

13TH JUDICIAL CIRCUIT

DRUG COURT

HANDBOOK



Program Overview

The Callaway County Drug Court Program is a court-supervised, comprehensive treatment program which accepts participants through various entry tracks. It 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 or parole. Participation includes regular court appearances before the Drug Court Judge. Treatment, which includes drug testing, individual counseling and group counseling, is provided through Family Counseling Center. The defendant will also be expected to obtain and maintain employment or involvement in vocational or educational programs and maintain regular attendance at 12-step meetings (Narcotics Anonymous or Alcoholics Anonymous). Each participant will also be expected to obtain and maintain employment and/or involvement in vocational or educational programs. 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 team regarding drug test results, attendance and participation in treatment and compliance with the Diversion Manager or 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 team toward graduation. If not doing well, the Judge will discuss these issues with the participant and the treatment team and determine further action. In the event of program violations; i.e., missed or dirty urine screens, failure to attend individual or group counseling, failure to attend 12-step meetings, etc., will result in sanctions imposed by the court. (For more information on Sanctions see page 10). Repeated violation of the program expectations, 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 Diversion Manager or 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; demonstrating a lack of program response by failing to cooperate with treatment, and violence or threats of violence directed at the treatment 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 medication over the counter or prescribed by a physician must be authorized by the Treatment Staff or Diversion Manager prior to being taken.**
- ◆ **DO NOT ENTER ESTABLISHMENTS WHO'S PRIMARY FUNCTION IS 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 DIVERSION MANAGER/PROBATION OFFICER AS DIRECTED.** If unable to make an appointment, contact the Diversion Manager/Probation Officer immediately.
- ◆ **BE ON TIME TO APPOINTMENTS WITH TREATMENT PROVIDER, DIVERSION MANAGER/PROBATION OFFICER AND COURT.** If a participant is late, he/she may not be allowed to attend appointment and could be considered non-compliant.
- ◆ **DO NOT MAKE THREATS TOWARD OTHER PARTICIPANTS OR STAFF OR ACT IN A VIOLENT MANNER.** Violent 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 be dealt with appropriately.
- ◆ **DO NOT LEAVE THE COUNTY WITHOUT PERMISSION.** You must get permission from your Diversion Manager/Probation Officer prior to leaving Callaway 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 Diversion Manager/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 AA/NA's, payment of fees or community service hours 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 ENFORCEMENT.** You must report for a drug test within one hour of any contact with a law enforcement officer.

TREATMENT PROCEDURES

Treatment will be provided through a team approach. The treatment 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 client 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 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 team and updated as one progresses through the program.

Drug Testing

Each participant will be given a color and a drug testing hotline card. Every participant is to call the hotline daily. When the participant's color is called they will be given from 5:00 a.m. until 10:00 a.m. to submit to testing. The Diversion Manager/Probation Officer or Callaway County Jail will conduct urine testing. The drug court Judge will impose additional sanctions for failing to report, providing a dilute specimen or refusing to submit to a drug test. A participant will be tested through the entire treatment process. Additional testing may be required at the discretion of the Diversion Manager/Probation Officer, Treatment Provider, and the Court.

Counseling

An important aspect of the Drug Court is participation in counseling. This may include both individual and group sessions. 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.

Twelve-Step Meetings

Attendance will be required at 12-step meetings such as Narcotics Anonymous and Alcoholics Anonymous. The **MINIMUM** attendance requirement for the entire program is **two (2) MEETINGS A WEEK**. Attendance is an important part of the recovery process that helps familiarize the participant with the 12-step philosophy, and to develop levels of trust to learn and create social bonds with other people in recovery. The treatment team will provide information regarding the time and location of 12-step meetings. The participant must provide proof of attendance to their Diversion Manager prior to each court appearance.

Sponsor

The participant must 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 can be obtained.

PERSONAL JOURNAL

Upon acceptance into the Drug Court Program, all clients will be expected to keep a journal. The Drug Court Judge will provide each participant with a weekly topic for the journal entry. The purpose of the journal 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. It is suggested that a participant keep a notebook or folder so all Journal entries can be kept together.

The journal must be brought to every court appearance.

DRUG COURT FEES

A Drug Court Participant will be required to pay the Drug Court Fee of \$50.00 per calendar month to the Drug Court Administrator during your court appearance. The defendant is expected to maintain a zero (0.00) balance by paying the fee at the rate of \$50.00 per month up to Graduation. All payments must be paid in cash or money order. No change is available so please make payments in exact amounts.

TERMINATION

A Drug Court Participant can be terminated from the program for the following reasons: lack of treatment progress, 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 termination recommendation in participants 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 weather or not the participant has made the necessary progress to proceed 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 medication over the counter or prescribed by a physician must be authorized by the Treatment Staff or Diversion Manager prior to being taken. A Notice of Participation in Treatment Court form has been provided on page 16. It must be used every time you go to the doctor's office or the Dentist. A list of authorized over the counter medication is also available on page 12.

TREATMENT PHASES

Phase I - Assessment and Primary Treatment Phase

Length – Approximately 30 to 90 days

Requirements for Phase I:

- 1) The participant's counselor will continue to work with the Diversion Manager/Probation Officer to assess and identify treatment, educational, family, employability, medical and housing needs.
- 2) Develop a treatment plan.
- 3) Begin treatment: Minimum Requirements:
 - 1 hour of Individual Counseling per week.
 - initial Treatment Plan developed and updated weekly.
 - 4 hours group therapy per week.
 - urine testing, call in daily.
 - participation in 12-step program, two times per week.
 - actively seek a sponsor.
- 4) The Counselor and Diversion Manager/Probation Officer may also make referrals to other support services, such as mental health, medical care, or family education/counseling.
- 5) The participant must meet with the Diversion Manager/Probation Officer face-to-face three (3) times per week.
- 6) Weekly appearance in Drug Court
- 7) Maintain zero balance of program fees.

Phase II - Treatment Phase

Length – Approximately 6-12 months

In Phase II, the treatment plan will be updated by the Counselor. The Counselor and Diversion Manager/Probation Officer will continue to evaluate the participant's progress on a weekly basis.

Requirements of Phase II

- 1) Continued treatment: Minimum requirements:
 - individual counseling one hour per week.
 - group therapy and/or group education two hours per week.
 - urine testing call in daily.
 - continue 12-step meetings two per week.
 - have a sponsor.
- 2) Actively work a relapse prevention program.
- 3) Begin work on educational and employment needs.
- 4) The participant must meet with the Diversion Manager/Probation Officer face-to-face two (2) times per week.
- 5) Complete 40 hours of Community Service.
- 6) Appear in Drug Court every 2 - 6 weeks. This will be determined by each participant's progress.
- 7) Fees, maintain zero balance.

Phase III - Preparation for Continuing Care and Graduation

Length - up to 6 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 client has already learned.

Requirements of Phase III

1) Continue treatment: Minimum requirement:

- one hour individual counseling per month (according to treatment plan).
- one hour group therapy per week for continuing care.
- preparation of continuing care plan.
- continue 12-step meetings two per week.

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

3) Urine testing, daily call in.

4) Meet with Diversion Manager/ Probation Officer weekly.

4) Appear in Drug Court every 1-2 months.

GRADUATION REQUIREMENTS

- 1) Satisfactory attendance at all treatment services and contact with Diversion Manager.
- 2) Six months continuous of clean drug tests.
- 3) Participant has obtained and maintained fulltime employment and/or is involved in an academic program.
- 4) Participant must submit a “Graduation Application. This is a neatly written or typed 4-5 page essay that will address your understanding of personal problems of addiction, criminal behavior, and relapse prevention.
- 5) Participant has completed a continuing recovery plan with counselor.
- 6) Drug Court Team agrees that the Participant has sufficiently integrated the information to support recovery.
- 7) Completion of one full year in the program.

DRUG COURT SANCTIONS

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
- Increase AA / NA meetings
- More frequent drug testing
- Set a Curfew
- Additional community service hours
- Increase reporting to Diversion Manager/Probation Officer
- Increase court appearances
- Move back to previous phase
- Spend period of time in Jail
- Termination from Drug Court

DRUG COURT INCENTIVES

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
- Clean & Sober Certificates
- Decrease court appearances
- Progress to next phase
- Graduation of the Program in one year

Contact Information

Agency	Contact Person	Phone Number	Fax Number
Drug Court Office	Michael Princivalli	886-4180	886-4181
Probation Office	Melissa Edgell	592-4061	
Defense Attorney	Sue Crane	642-6631	
Prosecutors Office	Robert Sterner	642-0714	
Family Counseling Center	Brenda Carter	642-3239	642-3239
Drug Testing Hotline	1-866-869-8141		

My Probation Officer is	
My Treatment Counselor is	
My Drug Testing Color is	

13th Judicial Circuit Drug Court
Authorized Over the Counter Medications

ANALGESICS- PAIN & FEVER RELIEF	COUGH, COLD & FLU MEDICINES
Advil	Pertussin DM Extra Strength Cough Relief
Aleve	Robitussin
Alka Seltzer – Original Effervescent Antacid Pain Reliever	Robitussin DM
Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever	Vicks 44E
Aspercreme	
Bayer Aspirin	STOMACH MEDICINES
Ecotrin	Alka Seltzer – Original Effervescent Antacid Pain Reliever
Motrin	Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever
Nuprin	Axid AR
Orudis KT	Basaljel
Tylenol	Beano
	Dul Colax
ANALGESICS- PAIN & FEVER RELIEF	Exlax Chocolate
Advil	Exlax Regular Strength
Aleve	Fibercon
Alka Seltzer – Original Effervescent Antacid Pain Reliever	Gaviscon Extra Strength
Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever	Kaopectate
Aspercreme	Maalox Antacid/Antigas Tablets
Bayer Aspirin	Mylanta Liquid
Ecotrin	Mylanta Double Strength
Motrin	Mylanta Maximum Strength Liquid
Nuprin	Mylanta AR
Orudis KT	Pepcid AC
Tylenol	Roloids
	Pepto-Bismol
ALLERGY & SINUS PAIN RELIEF	Phillips Gelcaps
Nasal crom	Phillips Milk of Magnesia
Tavist-1	Tagament HB
Dayhist-1	Tums
	Tylenol Headache Plus Extra Strength
EYE, EAR & MOUTH CARE	Zantac Z5
Naphcon A	
Ocuhist	SMOKING CESSATION
Opcon A	Nicorette
Vas O Con A	Nicotrol
	Nicoderm
FEMININE PRODUCTS	
Femstat 3	VOMITING & MOTION SICKNESS
Gyne Lotrimin 3	Bonine
Monistat 7 crème or suppositories	Cola
Vagisil Anti Itch crème	Ipecac
Vagistat 1	Actidose with Sorbital
	Charcoaid
	Charcoaid 2000

SKIN CARE
Benadryl Itch stopping cream
Clearasil
Cortaid
Cortizone
Dr. Scholls
Ivy Block
Lotumin AF
Oxy 10

VOMITING & MOTION SICKNESS continued
Charcoal Pluse DS
Charco Caps
Liqui Char
SLEEP AIDS & STIMULANTS
None