

### Helpful Phone Numbers

Cottonwood County Court Administration	(507) 831-4551
Jackson County Court Administration	(507) 847-4400
Des Moines Valley Health and Human Services - W	(507) 831-1891
Des Moines Valley Health and Human Services - J	(507) 847-4000
AGAPE Counseling	(507) 832-8033
Southwestern Mental Health Center - Worthington	(507) 376-4141
Southwestern Mental Health Center – Windom	(507) 831-2090
Minnesota Department of Corrections	(507) 407-3000

### Cornerstone – Cottonwood County – Treatment Court



#### Participant Handbook

*Do not lose this book!*

Updated 2018

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Updated 2018

**THIS BOOK BELONGS TO:**

**NOTES:**

Name: \_\_\_\_\_

**IMPORTANT PHONE NUMBERS:**

Probation Agent: \_\_\_\_\_

CD Treatment Counselor: \_\_\_\_\_

Mental Health Provider: \_\_\_\_\_

Drug Testing Hotline: (507) 697-0538 My CODE is: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Coordinator: Tracy Henning 507-381-3749

Other: \_\_\_\_\_

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## 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

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#### **Alcoholics Anonymous**

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

#### **SMART Recovery**

[www.smartrecovery.org](http://www.smartrecovery.org)

(866) 951-5357

#### **Narcotics Anonymous**

[www.naminnnesota.org](http://www.naminnnesota.org)

(877) 767-7676

#### **Minnesota Recovery Connection**

[www.minnesotarecovery.org](http://www.minnesotarecovery.org)

(651) 233-2080

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## **WELCOME TO TREATMENT COURT**

This handbook was designed to answer your questions and to help you successfully complete the treatment court program. Treatment court is a five-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 chemical 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 that is not 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.

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## The Treatment Court Team

The Team includes the Judge, Prosecutor, Defense Counsel, Drug Court Coordinator, Probation Agent, CD Assessor, Law Enforcement, Treatment Provider, Mental Health Provider 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	V	Graduation
Date:						

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## 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.

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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.

**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 - Tracy Henning at 507-381-3749, or Court Program Manager - Sonja Kruger at 507-344-4947

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**Items I must bring and submit at each Court appearance:**

1. **Support group meeting attendance verification (a book can be provided to you by the Coordinator)**
2. **Weekly Planner (your probation agent 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. Do not approach the bench without permission or lean on the bench.
4. Wear appropriate Court apparel. The following are prohibited in the courtroom; flip flops, hats, coats, sunglasses, clothes with alcohol or drug themes and tank or tube tops.
5. It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug.
6. All weapons are banned from the courtroom.
7. All cell phones or pagers must be turned off and left in a locker in the hallway
8. No gum chewing, drinking or eating.
9. No coats, backpacks, or hats are allowed in the Courtroom.
10. Treatment Court hearings are open to the public. Supportive family and friends are encouraged to attend.

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## 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 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.

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### **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.

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## 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
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- *Treatment Response:* Increase in services, or referral to other services.

6. **Excused Absences.** If you are unable to attend a scheduled meeting or treatment session you must contact your probation officer or provider 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.

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12. **Pay the treatment court participation fee.** The treatment 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.

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## 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
6. Graduation

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### 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 treatment court participation fee.

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#### Note:

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

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. The plan will outline goals you must achieve prior to advancing to the next phase. Treatment Court is divided into five phases. 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.

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## PHASE ONE – ACUTE STABILIZATION

- Minimum of 60 days
- Attend court twice per month - In court the Judge may ask you questions about your progress and discuss problems you may have.
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Compliance with all treatment goals and requirements
- Attend two support group meetings per week with verification
- Complete a mental health diagnostic assessment
- Curfew: 9:00 pm to 6:00 am

### Requirements to move to next phase:

- Regular attendance at treatment, office visits and being honest
- 14 days sobriety and 14 days sanction free
- Applied for health insurance – health insurance is active
- Started treatment and compliant with all recommendations
- Mental health assessment scheduled and/or completed
- Address housing
- Change people, places and things
- 40 hours of structured activity per week
- Approved written application

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## 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 treatment 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 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.

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## **PHASE FIVE – CONTINUING CARE**

- Minimum of 180 days
- Attend court every other month or as directed - In court the Judge may ask you questions about your progress and discuss problems you may have.
- Subject to random alcohol and drug testing
- No longer calling testline daily – will be called in for testing and you must present for testing during scheduled times or within one hour as requested
- Meet with probation as directed
- No curfew
- Monthly Attendance and Active Participation in Alumni Meetings

### **Requirements for graduation:**

- Compliance with treatment, supervision, maintain pro-social activity, maintain sober support network, begin/maintain other areas (employment, parent/family support, vocational training, etc)
- 180 days sobriety and 120 days sanction free
- Treatment court fee paid in full
- Making payments on fines/restitution
- Active in pro-social activity /recovery with verification
- Full time employment/school
- Approved graduation application (to be read in court on graduation day)

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### **Requirements for graduation:**

- Compliance with treatment, supervision, maintain pro-social activity, maintain sober support network, begin/maintain other areas (employment, parent/family support, vocational training, etc)
- 180 days sobriety and 120 days sanction free
- Treatment court fee paid in full
- Making payments on fines/restitution
- Active in pro-social activity /recovery with verification
- Full time employment / school
- Approved graduation application (to be read in court on graduation day)

## **PHASE TWO – CLINICAL STABILIZATION**

- Minimum of 90 days
- Attend court twice per month
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Compliance with all treatment goals and requirements
- Attend two support group meetings per week with verification
- Compliance with all mental health assessment recommendations
- Curfew: 10:00 pm to 6:00 am

### **Requirements to move to next phase:**

- 30 days sobriety and 30 days sanction free
- Health insurance is active
- Compliant with treatment programming
- Compliant with MH assessment recommendations
- Maintain housing
- Continue changing people, places and things
- Provide plan to obtain GED/license
- 40 hours of structured activity per week
- \$150 paid on Treatment Court fee
- Approved written application

## **PHASE TWO – CLINICAL STABILIZATION**

- Minimum of 90 days
- Attend court twice per month
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Compliance with all treatment goals and requirements
- Attend two support group meetings per week with verification
- Compliance with all mental health assessment recommendations
- Curfew: 10:00 pm to 6:00 am

### **Requirements to move to next phase:**

- 30 days sobriety and 30 days sanction free
- Health insurance is active
- Compliant with treatment programming
- Compliant with MH assessment recommendations
- Maintain housing
- Continue changing people, places and things
- Provide plan to obtain GED/license
- 40 hours of structured activity per week
- \$150 paid on Treatment Court fee
- Approved written application

### **PHASE THREE – PRO-SOCIAL HABILITATION**

- Minimum of 90 days
- Attend court twice per month - In court the Judge may ask you questions about your progress and discuss problems you may have.
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Compliance with all treatment goals and requirements
- Attend two support group meetings per week with verification
- Curfew: 11:00 pm to 6:00 am
- Monthly attendance at Alumni Meetings

#### **Requirements to move to next phase:**

- Compliance with treatment, supervision, begin pro-social activity & begin sober support network
- 60 days sobriety and 60 days sanction free
- Compliant with CD treatment & MH programming
- Full time work/school
- Working on license reinstatement / GED
- Continue changing people, places and things
- \$300 paid on Treatment court fee
- Approved written application

### **PHASE THREE – PRO-SOCIAL HABILITATION**

- Minimum of 90 days
- Attend court twice per month - In court the Judge may ask you questions about your progress and discuss problems you may have.
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Compliance with all treatment goals and requirements
- Attend two support group meetings per week with verification
- Curfew: 11:00 pm to 6:00 am
- Monthly attendance at Alumni Meetings

#### **Requirements to move to next phase:**

- Compliance with treatment, supervision, begin pro-social activity & begin sober support network
- 60 days sobriety and 60 days sanction free
- Compliant with CD treatment & MH programming
- Full time work/school
- Working on license reinstatement / GED
- Continue changing people, places and things
- \$300 paid on Treatment court fee
- Approved written application

### **PHASE FOUR – ADAPTIVE HABILITATION**

- Minimum of 90 days
- Attend court once per month - In court the Judge may ask you questions about your progress and discuss problems you may have.
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Attend two support group meetings per week with verification
- Curfew: 12:00 am to 6:00 am
- Monthly attendance and active participation at Alumni Meetings

#### **Requirements to move to next phase:**

- Compliance with treatment, supervision, maintain pro-social activity, maintain sober support network, begin/maintain other areas (employment, etc)
- 90 days sobriety and 60 days sanction free
- Completed CD Tx programming
- Compliant with MH programming
- Full time work/school
- License reinstated/ Earned GED
- Active in pro-social activity/recovery with verification
- \$500 paid on Treatment court fee
- Approved written application

### **PHASE FOUR – ADAPTIVE HABILITATION**

- Minimum of 90 days
- Attend court once per month - In court the Judge may ask you questions about your progress and discuss problems you may have.
- Subject to random alcohol and drug testing
- Meet with probation as directed
- Attend two support group meetings per week with verification
- Curfew: 12:00 am to 6:00 am
- Monthly attendance and active participation at Alumni Meetings

#### **Requirements to move to next phase:**

- Compliance with treatment, supervision, maintain pro-social activity, maintain sober support network, begin/maintain other areas (employment, etc)
- 90 days sobriety and 60 days sanction free
- Completed CD Tx programming
- Compliant with MH programming
- Full time work/school
- License reinstated/ Earned GED
- Active in pro-social activity/recovery with verification
- \$500 paid on Treatment court fee
- Approved written application

