



**Green Lake County
Treatment Court Program**

**TREATMENT COURT PARTICIPANT
HANDBOOK**

Your Name:

Your Signature:

Today's Date:

(Updated 09/17/18)

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WELCOME

Welcome to the Green Lake County Treatment Court Program. This *Handbook* is designed to answer your questions and provide overall information about the Green Lake County Treatment Court Program. The Court will hereinafter be referred to as “Treatment Court”. As a participant, you will be expected to follow the instructions given in Treatment by the Judge and comply with the treatment plan developed for you by the Treatment Court Team.

This *Handbook* will also detail what is expected of you as a Treatment Court participant. It will review general program information. If you are reading this *Handbook*, it means that you have been found appropriate for the Treatment Court Program and have made the commitment to challenge yourself to live a healthy and safe lifestyle. Your acceptance into the Treatment Court was based on an assessment of your history with drug/alcohol use and other encounters with law enforcement. Most importantly, it also means that we are confident that the Treatment Court Program will help you to learn how to remain crime-free and make successful choices, free of the influence of drugs or alcohol.

OVERVIEW

The Treatment Court Program is a five-phase intervention program for adults who are involved with the criminal justice system due to non-violent, drug/alcohol-motivated offenses, and who are having difficulty staying clean and sober. It is a collaborative effort between the circuit courts, District Attorney’s office, Public Defender’s office, probation officers, Dept. of Community Programs, police agencies, the Treatment Court Coordinator, and treatment programs. By working together, they seek to provide a variety of programs and

consistent supervision geared toward supporting and helping you maintain a drug/alcohol-free life. Treatment Court 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 of Treatment Court, or a variety of other sanctions. They may also be terminated from Treatment Court. The Drug Court Team will assist you to be sure you understand what is expected of you.

COSTS

The total cost of participation in the Green Lake County Treatment Court Program is \$700. Participants will be charged \$100 during Phase III, \$200 during Phase IV and \$400 during Phase IV. These fees must be paid prior to advancing to the next phase and graduation. Throughout the phases participants may be rewarded by having these fees reduced.

THE DRUG COURT TEAM

The Treatment Court Judge will make all decisions regarding your participation in the Treatment Court Program with input from the Treatment Court Team. In addition to the Judge, the Treatment Court Team consists of the program members:

- Circuit Court Judge.
- A representative from the District Attorney's office.
- A representative from the Public Defender's office.
- A probation officer.
- Treatment Court Coordinator.
- Treatment representative.
- Law Enforcement representative.

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

GOALS OF THE TREATMENT PROGRAM

The goals of the Fond du Lac County Safe Neighborhoods Drug & Alcohol Court Program are:

- Reduce drug/alcohol-related crimes;
- Reduce offender contacts with the Criminal Justice System;
- Reduce costs associated with criminal case processing and re-arrest;
- Introduce offenders to an ongoing process of recovery designed to achieve total abstinence from illicit/illegal drugs and alcohol; and
- Promote self-sufficiency and empower substance abusers to become productive and responsible members of the community.

PROGRESS REPORTS

Before your Treatment Court hearing, the Judge will be given a progress report presented by the Treatment Court Coordinator or treatment provider. The progress report will discuss your drug testing results, attendance, participation and cooperation in the treatment program, employment or other requirements that may have been imposed.

The Judge may ask questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with reduced progress requirements or, at times, other incentives such as movie tickets. If your progress

reports show that you are not in compliance, the Judge will discuss this with you and determine future action, which could include a sanction in order to help you remember your goals in the program. Sanctions can be anything from increased program requirements, to jail custody.

TREATMENT COURT HEARINGS

As a Treatment Court participant, you will be required to appear in Treatment Court on a regular basis. The number of times you must appear depends upon the phase of Treatment Court you are currently in. Failure to appear will result in a warrant being issued for your arrest and detention in jail until you can appear before the Treatment Court. If you have questions about your court appearances, you may contact your Treatment Court Coordinator. The phases of Treatment Court are listed below.

PHASES OF TREATMENT COURT

The Treatment Court Program is a 14-month program divided into five phases, plus a Continuing Care phase. A participant must successfully complete each phase before transitioning to the next phase.

In each of the five phases, the Court will require compliance with the “Rule of 32”, if employed, which requires that drug court participants must document that they have completed 32 hours per week of any combination of the following: meetings; treatment; U.A.’s; employment; community service work; drug court appointments; drug court attendance; job search (30 minutes per job application); school. If unemployed, the “Rule of 32” becomes the “Rule of 16/16” which requires that for

unemployed drug court participants, at least 16 of the 32 documented hours must be community service hours.

The phase requirements are as follows:

PHASE 1 (60 DAYS)
<ul style="list-style-type: none">• Attend court weekly
<ul style="list-style-type: none">• Develop a case plan and an individualized treatment plan
<ul style="list-style-type: none">• Attend at least one office visit per week with probation agent and treatment court coordinator
<ul style="list-style-type: none">• Comply with supervision rules and requirements
<ul style="list-style-type: none">• Comply with rules and conditions set forth in the Participant Contract
<ul style="list-style-type: none">• Comply with home visit requirements set forth by probation agent and/or treatment court coordinator
<ul style="list-style-type: none">• Comply with random drug testing at a minimum of 3 times per week
<ul style="list-style-type: none">• Participate in and comply with all treatment recommendations
<ul style="list-style-type: none">• Apply for and obtain insurance
<ul style="list-style-type: none">• Undergo a medical exam/evaluation
<ul style="list-style-type: none">• Attend a minimum of 3 support groups weekly
<ul style="list-style-type: none">• Complete 8 hours of community service
<ul style="list-style-type: none">• Provide written verification weekly of 32 hours in attendance at a combination of the following: employment, support group meetings, treatment, UAs, job searches, school, community service, treatment court appointments, and treatment court hearings

<ul style="list-style-type: none"> • Comply with a 9pm curfew
<ul style="list-style-type: none"> ❖ 14 days of consecutive clean time is necessary in order to advance to Phase 2 (time spent incarcerated does not count towards clean time)

<u>PHASE 2 (90 DAYS)</u>
<ul style="list-style-type: none"> • Attend court weekly
<ul style="list-style-type: none"> • Comply with case plan and participate in all treatment recommendations
<ul style="list-style-type: none"> • Attend at least one office visit per week with probation agent and treatment court coordinator
<ul style="list-style-type: none"> • Comply with supervision rules and requirements
<ul style="list-style-type: none"> • Comply with rules and conditions set forth in the Participant Contract
<ul style="list-style-type: none"> • Comply with home visit requirements set forth by probation agent and/or treatment court coordinator
<ul style="list-style-type: none"> • Comply with random drug testing at a minimum of 3 times per week
<ul style="list-style-type: none"> • Attend a minimum of 3 support group meetings weekly
<ul style="list-style-type: none"> • Actively seek a sponsor
<ul style="list-style-type: none"> • Actively job search
<ul style="list-style-type: none"> • Comply with a 10pm curfew

<ul style="list-style-type: none"> • Complete a minimum of 8 hours of community service
<ul style="list-style-type: none"> • Provide written verification weekly of 32 hours in attendance at a combination of the following: employment, support group meetings, treatment, UAs, job searches, school, community service, treatment court appointments, and treatment court hearings
<ul style="list-style-type: none"> ❖ 30 days of consecutive clean time is necessary in order to advance to Phase 3 (time spent incarcerated does not count towards clean time)

<u>PHASE 3 (90 DAYS)</u>
<ul style="list-style-type: none"> • Attend court bi-weekly
<ul style="list-style-type: none"> • Comply with case plan and participate in all treatment recommendations
<ul style="list-style-type: none"> • Attend bi-weekly office visits with probation agent and treatment court coordinator
<ul style="list-style-type: none"> • Comply with supervision rules and requirements
<ul style="list-style-type: none"> • Comply with rules and conditions set forth in the Participant Contract
<ul style="list-style-type: none"> • Comply with home visit requirements set forth by probation agent and/or drug court coordinator
<ul style="list-style-type: none"> • Comply with random drug testing at a minimum of 3 times per week
<ul style="list-style-type: none"> • Attend 3 support groups per week
<ul style="list-style-type: none"> • Obtain a sponsor
<ul style="list-style-type: none"> • Obtain employment

<ul style="list-style-type: none"> • Complete 8 hours of community service
<ul style="list-style-type: none"> • Develop a realistic budget
<ul style="list-style-type: none"> • Provide written verification weekly of 32 hours in attendance at a combination of the following: employment, support group meetings, treatment, UAs, job searches, school, community service, treatment court appointments, and treatment court hearings
<ul style="list-style-type: none"> • Comply with a 11 pm curfew
<ul style="list-style-type: none"> ❖ 45 days of consecutive clean time is necessary in order to advance to Phase 4 (time spent incarcerated does not count towards clean time)

<u>PHASE 4 (90 DAYS)</u>
<ul style="list-style-type: none"> • Attend court every three weeks
<ul style="list-style-type: none"> • Comply with case plan and participate in all treatment recommendations
<ul style="list-style-type: none"> • Attend office visits with probation agent and treatment court coordinator every three weeks
<ul style="list-style-type: none"> • Comply with supervision rules and requirements
<ul style="list-style-type: none"> • Comply with rules and conditions set forth in the Participant Contract
<ul style="list-style-type: none"> • Comply with home visit requirements set forth by probation agent and/or drug court coordinator
<ul style="list-style-type: none"> • Comply with random drug testing at a minimum of 3 times per week
<ul style="list-style-type: none"> • Attend 2 support groups per week
<ul style="list-style-type: none"> • Maintain weekly contact with sponsor/mentor

<ul style="list-style-type: none"> • Complete a minimum of 8 hours of community service
<ul style="list-style-type: none"> • Maintain employment
<ul style="list-style-type: none"> • Demonstrate an ability to maintain a realistic budget
<ul style="list-style-type: none"> • Provide written verification weekly of 32 hours in attendance at a combination of the following: employment, support group meetings, treatment, UAs, job searches, school, community service, treatment court appointments, and treatment court hearings
<ul style="list-style-type: none"> • Develop a Relapse Prevention Plan
<ul style="list-style-type: none"> • Comply with a 12pm curfew
<ul style="list-style-type: none"> ❖ 60 days of consecutive clean time and 30 days sanction free is necessary in order to advance to Phase 5 (time spent incarcerated does not count towards clean time)

<u>PHASE 5 (90 DAYS)</u>
<ul style="list-style-type: none"> • Attend court monthly
<ul style="list-style-type: none"> • Comply with case plan and participate in all treatment recommendations
<ul style="list-style-type: none"> • Attend monthly office visits with probation agent and treatment court coordinator
<ul style="list-style-type: none"> • Comply with supervision rules and requirements
<ul style="list-style-type: none"> • Comply with rules and conditions set forth in the Participant Contract
<ul style="list-style-type: none"> • Comply with home visit requirements set forth by probation agent and/or treatment court coordinator

<ul style="list-style-type: none"> • Comply with random drug testing at a minimum of 3 times per week
<ul style="list-style-type: none"> • Attend and participate in 1 support group per week
<ul style="list-style-type: none"> • Maintain weekly contact with sponsor/mentor
<ul style="list-style-type: none"> • Develop a continuing care plan
<ul style="list-style-type: none"> • Maintain employment
<ul style="list-style-type: none"> • Demonstrate an ability to maintain a realistic budget
<ul style="list-style-type: none"> • Provide written verification weekly of 32 hours in attendance at a combination of the following: employment, support group meetings, treatment, UAs, job searches, school, community service, treatment court appointments, and treatment court hearings
<ul style="list-style-type: none"> • Complete 8 hours of community service
<ul style="list-style-type: none"> ❖ 90 days of consecutive clean time and 60 days sanction free is necessary in order to graduate (time spent incarcerated does not count towards clean time)

CONFIDENTIALITY

Being involved in the Treatment Court, federal law requires that your identity and privacy be protected. In response to these regulations, Treatment Court and its Treatment Court Coordinator and treatment providers have developed policies and procedures that guard your privacy. You will be asked to sign a Green Lake County Treatment Court “*Authorization for Release and Exchange of Information*”. This disclosure of information is for the sole purpose of hearings and reports concerning your specific Treatment Court case. The Federal

Drug and Alcohol Confidentiality Law, 42 C.F.R. Part 2, protects Treatment Court participant's confidentiality.

TREATMENT COURT 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 illegal drugs and alcohol.
2. Inform your treating physicians that you are a person recovering from a substance misuse disorder.
3. Attend court sessions and treatment sessions as scheduled, submit to random alcohol and drug testing, remain clean and sober and behave in a law abiding manner.
4. Do not associate with people who use or possess drugs.
5. Do not possess any weapons while in the Treatment Court Program.
6. Keep the Treatment Court Team, Treatment Coordinator, treatment provider, and probation officer informed of your current address and phone number at all times.
7. As a condition of participation in the Green Lake County Treatment Court Program, your person, property, place of residence, vehicle, or personal effects may be searched at any time upon your consent, with a warrant or with reasonable cause when requested by a probation officer or other law enforcement officer. Failure to consent may be deemed grounds for sanctions or discontinuation from the program.
8. Be on time for court and treatment sessions.
9. Provide the treatment court team with a list of all prescribed medications. If you are prescribed a new

medication by a doctor you shall provide this information to the Treatment Court Coordinator within 48 hours.

10. Abide by all other rules and regulations imposed by the Treatment Court Team.

**COMPLIANCE WITH DRUG COURT
RULES WILL RESULT IN REWARDS
CALLED “INCENTIVES.”**

**FAILURE TO COMPLY WITH RULES
MAY RESULT IN SANCTIONS OR LOSS
OF POINTS.**

INCENTIVES

Upon the recommendation of the Treatment Court Team, participants may be given rewards or incentives for compliant behavior. Common incentives are as follows, **but are not limited to**, the following:

- Applause/special recognition
- Verbal praise, from the Judge/Team
- Vouchers (various types)
- Candy/Food
- Decrease in court appearances
- Tickets (concerts, movies, sporting events, art fairs etc.)
- Fee reduction/waive fees
- Phase acceleration
- Books
- Increase privileges
- Grant or increase travel privileges
- Fish bowl drawings

SANCTIONS

All participants in Treatment Court are expected to follow the rules contained in the Participant Handbook. Any violation of the rules will be reported to the Treatment Court Team. The violation will be discussed by the Treatment Court Team with input from the participant. If a violation is determined to have been committed, the Treatment Court Team will recommend a sanction to the Treatment Court Judge. Sanction recommendations will be determined by the totality of the circumstances and sanctions may vary depending on the participant's underlying charge, the participant's success or failure in Treatment Court up to the point of the violation, the nature of the violation or any other factors deemed relevant by the Treatment Court Team. The Treatment Court Judge has the discretion to impose any sanction he or she feels is appropriate and is not required to follow the recommendation of the Treatment Court Team. Sanctions may include, **but are not limited to**, the following:

- Jail
- Curfew/check-in time
- Electronic monitoring

- Increased supervision
- Day reporting
- Verbal and/or written warnings
- Increased time in phase/return to lower phase
- Increased drug testing
- Increased court appearances
- Verbal and/or written apology letters
- Written assignments
- Team intervention/round table
- Community services work
- Monetary fines
- Journaling
- House arrest

TERMINATION FROM TREATMENT COURT

Warrants, new arrests or a violation of any aspect of your treatment plan may result in your being terminated from the Treatment Court Program. Other violations which could result in termination, include the following:

- Missing and/or positive drug tests; lying about using drugs and alcohol
- Altered drug test
- Demonstrating a lack of program response by failing to cooperate with the Treatment Court Coordinator or treatment program
- Violence or threat of violence directed at treatment staff, other participants of the program, or other clients of the treatment providers
- Not following the Treatment Court rules and conditions
- ❖ A treatment court participant who has failed to participate in the Green Lake County Treatment Court for 30 consecutive days will be automatically terminated from the program without an expulsion hearing. Failure to participate includes failure to attend the following: treatment appointments, support group meetings, urinalysis testing, appointments with both the coordinator and probation agent, and court reviews.

SEARCH REQUIREMENTS

As a participant in Treatment Court, you are required to submit your person, vehicle, place of residence, or area to search and seizure of narcotics, drugs or other contraband at any time of the day or night, with consent, with a search warrant, with probable cause or reasonable cause by any police officer or probation officer. Failure to consent may be deemed grounds for sanctions or discontinuation from the program.

- You shall report any contact with law enforcement immediately to the Treatment Court Coordinator.

CHEMICAL TESTING

You will be drug tested randomly throughout your entire Treatment Court Program.

- You will be observed to ensure freedom from errors.
- If you miss a test, it will count as a positive (dirty) test.
- If you have a positive test in any Treatment Court phase, the Judge, based on recommendations from the Treatment Court Coordinator or treatment staff, will apply immediate sanctions which may include time in jail to help you stop your drug using behavior.

TESTING PROTOCOL

Each participant is subject to random testing for the purpose of detecting the unauthorized use of alcohol or controlled substances under the following program:

The Treatment Court Judge, the Treatment Court Coordinator, the Dept. of Community Corrections, the Treatment Providers, the Green Lake County Department of Human Services, and any officer or deputy working with the Authority of the Treatment Court Program may request testing of a Treatment Court participant at any time.

Upon request, the Treatment Court participant shall immediately deliver the requested sample. If a sample is not produced, is not of sufficient quantity, or is adulterated in any way, it will be treated as a positive sample for the presence of unauthorized drugs or alcohol.

Prior to delivering the sample, the Treatment Court participant will be asked whether or not the test will be positive. If the Treatment Court participant acknowledges that the test will be positive, it will be considered a positive test, and the test may not take place. If the Treatment Court participant indicates the test will be negative, but the test is found to be positive, the Treatment Court participant will be informed of the positive result and given an opportunity to request a confirmation test. If the confirming test is positive, participant will be assessed a fee for both positive tests and the Treatment Court Judge will be advised of the test results. The Treatment Court participant will be assessed for the cost of any positive tests.

The cost of the tests must be paid prior to advancing to the next phase.

Please understand that certain substances can give “false positive” test results. You must be careful not to ingest the following:

1. Alcohol (could be in cold medicine like Nyquil, barbeque sauce, etc.)
2. Poppy seeds in any form (muffins, bagels, bread, salad dressing, etc.)
3. “Natural” or herbal remedies, or supplements (e-ola, Mah huang)
4. Over the counter or prescription medicines such as Aleve, Pseudoephedrine (also called ma huang, sida cardifolia & epitonin) without prior approval of your treatment provider.
5. Medications from Canada not sold over the counter in the U.S. (222’s, etc.)
6. Alcohol substitutes (Near Beer/O’Doul’s, etc.) contain some alcohol. You are responsible for what you ingest and will be held accountable for any positive test results.

Participants in Treatment Court are expected to be drug free, including the use of mood-altering, potentially addictive, prescription medications. Participants with chronic pain

requiring repeated use of prescription pain medication may not be good candidates for the program because participants must discontinue all addictive medications.

Participants who have an acute pain episode must have approval from the Treatment Court Team before they take any prescriptive pain medication. The approval must include the doctor's name, medication prescribed, amount prescribed (including refills), reason for the prescription, duration of treatment, and acknowledgement by the physician that you revealed that you are a substance abuser and participant in Treatment Court and the physician feels the prescription is the best course of treatment for you.

Every urine specimen is tested for creatine level. Creatine levels determine whether a participant has diluted a sample by, for example, consuming large amounts of water. If the creatine level is too low to permit an accurate analysis, the sample will be treated as being positive for the presence of prohibited substances.

COMMENCEMENT

Upon your successful completion of a treatment program and satisfaction of all other court requirements, including continued sobriety and full payment of fees you will commence from Treatment Court. You will be eligible for continuation as a Treatment Court mentor in the Alumni Association for other participants of the Green Lake County Treatment Court Program.

Commencement from the Green Lake County Treatment Court Program is recognized as a very important event. Your loved ones will be invited to join you at a special ceremony as the Treatment Court Team congratulates you for successfully completing Phases I – V of the Treatment Court Program and achieving your goal to establish a drug/alcohol-free life.

CONTINUING CARE...

In order to provide you with a continuing support system and to ensure that you can maintain your valuable sobriety, you will be required to participate in a 6-month continuing care phase. Please take advantage of this opportunity to prove to the Treatment Court Team that you are ready to start your new life as a productive, law-abiding member of society.

CONCLUSION

The primary purpose of the Green Lake County Drug Treatment Court Program is to increase community safety and quality of life by breaking the cycle of drug and alcohol addiction through a balance of accountability, treatment and rehabilitation as an alternative to incarceration.

The Green Lake County Treatment Court Program's main goal is to help you achieve a life free of dependence on mind-altering substances. The Judge, court staff and the Treatment Court Team are here to guide and assist you, but the final responsibility is yours. To succeed, you must be motivated to make this commitment to a drug free life.

SUMMARY OF TREATMENT COURT PARTICIPANT RULES

1. Totally abstain from the use of illegal drugs and alcohol and do not enter establishments where alcohol is primarily sold (i.e. taverns, bars, and events with beer stands/tents).
2. Inform your treating physicians that you are a person recovering from a substance misuse disorder.
3. Attend court sessions and treatment sessions as scheduled, submit to random alcohol and drug testing, remain clean and sober and behave in a law abiding manner.
4. Do not associate with people who use or possess drugs.

5. Do not possess any weapons while in the Green Lake County Treatment Court Program.
6. Keep the Treatment Court Team, Treatment Court Coordinator, treatment provider, and probation officer informed of your current address and phone number at all times.
7. As a condition of participation in the Green Lake County Treatment Court Program, your person, property, place of residence, vehicle, or personal effects may be searched at any time upon your consent, with a warrant, with probable cause or with reasonable cause when requested by a probation officer or other law enforcement officer. Failure to consent may be deemed grounds for sanctions or discontinuation from the program.
8. Be on time for court and treatment sessions.
9. Provide the treatment court team with a list of all prescribed medications. If you are prescribed a new medication by a doctor you shall provide this information to the Treatment Court Coordinator within 48 hours.
10. Abide by all other rules and regulations imposed by the Treatment Court Team.

**TREATMENT COURT PHONE
NUMBERS**

Treatment Court Coordinator:

Treatment Provider:

Testing Phone #:

Your Attorney:

Probation Officer:

Other:
