



23rd Judicial Circuit
County of DeKalb
Adult Drug/DUI Court Program

DeKalb County Drug/DUI Court: C.L.E.A.N. Program
(Choosing Life and Ending Abuse Now)



Sobriety Checkpoint

PARTICIPANT HANDBOOK

Your Name _____

Approved 10/12/06

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WELCOME



Welcome to the DeKalb County Drug/DUI Court: C.L.E.A.N. Program. This *Handbook* is designed to answer your questions and provide overall information about the Drug and DUI Court Programs. As a participant, you will be expected to follow the instructions given in Court by the Judge and comply with the treatment plan developed for you by the DeKalb County Drug/DUI Court Team.

This *Handbook* will detail what is expected of you as a Drug/DUI Court participant. It will review general program information. If you are reading this Handbook it means that you have been accepted into Drug or DUI Court based on a look at your history of drug and or alcohol use and other contact with law enforcement. It also means that we are confident that Drug/DUI Court will help you to learn how to make successful choices free of the influence of drugs and alcohol.

OVERVIEW

Drug Court is a five-phase intervention program and DUI Court is a four-phase program for adults who have plead guilty to one or more non-violent felony offenses and who are having difficulty staying clean and sober. It is a collaborative effort between the 23rd Judicial Court Circuit County of DeKalb, State's Attorney Office, Public Defender's Office, Drug Court staff, Court Services, law enforcement agencies and treatment providers. By working together, they seek to provide a variety of programs and consistent supervision geared toward supporting and helping you maintain a drug-free life. Drug/DUI Court involves frequent court appearances, random drug and alcohol testing and SCRAM 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 Drug/DUI Court or a variety of other sanctions. They may also be terminated from Drug/DUI Court. All of the staff working with Drug/DUI Court will assist you to be sure you understand what is expected of you.

THE DEKALB COUNTY DRUG/DUI COURT TEAM

The Drug Court Judge and Drug/DUI Court Team work together to make all decisions regarding your participation in the Programs. In addition to the Judge, the Drug Court Team consists of the following members:

Drug/DUI Court evaluator

Drug/DUI Court staff -Drug/DUI Court Coordinator and Compliance Officer

Law Enforcement and Electronic Home Monitoring (EHM) representatives

Public Defender (your attorney)

State's Attorney

Treatment Providers and Court Services (Probation)

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



Drug/DUI Court **TEAM** 2012

Treat you with respect, Encourage you regularly, Act professionally in their interactions with you, Manage your recovery honestly.

PROGRAM COMPONENTS

To successfully complete Drug/DUI Court, you are required to be involved in several activities which will benefit and sustain your recovery. As a participant in the DeKalb County Drug/DUI Court: C.L.E.A.N. Program, you will be required to:

- Engage in substance abuse counseling.
- Attend frequent court sessions.
- Meet with Drug/DUI Court staff.
- Submit to frequent & random breath and urine screenings.
- Have home visits by EHM and Drug/DUI Court staff.
- Attend support meetings.
- Obtain employment and/or attend school.
- Obtain your high school diploma or GED.
- Pay court fines and restitution (if applicable).
- Submit yourself, personal belongings, residence and car to search.
- Pay treatment costs based on a sliding scale.



TREATMENT

Residential 90-Day Programs: The DeKalb County Drug/DUI Court has contracts with various residential substance abuse programs throughout northern Illinois for participants who can not pay for residential treatment. These contracts provide for the Drug/DUI Court to pay a portion of your residential treatment. Once the funds from Drug/DUI Court end, the residential treatment provider shifts to available state dollars from the Illinois Department of Alcohol and Substance. The Drug/DUI Court staff coordinates substance abuse treatment delivery between the criminal justice system and the residential substance abuse treatment facilities.

Intensive Out Patient (IOP): An initial plan will be developed by you and the Drug Court counselor at Ben Gordon Center following an overall assessment of your problems. The Drug Court Counselor is employed by the DeKalb County Drug/DUI Court and housed at Reality House, 631 1st, DeKalb, Illinois General Phone: 815-217-5003. The treatment plan will act as a guide for your first phase in Drug/DUI Court, during which a more permanent treatment plan will be developed by the Drug Court Counselor. This plan will help you set goals, select methods for meeting those goals, and develop target dates for achieving those goals. You are to provide the Court with your treatment plan every time it is updated

When participants have a one-on-one appointment with the Drug Court Counselor or when she is the leader of the group the participant is assigned, they are **not charged** for the appointment. However, participants assigned to groups lead by other counselors will be charged. Ben Gordon has a sliding fee scale that is used to determine counseling charges. There is an expectation that as you advance in Drug/DUI Court program that you start paying for your IOP treatment based on a sliding scale.

PROGRESS REPORTS

Before your Drug/DUI Court hearing, the Judge will be given a progress report presented by your Treatment Provider and the Drug/DUI Court staff. The progress report will discuss your drug and/or alcohol 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 program requirements or, at times, other incentives like selecting prizes from the "goody jar". If your progress reports show that you are not doing well, the Judge will discuss this with you and determine future action, which could include a sanction in order to help you remember your goals in the program. Sanctions can be anything from increased

program requirements to jail custody.

DRUG COURT HEARINGS

As a Drug/DUI Court participant, you will be required to appear in Drug/DUI Court on a regular basis. The number of times you must appear depends upon the phase of Drug/DUI 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 court. Warrant status can be a dischargeable offense from Drug/DUI Court. If you have questions about your court appearances you may contact the Drug/DUI Court staff.



PHASES OF DRUG COURT

The Drug Court program is a minimum of 14-months divided into five phases. A participant must successfully complete each phase before transitioning to the next phase. Each phase has a key concept or focus.

PHASE ONE	
Key Concept:	Recovery and Responsibility to Self
Length of phase:	At least 90 days (3 months)
Requirements:	Drug Court attendance weekly; treatment plan from provider handed into court & whenever it changes; frequent & random breath/urine tests-charge is \$10 per test; individual/group counseling as indicated in your individual treatment plan; regular attendance at self-help sobriety group meetings as determined by treatment provider; start seeking employment or vocation training; keep daily journal and hand in to the Judge each week; Electric Home Monitoring for 3 weeks; call in everyday before 8:30 am.
PHASE TWO	
Key Concept:	Maintenance of Recovery and Responsibility to Others
Length of phase:	A minimum of 90 days (3 months)
Requirements:	Drug Court attendance at least every 2 weeks; treatment plan from provider handed into court & whenever it changes; frequent & random breath/urine tests- \$10 per test; individual/group counseling as indicated in your individual treatment plan; regular attendance at self-help sobriety group meetings as determined by treatment provider; actively paying restitution, court fees or treatment costs (based on sliding scale); keep daily journal and hand in to the Judge weekly; employed or in vocational training. Hand in Relapse Prevention Plan to Drug Court staff; call in everyday before 8:30 am.
PHASE THREE	
Key Concept:	Maintenance of Recovery and Responsibility to Self and Others
Length of phase:	A minimum of 90 days (3 months)
Requirements:	Drug Court attendance every 2-3 weeks but can be more frequent; treatment plan from provider handed into court & whenever it changes; frequent & random breath/drug tests-\$10 per test; group/individual counseling as indicated in your individual treatment plan; regular attendance at self-help sobriety group meetings as determined by treatment provider; actively paying restitution, court fees or treatment costs (based on sliding scale); keep daily journal and hand in to the Judge each week; employment or in school/vocational training. Relapse Prevention Plan is handed into Drug Court staff; call in everyday before 8:30 am.
PHASE FOUR	
Key Concept:	Reinforce a Clean, Sober and Legal Lifestyle
Length of phase:	A minimum of 90 days (3 months)
Requirements:	Drug Court attendance at least 1 time a month but can be more frequent; treatment plan from provider handed into court & whenever it

	changes indicating frequency of AA/NA attendance & group/individual counseling; frequent & random breath/drug tests \$10 per test; employed or attending a vocational program; keep daily journal and hand in to the Judge weekly. <u>Mandated attendance at monthly alumni association meetings.</u> Relapse Prevention Plan is handed into Drug Court staff and Financial Obligations Sheet; call in everyday before 8:30 am.
PHASE FIVE	
Key Concept:	Relapse Prevention
Length of phase:	A minimum of 60 days (2 months)
Requirements:	Court attendance at least 1 time a month; mentoring other drug court participants; frequent & random drug tests \$10 per test; secured permanent sponsor in self-help sobriety group; restitution or fees paid in full; stable employment or positive reports from vocational/ educational program; keep daily journal and hand in to the Judge weekly. <u>Mandated attendance at monthly alumni association meetings.</u> Relapse Plan and request to graduate, graduation survey, and post-program survey tools handed into Drug Court staff.



PHASES OF DUI COURT

The DUI Court program is a minimum of 12-months divided into four phases. A participant must successfully complete each phase before transitioning to the next phase. Each phase has a key concept or focus.

PHASE ONE	
Key Concept:	Stabilization and Treatment
Length of phase:	At least 90 days (3 months)
Requirements:	DUI Court attendance weekly; SCRAM is applied; treatment plan from provider handed into court & whenever it changes; frequent & random breath/urine tests 3 times a week if SCRAM is not applied; individual/group counseling as indicated in your individual treatment plan; regular attendance at self-help sobriety group meetings a minimum of 3 a week; start seeking employment or vocation training; keep daily journal and hand in to the Judge each week; call in everyday before 8:30 am.
PHASE TWO	
Key Concept:	Healthy Living Plan

Length of phase:	A minimum of 90-180 days (3-6 months)
Requirements:	DUI Court attendance every other week; treatment plan from provider handed into court & whenever it changes; frequent & random breath/urine tests-charge is \$10 per test; individual/group counseling as indicated in your individual treatment plan; regular attendance at self-help sobriety group meetings a minimum of 3 a week; actively paying restitution, court fees or DUI Court costs; keep daily journal and hand in to the Judge weekly. [BAIID installed on auto if individual has valid driver's license; daily urine and breath analyzer testing for 30 days.] Relapse Prevention Plan handed into DUI Court staff; call in everyday before 8:30 am.
PHASE THREE	
Key Concept:	Giving Back to the Community
Length of phase:	A minimum of 90-180 days (3-6 months)
Requirements:	DUI Court attendance at least once a month; treatment plan from provider handed into court & whenever it changes; frequent & random breath/drug tests-charge is \$10 per test; group/individual counseling as indicated in your individual treatment plan; regular attendance at self-help sobriety group meetings minimum of 3 a week; actively paying restitution, court fees or DUI Court costs; keep daily journal and hand in to the Judge each week; employment or in school/vocational training. Mandated attendance at monthly alumni association meetings. Relapse Prevention Plan handed into DUI Court staff & Financial Obligations Sheet; call in everyday before 8:30.
PHASE FOUR	
Key Concept:	Exit Stage
Length of phase:	A minimum of 90-180 days (3-6 months)
Requirements:	Drug Court attendance at least once a month; treatment plan from provider handed into court & whenever it changes indicating attendance at AA/NA and group/individual counseling; all DUI Court costs paid; frequent & random breath/drug tests \$10 per test; employed or attending a vocational program; keep daily journal and hand in to the Judge weekly. <u>Mandated attendance at monthly alumni association meetings</u> . Relapse Plan and request to graduate, graduation survey, and post-program survey tools handed into DUI Court staff.

CONFIDENTIALITY



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

DRUG/DUI 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, alcohol, and any legal "date drug" (Spice, K-2, Black Mamba, Bath Salts).
2. Give your treating physicians/dentists the Doctor's Note and inform them you are an addict in Drug Court and may not take narcotic, addictive medications or medication containing alcohol unless it is the only medical option.
3. Attend court sessions and treatment sessions as scheduled, submit to random drug and alcohol testing, remain clean and sober and law abiding.
4. You will not be in any establishment whose primary purpose is to sell alcohol.
5. Do not associate with people who use or possess drugs or be in areas known to have drug activity.
6. Do not possess any weapons while in the Drug/DUI Court program.
7. Keep the Drug/DUI Court team, Drug/DUI Court staff, and treatment providers informed of your current address and phone number at all times.
8. As a condition of participation in the Drug/DUI Court program, your person, property, place of residence, car or personal effects may be searched at any time with or without a warrant, and with or without reasonable cause, when required by a law enforcement officer or Drug Court staff.
9. Dress appropriately for court and treatment sessions.
10. Abide by all other rules and regulations imposed by the Drug/DUI Court Team and listed in the DeKalb County Drug/DUI Court: C.L.E.A.N. Program Contract.
11. Treatment takes priority over work. No one gets cured by going to work.
12. No hand rolled cigarettes, if you smoke it must be store bought cigarettes.
13. *If stopped by a member of the law enforcement community, you will inform them you are a member of Drug/DUI Court.*
14. Abstain from any formal or informal gambling (i.e., casinos or horse/dog tracks)

DRESS CODE FOR COURT

Program participants will be assisted with obtaining education and skills assessments and will be provided referrals for vocational training, educational, and/or job placement services. Drug/DUI court's program for preparation for the workplace includes dressing appropriately for court. The participants will dress for court as follows:

- ❑ No tank tops, muscle shirts, crop-tops, starter jackets or shirts with obscene words or pictures.
- ❑ No clothes with language or pictures advocating tobacco, alcohol or drug use.
- ❑ No sagging (i.e., pants or shorts that hang below the waist).
- ❑ No unbuttoned shirts.
- ❑ No shorts, even in the summertime.
- ❑ No hats, caps or bandanas.
- ❑ No gang attire or colors of any kind.
- ❑ No phones, pagers or personal electronic devices in the courtroom.



If the participant wears any of the above to the courtroom, they will be sent home and it will be counted as a court absence and appropriate sanctions imposed.

COMPLIANCE WITH DRUG/DUI COURT RULES WILL RESULT IN INCENTIVES CALLED "REWARDS", FAILURE TO COMPLY WITH RULES MAY RESULT IN SANCTIONS.

REWARDS

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

- ❑ In court praise, encouragement, applause or Certificates of achievement.
- ❑ Reduced frequency of status hearings.
- ❑ Decreased urinalysis testing.
- ❑ Reduction of pending fines and fees.
- ❑ Selecting something from the "goody jar" which has Gift certificates to restaurants, retail stores, etc.
- ❑ Celebration of one year sobriety with special gift
- ❑ Promotion to next Phase, shorten current Phase.



- Restoration of lost privileges because of relapse.

SANCTIONS

You may wonder how you will be held accountable. If you do not do what is required by Drug/DUI Court, this is what may happen:

- Warning from the team.
- Reading/writing assignments.
- Letter of apology to the court.
- Sit in the court for the entire morning or day or more than one day, writing about the experience, and giving the report to the Court.
- A curfew will be imposed.
- Perform public service work.
- Increased frequency of status hearings.
- Increased urinalysis testing.
- Increased frequency of contacts with Drug/DUI Court staff.
- Extension of duration in DeKalb County Drug/DUI Court program.
- .Electronic Home Monitoring reinstated.
- Serve a work release sentence.
- Demotion to previous Phase.
- Jail for an afternoon, day, weekend, week, month, etc.
- Instant jail or incarceration until a residential bed is available.
- Shock incarceration.
- **PTR, Program termination and sentencing.**

Remember, as you progress through drug/DUI court your **actions speak louder than words!!**



SANCTIONS AND TERMINATION FROM DRUG/DUI COURT

Warrants, new arrests or a violation of any aspect of your treatment plan may result in your being terminated from the Drug/DUI Court Program. Other violations, **which may result in the Team applying sanctions** include the following:

- Dishonesty to Court Personnel and Drug/DUI Court staff.
- Positive or diluted urine test.
- Attempts to interfere with Portable Breathalyzer.
- Attempts to interfere with SCRAM or BAIID.
- Failure to submit urine sample.
- Unexcused absence and/or absences from counseling session or support group.
- Failure to follow treatment conduct rules.
- Willful failure to pay fees, as ordered.
- Failure to attend scheduled status hearings without just cause.
- Curfew violation.
- Charged with a non-violent offense.
- Failure to comply with Court, Drug/DUI Court staff and/or treatment provider's recommendations.
- Leaving the jurisdiction without permission of the Drug/DUI Court team.
- Failure to attend self-help group per treatment plan recommendation.
- Possession or delivery of drugs at treatment site.
- Violent or abusive behavior at treatment site, program site, or other place of contact or participation.
- Charged with a violent offense or **new felony**.
- Failure to comply with directives given by the Court, Drug/DUI Court staff, or treatment providers.



ELECTRONIC HOME MONITORING

During Phase One DRUG COURT participants are on Electronic Home Monitoring (EHM for a minimum of 3 weeks). Participants must follow the EHM rules which include always informing the DeKalb County deputies of their location and obtaining permission to leave their home. Cost of EHM is \$7.50/day.

SCRAM (Secure Continuous Remote Alcohol Monitor)

The participant who enters DUI COURT will be attached to a SCRAM device. SCRAM monitors alcohol 24 hours a day. The individual will pay upfront an initial fee of \$150 for coverage for the initial 15 days (\$10 a day). DUI Court may assist the participant in paying for SCRAM based on their tax return or pay stub from work. DUI participants will have SCRAM as determined by the DUI Court Team.



CHEMICAL TESTING

You will be drug tested randomly throughout your entire Drug/DUI Court Program.

- ❑ All participants are to check the drug testing schedule each and every day by calling 815-895-7224 before 8:30 am.
- ❑ Participants must be tested the day they are told to come in for testing.
- ❑ You will be directly observed by a person of the same gender 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 drug/DUI court phase, the Judge, based on recommendations from the Drug/DUI Court staff or treatment staff, will apply immediate sanctions including time in jail to help you stop your drug and or alcohol using behavior.
- Participants who feel the test done on site is incorrect, have 24 hours to tell the Drug/DUI Court staff they want the urine sample sent out for a confirmation test (\$30 fee for sending samples out for confirmation). Participants who test positive

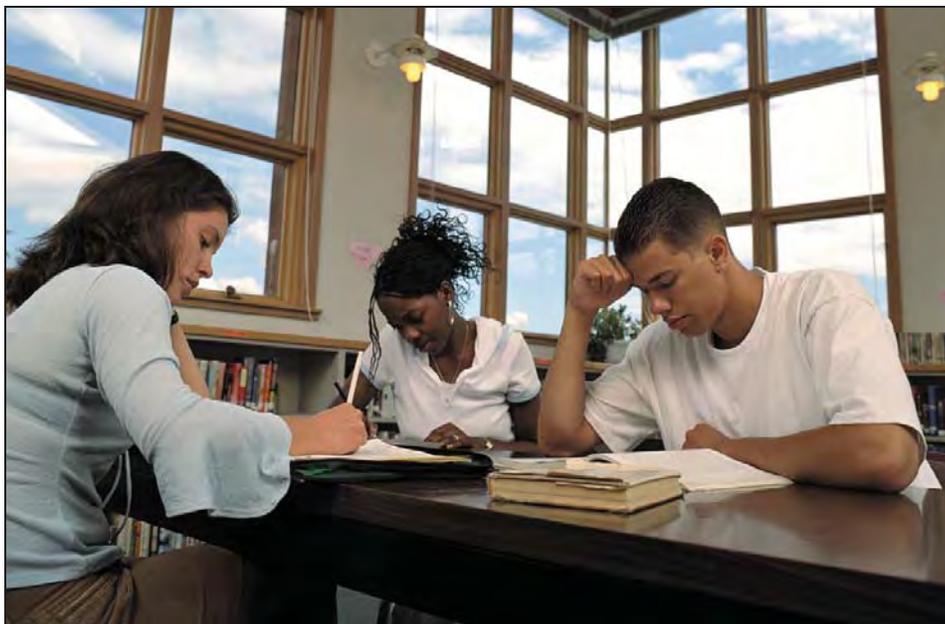
will be tested everyday until they test negative and that will be their new sobriety date.

- Participants who have a "patch" attached will be responsible for coming to the Drug/DUI Office once a week to have it changed and will be charged a fee of \$31/week for the "patch".
- Diluting or falsifying urine samples which may result in the following:
 - First offense— may result in jail time

Drug/DUI Court uses a specialized urine test that measures alcohol intake from the previous 80 hours (3 days). This urine test is used with both Drug and DUI Court participants. The Drug/DUI Court also uses a specialized urine test that measures intake of "date drugs" such as K-2, Black Mamba, Spice, Bath Salts.

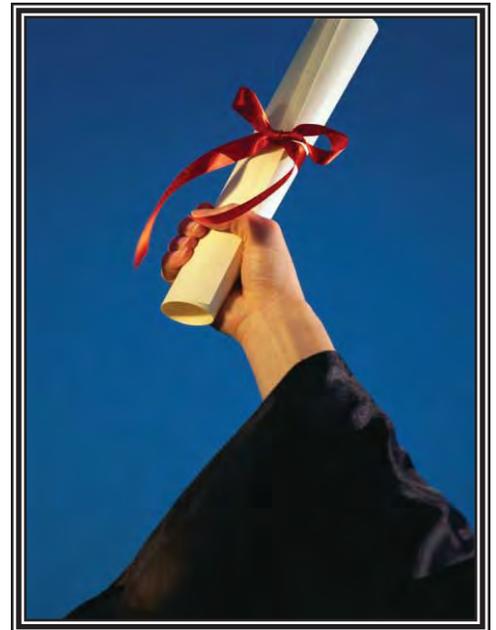
EDUCATION, VOCATION AND EMPLOYMENT PROGRAMS

Recovery from substance addiction means developing self sufficiency and becoming a productive and responsible member of the community. Prior to commencement, you will be expected to be employed, or involved in an educational/vocational training program. The Drug/DUI Court staff will be referring you to community resources such as "Wings to Freedom" that will assist you in obtaining an assessment of your needs and skills and then refer you to the proper agencies



COMMENCEMENT

Upon your successful completion of a treatment program and satisfaction of all other court requirements including continued sobriety, you will have a commencement from Drug/DUI Court. Commencement from DeKalb County Drug/DUI Court: C.L.E.A.N. Program is recognized as a very important event. Your loved ones will be invited to join you at a special ceremony as the Drug/DUI Court Team congratulates you for successfully completing Phases I-V of the Drug Court Program and Phases I-IV of the DUI Court Program and achieving your goal to establish a drug and/or alcohol free life.



Required Prior to Completion of Drug/DUI Court:

1. When requesting a move from Phase III to IV the Financial Report must be placed in front of the application and indicate court fines and costs, Drug/DUI Court costs, and treatment costs. A concrete plan for paying off these 3 areas must be included.
2. Completion of substance abuse counseling.
3. Part of Drug/DUI Court program you are required to have all Drug/DUI Court fees and costs paid if possible. Unpaid Drug/DUI Court fees and costs will require continued court dates for paying the remaining costs.
4. Cases that are not part of your plea to DUI Court will not be included with your Drug/DUI Court cases and you must go to separate courts to have them heard and settled.

AFTERCARE PROGRAM (C.L.E.A.N. Slate Alumni Association)

Because of the success of aftercare programs in drug courts throughout the U.S., the DeKalb County Drug/DUI Court program has established an aftercare program called The C.L.E.A.N. Slate Alumni Association. This aftercare program allows us to continue our contact with you and for you to serve as a role model to people in the program by remaining drug-free. The C.L.E.A.N. Slate Alumni Association meets once per month and members serve as mentors to drug/DUI court participants, speak to community and church groups, plan social and recreational events, conduct fund raising activities, serve as ushers at commencement and the reception that follows, publish a newsletter, and speak to potential drug court participants. Part of the C.L.E.A.N. Slate Alumni Association is to visit drug/DUI court once every 3 months so that the Judge and participants in the program can visit with you and see a successful graduate. *C.L.E.A.N. Slate Alumni Association is mandatory for Drug Court participants in Phase III-V and DUI Court participants in Phase III-IV.*





DRUG/DUI COURT PHONE NUMBERS

Drug Court Staff 815-895-7224
 Marilyn Stromborg-Drug Court Coordinator
mstromborg@dekalbcounty.org

Drug/DUI Probation Officer 815-899-0705
 Michael Douglas
mdouglas@dekalbcounty.org

Treatment Provider 815-217-5003
 Ben Gordon Center
 Katrina Dolle 815-217-5003

Testing Phone 815-895-7224

EHM personnel 815-895-7277
 EHM FAX 815-895-7185

Public Defender (your attorney) 815- 899-0760

State's Attorney 815-895-7109

Wings to Freedom-Sharon Dillon
 Illinois Employment and Training 815-901-0177
 Ex 257



1. **Courtroom rules and behaviors:**
 - You will not use any personal electronic devices during court such as a phone or I-pod. All phones will be off in the courtroom.
 - You will initially bring your Participant Handbook to each court appearance.
 - You will not bring any food or drink into the courthouse or treatment provider meetings.
 - You will bring \$10 to court each week to give to the Court for urine testing.
 - You will show the utmost respect to the Judge when in the courtroom and speak appropriately and clearly enough so everyone can hear you.
 - You will not talk in the courtroom during Drug/DUI Court session.
 - You will not bring children to Drug/DUI Court.
 - You will remain in the courtroom until dismissed by the Judge.
 - If you do not appear in court when scheduled to appear, the Judge will issue a warrant for your arrest.
2. **Rules about where you can live while in drug/DUI court:**
 - You are expected to remain in the county for the duration of your time in the Drug/DUI Court program.
 - You will turn in your new address to Drug/DUI Court staff if you move within the county after the move is approved by the Team.
 - You cannot leave DeKalb County or Illinois without the prior approval of the Drug/DUI Court team. You will make the request to leave by 10 days before you intend to leave the county or state and give your written request to the Drug/DUI Court staff for the Drug/DUI Court Team to consider. You will give all necessary information in your written request (i.e., dates, location, phone number, purpose of trip). You will give a urine and breath sample immediately after returning to DeKalb County at the DeKalb County Jail.

3. Rules related to missing a Court or treatment date:

- You will be excused from Court or allowed to leave early only in the event of an emergency. You will contact the Drug/DUI Court staff as soon as you are aware of the non-work related emergency to inform them what the emergency is, where you are going, and when you will return. You will submit a written request from your employer to the Drug/DUI Court staff if there is a work related emergency. The Drug/DUI Court Team will evaluate your work related emergency and advise the Judge.
- You may be excused from a treatment session for a non-work related emergency by presenting a short handwritten statement of the non-work related emergency to the treatment provider when possible. Otherwise, you must inform the treatment provider verbally (ex: illness, family emergencies, etc.). The treatment provider will present the request to the Drug/DUI Court Team for staffing and the Judge will advise the participant of approval or denial.
- Only under extraordinary circumstances can the date of treatment be changed. Approval must be obtained from the treatment provider for any changes in your treatment plan or schedule.
- Missed treatment appointments without prior approval of the treatment planned will be reported to the Drug/DUI Court staff.



DeKalb County Drug/DUI Court in action.

Forms Drug/DUI Court Participants Will Use



Petition to Move to Another Phase Checklist DeKalb County Drug/DUI Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now)

1. The *Sobriety Date* is the day after the last day you used drugs or alcohol once you have entered Drug/DUI Court.
2. *Discharge Summary* from treatment programs that you have been involved in while in Drug/DUI Court. A Discharge Summary is a document stating when you were in treatment services (start and end dates), what you completed while in treatment services, and what the agency is recommending for aftercare. This needs to be signed by someone from the agency you are discharged from.
3. We need verification about any aftercare services you are involved with or have completed while in drug court. Letters of Progress from counseling staff or Discharge summaries are what we are looking for in this area. Letters of Progress is usually written/typed by counseling staff if you are currently involved in aftercare services. This should have date of admit to their program, what you are working on currently, what you have completed, and an indication of how much longer you have in their services.
4. Have your sponsor/mentor contact the Drug/DUI Court staff.
5. *Relapse Prevention Plan*. Most treatment providers will have you complete a *Relapse Prevention Plan* while you are involved in services at their agency. We are looking for the most recent *Relapse Prevention Plan*. A *Relapse Prevention Plan* is basically what you are going to do to stay off drugs and alcohol. This includes: identifying triggers, having a plan for dealing with them when they are around you, developing a support network, identifying positive activities and people you can go to for help, etc.
6. A copy of your most recent check stubs from your current employer or School Schedule if you are in classes. If both apply then both need to be provided.
7. Proof that you have made payments towards your restitution.

**DRUG/DUI COURT PETITION
PHASE I TO PHASE II**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 1 to Phase 2** for the following reasons:

1. My sobriety date is _____, I have maintained 3 months sobriety.
2. I have completed my initial treatment at _____ and have made a successful transition into the next level of care at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have completed my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. If appropriate, I am involved in employment, or enrollment in school or other vocational training described below:

7. I have established a payment plan towards my court costs and restitution (if applicable) and treatment (if applicable) and will begin payments of \$ _____ per month on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase I.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

Attach: Relapse Prevention Plan (page 28)

**DRUG/DUI COURT PETITION
PHASE II TO PHASE III**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 2 to Phase 3** for the following reasons:

1. My sobriety date is _____, I have maintained 6 months sobriety.
2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. I am involved in employment, or enrollment in school or other vocational training described below:

7. I have begun and am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase 2.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan (page 28)

**DRUG/DUI COURT PETITION
PHASE III TO PHASE IV**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 3 to Phase 4** for the following reasons:

1. My sobriety date is _____, I have maintained 9 months sobriety.
2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. I am involved in employment, or enrollment in school or other vocational training described below:

7. I am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase 3.
9. Complete and attach the Financial Obligation plan and the budget worksheet.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan, Financial Obligation Worksheets with Budget (page 26)

**DRUG COURT PETITION
PHASE IV TO PHASE V**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 4 to Phase 5** for the following reasons:

1. My sobriety date is _____, I have maintained 12 months sobriety.
2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. I am involved in employment, or enrollment in school or other vocational training described below:

7. I am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase 4.
9. Complete and attach the financial obligation plan and the budget worksheet.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan and Financial Obligations Sheet with Budget

**DUI COURT PETITION
PHASE IV TO COMMENCEMENT
and
DRUG COURT PETITION
PHASE V TO COMMENCEMENT**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 4/5 to COMMENCEMENT** for the following reasons:

1. My sobriety date is _____, I have maintained 14 months sobriety.
 2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
 3. I am currently in compliance with all of the requirements of my current level of care, including _____.
 4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

 5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
 6. I am involved in employment, or enrollment in school or other vocational training described below:

 7. I am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
 8. I completed the Pre-Commencement Questionnaire. YES _____
 9. I had an exit interview with drug/DUI court personnel, the court, and treatment provider. YES _____
- Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan and Financial Obligations Sheet

**FINANCIAL OBLIGATIONS SHEET
DEKALB COUNTY DRUG/DUI COURT C.L.E.A.N. PROGRAM
(Choosing Life and Ending Abuse Now)**

It is time to start thinking about the fines and restitution that you may owe as you advance in drug court. It is your responsibility to contact the following offices/people and determine your financial obligations. Hand this sheet in with your phase advancement materials.

In order to discuss what you owe in court fines and costs you will need to know the case numbers of the charges you plead to when you entered drug court. Ask the Drug/DUI Court staff for these case numbers.

Case Numbers: _____

1. DeKalb County Circuit Clerk's Office

Court costs and fines that you owe

Case No. (specify)	Fines/costs	Restitution	EHM fees	Amount Owed	
				Probation fees	Other
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$

Notes: _____

 Signature of Circuit Clerk Date

 Signature of Circuit Clerk attesting all fines and costs are paid Date

2. DeKalb County Drug/DUI Court

Drug Court costs that you owe

	Amount Owed
EHM costs _____	
Testing costs _____	
Other costs _____	

_____	_____
Signature of Drug/DUI Court Staff	Date

_____	_____
Signature of Drug/DUI Court Staff attesting all drug court costs have been paid.	Date

3. Treatment Provider

Treatment provider costs that you owe

Amount Owed

NOTES: _____

_____	_____
Signature of Treatment Provider	Date

_____	_____
Signature of Treatment Provider attesting that all treatment Costs have been paid.	Date

HAND THIS IN WITH YOUR REQUEST FOR PHASE ADVANCEMENT.

RELAPSE PREVENTION PLAN

Name: _____

Date: _____

Before people relapse, they experience a return of old using attitudes, thoughts, and behaviors. List old using attitudes and behaviors that will be a sign you are moving toward relapse:

1. _____
2. _____
3. _____
4. _____
5. _____

Before people relapse, they experience a return of denial. This denial convinces them it is okay to use. You have experienced this denial several times in treatment. In order to prevent relapse, you need to recognize your denial. List five (5) denial thoughts that will be a sign you are moving toward relapse:

1. _____
2. _____
3. _____
4. _____
5. _____

List ten (10) activities you will be involved in that are supportive of your new lifestyle:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List ten (10) activities you will need to avoid to prevent relapse:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

10. _____

List all of the things you have to lose if you relapse:

Keep this list with you and review it when you feel close to relapse. In order to maintain my new lifestyle, it will be necessary to not use drugs or alcohol. (Explain how you will accomplish this).

Symptoms of Relapse

The following are things that lead to relapse if action is not taken. What action can you take to address the following areas in a proactive and reactive manner?

- **Exhaustion:** _____

- **Dishonesty:** _____

- **Impatience:** _____

- **Argumentativeness:** _____

- **Depression:** _____

- **Self-Pity:** _____

- **Frustration:** _____

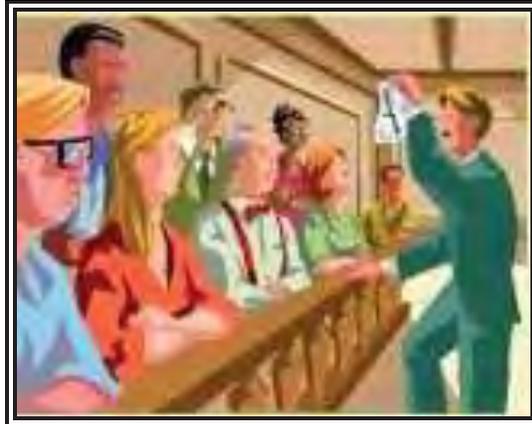
Symptoms of Relapse

A. Review list of Symptoms of Relapse.

B. Select the ten (10) most dangerous symptoms for you and put them in your order of importance.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

C. In your own words, describe how your relapse would take place. Start with basic beginnings (thinking, attitudes, etc.), and explain all the ways to the return of substance use.



Rules for Sanctions

DeKalb County Drug/DUI Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) Rules for The Day in Court

You have been sanctioned by the Judge and Drug/DUI Court Team for The Day in Court on the following day(s):

_____.

You must comply with the following rules:

- You must arrive at 8:30 a.m. and report to the Drug/DUI Court office to give urine sample.
- You must then go directly to Courtroom 220 and the Bailiff will direct you to sit in the Jury Box.
- Expect to stay in the Court for the entire business day.
- You may not leave your seat during the day, with the exception of the lunch break usually from noon to 1:00 p.m., or when given permission by a court Officer.
- You may not sleep, eat, drink, read, use any personal electronic devices, or talk to non-court personnel while in the Jury Box.
- Pay Attention; Listen to what's going on.
- Be prepared to take notes on the cases you are seeing in court.
- **If you fail to appear for The Day in Court on your assigned days, a warrant will be issued for your arrest.**

**DeKalb County Drug/DUI Court: C.L.E.A.N. Program
(Choosing Life and Ending Abuse Now)**

LIST OF PEOPLE, PLACES AND THINGS THAT HAVE CONTRIBUTED TO
SUBSTANCE ABUSE

I hang around with the following people when I am doing drugs:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____



I go to the following places to use drugs and/or alcohol:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

The following things play a part in my use of drugs and/or alcohol:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

NAME _____

9/15/11

**DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now)
Quiz on the Participant Handbook**

The following questions refer to information that is found in your Participant Handbook. Answer each one with either TRUE or FALSE.

- _____ 1. You do not have to request permission of the drug court team to travel outside the county when you are in Drug Court.
- _____ 2. You have to live in DeKalb County until you graduate from drug court.
- _____ 3. It is ok to continue to have a drink while in drug court as long as you do not drink too much.
- _____ 4. You **must** tell the following people you are in drug court when you have contact with them.
 _____ Police Officers
 _____ Physicians/dentists treating you
 _____ Teachers
 _____ Mental health counselors
- _____ 5. The drug court team understands it is hard to change friends, so you can continue to hang with your using friends as long as you don't use.
- _____ 6. When you are in a drug court, a police officer has to have probable cause to stop you or search you.
- _____ 7. You can not get any new tattoos or piercing while in Drug Court.
- _____ 8. Continued failure to comply with the directives given by the Court, Drug Court staff, or treatment providers will result in termination from drug court.
- _____ 9. If you test positive, you have **4 hours** to tell the drug court staff that you "used" and they don't have to send the urine sample to the lab.
- _____ 10. Diluting or attempting to falsify your urine sample will **only** result in a Positive result.
- _____ 11. If you are not going to be able to make a treatment appointment or court appearance, it is ok to call after the activity is done.
- _____ 12. The police or drug court staff have to have a warrant or probable cause to search you living quarters or car or person.
- _____ 13. Honesty is the most important behavior for drug court participants.

Name _____

Date _____

DeKalb County Drug Court: C.L.E.A.N. Program
(Choosing Life and Ending Abuse Now)

Name: _____

Date: _____

1. Favorite Color: _____
2. Favorite magazine: _____
3. What kind of sporting events do you like to go to? _____
4. Favorite sports team: _____
5. Favorite food: _____
6. Favorite candy: _____
7. Favorite soft drink: _____
8. Favorite snack food (ie. Cheetos) _____
9. Favorite fast food restaurant: _____
10. Favorite local store: _____
11. Favorite rental movie: _____
12. Where do you go to rent your movies? _____
13. Do you like to go to the movies? _____
14. Favorite type of music: _____
15. Favorite music group: _____
16. CD you would like to own? _____
17. Favorite TV show: _____
18. Favorite animal: _____
19. Favorite hobby or free time activity: _____
20. Do you own a DVD player: _____

21. Do you own a CD player: _____

22. Type of phone card you need for your phone? _____

23. Place you buy your gasoline in DeKalb County? _____

NAME: _____

DATE: _____

Updated: 3/8/13

REQUEST FOR DRUG COURT TEAM

Requested by: _____ Date: _____
Name

All requests are to be submitted in writing to the Drug/DUI Court Team through Drug Court staff by **4:30pm on MONDAYS** if you need an answer by court Friday. **No requests are to be made directly to the judge during court.**

Request related to:

- living situation
- leaving the county
- leaving the state
- counseling
- self-help groups
- employment
- EHM/SCRAM
- _____
Other, please specify

Please describe your request below. You must be as specific as possible otherwise your request may be denied or delayed. If it is an out of county/state request you must give the names and phone numbers of the people you are traveling with as well as the name, phone number and address of where you will be staying.

DeKalb County Drug/DUI Court Program: C.L.E.A.N. Program
(Choosing Life and Ending Abuse Now)

DRUG/DUI COURT URINE ABSTINENCE TESTING AND INCIDENTAL ALCOHOL
EXPOSURE CONTRACT

Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests are capable of detecting alcohol ingestion for significantly longer periods of time after a drinking episode. In order to preserve the integrity of the Drug/DUI Court testing program, it has become necessary for us to restrict and/or advise Drug/DUI Court participants regarding the use of certain alcohol-containing products.

It is **YOUR** responsibility to limit your exposure to the products and substances detailed below that contain ethyl alcohol. It is **YOUR** responsibility to read product labels, to know what is contained in the products you use and consume and to stop and inspect these products BEFORE you use them. Use of the products detailed below in violation of this contract will NOT be allowed as an excuse for a positive test result. When in doubt, don't use, consume or apply.

Cough syrups and other liquids medications: Drug/DUI Court participants have always been prohibited from using alcohol-containing cough/cold syrups, such as Nyquil®. Other cough syrup brands and numerous other liquid medications, rely upon ethyl alcohol as a solvent. Drug/DUI Court participants are required to read product labels carefully to determine if they contain ethyl alcohol (ethanol). All prescription and over-the-counter medications should be reviewed with Drug Court staff before use. Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol containing cough and cold remedies are readily available at most pharmacies and major retail stores.

Non-Alcoholic Beer and wine: Although legally considered non-alcoholic, NA beers (e.g. O' Douls®, Sharps®) do contain a residual amount of alcohol that may result for alcohol, if consumed. Drug/DUI Court participants are not permitted to ingest NA beer or NA wine.

Food and Other Ingestible Products: There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts (such as Ginko Biloba), could result in a positive screen for alcohol or its breakdown products. Communion wine, food cooked with wine, and flambé dishes (alcohol poured over a food and ignited such as cherries jubilee, baked Alaska) must be avoided. Read carefully the labels on any liquid herbal or homeopathic remedy and do not ingest without approval from Drug/DUI Court staff.

Mouthwash and Breath Strips: Most mouthwashes (Listermint®, Cepacol®, etc) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol can produce a positive test result. Drug/DUI Court participants are required to read product labels and educate themselves as to whether a mouthwash product contains ethyl alcohol. Use of ethyl alcohol-containing mouthwashes and breath strips by Drug/DUI Court participants is not permitted. Non-alcohol mouthwashes are readily

available and are an acceptable alternative. If you have questions about a particular product, bring it in to discuss with the Drug/DUI Court staff.

Hand sanitizers: Hand sanitizers (e.g. Purell ®, Germex ®, etc. and other antiseptic gels and foams used to disinfect hands contain up to 70% ethyl alcohol. Excessive, unnecessary or repeated use of these products could result in a positive urine test. Hand washing with soap and water are just as effective for killing germs.

Hygiene Products: Aftershave and colognes, hair sprays and mousse, astringents, insecticides (bug sprays such as Off ~) and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol (or its breakdown products) excessive, unnecessary or repeated use of these products could affect test results. Participants must use such products sparingly to avoid reaching detection levels. Just as the court requires Drug/DUI Court participants to regulate their fluid intake to avoid dilute urine samples, it is likewise incumbent upon each participant to limit their use of topically applied (on the skin) products containing ethyl alcohol.

Solvents and Lacquers. Many solvents, lacquers and surface preparation products used in industry, construction, and the home, contain ethyl alcohol. Both excessive inhalation of vapors, and topical exposure to such products, can potentially cause a positive test result for alcohol. As with the products noted above, Drug/DUI Court participants must educate themselves as to the ingredients in the products they are using. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. A positive test result will not be excused by reference to use of an alcohol-based solvent. If you are in employment where contact with such products cannot be avoided, *you need to discuss this with the Drug/DUI Court staff.* Do not wait for a positive test result to do so.

REMEMBER- WHEN IN DOUBT, DO NOT USE, CONSUME, OR APPLY.

I have read and understand my responsibilities:

Participant

Date

This form is from the Minnesota Judicial Branch, Fourth Judicial District, Adult DWI Court Program and was shared with the DeKalb County Drug/DUI Court.

File: DUI Court/DUI FORMS/DUI Court Urine Abstinence testing and incidental alcohol exposure contract

*Marilyn Stromborg RN, EdD, JD
DeKalb County Drug/DUI Court Coordinator
133 West State Street
DeKalb County Courthouse
Sycamore, Illinois 60178*

Dear Doctor:

This letter is to inform you that I am a participant in the DeKalb County Drug/DUI Treatment Court program. As part of my substance abuse recovery, I cannot consume narcotic medications unless a narcotic is the only option for pain management. I also cannot consume other addictive medications such as sedatives and opiates. If a narcotic is prescribed for me and it is the only option, please list comments below.

Your signature below verifies that this information was shared with you. **Please list all medications prescribed to me below and indicate the prescriptions that are addictive.** If you have questions, you may contact Marilyn Stromborg, at 815-895-7224.

Thank you,

Participant Signature

Date _____ Time of arrival: _____ Time of
departure: _____

Doctor's Name and Phone

_____ (Doctor's Signature)

Medical Diagnosis:

All Medications

Prescribed: _____

Doctor's Notes:

Adopted 4/16/13

CONCLUSION

The goal of the DeKalb County Drug/DUI Court: C.L.E.A.N. Program is to help you achieve a life free of dependence on mind-altering substance. The Judge, Drug/DUI Court staff and the Drug/DUI 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 and alcohol free life.

Best Wishes!



I HAVE RECEIVED AND READ A COPY OF THE
DEKALB COUNTY DRUG/DUI COURT: C.L.E.A.N.
PROGRAM PARTICIPANT HANDBOOK.

I HAVE READ THE RULES FOR DRUG/DUI
 COURT AND UNDERSTAND THEM.

Participant _____

Date _____

Home Address _____

City _____

Day Phone _____

Night Phone _____

Cell Phone _____

Name of person **who will always know how to reach me** _____

Address of this person _____

Phone of this person _____

SIGNATURE: _____

