

Brown-Nicollet-Watonwan Adult Treatment Court



Participant Handbook

Do not lose this book!

THIS BOOK BELONGS TO:

NAME: _____

IMPORTANT PHONE NUMBERS:

PROBATION AGENT: _____

Phone: _____

CD TX PROGRAM: _____

Phone: _____

COUNSELOR: _____

Phone: _____

DRUG TESTING HOTLINE: My Code is: _____

Phone: 507-697-0538

SPONSOR NAME: _____

Phone: _____

MENTAL HEALTH PROVIDER: _____

Phone: _____

COORDINATOR: _____

Phone: _____

COMPLIANCE OFFICER: _____

Phone: _____

WELCOME TO TREATMENT COURT

This handbook was designed to answer your questions, and to help you successfully complete the drug court program. Treatment court is a four-phased intervention program for adults who are having difficulty staying clean and sober. The program treats a drug as a drug and an addict as an addict, regardless of the drug of choice. Treatment Court includes intensive probation supervision, chemical dependency treatment and regular meetings between you and the Court. In Treatment Court, there is a close working relationship between treatment and the criminal justice system than is typically seen in the Courts. It is a great opportunity for those who wish to change circumstances in their lives and break the cycle of drug abuse/dependency.

The Treatment Court Team

The team includes the Judge, Prosecutor, Public Defender, Drug Court Coordinator, Probation Agent, CD Assessor, Law Enforcement, Treatment Provider, Family Services and other professionals. Prior to each Treatment Court session, the team members meet to discuss your progress with the Judge. They discuss your participation and cooperation in the treatment program, employment or other requirements you may have. **We want you to succeed!** The Treatment Court Judge and team members are committed to providing you with support and encouragement as you find your way to a clean and sober life. If you follow the program, you will see positive changes in your life as you progress through each phase. The end result is a greater likelihood that you will remain drug-free and avoid further contacts with the criminal justice system. We also encourage you to share this handbook with your family and friends for their support and encouragement.

My Phase Progression:

Phase	I	II	III	IV	Graduation
Date					

Items I must bring and submit at each Court appearance:

- 1. Support meeting attendance (a book can be provided to you by the Coordinator)**
- 2. Weekly Planner (your probation has copies of these to give you)**
- 3. Other assignments as requested or required by the Treatment Court Team**
- 4. Any Pass Requests that I would like to make for the upcoming week**

***Failure to bring required materials to court could result in a sanction.**

Courtroom Rules

1. Be on time.
2. Do not speak while the Court is speaking.
3. Stand when addressing or being addressed by the court.
4. Do not approach the bench without permission or lean on the bench.
5. Wear appropriate Court apparel. The following are prohibited in the courtroom; flip flops, hats, sunglasses, clothes with alcohol or drug themes and tank or tube tops.
6. It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug.
7. All weapons are banned from the courtroom.
8. All cell phones or pagers must be turned off and left in a locker in the hallway
9. No gum chewing, drinking or eating.
10. No coats, backpacks, or hats are allowed in the Courtroom.
11. Treatment Court hearings are open to the public. Supportive family and friends are encouraged to attend.

Treatment Court Program Rules

1. **Totally abstain from the use of all mood altering chemicals.** Any prescription and over-the-counter medication must be approved by the Treatment Court team or probation officer prior to use. The Medical Release form in the back of this book MUST be signed by your medical Doctor if you are taking any narcotic medications. Use of someone else's prescription medication, synthetic drugs (i.e. K2, spice or bath salts), alcoholic and non-alcoholic beverages (i.e. O'Doul's) is prohibited.
2. **Do not associate with people who use or possess mood altering chemicals.** This includes being present at establishments who derive their primary sales from alcohol.
3. **Be on time.** Attend all required Treatment Court hearings, treatment sessions, including individual and group counseling, support group meetings, educational sessions or other meetings as directed by the Court. Do not be late and do not leave early. If there is a possibility you will be late, contact your treatment counselor or probation officer.
4. **Attend Treatment Court hearings.** The number of times you must appear depends upon the phase of drug court you are in. Failure to appear will result in the issuance of a warrant for your arrest and detention in jail until you can appear before the court.
5. **Attend Support Groups as Directed.** Signed verification of support group attendance (AA, NA, etc) will be reviewed at your court appearance.
6. **Excused Absences.** If you are unable to attend a scheduled meeting or treatment session you must contact your probation officer at least 2 hours in advance of the scheduled meeting who will determine if your absence will be excused. If it is unexcused and you fail to show up, it will result in a sanction.
7. **Submit to chemical testing** (urine, breath, etc.) as requested by the Treatment Court Team. You will be tested throughout the entire program randomly. During the early phases you will be tested more frequently.
8. **Current Residence.** Keep the Treatment Court Probation Officer and treatment provider informed of a current address, phone number, and whereabouts. You must notify the Court or probation in advance of making any changes.
9. **Employment/Education:** You must complete 40 hours of structured activity each week. This may be accomplished by actively seeking or maintaining employment, attending school/job training, performing unpaid community service, or; an alternative plan pre-approved by the Treatment Court team. Any changes in employment must be reported to probation within 48 hours.

10. **Maintain confidentiality of other Treatment Court Participants.** Treatment cannot succeed unless all participants maintain the confidentiality of other participants and of information disclosed in treatment.
11. **Do not make threats toward other participants or staff, or behave in a violent manner.** Violent or inappropriate behavior is not tolerated and will be reported to the court. This behavior may result in a sanction or termination from the program. You may not possess any weapons while in the program.
12. **Pay the treatment court participation fee.** The court may waive a portion of the fee if you are making excellent progress in the program. The remainder of the drug court fee must be paid prior to graduation.
13. **Pay all other fees, fines, restitution etc.** as ordered by the Court and be current with any payment plans.
14. **Abide by all other rules** imposed by the Treatment Court Team. This includes all orders and directives given by the Judge in Court hearings. Other rules and requirements are outlined in the drug court participation agreement that you must sign in order to enter the program.
15. **Phone Contact.** You are expected to answer your phone when any member of the Treatment Court Team calls. If the phone call is missed, it must be returned within 30 minutes. If you are unable to do so due to work, you must provide proof.
16. **Knock and Chats.** Throughout the program, you will be checked by law enforcement/probation to ensure you are in compliance with court requirements. You must answer your phone when law enforcement/probation calls and are expected to submit to any testing requested.
17. **Make satisfactory progress** in the program as measured by activities completed in each phase.
18. **Releases of Information.** Sign all releases of information as requested by the Treatment Court Team.
19. **Travel.** Treatment Court Participants must ask permission to leave their county of residence. These restrictions may change throughout the program.
20. **Search and Seizure.** You may be subject, at any time, to a search conducted by a representative of the MN Department of Corrections, County Probation Department, or Treatment Court Team member, which includes any law enforcement officer that has reason to believe you are in violation of any Treatment Court Conditions. This includes, your person, residence, or property under your control, including, but not limited to, electronic devices (i.e. cell phones, smart phones, computers, tablets, etc...)

TREATMENT COURT PHASES

Based on your needs, an Individualized Treatment Court Plan is developed which may take approximately 18 to 24 months to complete. The plan will outline goals you must achieve prior to advancing to the next phase. Treatment Court is divided into four phases and includes a continuing care phase after the four phases are completed. A participant must successfully complete each phase before transitioning to the next phase. **The length of time you will spend in the program and in each phase depends upon your individual progress.** If you do not make adequate progress, you may stay in a phase longer than other participants. If you do not follow the rules of the phase you are in, your supervision and court attendance may be increased and/or you may be moved back a phase. It is important to be **honest** with the Treatment Court team members **at all times**. In addition, it is expected that you will be employed and/or participating in educational or vocational training to improve your employment opportunities.

PHASE ONE

Key Concept:	Stabilization, Assessment & Orientation
Length of phase:	Approximately 1 month (which may follow detoxification or inpatient services)
My Goals for Phase One:	1. 2. 3.
Requirements:	<ul style="list-style-type: none">• Attend weekly Treatment Court Hearings. In court the judge may ask you questions about your progress and discuss problems you may have.• Attend group and individual (if recommended) counseling sessions• Be subject to random alcohol and drug testing• House Arrest unless approved by your agent• Meet with probation agent as directed• Develop a treatment plan• Attend 2 support meetings per week• Random checks by law enforcement or probation• Begin to make arrangements for payment of Court obligations including the drug court participation fee• Comply with any necessary referrals and keep all appointments
Requirements in order to move to the next phase	<ul style="list-style-type: none">• Treatment goals are established and identified• No excused absences from scheduled services• 7 days negative tests or levels reducing• Schedule and attend Mental Health and Chemical Dependency intake appointments

PHASE TWO

Key Concept:	Recovery and Responsibility to Self
Length of phase:	Approximately 6 months
My Goals for Phase Two:	1. 2.

	3.
Requirements:	<ul style="list-style-type: none"> • Attend weekly Treatment Court Hearings • Attend group and individual (if recommended) counseling sessions • Attend treatment group counseling as directed by counselor • Follow the rules and recommendations of treatment • Be subject to random alcohol and/or drug tests • Curfew (maximum of 10 p.m.) unless approved by a Pass Request • Meet with probation agent as directed • Attend 2 support meetings per week • Random checks by law enforcement or probation • Begin vocational rehabilitation/education for those seeking employment • Obtain a mentor or sponsor to correspond with on a weekly basis • Maintain 40 hours of structured activity each week. This can include job seeking, community service, attending support group meetings, education or job skills training, etc. • Fill out and turn in your weekly planner. • Establish a payment plan for court costs. • Cognitive skills training- Required to complete prior to graduation • Participation in monthly pro-recovery recreational/social events
Requirements in order to move to the next phase	<ul style="list-style-type: none"> • Meeting all treatment goals as identified for recovery and life changes • All Phase II goals completed • Sobriety for a minimum of 90 days • Paid \$100 toward Treatment Court fees • No unexcused absences from scheduled services for 60 days • Written phase advancement request completed by participant- Your probation agent or treatment counselor will assist you in preparing your request to move to the next phase. • Must have steady employment or pursuing educational goals; If needed, working towards GED and/or DL reinstatement • Stable, Sober, and Supportive Housing
PHASE THREE	
Key Concept:	Maintenance of Recovery and Responsibility to Self and Others
Length of phase:	Approximately 6 months

My Goals for Phase Three:	1. 2. 3.
Requirements:	<ul style="list-style-type: none"> • Attend bi-weekly Treatment Court Hearings • Attend group and individual (if recommended) counseling sessions • Attend treatment group counseling as directed by counselor • Follow the rules and recommendations of treatment • Be subject to random alcohol and/or drug test • Curfew (maximum of 11 p.m.) unless approved by a Pass Request • Meet with probation agent as directed • Attend 2 support meetings per week • Random checks by law enforcement or probation • Maintain 40 hours of structured activity each week • Fill out and turn in your weekly planner as instructed by probation • Continue making payments towards fines, fees etc. • Cognitive skills training- Required to complete prior to graduation • Participation in monthly pro-recovery recreational/social events
Requirements in order to move to the next phase	<ul style="list-style-type: none"> • Meeting all treatment goals • All Phase III goals completed • Sobriety for 90 days • No unexcused absences from scheduled services for 90 days • Written phase advancement request completed by participant • Paid \$400 toward treatment court fees • Must have steady employment or pursuing educational goals; If needed, working towards GED and/or DL reinstatement • Stable, Sober, and Supportive housing
PHASE FOUR	
Key Concept:	Reinforce a clean, sober and legal lifestyle
Length of phase:	Approximately 6 months or longer
My Goals for Phase Four:	1.

	<p>2.</p> <p>3.</p>
<p>Requirements:</p>	<ul style="list-style-type: none"> • Attend monthly Treatment Court Hearings • Attend group and individual (if recommended) counseling sessions • Attend treatment group counseling as directed by counselor • Follow the rules and recommendations of treatment • Be subject to random alcohol and/or drug tests • Curfew (maximum of 12 a.m.) unless approved by a Pass Request • Meet with probation agent at least once a month • Attend 2 support meetings per week • Random checks by law enforcement or probation • Maintain 40 hours of structured activity each week • Fill out and turn in your weekly planner (unless waived by your agent) • Continue making payments towards fines, fees etc. • Cognitive skills training- Required to complete prior to graduation • Participation in monthly pro-recovery recreational/social events
<p>Requirements for Graduation:</p>	<ul style="list-style-type: none"> • Treatment completion (continuing care sessions) • Sobriety for 90 days. • Approved aftercare plan stating how you intend to maintain your sobriety after commencement. • Continue educational/employment goals. • If needed, obtained GED and/or DL reinstatement • Participant has obtained stable housing. • Completion or satisfactory achievement of all court ordered special conditions. • Treatment court fees paid in full. • Court fines must be current.

RANDOM DRUG SCREENS

Random drug screens will play a significant role in your recovery. It is your responsibility to make sure that you understand and comply with testing guidelines. If you do not feel that you fully understand, it is your responsibility to ask for clarification. Note that a missed, altered, or diluted test is viewed as a positive test by the Court.

MEDICATIONS

All medications will not automatically be approved. For your own protection, any over-the-counter or prescription medication must be verified and approved by the drug court staff. Participants will be required to utilize one doctor/facility and one pharmacy for medications unless otherwise approved. Participants **MUST** have a medical doctor sign the Medication Form (included in this book) for any prescribed narcotic medications.

TRANSPORTATION

You are responsible for your own transportation to and from court hearings, meetings with your probation officer, treatment sessions and support group meetings. You should talk to your probation agent to discuss your options.

PROGRAM FEES

There is an \$800 treatment court fee and your probation agent will assist you in setting up a payment plan. If you are terminated or choose to execute your sentence, you will be charged the entire \$800 fee.

Where to pay fees:

Your treatment court fee should be paid to Court Administration in the County you attend Treatment Court. Please tell Court Administration staff you would like the payment applied to your treatment court fees, to ensure correct accreditation.

Note:

You may also be required to pay a probation fee or other Court fines that are separate from the drug court participation fee.

INCENTIVES

Incentives are used to recognize and reward participation and progress. Upon the recommendation of the Treatment Court Team, participants may be given rewards or incentives for compliant behavior. The most frequently used incentive is the judge publicly recognizing progress during court sessions and acknowledging to the participant and the entire court the participant's hard work and accomplishments.

Incentives for compliance will vary in intensity and may include:

1. Encouragement and praise from the bench
2. Ceremonies and tokens of progress including advancement to the next treatment phase
3. Reduced supervision
4. Decreased frequency of court appearances
5. Gift certificates for basic needs
6. Permission slips to leave court early or miss a court date if communicated in advance
7. Graduation

SANCTIONS

Sanctions are used to emphasize the strict expectations and requirements of the program including participant accountability and to provide more structure and support when it is needed. Although final sanction decisions are made by the Judge, the Treatment Court Team is involved in the process. Sanctions are individualized and based upon the needs of the participant. Below are some examples of behaviors that may result in sanctions from the Court.

Behavior: Positive drug tests or curfew violation

- *Possible Sanctions:* Community service, increased curfew, increased drug testing, house arrest, electronic monitoring, return to a prior phase, increased review/status hearings, weekend detention, essays, apology letters to judge and group, SCRAM monitoring
- *Treatment Response:* Increase in services, or referral to other services.

Behavior: Non-compliance with therapeutic techniques

- *Possible Sanctions:* Lecture from the judge, community service hours, essays, life skills program
- *Treatment Response:* Increase in services, in-home family counseling, increase in therapeutic visits, parenting classes, anger management program.

Behavior: Non-compliance with educational or employment requirements

- *Sanctions:* Community service hours, house arrest, increased review hearings, reset in current phase or return to prior phase, increased office visits, educational/employment case plan or weekend detention.
- *Treatment Response:* Make-up missed classes, mentoring/tutoring, educational assessment, referral to job skills assessment, or financial counseling.

Sanctions for noncompliance may include:

1. Warnings and admonishment from the bench in open court
2. Demotion to earlier program phases
3. Increased frequency of testing and court appearances
4. Confinement in the courtroom or jury box
5. Implementation of curfew
6. Jail Time
7. Increased monitoring and/or treatment intensity
8. Fines
9. Required community service or work programs
10. Termination from the program and reinstatement of regular court processing.

SEARCH AND ARREST REQUIREMENTS

As a participant in Treatment Court, you are required to submit your person, vehicle, electronic devices (cell phone, smart phone, computer, tablet, etc..) place of residence or area to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice and without probable cause by any peace officer, probation officer or drug court team member. Any law enforcement officer who observes a current participant of Treatment Court in any of the following circumstances is authorized to arrest that individual:

- In violation of any criminal law;
- Under the influence of a controlled substance or alcohol;
- Possessing a controlled substance or alcohol or drug paraphernalia;
- In the presence of a person in possession of controlled substance(s)
- In possession of any weapons

GREIVANCE

If you have a Grievance you would like to report regarding a drug court team member you may contact their direct supervisor, Treatment Court Coordinator- Megan Kjolsing at 507-934-7190, or Court Program Manager- Sonja Kruger at 507-344-4947

TERMINATION FROM DRUG COURT

New arrests*, warrants or a violation of any aspect of your Treatment Court/treatment plan may result in your termination from Treatment Court. The Treatment Court Judge makes the final determination. Other violations, which may result in termination may include (this is not a complete list):

- Failure to cooperate with the probation agent or the treatment program.
- Violence or threat of violence.
- Repeated Program Violations over an extended period of time.
- Continued missed, altered or positive drug tests.
- Absconded, on warrant status for 90 or more days. The participant can reapply upon arrest, and be readmitted subject to program availability, upon approval of the drug court team.
- Violations of law while in the program which would have made the participant ineligible upon initial screening.

* A new arrest does not automatically terminate a participant from the program.

GRADUATION/COMMENCEMENT

On the day of your graduation/commencement, you will be expected to present a commencement message. At your commencement ceremony, the Judge will present you with a certificate of completion of the Treatment Court Program and will recognize your excellent accomplishments. Your family and friends are invited to attend your commencement.

“Most of the things that were worth doing in the world were declared impossible before they were done.”

Justice Louis Brandeis

Support Meeting Information

Alcoholics Anonymous

<http://www.area36.org/>

Narcotics Anonymous

www.naminnesota.org

(877) 767-7676

SMART Recovery

www.smartrecovery.org

(866) 951-5357

Southern Minnesota Recovery Connection

smnrc.org

(504) 386-5730

Minnesota Recovery Connection

www.minnesotarecovery.org

(651) 233-2080

Medication Release Form

NAME

DATE OF BIRTH

I am a member of the Treatment/DWI/Mental Health Court and am on probation. I have an addiction to Drugs and/or Alcohol and am responsible to acknowledge this to Medical Staff attending to me.

I am not permitted to take any NARCOTIC medication, unless the Treating Medical Provider signs this form. That signature would indicate that no other medications could be used to treat this condition. Please refer to the Probation Agent listed on the next page if there are any questions.

Medication:		
Treating Medical Provider Signature:	Date:	Phone Number:
Treating Medical Provider Printed Name:		

Medication:		
Treating Medical Provider Signature:	Date:	Phone Number:
Treating Medical Provider Printed Name:		

Medication:		
Treating Medical Provider Signature:	Date:	Phone Number:
Treating Medical Provider Printed Name:		

Medication:		
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Treating Medical Provider Printed Name:		

Medication:		
Treating Medical Provider Signature:	Date:	Phone Number:
Treating Medical Provider Printed Name:		

**MINNESOTA
JUDICIAL BRANCH
FIFTH JUDICIAL DISTRICT
Contact Information**

<i>County</i>	<i>Address</i>	<i>Probation Agents</i>	<i>Phone Numbers</i>
Brown	12 Civic Center Plaza, Suite 2145 Mankato, MN 56001	Tina Longoria	507-327-6572
	1 South State Street New Ulm, MN 56073	Mary Portner	507-233-6696 507-276-0734
Nicollet	12 Civic Center Plaza, Suite 2145 Mankato, MN 56001	Tina Longoria	507-327-6572
	2070 Howard Drive N. Mankato, MN 56003	Luke Johnston	507-386-4502 507-382-5906
Watonwan	710 Second Ave South, PO Box 318 St. James, MN 56081	Bailey Gratz	507-375-2546

Helpful Phone Numbers

Brown County Court Administration	(507) 233-6670
Brown County Probation Department	(507) 233-6620
Brown County Family Services	(507) 354-8246
New Ulm Medical Center CD Unit	(507) 217-5118
Sioux Trails Mental Health Center	(507) 354-3181 (507) 934-2652 (507) 375-3442
Minnesota Department of Corrections: Brown County	(507) 233-7134
New Beginnings CD Treatment- St. Peter	(507) 931-0918
Nicollet County Court Administration	(507) 931-6800
Minnesota Department of Corrections: Nicollet County	(507) 344-5280
Nicollet County Health and Human Services	(507) 931-6800
Counseling Services of Southern Minnesota- St. Peter	(507) 931-8040
Watonwan County Court Administration	(507) 375-1236
Minnesota Department of Corrections: Watonwan County	(507) 375-1294
Watonwan County Human Services	(507) 375-3294
South Central Crisis Center	(507) 389-6783
Treatment Court Coordinator	(507) 934-7190