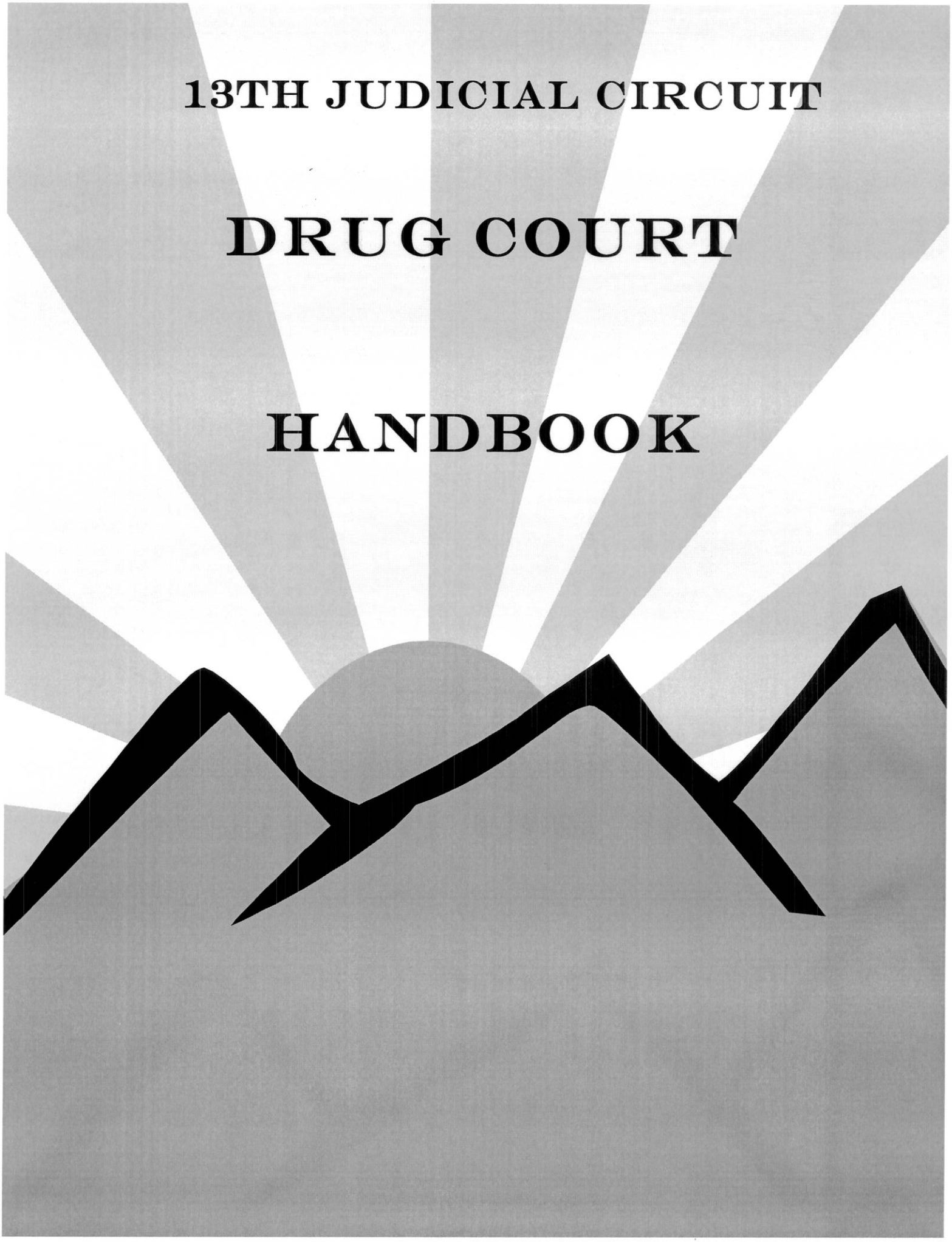
13TH JUDICIAL CIRCUIT

DRUG COURT

HANDBOOK



Boone County Drug Court
Entry Questionnaire

1. I am allowed to take medicine prescribed by a doctor without asking for permission from Drug Court. True False

2. If it is my day to give a UA, I must comply by what time? _____

3. If I have permission to leave Boone County, I must give a UA both before and after my trip. True False

4. If I am arrested on a new felony charge, I may be terminated from the Drug Court. True False

5. A dilute UA is an accident and there will be no sanction. True False

6. If I have permission to leave Boone County, but my plans change and I don't go, I don't have to take the before and after UA. True False

7. If I am at least 21 years old, I may drink alcoholic beverages while I am in Drug Court. True False

8. I am required to call the UA hotline everyday, including Saturday and Sunday. True False

9. It is OK to be late or miss appointments if the reason is work-related. True False

10. Drug Court fees are _____ per month.

11. I must provide the Drug Court with my current address and phone number and notify them of any changes. True False

12. If I miss a UA it will be considered the same as a positive test. True False

13. Since honesty is important in Drug Court, I may be terminated from the program if I am dishonest. True False

14. I am not allowed to leave Boone County without permission for any reason. True False

15. I do not need to ask permission to attend a concert. True False

16. I must respect other people's confidentiality. True False

17. It is not a problem to be with my old friends when they are using, as long as I don't use. True False

18. It is OK to go to bars if I do not drink. True False

19. Drug Court can direct me to find new housing. True False

20. I may be required to provide a UA at any time, even if it is not my color day. True False

21. Employment or school attendance is a requirement of Drug Court. True False

22. My probation officer is _____ and his/her phone number is _____.

23. If my job requires me to leave Boone County, it is OK to go without Drug Court permission. True False

24. I can go to "the boats" to gamble as long as I do not drink or use drugs. True False

25. If I am really sick, I can take medicine that a friend or family member gives me. True False

26. What is the random drug testing hotline number and what is my access code?

_____

27. If I have any contact with law enforcement, I am required to give a UA within 24 hours. True False

28. Boonville is in Boone County. True False

29. I must ask permission to take any over-the-counter medication that is not on the list at the end of the Drug Court Handbook. True False

30. I am responsible for keeping all appointments and being on time, including court appearances, treatment sessions, and meetings with my probation officer. True False

Drug Court Program

PROGRAM OVERVIEW

The Boone County Drug Court Program is a court-supervised, comprehensive treatment program which includes first-time non-violent offenders; probationers; and offenders who are returning to the community from the Department of Corrections. All participants have been determined to require substance abuse treatment and are felony offenders. The Drug Court may be a voluntary program or ordered as a condition of probation. Participation includes regular court appearances before the Drug Court judge, random drug testing, and individual and group counseling provided by Reality House for men and McCambridge Center for women. The participant is also expected to obtain and maintain employment or involvement in vocational or educational programs, and participants are encouraged to attend 12-step meetings (Narcotics Anonymous or Alcoholics Anonymous). The length of the Drug Court Program is determined by each participant's progress and will be a minimum of one year and no longer than two years.

DRUG COURT SUPERVISION

A Drug Court participant will be required to appear in Drug Court on a regular basis. At each appearance, the judge will be given a progress report prepared by the treatment court team regarding drug test results, attendance and participation in treatment, and compliance with the probation officer. The judge may ask the participant questions about his/her progress, and discuss any specific problems the participant may have been experiencing. If doing well, the participant will be encouraged to continue with the program and work with the treatment court team toward graduation. If not doing well, the judge will discuss these issues with the participant and the treatment court team and determine further action. In the event of program violations, sanctions may be imposed by the court. Repeated violations and failure to progress satisfactorily may result in termination from the program.

Failure to appear in court on the date and time scheduled may result in a warrant being issued for the participant's arrest. If a participant cannot appear in court as scheduled, the probation officer and drug court administrator must be notified as soon as possible.

The following violations may result in termination from the Drug Court program: warrants and/or new arrests; missing drug tests; failing to cooperate with treatment, and violence or threats of violence directed at the treatment court team or others. The Drug Court judge will make the final decisions regarding termination from the program.

Drug Court Program Rules

A Drug Court participant is required to abide by the following rules:

- **DO NOT USE OR POSSESS ANY DRUGS OR ALCOHOL.** Maintaining an alcohol- and drug-free lifestyle is the most important part of the recovery process. **All over-the-counter or prescribed medication must be approved by the treatment staff or probation officer, prior to being taken, unless it is on the list of approved medications at the end of this handbook.**
- **DO NOT ENTER ESTABLISHMENTS WITH THE PRIMARY FUNCTION BEING THE SALE OF ALCOHOL OR GAMBLING.** Casinos, grocery store liquor sections, bars or packaged liquor stores are off limits. You may not purchase liquor for any reason.
- **ATTEND ALL TREATMENT SESSIONS.** If a participant is unable to attend a scheduled session, he/she must contact the treatment counselor **before** a session is missed.
- **REPORT TO PROBATION OFFICER AS DIRECTED.** If unable to make an appointment, contact the probation officer immediately.
- **BE ON TIME TO APPOINTMENTS WITH TREATMENT PROVIDER, PROBATION OFFICER, AND COURT.** If a participant is late, he/she may not be allowed to attend the appointment and could be considered non-compliant.
- **DO NOT MAKE THREATS TOWARD OTHER PARTICIPANTS OR STAFF OR ACT IN A VIOLENT MANNER.** Violent; dishonest, or inappropriate behavior will not be tolerated and will be reported to the court. This may result in termination from the Drug Court program.
- **DRESS APPROPRIATELY FOR COURT AND TREATMENT SESSIONS.** Clothing bearing drug- or alcohol-related themes or promoting or advertising alcohol or drug use is considered inappropriate. Sunglasses, hats, and bandanas are not to be worn inside the courthouse, treatment center, or probation office.
- **ALWAYS TELL THE TRUTH.** Overcoming chemical dependency is not easy. This will take the participant's best effort and truthfulness. Participants who are not truthful will not be allowed to remain in the program.
- **DO NOT LEAVE THE COUNTY WITHOUT PERMISSION.** You must get permission from your probation officer prior to leaving Boone County. If you are planning to leave the state, you must get approval from the Drug Court team and apply for a travel permit with your probation officer. Travel permits require a 15-day processing period. It is your responsibility to apply for the permit in a timely manner.
- **TURN IN ALL DOCUMENTS ONE (1) DAY PRIOR TO COURT APPEARANCE.** In order to receive credit for 12-Step, payment of treatment fees, or completion of community service hours worked, a participant must turn the proper documentation into their probation officer no later than the day prior to their court appearance.
- **REPORT FOR TESTING UPON CONTACT WITH LAW ENFORCMENT.** You must report for a drug test after contact with a law enforcement officer.

Treatment Procedures

Treatment will be provided through a team approach. The treatment court team will assess the level and intensity of treatment that will best meet a participant's needs. A recommendation will be made to the Drug Court judge indicating that the participant should receive detoxification, residential, or outpatient treatment. If admitted to a residential treatment program, the treatment plan will include the requirements of that program. If not admitted into a residential treatment program, an intensive outpatient program will be developed which includes:

TREATMENT PLANS

An initial treatment plan will be developed by the treatment court team following an overall assessment of a participant's substance abuse history and social situation. The plan will act as a guide for the initial treatment phase. The plan will be maintained by the treatment court team and updated as one progresses through the program.

DRUG TESTING

Each participant will be given a card with instructions for random drug testing. Every participant is to call the hotline daily. The 800 number is on the card. Each participant will also be given a call-in code number, which will be written on the card. The participant must call the 800 number and follow the recorded instructions. When the recording indicates that the participant has been chosen to report for random drug testing, he/she will be given from 6:00 a.m. until 10:00 a.m. to submit to testing. All urine and breathalyzer testing will be conducted at Arrowhead, which is located on the lower level of the Alternative Sentencing Center at 607 East Ash Street. Participants need to bring a photo identification card when reporting for random drug testing.

Participants are randomly tested for drugs and alcohol throughout the entire treatment process. In addition to random testing, participants are asked to provide samples for drug testing each time they travel and each time they have contact with a law enforcement officer. Additional testing may be required at the discretion of the probation officer, treatment provider, and the court.

COUNSELING

Participation in counseling is mandatory. This may include both individual and group sessions. In addition, counseling may include Moral Reconation Therapy that focuses on criminal thinking and morals. Participation in one or both of these will be at the recommendation of the treatment provider. Attendance at counseling sessions will be reported to the judge as part of a participant's progress report. Prior permission from the treatment counselor must be obtained in order to be excused from a counseling session.

12-STEP MEETINGS

Attendance will be encouraged at 12-step meetings such as Narcotics Anonymous and Alcoholics Anonymous. The attendance recommendation for the entire program is two (2) meetings each week. Attendance is an important part of the recovery process that

helps familiarize the participant with the 12-step philosophy, and develop levels of trust to be able to learn and create social bonds with other people in recovery. The treatment court team will provide information regarding the time and location of 12-step meetings. The participant should provide proof of attendance to their probation officer prior to each court appearance.

SPONSOR

The participant is encouraged to obtain a self-help sponsor. A sponsor is a 12-step group member of the same gender with significant sobriety (at least one year), who assists the participant on a personal level with sobriety, personal problems, working the steps, etc. Ask at a meeting for a temporary sponsor until a permanent sponsor can be obtained.

WRITING ASSIGNMENTS

The drug court judge will provide each participant with a weekly topic for the writing assignment. The purpose of the writing assignments is to provide the Judge with each participant's personal perception of drug court related topics, including personal problems of alcohol and drug dependence, and short-term and long-term goals. The court will provide a journal to each participant at their first court appearance. The writing assignments must be brought to every court appearance.

DRUG COURT FEES

Participants are required to pay a treatment court fee of $75.00 per month. Each participant is given a card with their account number on it. You must present this card when making payments. All payments are made at the Boone County Circuit Clerk's Accounting Office located on the first floor of the Boone County Courthouse. The participant is expected to maintain a $0.00 balance.

TERMINATION

A drug court participant may be terminated from the program for the following reasons: lack of treatment progress as decided by the treatment provider, failure to secure full time employment, failure to pay fees or fines, threats, assaults, new arrests, continued substance use, medical problems that interfere with treatment, or an unfavorable ninety-day evaluation.

NINETY-DAY EVALUATION

The drug court team will conduct a ninety-day evaluation of every participant on the first court date after the participant has been in the program ninety days. During this evaluation, the drug court team will decide whether not the participant has made the necessary progress to be engaged in the program. The evaluation will measure the participants' treatment progress and understanding, work and/or education progress, as well as the participants' acceptance of the drug court philosophy.

MEDICATION

All over-the-counter or prescribed medications must be authorized by the treatment staff or probation officer prior to being taken, unless it is on the list of approved medications. You will find a Notice of Participation in Treatment Court form in the binder pocket of your

handbook. This form must be completed every time you go to the doctor or dentist and returned to your probation officer.

Quadrant I Court Phases

Phase I - Assessment and Primary Treatment Phase
Length – Approximately 60 days

Requirements for Phase I:

1) Participant's counselor continues to work with the probation officer to assess and identify treatment, educational, family, employability, medical, and housing needs.

2) Develop a treatment plan.

3) Begin treatment. Minimum requirements include:

    - one hour of individual counseling each week;
    - initial treatment plan developed and updated weekly;
    - one hour of Early Recovery Skills each week
    - one hour of Relapse Prevention each week
    - one hour of Moral Recognition Therapy each week
    - calling daily for random drug and alcohol testing and breathalyzer testing;

4) The counselor and probation officer may also make referrals to other support services, such as mental health, medical care, or family education/counseling.

5) The participant meets with the probation officer two times per week.

6) Weekly court appearance in Drug Court.

7) Maintain a $0.00 balance for treatment court fees.

Phase II - Treatment Phase

Length – Approximately 60 Days

In Phase II, the treatment plan will be updated by the counselor. The counselor and probation officer will continue to evaluate the participant's progress on a weekly basis.

Requirements for Phase II:

1) Continue treatment. Minimum requirements include:

    - one hour of individual counseling weekly;
    - one hour of Early Recovery Skills weekly;
    - one hour of Relapse Prevention weekly;
    - one hour of Moral Recognition Therapy weekly;
    - calling daily for random drug testing;

2) Begin work on educational and employment needs.

3) The participant meets with the probation officer weekly.

4) Appear in Drug Court Bi-monthly.

5) Maintain a $0.00 balance for treatment court fees.

Phase III - Preparation for Continuing Care and Graduation

Length – Up to 8 months

In Phase III, the treatment provider will assist the participant identify a continuing care plan that provides the necessary treatment and requires the use of the skills the participant has already learned.

Requirements of Phase III:

1) Continue treatment. Minimum requirements are:

    - one hour of individual counseling weekly (according to treatment plan);
    - calling daily for random drug testing;
    - one hour of Relapse Prevention weekly;
    - one hour of Moral Recognition Therapy;
    - prepare continuing care plan;

2) Maintain full time employment, education, or vocational training.

3) The participant meets with the probation officer Bi-monthly.

4) Appear in drug court monthly.

5) Maintain a $0.00 balance for treatment court fees.

Graduation

GRADUATION REQUIREMENTS

- Satisfactory attendance at all treatment services and contact with probation officer.
- Six months of continuous clean drug tests.
- Participant has obtained and maintained employment and/or is involved in an academic program.
- Participant has completed a continuing recovery plan with counselor.
- Drug court team agrees that the participant has sufficiently integrated the information to support recovery.
- Completion of a minimum of one full year in the program.
- Participant must submit a "Graduation Application." This is a neatly written or typed 3-5 page essay that will address your understanding of personal problems of addiction, criminal behavior, relapse prevention, and your personal drug court experience.
- The graduate candidates will meet as a group during the last two months prior to their graduation to plan the ceremony. Two drug court team members will be assigned to each graduating class as graduation sponsors to assist with the planning of the ceremony and help graduate candidates outline their graduation applications.

GRADUATION APPLICATION

The application should be a three-part essay. Each part should be at least one 8½ x 11 page long.

In the first part of the essay the graduate is to describe their life during their substance abusing past.

1. My personal problems of addiction.
2. My criminal thinking/behavior and where it led me.
3. How I finally ended up in drug court.

In the second part the graduate is to describe their experience in drug court.

1. How I felt getting started in drug court.
2. What worked the best for me in drug court.
3. What I am thankful for from my time in drug court.

In the third part the graduate is to describe their relapse prevention plan.

1. What I am going to struggle with.
2. What I learned in drug court.
3. How I am going to apply what I learned.

Drug Court Responses to Participant Behavior

NEGATIVE BEHAVIORS:

If a participant fails to comply with the program, the drug court judge, at their discretion, may order one or more of the following:

- Warning from judge
- Move to end of docket
- More frequent drug testing
- Home detention
- Set a curfew
- Community service hours
- Increase reporting to probation officer
- Increase court appearances
- Complete the Weekend Relapse Intervention Program
- Move back to previous phase
- Spend period of time in Reality House
- Spend period of time in jail
- Termination from drug court

POSITIVE BEHAVIORS:

When a participant consistently cooperates and participates in the treatment program, the drug court judge may, at their discretion, order one or more of the following:

- Praise from judge
- Move to top of docket
- Enter weekly drawing
- Draw from the prize jar
- Receive a gift certificate
- Decrease court appearances
- Progress to next phase
- Graduation from the program in one year

Drug Testing

All late, dilute, missed or positive tests will be considered an indication that a treatment response or modification may be made which might include MRT, increased treatment such as a relapse prevention class, weekend intervention, day treatment, intensive outpatient treatment or residential treatment.

DILUTE, LATE, MISSED, or POSITIVE TESTS:

- First Sanction: provide daily samples for testing until next court appearance
- Second Sanction: 24 hours incarceration
- Subsequent Sanctions: may include increased testing, incarceration, or termination

TRAVEL

Participants who need to travel while participating in the drug court program will be instructed to give a urine sample immediately before departure and again immediately upon return. Samples can be collected at Reality House, McCambridge Center, or Probation and Parole, if Arrowhead is not open when the participant needs to give a sample.

LAW ENFORCEMENT CONTACT

Participants who are approached by a law enforcement officer need to provide a urine sample for drug testing immediately. If Arrowhead is not open, the participant can have their sample collected at Reality House, McCambridge Center, or Probation and Parole.

RANDOM DRUG AND ALCOHOL TESTING

Every participant is to call the hotline daily. The 800 number is on the card. Each participant will also be given a call-in code number, which will be written on the card. The participant must call the 800 number and follow the recorded instructions. When the recording indicates that the participant has been chosen to report for random drug testing, he/she will be given from 6:00 a.m. until 10:00 a.m. to submit to testing. All urine and breathalyzer testing will be conducted at Arrowhead, which is located on the lower level of the Alternative Sentencing Center at 607 East Ash Street. Participants need to bring a photo identification card when reporting for random drug testing. Participants without photo identification need to notify their probation officer or the drug court administrator on the date they are admitted to the drug court program. Please note that there is only on-street parking available for clients.

Ninety Day Review

Objective	Status	
Attending PO as scheduled	Complete	Incomplete
Attending treatment as scheduled	Complete	Incomplete
Has obtained a sponsor	Complete	Incomplete
Housing status	Complete	Incomplete
Regular school/employment	Complete	Incomplete
Current on fees	Complete	Incomplete
Any missed or late drug tests	Yes	No
Any dilute drug tests	Yes	No
Any positive drug tests	Yes	No
If positive, did they take responsibility	Yes	No
Any new arrest	Yes	No

Contact Information

Drug Court Team			
Agency	**Phone Number**	**Fax Number**	**Contact Person**
Alternative Sentencing Center 607 East Ash Street Columbia, MO 65201	(573)886-4082	(573)886-4247	Michael Princivalli
Probation and Parole 1500 Vandiver Drive, Suite 110 Columbia, MO 65202	(573)441-6384	(573)884-7076	Amanda Douglass
	(573)441-6391	(573)884-7076	Sara Henley
	(573)441-5850	(573)884-7076	Marty Meyer
McCambridge Center	(573)449-3953	(573)874-3189	Sarah Gonzalez
Reality House Programs, Inc. 1900 East Prathersville Road Columbia, MO 65202	(573)449-8117	(573)874-1225	Mike Hayes
Reality House Clinical Services 1301 Vandiver Drive, Suite 105 Columbia, MO 65202	(573)449-8401	(573)449-8479	Rob Harrison Robert Brubeck Blair Campmier James Kimbro
Public Defender	(573)882-9701	(573)882-9147	Jenean Thompson
Prosecutors Office	(573)886-4100	(573)886-4148	Stephanie Morrell
Drug Testing Hotline	(800) 494-1250		
Arrowhead 607 East Ash Street Columbia, MO 65201	No phone in office downstairs	No fax in office downstairs	
JobPoint	(573)777-1582		

Oxford Houses			
House	**Phone Number**	**Address**	**House Gender**
Bicknell	(573)442-7084	104 Bicknell Street	Male
Calico	(573)474-0035	2504 Calico Lane	Male
Cougar	(573)442-2330	1810 North Garth Avenue	Male
Leslie	(573)256-5221	19 East Leslie Lane	Male
Proctor	(573)874-9610	314 Proctor Drive	Male
Sondra	(573)875-5721	921 Sondra Street	Male
Willowbrook	(573)474-0741	2501 Willowbrook Court	Male
Hubbell	(573)219-9597	1700 Country Side Lane	Female
Oxford House, Inc.	(800)689-6411	www.oxfordhouse.org	

My probation officer is _____

My treatment counselor is _____

My drug testing call-in code is _____

Over-the-Counter Medications

Medications from this list can be taken without permission from the court

ANALGESICS – PAIN & FEVER RELIEF
Advil
Aleve
Alka Seltzer – Original Effervesoent Antacid Pain Reliever
Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever
Aspercreme
Bayer Asprin
Ecotrin
Motrin
Nuprin
Orudis KT
Tylenol

SKIN CARE
Benadryl Itch Stopping Cream
Clearasil
Cortaid
Cortizone
Dr. Scholls
Ivy Block
Lotumin AF
Oxy 10
Preparation H Anti Itch Cream

ALLERGY & SINUS PAIN RELIEF
Nasalcrom
Loratadine
Dayhist Allergy

EYE, EAR & MOUTH CARE
Naphcon A
Ocuhist
Opcon A
Vas O Con A

FEMININE PRODUCTS
Femstat 3
Gyne Lotrimin 3
Monistat 7 Crème or Suppositories
Vagisil Anti Itch Crème
Vagistat 1

SMOKING CESSATION
Nicorett
Nicotrol
Nicoderm

COUGH, COLD & FLU MEDICINES
Pertussin DM Extra Strength Cough Relief
Robitussin
Robitussin DM
Luden's Cough Drops
Hall's Fruit Breezers

STOMACH MEDICINES
Alka Seltzer – Original Effervesoent Antacid Pain Reliever
Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever
Axid AR
Basaljel
Beano
Dul Colax
Exlax Chocolate
Exlax Regular Strength
Fibercon
Gaviscon Extra Strength Liquid
Kaopectate
Maalox Antiacid/Antigas Tablets
Mylanta Liquid
Mylanta Double Strength
Mylanta Maximum Strength Liquid
Mylanta AR
Pepcid AC
Rolaids
Pepto-Bismol
Phillips Gelcaps
Phillips Milk of Magnesia
Tagament HB
Tums
Tylenol Headache Plus Extra Strength
Zantac Z5

VOMITING & MOTION SICKNESS
Bonine
Cola
Ipecac
Actidose with Sorbital
Charcoaid
Charcoaid 2000
Charcoaid Plus DS
Charco Caps
Liqui Char
Actidose – Aqua

SLEEP AIDS AND STIMULANTS
None

Boone County Drug Court
Exit Questionnaire

1. The length of the program was
   Too long
   Too short
   Just right

2. I think the program would be better if it lasted
   months.

3. I was able to use drugs while in drug court and I was not caught. True False

4. I was able to drink while in drug court and I was not caught. True False

5. How did I avoid getting caught?

6. The incentives I received while in drug court (gift certificates, tickets, etc.) really meant a lot to me. True False

7. Group was the best part of counseling. True False

8. Individual therapy was the best part of counseling. True False

9. It was important to me to be able to talk to the judge. True False

10. The program is good, it just was not right for me because True False

    _____.

11. If I could, I would add
    to the program.

12. The most important reason for me to be in this program was
    To stay out of jail or prison
    To get treatment for my drug problem
    To get a job
    To get back with my family
    To have more money

    Other:_____

13. The most effective part of the program for me was

_____

14. Drug testing was helpful to keep me from using. True False

15. I should have been tested More Less

16. The best part of the program was

_____

17. The worst part of the program was

_____

19. I will continue to work with my sponsor. True False

20. I was treated fairly by the drug court staff and judge. True False

21. I would be interested in a drug court alumni group. True False

22. I would be interested in some drug court social activities like picnics, softball games, or bowling. True False

23. Drug court should have its own GED program. True False