

**SNOHOMISH COUNTY SUPERIOR COURT  
ADULT DRUG TREATMENT COURT  
PARTICIPANT HANDBOOK**

By signing below, you acknowledge that you have received this handbook and have been instructed to read or have someone read to you its entire contents. This handbook contains the rules of ADTC. Failure to comply with the rules of ADTC may result in sanctions up to termination from the program.

Date: \_\_\_\_\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Print Participant Name

\_\_\_\_\_  
Coordinator Signature





**SNOHOMISH COUNTY SUPERIOR COURT**

**ADULT DRUG TREATMENT COURT**

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## **Adult Drug Treatment Court Introduction**

Welcome to ADTC!

This handbook provides information about ADTC and what is required of you as a participant. We encourage you to share this information with your family and friends who support your recovery. As a participant, you are required to comply with all rules of this handbook, the ADTC Contract and to follow all instructions given in court by the Judge.

**NOTE: The information contained in this handbook may periodically change; participants will be kept informed of any changes.**

**Please read this Handbook carefully**

**You are responsible for understanding its contents. You will be sanctioned or Terminated by the court if you fail to abide by the rules and requirements contained in this handbook.**

**Contact your Coordinator if you have questions or are in need of further clarification regarding anything contained in this handbook.**

### **Three Simple Rules to Success in ADTC:**

1. Be Honest
2. Show Up
3. Try Hard

## **PROGRAM DESCRIPTION**

### **WHAT IS A DRUG TREATMENT COURT?**

Adult Drug Treatment Court (ADTC) is a therapeutic court, which handles cases involving addicted offenders through supervision and treatment. ADTC includes frequent drug testing, judicial supervision, drug/alcohol treatment and the use of incentives and sanctions. When you enter ADTC, you become part of a unique partnership with the Judge, Deputy Prosecuting Attorney, Defense Counsel, Superior Court staff, treatment professionals and law enforcement.

You will be required to participate in a variety of treatment programs that are designed to address your addiction, enhance your education/employment and other needs. The program includes group and individual sessions, Moral Reconciliation Therapy and participation in sober support meetings. Residential substance abuse treatment and detoxification services may also be required.

### **EQUAL OPPORTUNITY**

You have the right to participate in ADTC without discrimination as to your age, sex, race, creed, color, religion, national origin, sexual orientation, marital status or physical disability.

### **SAFETY**

Safety is everybody's responsibility. Safety rules are posted on bulletin boards at service agencies and in the courthouse for your convenience. You must obey all court orders and rules/regulations regarding weapons. You may be terminated from ADTC if safety concerns are felt by the team to outweigh your continued participation in this program.

### **CONFIDENTIALITY**

Your rights to confidentiality are protected by Federal laws. Information will not be released by the ADTC team without your written consent. You will be asked to sign a consent form allowing the exchange of information between treatment providers, program staff, and the rest of the Team, as well as others identified by the court, in order to participate in the program. Exchange of information is necessary and in your best interest.

That release of confidentiality will extend to others who may be present or participate in staffing or other discussions that relate to your participation, including the possible presence of the press or public. We will take what steps we can to respect your privacy and not discuss sensitive personal information in open court.

Confidentiality is also essential in group sessions. Anything that is discussed in group must remain within the confines of the group. No information pertaining to any patient should be discussed outside of the group. The same confidentiality applies to things said in the courtroom. Outside group and court, do not talk about any information you hear from or about any other participant.

## ENTRY INTO ADTC

### OPT IN PROCESS

The first two weeks of ADTC is a trial period for you to evaluate the program and for the Team to evaluate you. At the end of your first two weeks you may “opt in” to the program and continue your participation, or you may “opt out” and return to the trial track. The Team may also choose to “opt you out” after reviewing eligibility and your program participation. If you opt out, any trial rights you have waived will be restored to you.

**On your “opt date”, if you do not appear for court, you will be “opted in” in your absence. It is very important that you show to court for your “opt date”.**

Once you have opted in, voluntary or involuntary, termination from ADTC will result in a stipulated trial. The Judge determines the question of guilt or innocence based on the police reports, and/or affidavit of probable cause. You may be sentenced immediately if you are found guilty.

## PROGRAM REQUIREMENTS

### GROUP AND INDIVIDUAL TREATMENT

Your treatment program will consist of scheduled group & individual counseling sessions with your assigned treatment provider(s). You will be required to actively participate in all sessions. Non-participation will result in a sanction from the court and can lead to termination from the program.

It is your responsibility to be on time for all treatment sessions and any missed sessions will result in a sanction from the court. You may not be allowed to enter a treatment group that has started and if you are more than 10 minutes late, it will be considered a missed treatment group. If you miss an individual meeting with your counselor, without it being excused or cancelled within 24 hours of the session, it will be considered a missed treatment session.

In addition, you may be required to participate in other programs, including but not limited to: job readiness, family education, anger management, parenting classes, mental health treatment, GED preparation, literacy classes, or others, as deemed necessary.

### TREATMENT PHASES

You are required to successfully complete all phases of treatment before you are eligible to graduate from ADTC. Your initial assessment coming into ADTC will determine which treatment level of care that you will start at in Phase I.

- **Phase I:** Usually treatment begins with an intensive outpatient (IOP) level of care, but based on your clinical need, you may start in detoxification services, residential treatment or a combination of any of those discussed.
- **Phase II:** Once you enter Phase II of treatment you will be meeting with your provider one to two times per week depending on your clinical need. Failure to maintain the objectives of this phase may result in extended time in Phase II, return to Phase I of treatment or termination.
- **Phase III:** During this last Phase of treatment you will meet with your treatment provider at least once monthly. This may be an individual or group session. Failure to maintain the objectives of this phase of treatment may result in a return to Phase I or Phase II of treatment or termination from ADTC.

**Suspension from treatment:** Participants must be enrolled in treatment while participating in ADTC. Suspension from treatment may result in termination from ADTC.



## **SOBER SUPPORT: MEETINGS & SPONSOR**

**MEETINGS:** You are required to attend and participate in a minimum of three sober support meetings each week while in ADTC. This is in addition to your other required treatment sessions.

The following rules apply to your meetings each week:

- You must attend each of these meetings on different days each week. (*example: Friday, Monday and Tuesday*)
- Your meetings must not conflict with your treatment appointments or court.
- You will be responsible for checking that your name, date, name of the group and location are accurately written on your verification slip. **Other Drug Treatment Court participants cannot sign your slip, even if they are the chair of the meeting.**
- You may substitute one pro-social activity each week that is pre-approved by your treatment liaison.
- You are required to turn in verification of your sober support meetings to your treatment provider by noon (*or 11am by fax*) each Thursday.
- If your verification slip is turned in late or not turned in, you will receive a sanction.

**SPONSOR:** You are required to obtain and maintain a sober support Sponsor during your participation in ADTC. Please talk with your treatment liaison regarding this requirement.

**Failure to attend the full duration of the meeting and/or forging your sober support slip may result in a sanction up to and including termination from ADTC.**

## **MORAL RECONATION THERAPY (MRT)**

MRT is a requirement in order to graduate from ADTC. MRT is a structured program that focuses on changing your thinking and behaviors that lead to problems of drug use, relationship difficulties, and negative lifestyles.

You will receive a MRT workbook at no cost to you when you start this program. It is your responsibility to make sure that you come to group with your book for each session or you will not be able to attend group on that day. If you should ever lose this workbook, you are able to purchase a replacement from the Coordinators at Superior Court during normal business hours (*Monday – Friday between 8am – 5pm*) for a cost of \$27.00. Only Cash is accepted and please bring exact change.

## COURT APPEARANCES & COURTROOM RULES

You are required to attend regularly scheduled court appearances while in ADTC. During this time the Judge reviews your progress and program compliance.

You must also follow the courtroom rules as outlined below:

- ✓ Arrive on time and remain seated until the end of the court session, unless otherwise directed.
  - ✓ Turn off all cell phones and electronic devices before entering the court room.
  - ✓ Take care of any personal needs (*bathroom, phone calls, smoking, etc.*) prior to entering the courtroom.
  - ✓ You must be properly dressed in court at all times.
  - ✓ Pay attention and respond promptly when your name is called.
  - ✓ Be respectful of your peers and the Court.
  - ✓ Stand at the designated area when you are before the bench. The Judge should always be addressed as “Judge” or “Your Honor”.
  - ✓ Be quiet in the courthouse, as other courts are in session. You may be sanctioned for being disruptive in any area of the courthouse.
- 
- ⊗ **DO NOT** socialize while in court. It is disrespectful to the Court and your peers.
  - ⊗ **Texting is not allowed.** If your cell phone or electronic device goes off, or if you are caught texting in court, you will receive a sanction.
  - ⊗ Food and drink **ARE NOT** allowed in court. This also includes gum, candy, mints, etc. This rule applies to everyone in the courtroom, including children.
  - ⊗ Bare feet, tank tops, halters, bare midriffs, see-through garments are **NOT** acceptable. No visible undergarments.
  - ⊗ **NO** clothing that displays alcoholic beverages, drugs, nude pictures, obscenities or other words/images that may be offensive to other participants or staff will be allowed.
  - ⊗ **NO** hats, bandanas or other headwear, except religious or medical, will be permitted at any time. No sunglasses will be worn in the courtroom.
  - ⊗ You are **NOT** to leave the courtroom once court has started.
  - ⊗ **DO NOT** bring small children or infants to court if there is any chance that they may be disruptive.
  - ⊗ **DO NOT** bring children to court if there is any chance that you may be sanctioned to Jail. Sanctions will not be delayed and Child Protective Services (CPS) will be contacted to take custody of your children if other arrangements have not been made for their care.

If you do not appear in court, and have not made prior arrangements with the court or do not have a verifiable emergency, a bench warrant will be issued for your arrest. If you are on bench warrant status, you may be terminated from ADTC. If you are out on bench warrant status for 60 days or longer you will be terminated from the program.

**Frequency of your court appearances may decrease as you progress successfully through the program**

## **EMPLOYMENT**

You will be required to obtain at least part-time legal employment (*20+ hours each week*) or be enrolled in an equivalent school program (*full time*) in order to graduate from ADTC.

You will be required to verify your employment regularly with your Coordinator through pay stubs. Once you obtain employment, or if your employment status changes, you must fill out an Employment Verification form and turn it into your Coordinator within 48 hours.

**Below is a list of employment locations that are NOT suitable during your participation in ADTC.** If you have questions, please speak with your Coordinator.

- **Bars, taverns, lounges, clubs and pubs** (*or any other establishment where you would be pouring alcohol*)
- **Hookah Bars**
- **Marijuana Shops**
- **Vapor Shops**
- **Adult Entertainment Establishments**
- **Casinos:** *on a case-by-case basis, please talk with your Coordinator*

## **EDUCATION**

You will be required to obtain your high school diploma or GED in order to graduate from ADTC.

If you already have your high school diploma or GED, verification must be turned in to your Coordinator in order to complete Stage 1.

If you have received your GED but need a copy of your transcript, please go to the following website in order to obtain this:

<http://www.gedtestingservice.com/testers/gedrequest-a-transcript>

If you need to obtain your high school diploma or GED, contact your local Community College, or local Work Source location to assist you in completing this requirement.

You will need to fill out an Educational Plan form and turn it into your Coordinator before moving forward to the next Stage.

**Taking the GED examination online is not acceptable.**

**Do NOT leave this important step until the end of your time in ADTC Court.**

## FEES/RESTITUTION

You will be expected to pay ADTC participation fees, restitution or additional fees as ordered by the court.

**PARTICIPATION FEES:** You will be required to pay a total of \$900 for your participation in ADTC. If you are terminated from ADTC you will still be required to pay the remaining balance of these fees up to \$900. This fee is **NOT** covered by Medical Coupons or insurance.

**RESTITUTION:** You are required to pay all restitution ordered by the court for all cases brought into ADTC. You will be required to pay 25% of your restitution balance prior to advancing to Stage 3 of ADTC.

### ADDITIONAL FEES:

You may be required to pay additional fees including:

- UA testing confirmation costs as determined by the court
- All or part of your treatment costs depending on your income level. A sliding fee scale may be used to determine any additional treatment costs.

**Failure to pay your Fees and/or Restitution in full will result in termination from ADTC.**

## CONDUCT

You are expected to be polite to everyone and show respect to staff, providers and peers at all times.

**Inappropriate sexual behavior, comments, language or harassment towards staff, your providers and other participants will not be tolerated.**

## LIFE CHOICES

If you are seriously committed to breaking the cycle of addiction, you will need to change the people, places, and things in your life that may be linked to your use of drugs or alcohol. You will be in violation of your contract if you don't change those aspects of your life that promote the lifestyle of a drug addict. If you ignore this, it will simply be a matter of time before you relapse. This has been proven over and over again.

**Places you are NOT ALLOWED to go to include:**

- Bars, taverns, lounges and pubs
- Hookah Bars
- Marijuana Shops
- Casinos
- Adult Entertainment Establishments

## DRUG AND ALCOHOL TESTING: REQUIREMENTS/ COLOR LINE/COLLECTION SITE PROCEDURES

### REQUIREMENTS:

- Drug and alcohol testing will be provided on a random basis throughout your participation in ADTC. All drug and alcohol testing will only be accepted and performed by a collection site approved by the court. You may also be told at any time, either in person or by phone (*including voicemail*), that you will be required to submit a UA test that same day. It is your responsibility to always provide your Coordinator with a current number to reach you at and be able to leave you a voicemail if you cannot be reached. You must check your voicemail regularly while in ADTC. Saying that you did not check your messages is not an excuse.
- Observed UA testing is a requirement of the ADTC UA testing protocol. A same sex collection site staff will directly observe the collections of all UA's. *Additional UA collection site procedures can be found later in this section.* Collection site staff will inform you of the UA testing collection procedures. It is your responsibility to review these procedures and ask for clarification if you do not understand.
- All UA testing results for our programs are confirmed. UA specimens below 90 degrees, above 100 degrees, or that have a creatinine level below 20 mg/dL will be presumed to be diluted or fraudulent. **You must not drink fluids excessively before UA testing.**
- Missed, unable to provide, diluted or tampered tests will be treated as a positive UA result. **Any attempt to falsify a UA test is grounds for immediate termination from ADTC.**
- You must avoid environmental contaminants or foods that can conflict with UA testing results. **You are responsible to check all labels.**

These include but are not limited to:

- **Products containing alcohol** (*Hand sanitizer, mouthwash, medications, etc.*)
  - **Foods cooked or prepared with alcohol**
  - **Poppy Seeds** (*Sometimes hidden in breads, muffins, bagels, pastries, salad dressings, etc.*)
  - **Energy Drinks**
  - **Supplements containing Creatine**
- There are certain prescription medications, over-the-counter medications and supplements that will conflict with UA testing. Be sure to follow the ADTC Medication policy in this handbook and discuss with your Coordinator prior to taking any medications/supplements.

If you receive a positive UA test because you were exposed to or ingested one of the above substances, without prior approval, it will be treated as a positive UA and you will receive a sanction from the court. Again, **you are responsible for anything that your body consumes or is exposed to.**

**When in doubt, do not use, consume or apply!**

UA CALL LINE:

You will be assigned a unique Client ID Number during your participation in ADTC. **It is your responsibility to not lose this important number.**

You are responsible to call the UA Call Line each day (*including weekends and holidays*) to see if you need to provide a UA specimen that day. The UA Call Line is only open from 5:00am – 3:59pm. It closes at 4:00pm daily. **The number is: 425-953-1346.** Please realize that everyone that tests calls the number listed above. If you fail to get through the UA Call Line the first time due to excessive volume, continue to call until you get through.

When calling the UA Call Line, be sure to follow the prompts as directed. The message will either tell you that you **ARE REQUIRED** to test today or **NOT REQUIRED** to test today.

If you are required to test on that date, you will need to report to the approved collection site within the following collection times:

**Monday – Friday**

7:00am – 11:30am or 1:00pm – 5:30pm

**Saturday or Sunday**

7:00am – 11:30am only

You can also check online to see if you need to test on any given date by going to the following website: [www.mycallin.com](http://www.mycallin.com).

If for some reason the UA Call Line and online notification systems are down; you must call the Collection site at: 425-252-5656 to see if you need to report for a UA. If you cannot get through to anyone, you must go down to the collection site that day (*during collection times*) and ask if you need to provide a UA specimen on that day. You will receive a sanction for a missed UA if you do not follow these directions.

COLLECTION SITE PROCEDURES:

Once you enter the collection site, collection site staff will sign you in and you will be asked to initial next to your name on the sign-in sheet.

After signing in, **DO NOT** leave the waiting room until you have provided your UA specimen for that day. If you do leave, you will not be able to come back in to UA that day and it will be counted as a missed UA. Signs are posted at the collection site notifying you of this policy.

Please be respectful to collection site staff, property and other donors at the collection site. Any inappropriate behaviors will be reported to ADTC, such as but not limited to: inappropriate language (profanity/drug talk/sexual comments/etc.), destruction of property, loitering, etc.

**If you are taking any medications and/or supplements:**

- You must inform collection site staff of any medications that you are taking (including over-the-counter, prescription and supplements) and have them listed on your donor form for **every day** that you are taking the medication. **When in doubt, list the medication.**
- You must adhere to the Medication Policy in ADTC and notify your Coordinator of any and all over-the-counter, prescription medications, and supplements.

**If you are unable to provide a UA Sample:**

- The collector will offer you an 8 ounce glass of water every ½ hour.
- You will have 3 chances or attempts to provide a sample or 3 hours, whichever comes first. However, please be mindful of UA testing times as you may not be given up to 3 chances or 3 hours if they are closing.
- You will need to let the collector know when you are ready for your 2<sup>nd</sup> or 3<sup>rd</sup> chance to provide your sample.

**DESIGNER DRUGS:**

You are **NOT** to use any designer drugs or any drugs sold as “Not for human consumption” or “novelty collector’s item” while in ADTC. **You will be sanctioned for using these types of substances.**

Examples include, but are not limited to:

- Synthetic Cannabinoids (Marijuana): *Spice, K2, etc.*
- Designer Stimulants: *Bath Salts, Khat, Molly, etc.*
- Other Designer Drugs: *DMT, Kratom, Krokodil, Benzo Fury, BZP, Fly, BDO, Flakka, Gravel, Smiles, etc.*

## MEDICATION POLICY

ADTC is an abstinence based program and does not allow medically assisted treatment or drug replacement therapy, such as: Methadone, Suboxone, Naltrexone, Vivitrol, etc.

Participants are expected to refrain from use of substances that may be habit forming, have abuse potential, harmful to your recovery or that may conflict with UA testing while participating in ADTC.

Medications identified as habit forming, having abuse potential, harmful to your recovery, or conflict with UA testing include, but may not be limited to:

- ⊗ **Central Nervous System (CNS) Stimulates** (*e.g. Adderall, Concerta, Ritalin, Dexedrine*)
- ⊗ **Barbiturates** (*e.g. Seconol, Butisol Sodium, Phenobarbital*)
- ⊗ **Benzodiazepines** (*e.g. Xanax, Klonopin, Valium*)
- ⊗ **Hallucinogens** (*e.g. Dextromethorphan-DXM, Cannabis, Marinol*)
- ⊗ **Sedative-Hypnotic** (*e.g. Ambien, Soma, Lunesta*)
- ⊗ **Opioids** (*e.g. OxyContin, Vicodin, Codeine, Suboxone, Methadone, Tramadol*)
- ⊗ **Over the Counter Medications** including ingredients of pseudoephedrine, ephedrine, dextromethorphan, phenylephrine, and alcohol (*e.g. NyQuil, Sudafed, Robitussin*)
- ⊗ **Supplements that contain Creatine**

Use of any of the above medication/supplements, either prescribed or non-prescribed, will be reviewed by your Coordinator and may effect program eligibility and participation.

Participants with chronic pain requiring repeated use of prescription pain medications, which may include: opiate, narcotic or benzodiazepine medications are not good candidates for the program. If you choose to participate in ADTC you will be required to discontinue all addictive medications.

Participants who have opted into ADTC and have an acute pain episode must have the prescription ADTC Medication form completed by their provider before they take any medication. The form must be given to your provider at the time of service and include the providers name, any medication given at time of service, medication prescribed, amount prescribed (including refills), reason for prescription, duration of treatment, and acknowledgement by the provider that you disclosed you are a substance abuser and the provider feels this is the best course of treatment. **This form must be provided to your Coordinator immediately.** Participants are required to only use one provider and one pharmacist for all prescribed medications taken while in the program. Any medications may result in a change to your clean and sober date.

It is your responsibility to notify your Coordinator of any and all prescribed and over the counter medications and supplements prior to taking the medication. You must fill out an over the counter medication form for every medication and supplement you are taking, even ibuprofen.



Your Coordinator will review the medication/supplement and let you know if it is approved to take while in ADTC. You must notify your Coordinator when you stop taking a previously approved medication or supplement. When in doubt, please talk with your Coordinator.

## **HOUSING/HOME VISITS**

### **HOUSING:**

- You must live in a clean and sober residence within Snohomish County at all times while participating in ADTC.
- You are not to have any drugs (*including marijuana and designer*), alcohol, and/or paraphernalia in your home. **This rule applies to everyone who lives in the home, regardless if they are participating in drug court.**
- If you choose to live in a clean and sober housing community, please check with your Coordinator for approved sites.

### **HOME VISITS:**

- On occasion, members of the ADTC Team and/or Law Enforcement may visit you at your residence to verify that you are maintaining a drug and alcohol free lifestyle.

**REMEMBER: If your address or phone number changes, you must notify your Coordinator within 24 hours of that change.**

## **TRAVEL**

If you need to travel for a family/pro-social event, you will need to complete a Trip Request form and provide it to your Coordinator. Eligibility and rules for trip requests are detailed below:

### **ELIGIBILITY:**

- You must have, at minimum, 60 days of no UA violations. This means no positive, missed, dilute, unable or tampered UA tests
- If you have had a jail sanction, it has to have been more than 30 days ago
- You cannot have any outstanding sanctions, this means: no outstanding community service work hours, DOC work crew, etc.
- You have to be current on your sober support meetings

### **RULES:**

- Trip Requests need to be submitted at least 5 business days in advance
- Trip Requests are to be no longer than 4 days in length
- You are only allowed up to 10 days of Trip Requests total during your participation in ADTC.
- The Coordinator will screen your request. If the eligibility for the Trip Request has not been met, they will decline the request.
- All Trip Requests are approved for only the dates/times and location detailed on the form. Once approved, you are not allowed to change the dates/times and/or location of the Trip Request without prior ADTC Team approval.
- If you leave later than the date/time listed on your approved Trip Request form, you must notify your Coordinator and get approval for any changes prior to leaving. You are required to comply with ADTC requirements until changes to your Trip Request are approved by the ADTC Team.
- If you return earlier than the date/time listed on your approved Trip Request form, you are required to notify your Coordinator immediately and must follow all ADTC requirements from the moment your return.
- You may be sanctioned if you fail to complete ADTC requirements when you leave late and/or return early from an approved Trip Request.
- You must attend the required number of sober support meetings for the week

**If you have a family emergency, please contact your Coordinator to further discuss.**

**You are not to leave the State of Washington, for any duration of time, unless you have prior approval by your Coordinator.**

**STAGES OF ADTC**

ATDC Participants must complete the four Stages of ADTC to be able to graduate. Your treatment provider and Coordinator will track your progress throughout the Stages and report to the team when each stage requirement is met. At the completion of each Stage you will be presented with a certificate and requirements for the next Stage.

You may be eligible for graduation once you have completed Stage Three.

<p><b>Stage One - Stabilization:</b></p> <ul style="list-style-type: none"> <li>✓ Attend Court as scheduled</li> <li>✓ Meet with your treatment provider to identify treatment goals and develop a treatment plan(s)</li> <li>✓ Comply with your treatment plan(s)</li> <li>✓ Provide UA tests as scheduled – you must have a minimum of 30-60 days of clean UA’s (<i>no missed, positive, dilute or unable</i>)</li> <li>✓ Attend a minimum of three support meetings per week</li> <li>✓ Provide you Coordinator with a copy of your high school diploma, GED or education plan if you do not have one</li> <li>✓ Review your drug court fee and restitution balance with your Coordinator</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul>	<p><b>Stage Two - Progression:</b></p> <ul style="list-style-type: none"> <li>✓ Attend Court as scheduled</li> <li>✓ Comply with your treatment plans(s)</li> <li>✓ Provide UA tests as scheduled</li> <li>✓ Attend a minimum of three support meetings per week</li> <li>✓ Identify and engage with a sponsor</li> <li>✓ If you do not have your high school diploma or GED; attend a GED orientation and enroll in classes or take all four of your GED tests</li> <li>✓ Sign up for Moral Reconciliation Therapy (MRT) with your treatment provider</li> <li>✓ Complete MRT Steps 1-6</li> <li>✓ Review your drug court fee and restitution balance with your Coordinator</li> <li>✓ <b>Pay 25% of your restitution balance</b></li> <li>✓ Begin working on your Recovery Plan Assignment in treatment</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul>
<p><b>Stage Three - Action:</b></p> <ul style="list-style-type: none"> <li>✓ Attend court as scheduled</li> <li>✓ Provide UA tests as scheduled – you must have a <u>minimum of 5 months</u> of clean UA’s in order to complete this stage (<i>no missed, positive, dilute or unable</i>)</li> <li>✓ Attend a minimum of three support meetings per week</li> <li>✓ Complete treatment</li> <li>✓ Complete MRT</li> <li>✓ Complete any additional drug court-referred treatment services (<i>Ex: Mental Health</i>)</li> <li>✓ Review your drug court fee and restitution balance with your Coordinator and pay off drug court fees and restitution in full</li> <li>✓ If you have yet done so, obtain your high school diploma or GED and provide a copy to your Coordinator.</li> <li>✓ Obtain and maintain employment (<i>minimum 20 hours per week</i>) or enroll in and attend school (<i>minimum ten credits per quarter</i>). Verification must be turned into your Coordinator.</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul>	<p><b>Stage Four – Maintenance:</b></p> <ul style="list-style-type: none"> <li>✓ Attend court as scheduled</li> <li>✓ Provide UA tests as scheduled</li> <li>✓ Attend a minimum of three support meetings per week</li> <li>✓ Maintain employment (<i>minimum of 20 hours per week</i>) or be attending school (<i>minimum ten credits per quarter</i>)</li> <li>✓ Meet with your Coordinator, as requested, to review your program compliance</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul> <p><b>You must remain in this stage for a minimum of 30 days prior to graduation</b></p>

**INCENTIVES AND SANCTIONS**

At each court appearance, you **may** receive an incentive and/or sanction from the court based on your compliance with ADTC requirements.

**INCENTIVES:**

Incentives are given to recognize your progress towards meeting your goals in ADTC. Examples of these types of achievements are below. The Judge may choose from any of the below listed incentives after considering your accomplishment and program history.

<b>Achievements</b>	<b>Types of Incentives</b>
<ul style="list-style-type: none"> <li>✓ Attendance at court appearances</li> <li>✓ Attendance at Drug Testing</li> <li>✓ Attendance, participation &amp; engagement in treatment</li> <li>✓ Attendance, participation &amp; engagement in MRT</li> <li>✓ Attendance at sober support meetings</li> <li>✓ Honesty</li> <li>✓ Follow through and engagement with ancillary services (e.g. Mental health)</li> <li>✓ Housing</li> <li>✓ Fee payments</li> <li>✓ Sponsor</li> <li>✓ Progress in Education</li> <li>✓ Completion of GED or High School Diploma</li> <li>✓ College enrollment or attendance</li> <li>✓ Progress in Employment</li> <li>✓ Positive feedback from community</li> <li>✓ Participant specific goals</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognition and Praise by the Judge</li> <li>✓ Certificates of achievement</li> <li>✓ Gift Cards</li> <li>✓ Movie/Event Passes</li> <li>✓ Decreased court appearances</li> <li>✓ Stage Advancement</li> <li>✓ Expedited in court</li> <li>✓ Recovery Box</li> <li>✓ Keychain</li> <li>✓ Tokens</li> <li>✓ Books</li> <li>✓ Trip Requests Granted</li> </ul>

**SANCTIONS:**

Sanctions are given based on violations to program requirements while in ADTC. When ordering a sanction, the Judge considers your previous sanction history, current stage level, and your attitude and admittance of the behavior. Examples of violations are listed below:

<b>Violations</b>	<b>Types of Sanctions</b>
<ul style="list-style-type: none"> <li>⊗ Dishonesty</li> <li>⊗ Forgery</li> <li>⊗ Missed court appearances</li> <li>⊗ Missed or Unable to Provide UA tests <i>(considered a positive)</i></li> <li>⊗ Positive UA test <i>(positive for drugs/alcohol/Dilute)</i></li> <li>⊗ Adulterated/Tampered UA test</li> <li>⊗ Missed treatment/MRT</li> <li>⊗ Inappropriate behaviors at treatment/MRT</li> <li>⊗ Non-compliance with treatment plan</li> <li>⊗ New criminal charges</li> <li>⊗ Driving while license suspended/revoked (DWLS)</li> <li>⊗ Failure to perform/complete sanctions</li> <li>⊗ Violation of court order</li> <li>⊗ Missed sober support meetings</li> <li>⊗ Housing</li> <li>⊗ Failure to update information with the court</li> <li>⊗ Failure to submit paperwork as directed by the court</li> <li>⊗ Failure to obtain high school diploma, GED, Employment</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Reprimand from the Judge (SVA)</li> <li>⊗ Verbal Warning from the Judge</li> <li>⊗ Increased court appearances</li> <li>⊗ Increased sober support meetings</li> <li>⊗ Enhanced sober support meetings</li> <li>⊗ Sit through both drug court calendars</li> <li>⊗ Community Service Work</li> <li>⊗ Work Crew (Dept. of Corrections)</li> <li>⊗ Jail</li> <li>⊗ Writing Assignment</li> <li>⊗ Budget/Expense breakdown and justification</li> <li>⊗ Life Skills Assignment</li> <li>⊗ Letter of Apology</li> <li>⊗ Team Roundtable</li> <li>⊗ Termination</li> </ul>

## TERMINATION

Due to many reasons, there are instances when a participant's continuation in ADTC is unproductive for the participant, the program or both.

In making the decision whether to terminate a participant from ADTC, the court may consider a participant's past efforts regarding compliance and progress in the program.

Examples of violations that may result in termination include, but are not limited to:

- UA violations
- Non-compliance with treatment
- Falsifying documents (*such as meeting slips, Community Service Forms*)
- Dishonesty
- Failure to abide by the terms of the contract, program rules or handbook
- Threatening, harassing or assaultive behavior
- New offense
- Not being able to meet any one the graduation requirements within the designated program length

Termination may be voluntary or involuntary. A participant may decide to terminate from the program because the program no longer services the needs of the participant (*voluntary*) or, the ADTC team may, at any time during the program, request a participant's termination (*involuntary*) for non-compliance or violation of any of the rules of ADTC.

Participants will be terminated from ADTC if they have been in warrant status for over 60 days or may be terminated if they are unable to successfully complete the program within 18 months.

If the team recommends termination, and you disagree with that decision, you may have a fully contested, adversarial hearing before another judge.

## GRADUATION

In order to be eligible for graduation from ADTC, you must complete all requirements in the program as detailed in this handbook. However, a final decision on graduation will be made by the Judge with input from the ADTC team.

All scheduled graduation dates are tentative and subject to change. You should not make plans that would impact your ability to continue to participate in the drug court program should your graduation date be extended.

Graduation from the program is cause for celebration! Your family and friends are invited to attend your ceremony, which honors your successful completion of the program and your accomplishment of achieving a clean and sober life style. Any pending criminal charge(s) that were included in your ADTC contract will be dismissed upon graduation.