offender's legal rights are protected. Additionally, the Defense Attorney effectively advises the offenders on their legal rights, legal options, treatment options, program conditions, and sentencing outcomes while developing a relationship with the offender that promotes the offender's long-term best interest. It is not appropriate to seek legal counsel from the Drug Court Counsel Attorney regarding matters unrelated to Drug Court. They also monitor participant progress and ensure the appropriate provision of treatment and other rehabilitative services. The Defense Attorney attends staffing meetings to discuss possible candidates. Like the Prosecutor, the Defense Attorney also contributes to educating the community and assists in educating peers, colleagues, and judiciary in the effectiveness of Drug Courts.

#### LAW ENFORCEMENT AND PROBATION'S ROLE

Without the support of local law enforcement and probation, you would not have this opportunity to participate in the Drug Court Program. They have recommended that you receive treatment, not jail. Law enforcement and probation provide accountability for your participation in this program through staff meetings and recommendations. They will also provide Fourth Amendment searches as needed. Your total honesty and cooperation with all law enforcement is essential to compliance with this program.

#### TREATMENT'S ROLE

The Treatment Provider is a substance abuse professional responsible for providing direct treatment services for rehabilitation and recovery. They provide information of participant appropriateness from the Treatment team to the Drug Court staffing team along with any treatment recommendations. As they participate in team staffing, they present summaries of each class and one on one session to keep them updated on all participants' recovery efforts or lack thereof. They also act as a liaison to all collaborative agencies when needed while providing education, information, and training on the importance of the Drug Court program to community and explain the benefits of addiction treatment to all. They are knowledgeable of addiction, alcoholism and pharmacology and apply that knowledge to respond to compliance in an appropriate therapeutic manner. Gender – specific services and trauma therapy are available to Drug Court participants. All treatment staff must meet the provider qualifications as set forth by the Council of Accountability Court Judges.

## **CONFIDENTIALITY**

Federal and State law require that your identity and privacy be protected. In response to these regulations, the Drug Court and its treatment providers have developed policies and procedures that guard your privacy. You will be asked to sign a Consent for Disclosure of Confidential Substance Abuse Information. This disclosure of information is for the sole purpose of hearings and reports concerning your specific Drug Court case.

## **\*PROGRESS REPORTS**

Before each Court appearance, the judge will be given a progress report presented by the treatment team. This information is compiled by details gained from the treatment team and the participant. Therefore, it is very important for you (the participant) to **meet with the case manager regularly** to make sure that accurate information is being obtained. The progress report will discuss your drug testing results, attendance, participation and cooperation in the treatment program, employment, or other requirements. The judge may ask questions about your progress and discuss any problems you may be having. If your progress reports show that you are not doing well, the judge will discuss this with you and determine future action, which could include a sanction intended to help you remember your goals in the program.

## **\*DRUG COURT HEARINGS A.K.A. REPORT BACK**

As a program participant, you will be required to appear in Court on a regular basis. Failure to appear may result in a court order for a sanction, or possibly result in a warrant being issued for your arrest and detention in jail until you can appear before the court. If you have questions about your court appearances you may contact the program director, or Case Manager.

Unless otherwise specified, report back sessions are held on the **2<sup>nd</sup> and 4<sup>th</sup> Friday of every month at the Lamar County Court house at 326 Thomaston St. Barnesville, GA. 30204.** You must be in the court room by 9:00 A.M. If your number is called on report back Friday, you will report to the TAC office between 7:30 and 9:00 AM for drug screening. These times are subject to change. You must exhibit behavior and dress deemed appropriate for the court environment. If you have any questions regarding what this entails, please request a meeting with your case manager, counselor, or director to discuss. You will also be required to present your meeting sheet to the Judge when called up for review during each Report Back session.

## PHASES AND PHASE REQUIREMENTS

The Accountability Court Program is a **24-month program** divided into four phases. You must successfully complete each phase before progressing to the next phase. It is your responsibility to keep up with your progress in each phase. When you determine your phase-up date is drawing near, you will need to get a Phase-up request form from your case manager. Once this is complete you will schedule an appointment with the Case Manager to determine you have met all requirements for moving up, then schedule an appointment with the Treatment provider. All fees must be current in order to Phase-up. If you have missed any days in your class or have assigned work that has not been completed, this will need to be completely made up before phasing up. All requirements must be met, and you must have a minimum of 8 weeks of negative drug screens in order to phase up. You will then request an appointment with the Counselor to update your treatment plan and goals.

You will be in **orientation for 1-2 weeks** before entering Phase 1. During this Orientation period you are responsible for completing all paperwork and assignments issued to you. You are responsible for familiarizing yourself with the program and program handbook as well as calling the screen line daily. You are responsible for being in class on time as scheduled. **Tardiness will not be tolerated** in any class and may result in sanctions up to and including jail time. This is your time for self-reflection.

While in **Phase 1** you will begin working on coping skills and will be provided with tools that will help in your continued recovery. You will be required to gain a sponsor within 30 days of program entry and will not be able to move into Phase 2 without one. You will also be required to complete the necessary phase up steps prior to advancing into Phase 2. You must be actively seeking employment (20 hours per week limit in phase 1) or be a full-time student unless otherwise approved by the Judge.

During **Phase 2** participants will spend several months continuing their work on understanding their addiction and relapse prevention, as well as an assortment of life and social skills designed to prepare them to become productive members of society. Topics covered in this Phase of the program may contain (but are not limited to) budgeting, finances, hygiene, parenting, relationships etc. If you do not have your GED or high school diploma, you will be encouraged to begin work on these classes during this time and will be referred to GED resources by the case manager.

During **Phase 3** you will spend several months learning about self-reflection and the impacts substance abuse has had on you and those around you. Participants will spend several months continuing their work on understanding their addiction, as well as criminal thinking, prosocial behavior, and trauma. In this phase participants assess themselves and find the person behind the addiction. Participants will discover how to recover from past trauma and set boundaries with themselves and others.

During **Phase 4** you will spend approximately three months preparing to maintain your sobriety after you graduate. During this time, it is important for you to have a well-defined network and become more solid in your recovery before you move into **Transitions**.

The program holds four special court events per year or graduations. You will not move into **Transitions** until the previous class graduates. For example, if you complete the requirements of Phase 3 before the current Transitions class graduates, you will remain in Phase 3 until the current class exits the program. You must have at least 6 months clean time in order to move into Transitions. You must complete a Capstone project and all program fees must be paid in full prior to your scheduled graduation date. If fees are not paid in full, your graduation date will be postponed to the next quarterly graduation date. You must be employed full time or be a full-time student unless otherwise approved by Accountability Court staff.

\*\*Please note: Class schedules are subject to change. You are responsible for keeping up with and managing your own schedules during each phase. Please see the treatment team for your current class schedule. You are allowed two excused absences per phase. You must provide documentation for absences. All travel requests must be submitted to the Director for approval. Please allow at least one week between submission of travel request form and intended travel dates.

**ORIENTATION and PHASE ONE**

<b>Length of phase:</b>	<b>Approximately 6 months → Treatment will assign you to Cognitive Behavioral Interventions &amp; Matrix ERS, as well as other classes as needed to assist you in your recovery.</b>
<b>Requirements:</b>	<p>STAY CLEAN AND SOBER; ATTEND ALL REPORT BACK SESSIONS; ATTEND 2 TREATMENT SESSIONS PER WEEK; ATTEND INDIVIDUAL TREATMENT AS INSTRUCTED BY TREATMENT PROVIDER; ATTEND AND DOCUMENT AT LEAST 2 SUPPORT GROUP MEETINGS PER WEEK; ESTABLISH A SPONSOR WITHIN 30 DAYS OF ENTRY/ COMMUNICATE WEEKLY; MEET WITH CASE MANAGER ONCE PER WEEK; PAY PROGRAM FEES; SUBMIT TO REQUIRED AND RANDOM DRUG TESTING; BEGIN SEARCH FOR EMPLOYMENT AND DOCUMENT ATTEMPTS; ABIDE BY CURFEW (9 PM); COMPLETE ALL ASSIGNMENTS ON TIME; ARRIVE FOR CLASSES AND BE SEATED IN THE CLASSROOM AND READY TO START ON TIME. *MAY WORK UP TO 20 HOURS PER WEEK IN PHASE 1.</p> <p><b>Minimum requirements for successful completion of Phase 1</b></p> <p><b>Complete written Treatment and Case Plan Update.</b> <b>No more than 2 absences during Phase 1.</b> <b>Current on drug court fees (\$100 per month)</b> <b>No less than 8 consecutive weeks of negative urine screens.</b> <b>No disciplinary problems.</b></p> <p>*Unsuccessful participants will attend wrap-around classes and be re-evaluated biweekly until they meet requirements to move to Phase 2.</p>

## PHASE TWO

**Length of phase:** **Approximately 7 months → Treatment will assign you to Living in Balance and Relapse Prevention during this phase, as well as other classes as needed to assist you in your recovery.**

**Requirements:** STAY CLEAN AND SOBER; ATTEND ALL SCHEDULED REPORT BACK SESSIONS; ATTEND 2 TREATMENT SESSIONS PER WEEK; ATTEND INDIVIDUAL SESSIONS AS DIRECTED BY TREATMENT PROVIDER; ATTEND AND DOCUMENT AT LEAST 2 SUPPORT GROUP MEETINGS PER WEEK; MAINTAIN COMMUNICATION WITH SPONSOR WEEKLY; MEET WITH CASE MANAGER 1 TIME PER WEEK; PAY PROGRAM FEES; SUBMIT TO REQUIRED AND RANDOM DRUG TESTING; MAINTAIN EMPLOYMENT (32 HOURS PER WEEK) OR FULL TIME STUDENT STATUS; ABIDE BY SET CURFEW – 10 PM; COMPLETE ALL ASSIGNMENTS ON TIME; BE ON TIME FOR ALL CLASSES AND APPOINTMENTS.

**Minimum requirements for successful completion of Phase 2**

**Current on drug court fees (\$100 per month)**

**Complete written Treatment and Case Plan Update.**

**No more than 2 absences during Phase 2.**

**No less than 8 consecutive weeks of negative urine screens.**

**No disciplinary problems.**

\*Unsuccessful participants will attend wrap-around classes and be re-evaluated biweekly until they meet requirements to move to Phase 3.

### PHASE THREE

**Length of phase:** **Approximately 8 months → Treatment will assign you to Moral Reconciliation Therapy and Seeking Safety in this phase, as well as other classes as needed to assist you in your recovery.**

**Requirements:** STAY CLEAN AND SOBER; ATTEND ALL REPORT BACK SESSIONS; ATTEND 2 TREATMENT SESSION PER WEEK; ATTEND INDIVIDUAL SESSIONS AS DIRECTED BY TREATMENT PROVIDER; ATTEND AND DOCUMENT AT LEAST 2 SUPPORT GROUP MEETINGS PER WEEK; MAINTAIN COMMUNICATION WITH SPONSOR WEEKLY; MEET WITH CASE MANAGER TWICE PER MONTH; PAY PROGRAM FEES; SUBMIT TO REQUIRED AND RANDOM DRUG TESTING; MAINTAIN EMPLOYMENT; COMPLETE ALL ASSIGNMENTS ON TIME; ABIDE BY SET CURFEW – 11:00 PM; BE ON TIME FOR ALL CLASSES AND APPOINTMENTS. \*\*\*\*NOTE: ALL PROGRAM FEES MUST BE CURRENT BEFORE MOVING INTO TRANSITIONS.

**Minimum requirements for successful completion of Phase 3**

**Complete written Treatment and Case Plan Update.**

**No more than 2 absences during Phase 3.**

**Current on drug court fees (\$100 per month)**

**No less than 4 consecutive months of negative urine screens.**

**No disciplinary problems.**

\*Unsuccessful participants will attend wrap-around classes and be re-evaluated biweekly until they meet requirements to move to Phase 4.

## PHASE FOUR - TRANSITIONS

<b>Length of phase:</b>	<b>Approximately 3 months → Treatment will assign you to Matrix RP class as well as Transitions class to help you maintain your recovery.</b>
<b>Requirements:</b>	<p>STAY CLEAN AND SOBER; ATTEND ALL REPORT BACK SESSIONS; ATTEND 1 TREATMENT SESSION PER WEEK; ATTEND INDIVIDUAL SESSIONS AS DIRECTED BY TREATMENT PROVIDER; ATTEND AND DOCUMENT ATLEAST 2 SUPPORT GROUP MEETING PER WEEK; MAINTAIN SPONSOR / WEEKLY COMMUNICATION; MEET OR CALL CASE MANAGER 1 TIME PER MONTH; SUBMIT TO REQUIRED AND RANDOM DRUG TESTING; MAINTAIN EMPLOYMENT; COMPLETE CAPSTONE PROJECT WEEKLY AS OUTLINED BY TRANSITIONS FACILITATOR; COMPLETE GRADUATION PACKET, INCLUDING A GRADUATION SPEECH.</p> <p><b>Minimum requirement for successful completion of TAC</b></p> <p><b>Drug court fees paid in full / Completed graduation packet.</b></p> <p><b>No more than 2 absences during Phase 4.</b></p> <p><b>No less than 6 consecutive months of negative urine screens.</b></p> <p><b>No disciplinary problems.</b></p> <p>*Unsuccessful participants will attend Life Skills classes and be re-evaluated biweekly until they meet requirements to graduate.</p>

## SUPPORT GROUP MEETINGS

While in orientation you will be required to begin attending 2 support group meetings per week. You are required to participate actively in the meetings. This means sharing your experience, strength, and hope with others. You are required to have a sponsor. These are people with years of sobriety and clean experience who are there to help **YOU**. We encourage you to attend different meetings at different locations or times during your first phase. Each group has their own personality and perspective. One group may be composed primarily of younger adults, whereas others may feature members more advanced in age. Some groups have members with a lot of sober/clean time; others are geared more towards new members. Some meetings allow smoking, while others don't. Shop around - meet people - and find a group you are comfortable with.

Once you find a group, then ask someone to serve as your Sponsor. Your Sponsor will serve as a mentor and assist you in working the steps. These are people with years of sobriety and clean experience who are there to help **YOU**. Pick someone you feel comfortable with and who is the same gender as you. Sponsors must have at least 2 years clean time and cannot be a family member.

To get credit for your meetings, the meeting facilitator will need to sign your meeting sheet. You will fill your meeting sheet out completely in order to receive credit for attending. You must arrive at the meeting on time and stay for the entire meeting. When you come in for class, write down your meeting dates in the space provided on your sign in sheets. Your counselor / facilitator will approve and initial. You will not receive credit for any meetings if: (1) You do not record your meeting dates on your sign in sheet (2) You have not completed each section of the meeting form, and (3) You do not turn your meeting sheet into your counselor / facilitator.

- ✓ **BRING YOUR MEETING SHEETS TO ALL CLASSES & COURT SESSIONS.**
- ✓ **MEETING SHEETS NEED TO BE TURNED IN BY 8 A.M. ON MONDAY THE WEEK OF COURT TO GET CREDIT.**
- ✓ **EMAIL THESE TO [CHADDOCK@TACOURTS.COM](mailto:CHADDOCK@TACOURTS.COM)**
- ✓

### **PROGRAM ATTENDANCE**

Consistent attendance to all scheduled treatment, case management, court appearances, and drug screenings is the foundation (key to success) of our program. All participants are expected to be at treatment sessions and appointments on time regardless of circumstances. Treatment cannot be effective for participants if they aren't there to participate.

From time to time a situation may arise that would prevent you from attending a session or appointment. If such a situation occurs, contact a Drug Court Team member immediately. A list of important contacts and phone numbers are provided on the last page of your handbook.

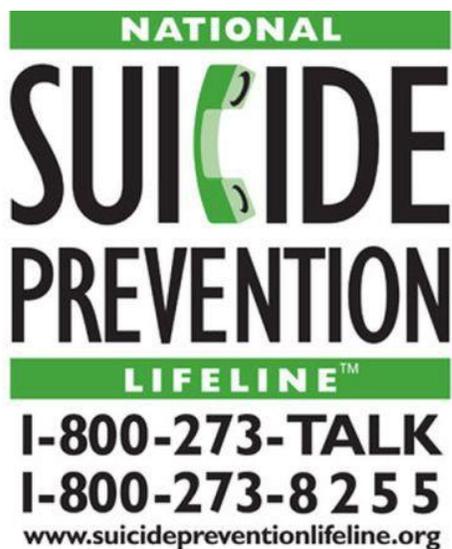
Decisions regarding the appropriateness of an absence is a joint decision and may be made by administrative staff, treatment team, Director or Judge. In considering the consequences of an absence, the Team will consider several factors:

- Documentation from the participant
- Participant's resources
- Participant's family and social support
- History of absenteeism

Please note that arriving 5 minutes or more late for sessions and appointments is considered an absence and the door will be locked. It is important for you to attend and be on time since this will help you avoid sanctions.

## CRISIS

From time to time, participants may experience difficulties, which may require emergency mental health or medical assistance. In cases like this, we encourage our program participants to use local community resources for assistance. For mental health issues or medical issues, especially withdrawal or seizure issues, proceed to the nearest Emergency Room as soon as possible. Please be sure to inform the E.R. doctors that you are a participant in the Drug Intervention Program.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Substance Abuse and Mental Health Services Administration  
[www.samhsa.gov](http://www.samhsa.gov)

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## **DRUG SCREENING**

Drug Testing will be done according to the following guidelines. Testing of all specimens and monitoring of compliance to the drug testing program will be performed by:

### **Choice Lab Services**

221 W. Poplar Street #B, Griffin, GA. 30223 (770) 467-6700. \*TESTING WILL BE PERFORMED AT THE TAC OFFICE BY CHOICE LAB SERVICES UNLESS OTHERWISE DIRECTED.

- Each participant must contact Choice Lab Services to register for testing (receive PIN & identification number).
- Each participant will call the Test Day screen line (678-828-4007) Sunday-Saturday and report to the designated testing site if you are scheduled to test.
- Participants may also check in for testing via the following website:  
**[doi.testday.com](http://doi.testday.com)**
- Each participant will report to the TAC office (or designated location) between 7:30 – 9:00 am.

**You must be at the designated reporting site at the times listed above or you cannot be screened, and this will count as a positive drug screen. You must restrict large amounts of fluids prior to collection. Dilute specimens will be reported as a POSITIVE test result. You will be responsible to pay Choice Lab Services, should any additional testing be needed to determine the use of adulterants and/or to confirm if the specimen is dilute.**

### **Drug Screening Procedures**

1. Only one participant is allowed in the testing area at a time. A staff member must always accompany you during drug testing.
2. You must make sure that your name and information is on the label of the specimen bottle.
3. You must indicate an admission or denial of alcohol or drug use and grant permission for testing.
4. Honesty is a crucial component for recovery and participation in the Towaliga Judicial Circuit Drug Court Program. Self-disclosure of use will be considered by the Court when sanctions are imposed.
5. You will not be allowed to leave the testing area or to drink excessive fluids until a specimen is rendered.
6. A staff member of the same sex must always witness the sample being given.
7. You may not carry purses, coats, bags, etc. into the testing area. You may be asked to remove all items from your pockets as well as removing caps and/or hats.

8. Shirt sleeves should be rolled up to the elbow and you may be requested to remove additional clothing to ensure the validity of a specimen.
9. Participants must arrive at the lab at the specific time instructed or sanctions will apply.
10. Diluted specimens will be considered positive.
11. Altered specimens will be considered positive.
12. Participant must produce a sample in a timely manner as instructed by laboratory personnel; failure to submit a specimen within allotted timeframe will be considered positive.
13. The test cup must contain a minimum of 1/3 level to be adequate for testing.
14. Choice Lab Services will report all positive screens to the drug court team. You will be contacted by a member of the team should your test screen positive. If a drug screen is positive and you wish to dispute the results, you may have your specimen re-tested with another qualified testing lab. You will be required to pay additional fees to Choice Lab Services prior to your sample being sent out for additional testing.

\*If you are required to be in an environment (school, work, training, etc.) that exposes you to or requires that you use or handle hygiene or other products with high alcohol content, **it is your responsibility to let us know immediately.**

## **MEDICATIONS**

As you will learn in the Drug Court Program, cross addiction is real. Many of you were already addicted to more than one substance when you started Drug Court, but only had one "favorite" substance. You will find it quite easy to change from one mood-altering substance to another and continue to be addicted. If you continue to manipulate your mood with a substance rather than new thoughts and new activities, you will remain cross-addicted.

There are many reasons that you may continue to feel the need to use a variety of substances. The first thing that comes to mind is insomnia (sleeplessness) and you may be tempted to return to using sleeping medications within a short period of time because of poorly developed abilities to get yourself to sleep (these skills can be developed: breathing exercises, reading, meditation, etc.) Pain is the second most common reason and if you choose to use mood-altering analgesics (pain killers), especially any of the narcotic drugs (Lortab, Percocet, Darvocet, etc.), you are extremely likely to eventually return to your drug of choice because this will short-circuit your ability to control impulsive action.

You have to be very cautious when you become physically ill, even with respiratory diseases (colds, flu, or pneumonia) because many of the drugs used to treat these conditions cause mood changes and decreased ability to control impulses. There are many compounds that will cause you to crave a drink/drug ... many cough syrups have

narcotics in them. You must take responsibility for all your future drug use because not every physician, pharmacist, or dentist knows about the nature of your condition and what you have learned.

If you have a particular problem, be sure and discuss it with your Treatment Provider.

**No drug of any kind is to be taken without prior approval by Choice Lab and your Treatment Provider.**

ANY MEDICAL PROCEDURES OR MEDICATIONS BEING PRESCRIBED OR TAKEN, MUST BE DOCUMENTED (see case manager for the appropriate form)

**LET YOUR PHYSICIANS, DENTISTS, PHARMACISTS AND ALL OTHER PERSONS THAT WILL BE INVOLVED IN YOUR RECEIVING MEDICATION KNOW THAT YOU ARE IN RECOVERY. SEEK THEIR ADVICE AS TO HOW THE PRESCRIBED MEDICATION WILL INFLUENCE YOUR RECOVERY AND "CLEAN" DRUG TESTING ABILITY. THIS IS EXTREMELY IMPORTANT IN THE MAINTENANCE OF YOUR RECOVERY!**

- ✓ You must take responsibility for all your future drug use because not every physician, pharmacist, or dentist knows about the nature of your condition and what you have learned. If you have a particular problem, be sure and discuss it with Choice Lab and your counselor. Unless it is a life-threatening situation or emergency, no drug of any kind is to be taken without prior notice to Choice Lab and your counselor. Should you continue taking addictive MEDICATION; a hearing will be scheduled to allow you to present evidence of the need for these medications. If you elect to continue use without authorization from the Drug Court team, positive drug screens will be considered sanctionable and termination is a potential result.
- ✓ Vapes, Electronic Cigarettes, and Electronic Smoking Devices  
The use of vapes, electronic cigarettes, or electronic smoking devices is prohibited.
- ✓ No Alcohol use is acceptable (including using the following substances listed below). If you test positive, we are not going to try to figure out why or what it is, it is alcohol...period. None should be in your system at any time. Please note that the following are examples of items that contain alcohol and may produce a positive urine screen which you would be sanctioned for. It is your responsibility to be fully aware of the ingredients in products that you are using.
- ✓ After Shave Lotion, Extracts (lemon, etc.), Sterno, Hair Tonics, Medical Alcohol, Hand Sanitizers, Mouth Wash, Perfumes, Wood Alcohol. Urinalysis Testing &

Incidental Alcohol Exposure Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests can detect alcohol ingestion for significantly longer periods of time after a drinking episode. Because these tests are sensitive, in rare circumstances, exposure to non-beverage alcohol sources can result in detectable levels of alcohol (or its breakdown products). In order to preserve the integrity of the Drug Court testing program, it has become necessary for us to restrict and/or advise Drug Court participants regarding the use of certain alcohol-containing products.

- ✓ **It is YOUR responsibility** to limit your exposure to the products and substances detailed below that contain ethyl alcohol: however, this list is not all inclusive. It is YOUR responsibility to read product labels, to know what is contained in the products you use and consume and to stop and inspect these products BEFORE you use them. Use of the products detailed below in violation of this contract will NOT be allowed as an excuse for a positive, when in doubt, don't use, consume, or apply. Cough syrups and other liquid medications: Drug Court participants have always been prohibited from using alcohol-containing syrups, such as Nyquil. Other cough syrup brands and numerous other liquid medications rely upon ethyl alcohol as a solvent.
- ✓ Drug Court participants are **required to read product labels** carefully to determine if they contain ethyl alcohol (ethanol). All prescription and other-the-counter medications should be reviewed with your lab personnel before use. Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol containing cough and cold remedies are readily available at most pharmacies and major retail stores. Non-alcoholic Beer and Wine: Although legally considered non-alcoholic, NA beers (e.g., O'Doul's, Sharp's,) do contain residual amount of alcohol that may result in a positive test result for alcohol, if consumed. Drug Court participants are NOT permitted to ingest NA beer or NA wine.
- ✓ **Food and Other Ingestible Products:** There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts (such as Gingko Biloba), could result in a positive screen for alcohol or its breakdown products. Communion wine, food cooked in wine and flambe' dishes (alcohol poured over a food and ignited such as Cherries Jubilee, Baked Alaska) must be avoided. Kratom is not allowed in drug court.
- ✓ **Carefully read** the labels on any liquid herbal or homeopathic remedy and do not ingest without approval from your lab personnel. Mouthwash and Breath Strips: Most mouthwashes (Listerine, Cepacol, etc.) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol

can produce a positive test result. Drug Court participants are required to read product labels and educate themselves as to whether a mouthwash product contains ethyl alcohol. Use of ethyl alcohol contained within mouthwashes and breath strips by Drug Court participants is not permitted. Non-alcohol mouthwashes are readily available and are an acceptable alternative. If you have any questions about a particular product, bring it in to discuss with your lab personnel.

- ✓ **Hand Sanitizers:** Hand sanitizers (e.g., Purell, Germex, etc.) and other antiseptic gels and foams used to disinfect hands contain up to 70% ethyl alcohol. Excessive, unnecessary, or repeated use of these products could result in a positive urine test. Hand washing with soap and water is just as effective for killing germs.
- ✓ **Hygiene Products:** Aftershaves and colognes, hair sprays and mousse, astringents, insecticides (bug sprays such as Off) and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol (or its breakdown products) excessive, unnecessary, or repeated use of these products could affect test results. Participants must use such products sparingly to avoid reaching detections levels. Just as the Court requires Drug Court participants to regulate their fluid intake to avoid dilute urine samples, it is likewise incumbent upon each participant to limit their use of topically applied (on the skin) products that contain ethyl alcohol.
- ✓ **Solvents and lacquers:** Many solvents, lacquers and surface preparation products used in industry, construction, and the home, contain ethyl alcohol. Both excessive inhalation of vapors and topical exposure to such products would result in a positive test for alcohol. As with the products noted above, Drug Court participants must educate themselves as to the ingredients in the products they are using. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. A positive test result will not be excused by reference to use of an alcohol-based solvent. If you are in employment where contact with such products cannot be avoided, you need to discuss it with your lab personnel. Do not wait for a positive test result to do so.
- ✓ **Energy drinks:** Some energy have been shown to contain small amounts of alcohol although it is not necessarily identified on the label. Therefore, it is recommended that you do not consume such beverages/liquids.

## PROGRAM RULES

As a participant you will be required to abide by the rules outlined in the participant contract, including, but not limited to the following:

1. Totally abstain from the use of alcohol, illegal drugs, and any illegally obtained or abused prescription drugs.
2. Inform your treating physicians that you are a recovering addict and may not take narcotic or addictive medications or drugs.
3. Attend court sessions, treatment sessions and all appointments as scheduled, submit to random alcohol and drug testing, remain clean, sober and law abiding.
4. Do not associate with people who use or possess drugs (or convicted felons)
5. Do not bring any weapons onto the TAC property, or inside the facility while in the TAC Program.
6. Keep the Drug Court Team informed of your current address, phone number, employment changes and up to date vehicle information always.
7. As a condition of participation in the TAC Program, your person, property, visit you at your home, place of employment, community service, etc., to ensure that you are abiding by the rules of the program.
8. As a condition of the program, you will be required to download life360 onto your phone, while keeping your phone turned on and with you at all times.
9. Dress appropriately for court and treatment sessions.
10. No VAPE DEVICES or E CIGARETTES are allowed in drug court.
11. No fraternizing (DATING OR PHYSICAL INTIMACY) between participants.
12. No Outside food or Drink permitted inside the building.
13. No Cell phones permitted in class or in the TAC office.
14. No loud music or spinning tires in parking lot.
15. **All** medications must be approved BY CHOICE LABS prior to consumption!!

***You will abide by all other rules and regulations as written in your drug court contract, as well as directives from the Program Director and Drug Court Team.***

## **PROGRAM INCENTIVES**

Upon the recommendation of the Drug Court Team, participants may be given rewards or incentives for compliant behavior. Common incentives are as follows:

- Praise by the Drug Court Team and Judge
- Gift Cards / other tokens from team
- Certificates of Recognition in court

### Model behavior for incentives

- Be in the Phase at least 2 months
- Perfect attendance in treatment
- Attending required support group meetings
- Great Attitude
- All Negative drugs screens
- No Dilutes
- Making Regular Payments (not behind)
- Employed or actively seeking employment
- Attending all scheduled appointments

## PROGRAM SANCTIONS

Violations / Infractions	Sanctions
Behind in participant fees	No transition to next phase; over \$200 past due = community service
Poor attitude / disrespectful to staff or treatment providers	1 <sup>st</sup> violation = essay 2 <sup>nd</sup> violation = community service 3 <sup>rd</sup> violation = 48 hours in jail
Failure to appear in court	Direct sanction from Judge in court
Failure to appear for treatment session	1 <sup>st</sup> violation = essay 2 <sup>nd</sup> violation = community service 3 <sup>rd</sup> violation = 48 hours in jail
Failure to attend support group mtgs.	1 <sup>st</sup> violation = essay 2 <sup>nd</sup> violation = community service 3 <sup>rd</sup> violation = 48 hours in jail
Forging support group sign in form (or any document)	48 hours in jail
Failure to follow program rules (not listed in this table)	1 <sup>st</sup> violation = essay 2 <sup>nd</sup> violation = community service 3 <sup>rd</sup> violation = 48 hours in jail
Participant fraternization (physical intimacy or dating)	Intervention (end relationship); 48 hours in jail; proceed to termination with 2 <sup>nd</sup> offense
Inciting discord among participants	48 hours in jail; proceed to termination with 2 <sup>nd</sup> offense
Phase 1 curfew violation Phase 1 diluted drug screen Phase 1 altered drug screen	<u>Each violation equals a positive screen:</u> 1 <sup>st</sup> positive = 48 hours in jail 2 <sup>nd</sup> positive = 72 hours in jail 3 <sup>rd</sup> positive = 7 days in jail 4 <sup>th</sup> positive = residential treatment or termination proceedings

## PROGRAM SANCTIONS CONT.

Violations / Infractions	Sanctions
Phase 2 curfew violation Phase 2 diluted drug screen Phase 2 altered drug screen	<u>Each violation equals a positive screen</u>  1 <sup>st</sup> positive = 7 days in jail 2 <sup>nd</sup> positive = 14 days in jail or residential treatment
Phase 3 & 4 curfew violation Phase 3 & 4 diluted drug screen Phase 3 & 4 altered drug screen	<u>Each violation equals a positive screen</u>  1 <sup>st</sup> positive = 21 days in jail, residential treatment, or termination. Also, a 90-day curfew restriction and a 30-day return to phase 1 testing and treatment schedule. *For all relapses at this level.

***\*\*\*If at any time, it is determined by the treatment team you are not appropriately progressing in the program (ex: fees not being paid, lack of stable employment, not attending meetings, and consistent positive screenings or dilutes) you may be ordered into residential treatment or RSAT. If so ordered, you may return to the Towaliga Accountability Court for up to 15 months of aftercare. Upon your return, you will pick up at the beginning of your previous level of care and continue accordingly.***

The sanctions and incentives listed above are to be used as a guide. All cases will be viewed on a case by case basis. **\*\* The Judge will approve all final sanctions.**

### TERMINATION FROM THE PROGRAM

Warrants, new arrests, or a continued pattern of violations regarding your treatment plan may result in your being terminated from the Drug Court Program. Other violations, which could result in termination, include the following:

- ✓ Missing and/or positive drug tests; Altered drug test.
- ✓ Violence or threat of violence directed at treatment staff, other participants of the program or other clients of the treatment providers.
- ✓ Fraternizing (physical intimacy or dating)
- ✓ Absconding
- ✓ Failure to progress

**\*\*A hearing for termination will be scheduled on all motions to terminate.**

## FIELD SURVEILLANCE

As a participant in the TAC Program, you are required to submit your person, vehicle and place of residence to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice and without probable cause by any peace officer or probation officer. The Drug Court Staff may also search any and all social media accounts including your cell phone.

**Surveillance** may also collect samples for drug testing and perform drug screen tests randomly throughout the week. You will be given 30 minutes from the time the Surveillance Officer requests a drug test to produce a urine sample. Failure to produce a sample in the specified time will result in the test being considered missed and positive.

Apps such as **Life360** are used to enforce curfews and to track location for surveillance purposes. Please comply with the following guidelines when setting up the Life360 app.

- ✓ Download the Life360 app to your personal cell phone.
- ✓ Location setting must remain on at all times (phone and app settings).
- ✓ Location setting on the phone app must be granted location access for your phone.
- ✓ You must check in on the Life360 app when you arrive at group meetings & curfew.
- ✓ Leaving your phone at home, not being at home, giving your phone to someone else, or using a different phone without Life360 is prohibited.
- ✓ Excuses such as: "*I forgot my phone, my phone messed up, or I am out of minutes*" is not a pass for non-compliance and will result in drug court sanction.
- ✓ There will be zero-tolerance for dishonesty.
- ✓ Reminders: Check in for group meetings & curfew
- ✓ Do not go to places you are not allowed to be.

## CURFEW

Curfews are as follows. ***Your curfew goes into effect the day you start orientation.*** For any reason that you will be out past curfew you must have prior approval. Exceptions would be work or meeting but must be approved prior. ***Being caught out after curfew will result in automatic sanction.***

Phase 1—9:00 p.m.

Phase 2—10:00 p.m.

Phase 3—11:00 p.m.

Phase 4—12:00 a.m.

## PROGRAM FEES

All Drug Court Program participants will be required to pay a **total program fee of \$2400.00**. These fees can be paid weekly, monthly or in full; however, a payment is required each month. Fees must be paid in full two months prior to graduation. All fees are to be paid **by money order only**. No personal checks will be accepted. **Fees are non-refundable**. All payments must be given to staff at the TAC office or in court and a receipt will be written for each payment. If arrears balance exceeds the amount of \$200 a discussion with the Director will be scheduled and sanctions may occur depending on the circumstances.

**Part of the recovery process is to acquire and maintain financial budgeting and management skills.** Should a participant encounter an extreme circumstance, he or she should discuss the issue with the Program Director or Case Manger to consider other options.

## SPECIAL REQUESTS

- ✓ All travel requests or any other special requests must be submitted to your program director a minimum of one week in advance.
- ✓ All requests must have verified documentation attached. (For example: all documents provided by doctors, school, work, or court must be on letterhead explaining the situation and signed by a person in authority, including a phone number.)
- ✓ The Program Director or the Drug Court Team will screen requests and recommend whether they be presented to the Judge for consideration.
- ✓ The Judge may grant or deny special requests.

Only *legitimate reasons* will be considered. For example: birthdays, anniversaries, vacations, concerts, etc... are not legitimate. In the event of a sudden illness and or death of an immediate family member, of course, proceed as needed. (Immediate family includes spouse, children, siblings, parents, and grandparents only). Contact the program Coordinator by phone on the next working day and submit proof of relationship, medical records, or an obituary upon your return to treatment. You may be asked by the Team to obtain an attendance form and have it signed by an employee of the Funeral Service location.

## DRESS CODE

Clothing	Treatment Facility	Court
Hats/Worn correctly	OK	Never
Sunglasses	Never	Never
Tank tops	Never	Never
Shirts depicting alcohol products, tobacco products, illicit drugs	Never	Never
Ladies - See thru blouses	Never	Never
Ladies - Skirts w/ long slits	Never	Never
Ladies - mini-skirts	Never	Never
Shorts/ touching knees when standing	OK	Never
Skirts & dresses / touching knees when standing	OK	OK
Jeans with no holes, rips, or tears	OK	Never

While we understand that some participants may be coming directly from work to attend group, or may be going to work directly from group, it is important to be dressed properly both in group and during Court.

**Keep extra clothing and footwear in your vehicle if needed.**

Attention should be paid to ensure that your clothing is tasteful and appropriate - if you have any questions - ask the staff. Participants who appear for group or Court inappropriately dressed will be asked to leave and will be charged with an absence for that session.

## PERSONAL HYGIENE

Bathe, wash your hair, brush your teeth, wash your hands, wash your clothes, wear deodorant. Groom yourself. You are no longer living a life of active addiction...act like it.

*\*See case manager if you have any questions.*

***Proven fact: When you look good, you feel good.***

## EMPLOYMENT

***All participants are required to be employed full-time*** (32 hours per week) when they move into phase 2 or after six months in the program, unless otherwise directed by the Judge. If unemployed or not enrolled as a full-time student, you will be required to complete and submit a minimum of 20 job searches weekly to the case manager.

**You are also required to perform community service of 20 hours weekly if you are not working.** This process will be required weekly until suitable employment is obtained. Employment verification forms will be sent to each participants employer to verify legitimate employment. Not gaining employment may result in sanctions and viewed as lack of progression in the program. This can result in sanctions up to and including termination.

## GRADUATION

Graduation from the program is recognized as a very important event. Your loved ones will be invited to join you at a special ceremony as the Drug Court Team congratulates you for successfully completing all the Phases of the program and achieving your goal to establish a drug-free life. In order to graduate the Towaliga Drug Court Program a participant must meet all required goals and have negative drug screens for a minimum of 6 months prior to the graduation date. All program fees must be paid in full two months prior to the scheduled graduation date. Graduation ceremonies are held quarterly. Participant's program completion date must fall within a 30-day window of a graduation ceremony to determine the closest graduation date.

## CONTACT NUMBERS AND EMAIL ADDRESSES

\*\*\*Remember... ***Communication is key!!***

***Never hang up without leaving a message. Once you leave a message, send a text.***

Our office stays extremely busy and it is very important that we are aware of things going on and that you are keeping us informed.

***This could mean the difference in having to write an essay or going to jail.***

***Our office is open from 9:00-5:00 Monday-Thursday, and by appointment on Friday. Don't wait till the last minute. Our staff is here and willing to help.***

- For questions about times and dates of classes, or when you need to talk to someone about a situation or current feelings you may be having, contact your treatment team:
  - Chris Morgan office: 470-592-2319, email: [cmorgan@tacourts.com](mailto:cmorgan@tacourts.com)
  - Chasity Haddock office: 470-592-2319, email: [chaddock@tacourts.com](mailto:chaddock@tacourts.com)
- To report absences or ask questions about your requirements, text or call the case manager. Also contact the case manager for inquiries related to housing, employment, appointments, and general needs & concerns.
  - Stacey Sitten office: 470-592-2319, TAC cell phone: 706-819-2978  
email: [ssitten@tacourts.com](mailto:ssitten@tacourts.com)
- For questions related to payments or services contact the Financial Assistant.
  - Pam Griswold office: 470-592-2319, email [pgriswold@tacourts.com](mailto:pgriswold@tacourts.com)
- To report your location to field surveillance, check in at group meeting or treatment class, or check in for curfew, contact field surveillance.
  - Captain Ron Buchanan 404-430-8443, email [rbuchanan@tacourts.com](mailto:rbuchanan@tacourts.com)
- To report problems not listed above, or to ask questions about your overall case requirements, contact the director.
  - Steven Giglio office: 470-592-2319, email: [sgiglio@tacourts.com](mailto:sgiglio@tacourts.com)