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)

PARTICIPANT HANDBOOK

Your Name _____

Approved 10/12/06
Updated 11/22/06, 12/11/06, 6/20/07, 11/26/07, 4/07/08,1/15/09, 1/20/09, 4/20/09, 6/8/09,10/2/09,3/3/10, 8/17/10, 3/1/11, 6/1/11, 9/15/11,12/1/11,4/3/12,6/14/12,7/3/12,12/16/12;2/28/13;3/7/13; 12/11/14; 5/29/15; 7/1/15; 8/27/15; 11/25/15; 7/27/16; 2/27/17; 9/6/17; 7/1/19; 6/29/2021; 4/10/22

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WELCOME

Welcome to the DeKalb County Drug & DUI Court program. You have made a major commitment by agreeing to enter the Drug & DUI Court program and we hope this program helps you obtain the necessary tools for you to maintain a lifetime of recovery. This Handbook is designed to assist you throughout the program by answering your questions and providing you with overall information about the program. If you have any questions that this Handbook does not answer, you should ask the Drug & DUI Court Coordinator. It is your responsibility to understand and comply with all of the rules of the Drug & DUI Court program. If at any time while you are in the program you lose this Handbook, notify the Drug & DUI Court Coordinator.

You will find details on what is expected from you as a Drug & DUI Court participant in this Handbook. It will review general program information as well as important contact information that you will need as you move through the program. It also contains forms that you will need to submit to the Court at various times.

The Drug & DUI Court Team wants you to succeed and will work as a team to help you achieve this goal and graduate from the program. The most important person in your recovery is YOU. You must be committed and willing to change your current lifestyle and habits and the Drug & DUI Court Team is here to encourage, assist, and support you.

MISSION STATEMENT

The mission of the DeKalb County Drug/DUI Court is to reduce recidivism for non-violent, moderate to high risk offenders who have a diagnosed substance abuse disorder. by combining effective treatment and intensive judicial supervision in a therapeutic court setting which uses accountability, support, and individualized treatment plans to encourage offenders to change their lives.

OVERVIEW

Drug Court is a five-phase intervention program and DUI Court is a four-phase program. Both programs are for adults who have plead guilty to one or more non-violent felony offenses and who are having difficulty staying drug and alcohol free. 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, 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 and/or a variety of other sanctions. Participants may also be terminated from Drug & DUI Court. Drug & DUI Court staff will assist you to be sure you understand what is expected of you.

Drug & DUI Court does **not** tolerate discrimination based on gender, race, ethnicity, age, sexual/gender orientation or identity, socioeconomic status, religious or spiritual preferences, or any of the like. Respect and tolerance for participants and staff is a requirement for all individuals involved in the program at all times.

ELIGIBILITY REQUIREMENTS

- Only participants who apply for admission to the DeKalb County Drug Court will be considered for admission.
- A participant must admit to a substance abuse problem and agree to cessation of drug use.
- The participant must be 18 years of age or older.
- No applicant will be admitted without approval of the DeKalb County Drug Court Team.
- A participant must be a DeKalb County resident.
- A participant must have felony charges pending.
- Participant must be able to attend and participate in recommended treatment programs, drug testing, community service, probation appointments, support groups, court hearings, and other scheduled and unscheduled meetings as required per program rules and regulations
- A participant must resolve all out-of-county cases.
- All DeKalb County cases must be included in the agreement.
- A participant must have no serious or persistent mental illnesses which prohibit participation in substance abuse treatment.
- If charged with possession with intent to deliver or delivery, the amount of narcotics must be determined to be very minor and be for the purpose of supporting the participant's addiction.
- The participant must plead guilty and be sentenced to drug court

THE DEKALB COUNTY DRUG/DUI COURT TEAM

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

- Judge
- Drug/DUI Court Coordinator
- State's Attorney
- Public Defender
- Probation Officer/ Case Manager
- Representative of the Sheriff's Office
- Treatment Counselor

Although the team works together, each member has clearly defined roles as indicated in the chart below.

Team Member:	Role:
Judge	• Serves as the authority figure for the program • Speaks individually with each participant in Court • Gives praise and encouragement for compliance

	• Orders sanctions, incentives and therapeutic adjustments
Coordinator	• Interviews and screens potential participants • Attends and facilitates weekly staff meetings with team and Court hearings • Collects and enters data and responsible for grant activities • Serves as main contact for any questions • Serves on the drug court team for a minimum of one year • Advocate for incentives, sanctions and therapeutic adjustments
State's Attorney	• Attends all Drug & DUI Court team meetings and court calls • Makes recommendations for incentives and sanctions • Helps determine participant eligibility • Advocate for incentives, sanctions and therapeutic adjustments
Public Defender	• Attends all Drug & DUI Court team meetings and court calls • Advocate for incentives, sanctions and therapeutic adjustments Answers legal questions of participants
Probation Officer/ Case Manager	• Attends all Drug & DUI Court team meetings and court calls • Makes recommendations for incentives and sanctions • Conducts frequent drug testing and status checks • Serves on the drug court team for a minimum of one year • Advocate for incentives, sanctions and therapeutic adjustments
Representative of the Sheriff's Office	• Attends all Drug & DUI Court team meetings and court calls when available • Assists with serving outstanding warrants • Runs county arrest history and LEADS checks on potential participants • Advocate for incentives, sanctions and therapeutic adjustments
Treatment Counselor	• Attends all Drug & DUI Court team meetings and court calls • Makes recommendations on treatment level and progress

	• Provides mental health and substance abuse treatment to participants • Advocate for incentives, sanctions and therapeutic adjustments

Prior to each Status Review Hearing, the Drug/DUI Court Team members will familiarize themselves with your progress so that they may discuss your progress and provide input on sanctions/incentives/therapeutic adjustments during the staffing where the team meets prior to Court to make decisions regarding your treatment. The team employs a non-adversarial and collaborative approach in an effort to help you be successful in the program and live a drug-free life.

PROGRAM COMPONENTS

To successfully complete Drug & DUI Court, you are required to be involved in several activities which may 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.
- Pay court fines and restitution (if applicable), based on ability to pay.
- I agree to submit to compliance checks of my person, residence and automobile for the Drug/DUI Court Officer to observe and verify my compliance with the conditions of this agreement
- Pay treatment costs based on a sliding scale, based on ability to pay.

ENTRY PROCESS

In order to be accepted into Drug & DUI Court, a referral must be submitted to the Drug & DUI Court Coordinator by participant, their attorney, law enforcement or any other person. Once the referral form is completed, the participant will observe a Drug & DUI Court status review hearing to determine if they want to voluntarily engage in the program.

The Drug & DUI Court Coordinator will review all eligibility requirements with interested participants and administer screening tests.

If the participant scores high risk/high needs on the Adult Risk Assessment, they will undergo a comprehensive assessment including mental health and substance abuse evaluations, with the DeKalb County Drug & DUI Court Counselor.

The result of the comprehensive assessment and evaluations will then be sent to the Drug & DUI Court Team to determine final acceptance or rejection.

Participants that are accepted into the program will be informed of acceptance by the judge. The judge will inform the participant of his/her waiver of rights and the participant signs a Consent to Participate on the record in open court, the participant enters a guilty Plea and is informed of the judgment to be entered upon completion or revocation of the program. If agreed to by participant and attorney, all court orders are signed in front of the Drug & DUI Court Judge.

A Drug & DUI Court Case Plan will be developed by the Drug & DUI Court Officer (Probation/Certified Drug and Alcohol Counselor) in collaboration with the participant to monitor the participant's progress in the program and assist in goal setting. Each participant's circumstances will be different and therefore everyone's plan will likely vary to some degree.

PHASES FOR DEKALB COUNTY DRUG & DUI COURT:

PHASE I DRUG COURT: Recovery & Responsibility to Self

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Orientation to Treatment Court;
  - ✓ Electronic home monitoring for minimum of 3 weeks
  - ✓ Develop individual treatment plan with treatment provider and hand into court;
  - ✓ Follow all treatment recommendations of the counselor
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
  - ✓ Meet with Treatment Court Officer as often as directed;
  - ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **weekly**;
  - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
  - ✓ Consistent, on time attendance at all required treatment and court appearances;

- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 14 consecutive days following four drug and alcohol free drops prior to phase advancement;
- ✓ Fill out ***Petition to Move to Another Phase (Phase I to II Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)
- ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase II:

1. No positive drug test results for 14 consecutive days following four drug and alcohol free drops;
2. Documented attendance at a self-help sobriety group;
3. Achievement of coping and/or problem solving skills as reported by treatment provider;
4. Maintain compliance with medications as prescribed;
5. Follow all recommendations made by counselor regarding treatment and psychiatric care;
6. Have a sponsor or at least a temporary sponsor from the attended self-help sobriety group;
7. Employed or positive response to vocational/educational goals, if appropriate;
8. Submission of ***Petition to Move to Another Phase*** and ***Relapse Prevention Plan*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase II;
9. Participants who successfully complete a residential program may submit their Phase II materials upon successful completion of the residential program;
10. Write a letter addressed to the court requesting to advance to Phase II and give the required materials to the Drug/DUI Court staff.

PHASE II DRUG COURT: Maintenance & Responsibility to Others

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand-in to court;
  - ✓ Follow all treatment recommendations of the counselor
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
  - ✓ Meet with probation officer as often as directed;
  - ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **at least two times per month**;
  - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
  - ✓ Consistent, on time attendance at all required treatment and court appearances;
  - ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
  - ✓ No positive drug test results for minimum of 30 consecutive days following four drug and alcohol free drops prior to phase advancement;
  - ✓ Actively participating in community service
  - ✓ Fill out ***Petition to Move to Another Phase (Phase II to III Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)

- ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase III:

1. No positive drug tests within the last 30 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continued medication compliance;
6. Follow all recommendations of the counselor, as directed;
7. No unexpected absences from treatment or scheduled services;
8. Call the Test Day System each day to find out testing schedule before 8:30 am;
9. Submission of ***Petition to Move to Another Phase*** and ***Relapse Prevention Plan*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase III.
10. Write a letter addressed to the court requesting to advance to Phase III and give the required materials to the Drug/DUI Court staff.

PHASE III DRUG COURT: Maintenance & Responsibility to Self and Others

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand it into the court;
  - ✓ Follow all treatment recommendations of the counselor
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
  - ✓ Meet with probation officer as often as directed;
  - ✓ Outpatient group counseling sessions **at least two times a week** (if recommended); successful completion of residential treatment (if recommended)
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **at least two times per month**;
  - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
  - ✓ Consistent, on time attendance at all required treatment and court appearances;
  - ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
  - ✓ No positive drug test results for minimum of 45 consecutive days following four drug and alcohol free drops prior to phase advancement;
  - ✓ Must be **employed** and/or or in full time **vocational training/school** prior to entering phase IV
  - ✓ All community service hours must be complete prior to entering phase IV
  - ✓ Fill out ***Petition to Move to Another Phase (Phase III to IV Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)
  - ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase IV:

1. No positive drug tests within the last 45 days;

2. Employed or attending school/vocational training with positive feedback from the school if requested and appropriate;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continuing to take prescribed medications as directed;
6. Documentation provided to the Court of involvement in self-help sobriety group;
7. Actively making payments for restitution, Court costs or treatment fees where applicable;
8. No unexpected absences from treatment or scheduled services;
9. Submission of the ***Petition to Move to Another Phase*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase IV.
10. Submission of ***Relapse Prevention Plan***.
11. Submission of ***Financial Obligations Sheet***.
12. Write a letter addressed to the court requesting to advance to Phase IV and give the required materials to the Drug/DUI Court staff.

PHASE IV DRUG COURT: Reinforce a Drug and Alcohol free and Healthy Lifestyle

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand it into the court;
  - ✓ Follow all treatment recommendations of the counselor
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
  - ✓ Outpatient group counseling sessions **at least one time a week** (if recommended); successful completion of residential treatment (if recommended)
  - ✓ Meet with probation officer as often as directed;
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **at least one time per month**;
  - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
  - ✓ Consistent, on time attendance at all required treatment and court appearances;
  - ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
  - ✓ No positive drug test results for minimum of 60 consecutive days following four drug and alcohol free drops prior to phase advancement;
  - ✓ Actively making payments for restitution, Court costs or treatment fees where applicable;
  - ✓ Actively participate in aftercare counseling if recommended; provide documentation to Court;
  - ✓ **Employed** and/or or in full time **vocational training/school**
  - ✓ Fill out ***Petition to Move to Another Phase (Phase IV to V Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)
  - ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase V:

1. No positive drug tests within the last 60 days;
2. Employed or attending school/vocational training with positive feedback from the school, if appropriate;

3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Maintain compliance with prescribed medications;
6. Documentation provided to the Court of involvement in a self-help sobriety group;
7. Actively making payments for restitution, Court costs or treatment fees where applicable;
8. No unexpected absences from treatment or scheduled services;
9. Submission of required materials to the DeKalb County Drug/DUI Court staff asking to be promoted to Phase V.
10. Submission of ***Relapse Prevention Plan***.
11. Submission of ***Financial Obligations Sheet***.
12. Write a letter addressed to the court requesting to advance to Phase V and give the required materials to the Drug/DUI Court staff.
13. Active involvement in the Alumni Association.

PHASE V DRUG COURT: Relapse Prevention

- **Length of Phase:** Minimum of 60 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand it into the court;
  - ✓ Follow all treatment recommendations of the counselor;
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider;
  - ✓ Actively participate in aftercare counseling; provide documentation to Court;
  - ✓ Meet with probation officer as often as directed;
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **at least one time per month**;
  - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
  - ✓ Actively making payments for restitution, Court costs or treatment fees where applicable;
  - ✓ Consistent, on time attendance at all required treatment and court appearances;
  - ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
  - ✓ No positive drug test results for minimum of 6 months prior to commencement;
  - ✓ Must be **employed** and/or or in full time **vocational training/school** prior to commencement;
  - ✓ All Drug Court financial obligations met prior to commencement;
  - ✓ Submission of ***Relapse Prevention Plan***.
  - ✓ Discuss intent to commence with counselor and probation officer
  - ✓ A payment plan may be implemented based on ability to pay

DUI COURT PHASE REQUIREMENTS

PHASE I DUI COURT: Recovery & Responsibility to Self

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Orientation to DUI Court;
  - ✓ Electronic home monitoring and SCRAM for minimum of 3 weeks
  - ✓ Develop individual treatment plan with treatment provider and hand into court;

- ✓ Follow all treatment recommendations of the counselor
- ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
- ✓ Meet with probation officer as often as directed;
- ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
- ✓ Maintain compliance with prescribed medications;
- ✓ Participate in a self-help group of your choosing 3x weekly
  Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **weekly**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 14 consecutive days following four drug and alcohol free drops prior to phase advancement;
- ✓ Fill out ***Petition to Move to Another Phase (Phase I to II Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)
- ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase II:

1. No positive drug test results for 14 consecutive days following four drug and alcohol free drops;
2. Documented attendance at a self-help sobriety group, if applicable;
3. Achievement of coping and/or problem solving skills as reported by treatment provider;
4. Maintain compliance with medications as prescribed;
5. Follow all recommendations made by counselor regarding treatment and psychiatric care;
6. Have a sponsor or at least a temporary sponsor from the attended self-help sobriety group;
7. Employed or positive response to vocational/educational goals, if appropriate;
8. Submission of ***Petition to Move to Another Phase*** and ***Relapse Prevention Plan*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase II;
9. Participants who successfully complete a residential program may submit their Phase II materials upon successful completion of the residential program;
10. Write a letter addressed to the court requesting to advance to Phase II and give the required materials to the Drug/DUI Court staff.

PHASE II DUI COURT: Maintenance & Responsibility to Self and Others

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand-in to court;
  - ✓ Follow all treatment recommendations of the counselor
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
  - ✓ Meet with probation officer as often as directed;

- ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
- ✓ Maintain compliance with prescribed medications;
- ✓ Participate in a self-help group of your choosing 3x weekly
  Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **at least two times per month**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 30 consecutive days following four drug and alcohol free drops prior to phase advancement;
- ✓ Actively participating in community service
- ✓ Fill out ***Petition to Move to Another Phase (Phase II to III Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)
- ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase III:

1. No positive drug tests within the last 30 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continued medication compliance;
6. Follow all recommendations of the counselor, as directed;
7. No unexpected absences from treatment or scheduled services;
8. Call the Test Day System each day to find out testing schedule before 8:30 am;
9. Submission of ***Petition to Move to Another Phase*** and ***Relapse Prevention Plan*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase III.
10. Write a letter addressed to the court requesting to advance to Phase III and give the required materials to the Drug/DUI Court staff.

PHASE III DRUG COURT: Reinforce a drug/alcohol free, Healthy Lifestyle

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand it into the court;
  - ✓ Follow all treatment recommendations of the counselor
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
  - ✓ Meet with probation officer as often as directed;
  - ✓ Outpatient group counseling sessions **at least two times a week** (if recommended); successful completion of residential treatment (if recommended)
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **at least two times per month**;
  - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status

- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 45 consecutive days following four drug and alcohol free drops prior to phase advancement;
- ✓ Must be **employed** and/or or in full time **vocational training/school** prior to entering phase IV
- ✓ All community service hours must be complete prior to entering phase IV
- ✓ Actively making payments for restitution, Court costs or treatment fees where applicable;
- ✓ Fill out ***Petition to Move to Another Phase (Phase III to IV Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)
- ✓ A payment plan may be implemented based on ability to pay

Requirements for advancement to Phase IV:

1. No positive drug tests within the last 60 days;
2. Employed or attending school/vocational training with positive feedback from the school if requested and appropriate;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continuing to take prescribed medications as directed;
6. Documentation provided to the Court of involvement in self-help sobriety group;
7. Actively making payments for restitution, Court costs or treatment fees where applicable;
8. No unexpected absences from treatment or scheduled services;
9. Submission of the ***Petition to Move to Another Phase*** to the DeKalb County Mental Health Court Team asking to be promoted to Phase IV.
10. Submission of ***Relapse Prevention Plan***.
11. Submission of ***Financial Obligations Sheet***.
12. Write a letter addressed to the court requesting to advance to Phase IV and give the required materials to the Mental Health Court staff.
13. Active involvement in the Alumni Association.

PHASE IV DUI COURT: Relapse Prevention

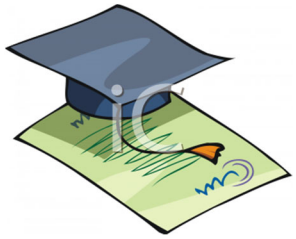
- **Length of Phase:** Minimum of 90 days
- **Requirements:**
  - ✓ Update and review treatment plan with treatment provider and hand it into the court;
  - ✓ Follow all treatment recommendations of the counselor;
  - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider;
  - ✓ Actively participate in aftercare counseling; provide documentation to Court;
  - ✓ Meet with probation officer as often as directed;
  - ✓ Maintain compliance with prescribed medications;
  - ✓ Participate in a self-help group of your choosing 3x weekly
    Provide verification to court, if applicable;
  - ✓ Frequent and random drug testing **at least two times a week**;
  - ✓ Court appearances **at least one time per month**;

- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ All DUI Court financial obligations met prior to commencement
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 6 months prior to commencement;
- ✓ Must be **employed** and/or or in full time **vocational training/school** prior to commencement;
- ✓ Submission of ***Relapse Prevention Plan***.
- ✓ Discuss intent to commence with counselor and probation officer. Fill out ***request form*** requesting a commencement date if all the above criteria have been met
- ✓ A payment plan may be implemented based on ability to pay

DRUG/DUI COURT GRADUATION REQUIREMENTS

You will be honored at a graduation ceremony when the following is accomplished:

1. Continued sobriety for at least **180 consecutive days**; **6 months**
2. Completion of your treatment program;
3. Have maintained compliance with medication as prescribed
4. Actively involved in self-help meetings and obtained an effective sponsor;
5. Obtained stable employment or enrolled in vocational/educational program if requested.
6. Have completed an aftercare/discharge plan prior to commencement.



TIPS ON HOW TO SUCCEED

- Be HONEST. Honesty is essential to your recovery;
- Stay drug and alcohol free
- Keep all treatment appointments and make all status review hearings (Fridays, DeKalb County Courthouse, Courtroom 210, 10:30am;
- Use a calendar if you have a problem remembering your appointments;
- Plan your schedule in advance;
- Take all medications as prescribed;
- If you absolutely cannot make an appointment or status review hearing, call the appropriate contact BEFORE NOT AFTER the appointment;
- Maintain contact with the Drug/DUI Court staff; and
- Carry a photo ID of yourself at all times.

TREATMENT OVERVIEW

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 Outpatient (IOP) and Outpatient (OP): An initial treatment/case management plan will be developed by you and the Drug & DUI Court counselor following an overall assessment to determine participant needs. The Drug Court Counselor is employed by the DeKalb County Drug & DUI Court and housed at DeKalb County Courthouse for individual therapy and the Legislative Center for group therapy sessions. The treatment/case management 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 & DUI Court Counselor. This plan will help you set goals, select methods for meeting those goals, and develop target dates for achieving those goals. In addition, your Probation Officer will meet with you to: help guide you through the process of meeting program requirements, provide referrals as needed, assist in meeting treatment/case management goals as needed, monitor program progress, and to assist with additional case management needs.

Ben Gordon Center, community mental health/addictions center, has a sliding scale fee that is used to determine counseling charges (proof of income and a Medicaid denial letter must be provided). There is an expectation that as you advance in the Drug & DUI Court program, your financial obligations, including treatment at external providers, are met.

PROGRESS REPORTS

Before each Status Review Hearing, the Drug & DUI Court Team will meet and the Judge will be given a progress report. The progress report will state your drug and/or alcohol testing results, attendance of treatment appointments, participation and cooperation in the treatment program, employment or other requirements that may have been imposed. The Judge may ask the team questions about your progress and discuss any problems you may be having. If you are doing well, you may be incentiveed with reduced program requirements or other incentives. If your progress reports indicate that you are not doing well, the Judge will discuss this with you during court and determine the action that will be taken which might include a sanction. To remind you or your goals in the program and to hold you accountable for your behavior. Sanctions can be anything from increased program requirements to incarceration.

STATUS REVIEW HEARINGS

You are required to appear in Treatment Health Court on a regular basis. You must also be on time for every hearing. The number of times that you must appear in Court depends on the phase of Drug & DUI Court that you are currently in and/or your current progress. Failure to appear in Court will likely result in a warrant being issued for your arrest and detention in jail until you can appear before the Court. If you have questions about your status review hearings, you should contact the Drug & DUI Court Coordinator. Progress on your Drug & DUI Court Case Plan will be discussed during each status review hearing and incentives and or sanctions may be given as a result of progress made or not made toward goals.

DRESS CODE FOR COURT

It is important to dress appropriately and behave respectfully while you are in Court.

- No tank tops, muscle shirts, crop-tops, or shirts with obscene words or pictures.
- No sagging (for example pants or shorts that hang below the waist).
- No unbuttoned shirts.
- No hats, caps or bandanas.
- No gang attire or colors of any kind.
- No phones or personal electronic devices utilized in the courtroom.

DRUG & DUI COURT RESPONSIBILITIES AND EXPECTATIONS

You are expected to comply with the following responsibilities while you are in Drug & DUI Court:

- When addressing the judge, you should approach the bench with the utmost respect.
- You will attend all scheduled status review hearings, be on time and be immediately seated in the courtroom.
- You will not talk in the courtroom during Drug & DUI Court proceedings.
- You will not bring food or drink into the courthouse, the courtroom, probation office or to treatment provider meetings.
- You will not lean against the Judge's bench but stand appropriately and speak clearly enough that the Judge and other team members and participants can hear the responses to the Court.
- You will remain in the Courtroom until you are dismissed by the Judge.
- In the event of an emergency, you may be excused from Court or allowed to leave prior to Court being dismissed.
- If you do not appear on your regularly scheduled Court date and you are not excused from Court, the Judge may request a no bond warrant be issued against you.
- If you should come in contact with any form of law enforcement, it is your responsibility to report such contact to the Court as soon as possible and inform law enforcement that you are in Drug & DUI Court.
- If you move within the county, you will turn in a new address with all phone numbers to the DeKalb County Drug & DUI Court Staff.
- You cannot leave DeKalb County or the state of Illinois without the approval of DeKalb County Drug & DUI Court Team. You must make the request the Wednesday before court before the anticipated trip out of the county or state. Requested permission to leave the county must be in writing and given to the Drug & DUI Court staff to present to the DeKalb County Drug & DUI Court Team during the staffing. Necessary information includes: address and phone number where participant will be traveling to; date and time of departure and return; and the purpose of the request to travel. You will be required to complete a urinalysis test immediately prior to leaving and after returning to DeKalb

County. In the event you need to leave the county for an emergency, notify your Drug & DUI Court officer immediately and provide the location you are traveling to and any supporting documentation.

- If you are moving within DeKalb County area, you are required to advise the Drug & DUI Court Staff and get approval of the court before the move.
- You are expected to remain living in the county until completion of the Drug & DUI Court program.
- You must agree not to consume, purchase or possess alcoholic beverages or illegal drugs, nor visit places where alcohol or illegal drugs are sold, dispensed, or used. This includes patronizing places such as bars, liquor stores, taverns, clubs, parties or places where alcohol is the main item for sale or consumption. You must agree to not misuse any prescriptive medication.
- You will not possess any dangerous weapon of any kind, including but not limited to firearms and knives.
- You will comply with your Case Management Plan provided by the Drug & DUI Court probation officer/ case manager.
- You are expected to attend your treatment appointments as scheduled and be on time for each meeting.
- You will report for drug testing as required during each phase of the program and follow the drug testing procedures outlined below.
- Transportation to and from all of your appointments and status review hearings is your responsibility. Bus maps and tickets are available from the probation officer/case manager.

DRUG AND ALCOHOL TESTING PROCEDURES AND REQUIREMENTS

Drug/DUI Court participants must agree to submit to random drug tests when requested to do so by the Drug/DUI Court Team. Participants are required to call the Drug/DUI Court Coordinator daily to learn if they must submit a drug test that day. If a participant refuses to provide a specimen or does not call, they will be considered to have a positive drug test. There are no excuses for missed drug screens. Positive drug tests will be discussed at the next staffing to determine responses/possible sanctions. Participants will be asked to submit at least 3 drug tests at the beginning of the program and will need to submit tests less frequently as they advance through the program but they will continue to submit tests until graduation in an effort to encourage sobriety. Drug tests may be required at any location with or without notice at any time of the day or night.

CONFIDENTIALITY

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

INCENTIVES

In addition to your life and relationships changing for the better as you progress through the Drug & DUI Court program, you may also be **incentivized** by:

- Advancement to the next phase of the program
- Public praise by the Judge at Court hearings
- Reduced Court appearances
- Free passes for community activities
- Participation in a graduation ceremony
-

SANCTIONS

If you do NOT do what is required of you according to the Drug & DUI Court agreement, you will be held accountable in any of the following ways:

- Warning from the Drug & DUI Court Team
- Reading/writing assignments
- Letter or apology to the Court
- Have more frequent drug tests
- Report more frequently to Court staff
- Increased office visits
- Extension of duration in the DeKalb County Drug & DUI Court program
- More intensified outpatient treatment; i.e. more sessions per week
- GPS reinstated
- Jail for an afternoon, day, weekend, week, month, etc.
- Termination from the program

THERAPEUTIC ADJUSTMENTS

While you are in Drug & DUI Court, your progress in treatment and your recovery will be closely monitored by the Drug & DUI Court Team. If you are not making progress in treatment or are struggling with your recovery, the team may make adjustments in your treatment plan with the assistance of your treatment providers.

Therapeutic adjustments may include:

- Increased counseling or psychiatric services
- Increase in the number of self-help groups that you must attend each week
- Additional therapeutic homework assignments (ex. Essay)
- Adjustment in treatment plan
- Collaborative meeting with participant and other providers
- Other evidence based therapeutic interventions as deemed appropriate by the clinician

Incentives and sanctions must be approved by the Judge.

TERMINATION FROM DRUG & DUI COURT

Warrants, new arrests or a violation of any aspect of your treatment plan may result in you being terminated from the Drug & DUI Court program. Other violations, which may result in **Sanctions** or a **Termination Hearing** include the following:

- Dishonesty to Court Personnel and Drug & DUI Court staff;
- Positive, Diluted or Adulterated urine test;
- Attempts to interfere with Portable Breathalyzer;
- Attempts to interfere with SCRAM, SOBERLINK or GPS;
- Failure to submit a urine sample;
- Unexcused absence and/or absences from counseling session or support group;
- Failure to follow treatment conduct rules;
- Willful failure to attend scheduled status hearings without just cause;
- Charged with a new offense;
- Failure to comply with Court, Drug & DUI Court staff, and/or treatment provider's recommendations;
- Moving outside 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; and/or
- Violent or abusive behavior at treatment site, program site, or other place of contact or participation.

EDUCATION, VOCATION AND EMPLOYMENT

A vital component of substance abuse recovery involves 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 refer you to community resources that will assist you in obtaining employment or in getting enrolled in educational/vocational training.

PROGRAM OUTCOMES

There are four ways you may be discharged or terminated from the DeKalb County Mental Health Court program which include the following:

1) Successful: You complete all the program requirements.

2) Neutral: You do not violate program requirements necessitating an unsuccessful discharge, but you are unable to successfully complete program requirements to qualify for a successful discharge. For example, you develop a serious medical or mental health

condition, disability, or any other factor that may prevent you from meeting the requirements.

3) Unsuccessful: You are terminated from the DeKalb County Drug/DUI Court program due to a violation of program requirements.

4) Voluntary Withdrawal: You are permitted to withdraw in accordance with the DeKalb County Mental Health Court procedures.

   A discharge plan developed by PSC team that provides for linage to services and resources for a PSC participant with continuing treatment needs after he or she is discharged from the PSC.

AFTERCARE PROGRAM

The DeKalb County Drug & DUI Court program has an Aftercare Program called the Alumni Association. The Alumni Association allows the Drug & DUI Court team members to continue interacting with you after you have graduated from the program. As a graduate, you will serve as a role model to participants who are currently in the program by remaining drug-free. The Alumni Association will meet once per month. As a graduate, you will speak to community and church groups, plan social and recreational events, conduct fund raising activities, serve as ushers at commencement ceremonies, contribute to a monthly newsletter, and speak to potential future Drug & DUI Court participants when appropriate. It is mandatory for Drug & DUI Court participants who are in Phase IV and V to attend alumni meetings. After you have graduated and are a part of the Alumni Association, you will be asked to visit the Drug & DUI Court once every 3 months in order for the Drug & DUI Court Team and participants currently in the program to speak to you and see a successful graduate.

DRUG TESTING INSTRUCTIONS

The call-in time is between 5:30 am to 8:30 am. You must call in using the **same phone number** staff has on file. You will not be allowed to use a phone that is not in the database and/or from a phone which does not belong to you. Should your phone number change at any time during the program, please notify staff immediately

Call 815-981-3953 in the morning and enter your PIN. Your PIN will be your social security number. The system will notify you if you are testing. It will **not** notify you of test times. Note: Staff will not be able to tell you your testing status should you call in late/early, or if a call is missed completely; therefore, it is important to call in on time.
It is suggested you arrive early for testing to prevent a late test. **Testing times are strict**; testing will end at the designated times, regardless of if a participant is waiting in line or not. Participants must arrive AND check in no later 15 minutes prior to test times ending.

Monday- Thursday Test Times (Courthouse)
Between 8:30 am to 9:30 am – must check in no later than **9:15 am.**
Or
Between 3:30 and 4:30pm – Must check in no later than **4:15pm.**

Friday Test Times (Courthouse)
For **Drug/DUI** court participants ONLY unless given approval for alternate testing time.
Between 10:30 am – 11 am; **does not change if court is cancelled**. Must check in no later than **10:45 am.**

For **MHC** court participants ONLY unless given approval for alternate testing time.
Between 2:30 pm and 3:00 pm; **does not change if court is cancelled.** Must check in no later than **2:45 pm.**

Saturday/Sunday & Court Holiday Test Times (Legislative Center)
Weekend/holiday times are the only test times subject to change. If you are told to test on a weekend, you must follow up and call the normal Treatment Court phone number to find out testing times (815.895.7224). If you are told you are **not** testing, you do **not** have to follow up with the Treatment Court phone.

DRUG TESTING FEES

Instant test = $13 per test
Positive Lab Confirmation = Additional $30
Negative Lab Confirmation = No cost
Instant Re-test = Additional $13
Dilute from lab = Additional $50
Oral Swab = $13

Legislative Center
200 North Main Street
Sycamore, IL

A fee can be assessed (based on the participants ability to pay); however, nonpayment cannot hold a participant back from advancing phases in the program

RULES AND REGULATIONS
Section A -General Program Rules & Regulations:

1) Participants must live in DeKalb County throughout the drug court program, unless the Judge and Drug & DUI Court Team give permission to live outside of DeKalb County.

2) In the event of a work related emergency, participants must present the request to the Drug & DUI Court Team and the judge will advise of approval or denial to be excused from treatment or a court date.

3) Although Drug & DUI Court allows new piercings and/or tattoos (must be appropriate, non-gang related) while in the program, participants are strongly encouraged to first have met all financial obligations of the Court.

4) Although participants may go out of county for support group meetings (still within the state of Illinois), participants are prohibited from traveling to any other location or for any other activity while out of county for support group meetings unless given prior permission by the Court

5) Participants may not be an affiliated gang member at any time during the program. Gang colors, symbols, hand signs, and/or association with any other members is prohibited.

6) Participants may not possess weapons in Drug & DUI Court. Participants must disclose the presence of any weapons possessed by themselves or by anyone else in their household. Failure to dispose and/or disclose may result in termination from Drug & DUI Court and possible prosecution for any illegal possession of any weapon.

a) Weapons, defined for the purposes of Drug & DUI Court, are any instrument/object designed, made, or adapted for the purposes of inflicting death or serious physical injury; or an object that is not an instrument capable of inflicting death or serious bodily injury but closely resembles such an instrument; or the use of an object in a manner that creates the impression that the object is such an instrument.

b) Participants are prohibited from possessing the following at any time during participation in the program: <u>firearm</u>s , airsoft guns, pointed knives with a blade longer than 3 inches (utility knives *under* 3 inches are prohibited from all DeKalb County Government campuses and CRS sites), ballistic knives, swords, switchblades, daggers, fighting sticks (nunchaku), throwing knives, disguised or concealed knives, bowie knives, stun gun, taser, stiletto knives, dirk, black-jack knives, bludgeon, metal knuckles, billy, sand club, sand bag, throwing stars, and/or any other object designed, made, or adapted for the purposes of inflicting death or serious physical injury. Prohibited weapons are subject to confiscation.

7) Upon successful completion of the Drug & DUI Court program, the State's Attorney office may make a motion to dismiss the Drug & DUI Court case(s), or the pertinent charges as previously agreed upon unless there is objection from the court.

8) Participants must abide by rules and regulations of electronic home monitoring if ordered by the Judge and the Drug & DUI Court Team.

9) Participants agree not to engage in any formal or informal gambling while involved in the program.

Section B - Assessments and Treatment:

1) All participants agree to execute the Consent for Disclosure of Confidential Substance Abuse Information. Any information obtained from this release will be kept apart from the Court file.

2) Recommended treatment may vary amongst participants depending on individual need and circumstance. Modes of treatment may include residential treatment, intensive outpatient, outpatient, group counseling, one-on-one counseling, education, psychiatric care, and/or self-improvement courses such as anger management, parenting or relationship counseling.

3) A treatment plan, as collaboratively created between client and counselor, may be modified by the treatment provider of the DeKalb County Drug & DUI Court as circumstances arise. Participants will be collaboratively involved in such modifications.

4) Participants must fully participate in and successfully complete all substance abuse and/or mental health treatment programs, psychological therapies, educational programs and vocational training the Judge and Drug & DUI Court Team recommends. Participants will be asked to sign releases to permit all providers to communicate with the Judge and Drug & DUI Court staff to assure the most appropriate treatment is being provided and to encourage continuity of care.

5) Participants must inform all treating physicians/healthcare providers of their involvement in the Drug & DUI Court program. This must be done by getting a "Doctor's Note" from the Drug & DUI Court office. Doctor's Notes, regardless of the type of healthcare provider and/or reason for the visit, must be signed **at the time** of the appointment. Participants are responsible for having extra Doctor's Notes available for emergency situations. Bring the Doctor's Note and official documents with time-stamps to the Drug & DUI Court office as soon as possible, even if new medication is not prescribed. If new medication is prescribed, notify staff immediately.

6) Program participants are responsible for having the most up-to-date "Safe Medications for Recovery" list from the Drug & DUI Court office. Any medications/substances not listed under "Safe" are prohibited.

7) Participants agree to take all medications as prescribed by a treating physician and/or psychiatrist, and will be asked to sign releases for any treatment physician or psychiatrist to communicate with the Judge and Drug & DUI Court staff to ensure continuity of care.

8) Although separate from treatment, participants agree to attend a support group meetings of their choosing a minimum of three times weekly. Support group meetings may be of the participant's choosing and are not limited to 12-step programs. If a participant is unsure which groups to attend or has questions regarding what a support group is, they are always encouraged to consult with staff. Attendance must be carefully documented on a weekly basis via the "Support Group Attendance Sheet". Forging and/or falsifying information within the Support Group Attendance document is prohibited. If a participant chooses not to attend support group meetings, they are expected to not turn in falsified documents.

9) Participants are expected to arrive to all treatment appointments **on time.**

10) Participants may not withdraw from any recommended treatment (residential, OP, or IOP) without prior approval of the treatment provider and the Drug & DUI Court Team. If a participant leaves without permission of the Drug & DUI Court Team, a no-bond warrant may be issued for arrest.

11) Participants are responsible for keeping track of their appointment times/dates at all times.

12) Participants are responsible for abiding by group rules as outlined by the Drug & DUI Court counselor. Failure to adhere to group rules may result in dismissal from group.

13) Participants may be asked to pay a portion of the costs of assessment, treatment, education, vocational training, and Drug & DUI Court staff monitoring based upon ability to pay such costs.

Section C - Use of Drugs and Other Substances and Testing for Their Presence:

1) Participants will be tested for the presence of drugs or alcohol in their system on a random basis. Participants will be given a location and time to report for drug and alcohol testing. It is the participant's responsibility to report to the assigned location at the time given for the test. A late test is sanctionable; if a participant is late to test, they must contact Drug & DUI Court staff immediately for further instruction. Participants are **prohibited** from testing at the Jail without written or verbal permission from the Drug & DUI Court Officer or the Coordinator. If a participant misses a test completely, it will be considered positive.

2) Substituting, altering, diluting or trying in any way to change body fluids for purposes of testing could be grounds for immediate termination from Drug & DUI Court.

3) **Dilute Urine Policy**: If the first sample collected appears dilute to staff, the participant must submit a second sample no sooner than one hour after the first sample and no later than 6 hours after the first sample. Participants may be instructed to wait at the testing location until the second test. If the second sample still appears dilute, that sample will be sent to the lab for dilute testing and the participant will be responsible for positive dilute results which is considered positive. Dilute results also result in a lab fee.

4) Participants may dispute positive tests but re-testing will be at the participant's expense and may cause more severe sanctions for a re-test that is still positive.

5) Drug & DUI Court requires participants to be drug free at all times. Participants must not possess or use any illicit drugs, non-prescribed medication, alcohol, synthetic stimulants, synthetic cannabis, other legal drugs of abuse and/or drug paraphernalia. Drug & DUI Court participants will not associate with people who use or possess drugs, nor will they be present while drugs are being used by others

6) Participants may be drug and alcohol tested at any time by a corrections officer, probation officer, treatment provider, case manager, Drug & DUI Court staff, or at the request of the court or any agency designated by the Court.

7) Participants are responsible for what goes into the body that may affect drug test results. Before taking medication of any kind, participants must check with the pharmacist to ensure that it is non-narcotic, non-addictive and contains no alcohol. Participants will get permission for any and all medications, prescribed or over-the-counter, with their treatment provider and with the Drug & DUI Court Team in collaboration with their prescriber.

8) Participants must not abuse over-the-counter medication (refer to "Safe Medication for Recovery" list). Participants understand that abuse is defined as taking dosages in excess of label guidelines, taking an over-the-counter medication designed for a condition which one does not have, and taking an over-the-counter medication in a manner in which it was not designed to be ingested (such as crushing and inhaling a medication designed to be taken orally with liquids). Participants agree not to use over the counter medications containing "dextromethorphan".

9) Participants will not eat foods containing "poppy seeds", any item containing "alcohol", any item containing hemp-products (ex. hemp seeds, hemp oil) and prescription medications not prescribed to the client.

10) It is prohibited to notify other Drug & DUI Court members of which participants are testing as this may violate the confidentiality of other participants. It is the responsibility of each participant to call in on time in the morning to verify which days they test.

11) Although discouraged, any alternative arrangements for Drug & DUI Court chemical screening must be formally requested and approved ahead of time by the Drug & DUI Court Team

12) Vaporizers, electronic cigarettes, electronic nicotine delivery systems, any other type of inhalation device, and/or paraphernalia (includes but *is not limited to* e-liquids, "juice") are prohibited. Presence within an establishment of whose primary purpose is distributing vaporizing products and/or smoking products is prohibited.

Section D - Cooperation with Judge and Drug Court Staff:

1) Participants agree to abide by the Drug & DUI Court dress/behavior code outlined in this handbook. Failure to do so may result in removal from court.

2) Participants are required to attend court sessions, treatment sessions, submit to random drug/alcohol testing, remain drug and alcohol free, and law-abiding. Participants agree to abide by the rules and regulations imposed by the Drug & DUI Court Team. If a participant fails to abide by these rules and regulations, they may be sanctioned or terminated from the program.

3) If a participant misses a court date without prior permission from Drug & DUI Court staff, a warrant for arrest may be issued.

4) Participation in the DeKalb County DRUG COURT program involves a minimum time commitment of fourteen months, and an aftercare component consisting of up to an additional six months.

5) Participation in the DeKalb County DUI COURT program involves a minimum time commitment of twelve months, and an aftercare component consisting of up to an additional six months.

6) Participants must meet with the DeKalb County Drug & DUI Court staff as often as directed.

7) Drug & DUI Court staff may visit at a participant's residence and employment and anywhere else necessary to perform their duties at any time.

8) Participants must provide the Drug & DUI Court Team, treatment provider and law enforcement liaison, if any, of a current address and phone number at all times and whenever changed. A participant's place of residence is subject to Drug & DUI Court approval. It must be a drug and alcohol free environment supportive of one's recovery.

9) Using inappropriate language in the Drug & DUI Court office and/or Courthouse is strictly prohibited.

11) Failing to cooperate, blaming, lying, ignoring, gossiping about, threatening, harassing, harming in any way, and/or swearing at any Drug & DUI Court Team Member is considered inappropriate and may be considered a violation of rules/regulations. Aggressive and/or threatening behavior is strictly prohibited at all times and may result in termination from the program. Remember, Team members work *with* you, not for you, and not against you.

12) A major element of Drug & DUI Court is being held accountable, available, and responsive to staff feedback and contact. Drug & DUI Court participants are expected to respond to staff contact via phone and/or text messages immediately. Remember, routine avoidance of staff contact may actually increase participant supervision and monitoring.

13) Up-to-date work schedules, if employed, must be provided to staff at all times. If a participant's work schedule changes, it is the responsibility of the participant to let staff know as soon as possible. Staff has the ability to visit places of work and/or residences for verification of provided information. Verification of income may be requested by staff and must be produced upon request.