

13th Judicial District
Drug Court Treatment Program
Participant Handbook



Mission Statement

The mission of the 13th Judicial District Drug Court is to enhance public safety and health through a timely identification and diversion of non-violent addicted felons utilizing a multi-disciplinary team approach and effective screening to increase the number of addicted individuals engaged and retained in treatment. By employing evidenced-based practices through the provision of holistic treatment plans offering integrated care and supervision we strive to increase personal, familial, and societal accountability of the individual.

Welcome To The 13th Judicial District Drug Court

The 13th Judicial District Drug Court Treatment Program is designed to provide the Court with a sentencing alternative for adults who have serious problems with substance abuse and are involved with the legal system. The 13th Judicial District Adult Drug Court is a highly structured program that combines intensive probation supervision and chemical dependency treatment and fosters regular communication between participants and the Court.

The 13th Judicial District Drug Court is unique because it represents a much closer working union between chemical dependency treatment and the criminal justice system than is traditionally seen in the criminal courts. The court is committed to assisting with the early intervention, treatment and rehabilitation of non-violent felony offenders who are chemically dependent. It is a great opportunity for those who wish to change circumstances in their lives and break the cycle of drug dependency.

THIS HANDBOOK WILL PROVIDE COMPLETE INFORMATION ABOUT THE 13TH JUDICIAL DISTRICT ADULT DRUG COURT PROGRAM AND WHAT IS EXPECTED OF YOU AS A PARTICIPANT.

DO NOT LOSE THIS BOOK!

We also encourage you to share this handbook with your family and friends for their support and encouragement.

We hope to see positive changes in your life as your progress through the 13th Judicial District Adult Drug Court Treatment Program. The program is committed to providing you with support and encouragement as you find your way to a clean and sober life. The end result is a greater likelihood that you will remain drug-free while avoiding further contact with the criminal justice system and become a contributing member of society.

**What is past is a matter of history
What is to come is a matter of choice.**

Choices

That a leopard cannot change its spots
Is an old adage certainly true
But I am not a leopard
And neither, my friend, are you.

Living in the past is dangerous
If you repeat the same mistakes,
Or forget it is the past in
Choosing the road one takes.

Because only humans have a choice
In the decisions that they make,
We can take the truest path
Where nothing is fake,

Or take the path of least resistance
And ride upon the road of ease,
Mindless of the final cost,
We can do what we please.

Or we can show love to all mankind,
And spread what happiness we can
Wash the world in great beauty
To touch the heart of man.

So choose your life's path carefully.
Your choice can cause either joy or pain,
And makes you mankind's glory,
Or its deadliest bane.

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**Give me the serenity to accept the
things I cannot change,
The courage to change the things I can
And the wisdom to know the difference.**



This Book Belongs to

Name: _____

Case Manager: _____

Phone Number: _____

Outpatient Program: _____

Date Entered: _____

Date Completed: _____

Counselor's Name: _____

Phone Number: _____

Individual Counseling: _____

Date Entered: _____

Date Completed: _____

Counselor's Name: _____

Phone Number: _____

Sponsor's Name: _____

Phone Number: _____

Sponsor's Name: _____

Phone Number: _____

My Phase Progression

Phase	I	II	II	IV	Graduation
Date					
Date					

Drug Court Program Description

The 13th Judicial District Drug Court Treatment Program is a court-supervised, comprehensive treatment program for non-violent felony offenders. It consists of a minimum of two years of treatment, which may consist of residential treatment, outpatient treatment, or a combination of both. There are four phases of treatment of the Drug Court Program designed to help break the pattern of drug dependency and arrest. Completion of these phases takes a minimum of two years. You will be placed in the appropriate level of care based on the Addiction Severity Index (ASI), if the appropriate level of care is inpatient/residential treatment then you will be sent to the Davidson County Drug Court Residential Facility (DC4) in Nashville, TN or the Morgan County Residential Recovery Court (MCRRC) in Wartburg, TN for a minimum of eight (8) to twelve (12) months. You will be required to follow all rules and program phase requirements while at the residential facilities. Once you complete the inpatient/residential portion of the program you will then complete the one year outpatient portion of the program. You must remain clean and sober to successfully complete this program. That means NO ALCOHOL, NO MARIJUANA, NO DRUGS AT ALL!

Benefits

When you successfully complete the Drug Court Program, you will get the following rewards:

- You will be clean and sober
- You will have a job or will be furthering your education
- You will have a stable lifestyle
- You will have improved health
- You will be a contributing member of society

Residential/Inpatient Portion of the Drug Court Program

If the appropriate level of care, based on the Addiction Severity Index (ASI) is residential/inpatient treatment you will be placed at the Davidson County Drug Court Residential Facility (DC4) in Nashville, Tennessee or the Morgan County Residential Recovery Court (MCRRC) in Wartburg, TN for a minimum of eight (8) to twelve (12) months. You will be required to follow all directives from DC4 and MCRRC staff at all times. You will complete Phases I and II of your treatment program during residential treatment.

If treatment is successfully completed at DC4 or MCRRC you will return home to the 13th Judicial District Drug Court and be placed in Phase III of the program. If treatment is not successfully completed at DC4 or MCRRC and you are returned home for being treatment resistant, the Drug Court Team will place you in the appropriate outpatient Phase of the program that they feel is best for your wellbeing or you may be terminated from the program and your sentence put into effect.

Outpatient Program Phases (after completion of 9-12 residential/inpatient treatment)

Phase III – three (3) month minimum

- Begin intensive outpatient A& D counseling
- Meet with Drug Court Case Manager/Community Supervisor as directed
- Minimum of two to three random and observed urinalysis tests
- Begin making payments on court costs, restitution and probation fees
- Attend seven (7) NA/AA or other approved self-help support group meetings
- Obtain sponsor and show proof of step work & sponsor contact
- Appear before the Drug Court Judge twice per month
- Obtain employment and must complete 450 hours of work with proof (pay stub)
- House Arrest

Criteria for completion:

- Three consecutive months of clean drug screens prior to advancing
- Completion of IOP A&D counseling
- Compliance with program participation rules
- Compliance with treatment recommendation
- Approval by Drug Court Team for advancement to the next phase
- Completion of 450 hours of work

Special/Travel Request or Passes:

- No more than two (2) Special/Travel Requests or Passes each month while on Phase III

Phase IV – four (4) month minimum

- Meet with Drug Court Case Manager/Community Supervisor as directed
- Appear in front of Drug Court Judge twice per month
- Random and observed urinalysis testing at a minimum of six per month
- Provide receipts for payments on court costs, restitution and probation fees
- Submit proof of step work and sponsor contact
- Compliance with treatment recommendations
- House Arrest
- Must have stable employment, be enrolled in school, and/or an alternative approved program
- Attend at three (3) NA/AA meetings or other approved self-help support group meetings per week
- Complete 450 hours of work with proof (pay stub)

Criteria for completion:

- The last six consecutive months have to be clean drug screens
- Employed or enrolled in an educational program
- Completion of all program goals
- Payment or actively involved in paying on all fees, fines, court costs, and program costs
- Completion of all community service work

- Completion of 450 hours of work

Special/Travel Request or Passes:

- No more than three (3) Special/Travel Requests or Passes each month while on Phase IV

Supervision

You will be required to appear at designated times in Drug Court to report your progress and turn in support group attendance records and sponsor verification form. The Drug Court Judge will encourage you if you are doing well in the program, and will discuss sanctions with you if you are in non-compliance with your program. If you do not come to court when required, a failure to appear warrant for your arrest will be issued.

In addition, you will be closely supervised your Drug Court Case Manager/Community Supervisor. This contact will be more frequent in the beginning and less frequent as you progress through the program phases. The team will decide how frequently you should meet based on your phase and your progress.

Drug Screens

The Drug Court Case Manager/Community Supervisor, DC Program Director, Treatment Provider, or Police Officer Liaisons will administer drug screens. The participant will have a supervised test by a same sex Drug Court Team member. The team member will perform the test in the presence of the participant and will follow the chain of custody rules for all samples being sent to the laboratory. You need to be aware of the following rules. These are intended as general guidelines and are not to be considered as all-inclusive.

- Drug testing will be conducted frequently, randomly and scheduled by Phases at a minimum of twice a week in the first two phases. Any client who fails to test as scheduled shall be considered to have tested “positive” and will be sanctioned accordingly. Clients may be asked to drug test at random at any time.
- Clients shall be held fully accountable for any and all substances that they put into their bodies. This shall include, but not limited to, over the counter medications containing “dextromethorphan,” and items containing “alcohol,” and prescription medications not prescribed to the client. Any medication listed on the Approved Medication list may be taken without permission from the Drug Court Case Manager. Any other medication prescribed or over the counter must be approved with permission from the Case Manager. Any medication that is prescribed to the client must be documented and approved by the client’s case manager prior to its use. (EXCEPT IN CASES OF A CERTIFIABLE MEDICAL EMERGENCY.)
- The consumption of large quantities of liquids prior to testing may result in the sample being deemed to be “invalid.” Lab tests will be performed on all samples that show dilution on the field tests. Attempts to “flush” one’s system by excessive fluid intake, or by the use of “commercial cleansing products,” may be considered forms of adulteration and could result in sanctions being imposed against the offending party.

- All samples will be observed by a staff member of the same sex as the client. The client shall be instructed to position himself or herself in a manner that the staff member unobstructed observation of the urine voiding process.
- All clients shall be required to wash, rinse, and thoroughly dry their hands prior to and after the collection of the sample. Any attempt to manipulate or adulterate the sample in any way, shape or form will result in sanctions against the client, up to and including termination from the program.
- All on-site tests come with a built-in adulteration strip. If the strip confirms the sample was adulterated, the sample will be sent to the lab for confirmation. A flag will be noted on the Chain of Custody form.
- Collection staff shall ensure that the collection site is clean and all potential contaminants are removed from the collection area.
- All personnel handling urine specimens are required to wear surgical gloves.
- Clients shall be required to remove any coats or jackets prior to testing. In addition, any long sleeve shirts, blouses or sweaters must be pushed or rolled up.
- Upon filling the sample container, the client will then put the top on the container and dry the container with a paper towel or tissue before handing to the attending staff member.
- It is the client's responsibility to make sure that the identifying information on the container is complete, accurate, and legible. (If sample is being sent to the lab.)
- For samples being sent to the lab: upon having relinquished control of the sample to the U.A. collector, the client will then sign a release, transferring custody of the sample to the U.A. collector. The staff member who actually processes the test will also sign off on this document.
- The Case Manager will advise the clients of the test results as soon as results are back. Positive test results will be communicated to all team members via email and/or phone calls within 1 day of receiving the results.
- Any client may be requested to test on a "random" basis at any time, for any reason. Failure to comply will result in a "failure to test," and appropriate sanctions may be imposed.
- The client must provide the urine sample within reasonable time (two hours after entering testing area). Clients may be given up to eight ounces of water to assist in specimen production. Refusal to provide the urine sample is grounds for immediate sanction.
- The team will be notified by email and/or phone calls if the client fails to submit to a drug test or has adulterated the sample or attempts to give anything other than their own urine.

- If the client tests positive, fails to submit to a test, has an adulterated sample or submits a sample of another he/she will be sanctioned at the next Drug Court meeting.

Treatment

The treatment plan will be developed by the treatment staff based on the substance abuse assessments, and will be subject to approval by the Drug Court Team. Treatment is holistic and involves not only A & D Treatment but also other activities, living arrangement, education/vocational requirements, etc. All clients will be required to participate in 12-Step work and have a sponsor to guide them in that process.

Incentives

The 13th Judicial District Drug Court will recognize and provide incentives for accomplishments in other areas of your life that promote drug-free, pro-social, law-abiding behavior. The following are some examples of achievements the Court will recognize and possible incentives the Court may use to recognize them.

Examples of Achievements:

- 30, 60, 90 days of sobriety
- Educational achievements including behaviors, attendance, and grades
- Volunteer work within the community in addition to the required community service project hours
- Self-improvement classes that build mind, body, or soul
- Completion of programs and phases

Possible Incentives:

- Less restrictive curfew
- Certificates of achievement
- Fewer office appointments and/or Court Hearings
- Coupons for local stores
- Gas dollars
- Praise from the bench and the team

Violations and Sanctions

The court will also recognize violations and utilize sanctions for your non-compliance with Drug Court Rules. The following are examples of violations and sanctions. This is not a complete list. It is important that you understand that you will be treated individually when the Drug Court Team is considering sanctions or rewards. Every person's situation is different, and we will take that into consideration.

The Drug Court Team considers compliance with program rules to be the priority in the first 90 days of the program. Therefore, the sanctions may be more severe for non-compliance and for positive drug screens. However, we will look at each case individually before making these decisions. **Ultimately, the Judge makes all final decisions.** The sanctions he imposes may not be a sanction listed or even the sanction recommended by the Drug Court Team.

Major Violations:

- Use of mood-altering chemicals including alcohol
- Refusing drug and/or alcohol testing or tampering with sample
- Failure to follow the recommendations of chemical dependency evaluations or treatment provider
- Failure to report employment or address changes
- Leaving home overnight without contacting case manager
- Failure to report arrests and/or citations
- Conviction on a new charge

Minor Violations:

- Curfew Violation
- Not returning staff phone messages
- Not reporting work/weekly whereabouts schedule changes
- Not immediately reporting address or phone number changes
- Not turning in required paperwork to the court weekly
- Uncooperative behavior with Drug Court or Treatment staff
- Not attending or verifying attendance at support group meeting
- Failure to be available for random home visits
- Not paying court costs

Multiple minor violations may result in major violation sanctions.

Sanctions: The program will attempt to use sanctions aimed at stabilizing your harmful relationships with drugs and/or alcohol or non-compliance with Drug Court rules.

- Verbal admonishment from the bench
- Increased sobriety support group attendance
- More stringent curfew
- Increase appointments with case manager and/or court appearances
- Reduction in phase
- Immediate detention
- Community service work
- More frequent screens
- Termination from Drug Court and recommendations for execution of original sentence

Termination from the Program

The participant may voluntarily withdraw from the program. The participant will be instructed to inform the Drug Court Judge that this is his/her decision during Drug Court, and the Judge will refer him/her back to the sentencing Judge for disposition, however, the Drug Court Judge can re-sentence you himself if he chooses to do so. The Drug Court Judge may also increase your sentence if he chooses to do so. This will result in the participant serving the remainder of his/her sentence in jail/prison.

The Judge may also terminate a participant from the program. This may occur when the participant has consistently been in non-compliance with treatment recommendations, chronically failed drug/alcohol screen, broken program rules, or refuses to have a change in attitude. The Judge may refer him/her back to the sentencing judge for disposition, however, the Drug Court Judge can re-sentence you himself if he chooses to do so. The Drug Court Judge may also increase your sentence if he chooses to do so. This may result in the participant serving the remainder of his/her sentence in jail/prison.

Confidentiality

Your privacy is respected in the Drug Court Program. We will make every effort to protect your identity by not using your name in research or evaluation activities. We will ask your permission to use your name in any articles or publications. Your contact with the Drug Court Program gives permission to your treatment provider to give treatment information to your attorney, the District Attorney, and the Drug Court.

Items to Bring to Each Court Appearance:

1. Pay stub
2. Meeting Sheets
3. Sponsor Contact Sheet
4. Receipts (Court Costs, Probation, halfway houses, etc.)
5. Any assigned papers

All advancements, incentive, sanctions, graduations, and terminations are subject to the discretion of the court!

Drug Court Program Rules

When you join the Drug Court Treatment Program, you will be required to do the following:

1. To stay away from drugs and alcohol.
 - a. You will not consume or purchase alcoholic beverages or illegal drugs.
 - b. You will not visit places where alcohol or illegal drugs are sold, dispensed, or used.

- c. You will not go into bars, liquor stores, taverns, clubs, parties, or places where alcohol is the main item for sale or consumption.
 - d. You will not attend any program requirements under the influence or in the possession of any alcohol or illicit drug.
 2. To attend all court sessions as ordered and comply with appropriate courtroom behavior and rules including but not limited to the following:
 - a. You will not talk in the courtroom during Drug Court proceedings.
 - b. You will dress appropriately for court as follows:
 - Shirt tails tucked in
 - No tank tops, muscle shirts, crop-tops, starter jackets or shirts with obscene words or pictures (including drug and alcohol related items)
 - No sagging (i.e. jeans sagging below waist line)
 - No unbuttoned shirts
 - No hats, caps, or bandannas
 - No gang attire of any kind
 - No phones or pagers
 - No shorts
 - c. You will not lean against the Judge's bench
 - d. You will not bring food or beverages into the courtroom
 - e. You will remain in the courtroom until you are dismissed by the Drug Court Judge
 - f. You will refrain from the use of any profanity
 - g. You will speak clearly and directly when addressing the Drug Court Judge, District Attorney, or any other officer of the court
 - h. You will attend all scheduled court appearances on time and immediately be seated in the courtroom
3. To obey all laws and not commit any acts of violence or threats of violence.
 - a. You understand that if you engage in any criminal activity, you may be revoked from the Drug Court Program and your suspended sentence imposed and be prosecuted for any new charges
 - b. You must not attend any program requirement while in possession of a weapon of any form, including firearms and knives

- c. You will not violate any city, state, or federal law. You will not own or carry firearms of any type, or perpetrate any falsehood or deception, or misrepresent any truth to any branch of government or representative thereof
 - d. You will conduct yourself in all respects as a good and law-abiding citizen
 - e. You will also inform any law enforcement officer that you come in contact with that you are a participant in the 13th Judicial District Drug Court Treatment Program
4. To refrain from associating with anyone who has criminal record
 - a. You will not, in any way, communicate with persons on probation or parole, ex-convicts, or inmates, nor will you associate with any persons having a criminal record, UNLESS said person is attending the Drug Court Treatment Program or such association is approved by the Drug Court prior to the contact taking place
 - b. You will not act as a Confidential Informant (CI) for any law enforcement agency
 5. To contact your Case Manager/Community Supervisor as directed
 6. To perform any and all community service hours to be completed as Drug Court directs
 7. To submit to any rehabilitative, medical, psychological, psychiatric, educational, vocational, or alcohol or other drug treatment program as directed by the Drug Court, including aftercare.
 8. To comply with all program requirements:
 - a. You will attend all counseling sessions and be on time
 - b. You will attend all Drug Court appearances and be on time
 - c. You will complete all counseling assignments and participate in all counseling sessions
 - d. You will complete and make satisfactory progress in the program as measured by phase requirements
 - e. You will notify your Case Manager/Community Supervisor of any drugs prescribed to you by a physician before you begin taking them, and provide written notification to your physician that you are in a Drug Court Treatment Program (Obtain a Doctor's Visit Form from your Case Mgr.)
 - f. You will attend all required AA/NA meetings
 - g. You will meet with your sponsor on a weekly basis working on 12-Step Work
 9. To keep and be on time for all appointments as required of you by the Drug Court and all program resource providers in the areas of:
 - a. Treatment programs
 - b. Counseling programs
 - c. Educational programs

- d. Vocational programs
 - e. Case Manager/Community Supervisor
 - f. Community Service
 - g. Other reasonable rehabilitation requirements, including aftercare
10. To submit to urinalysis for testing upon request of the Drug Court even if it is not your designated testing date; a refusal, altered, or failure to provide a urinalysis, at time of request, will be viewed by the Drug Court as a positive test result and sanctions will be imposed.
11. To be employed, in school, and/or treatment care as required by the Drug Court Judge
- a. You understand that if you are physically able, you are required to maintain full-time employment (or part-time as agreed to by the Drug Court) unless involved in an approved educational/vocational program or inpatient treatment program
 - Example of approved work is one where you would receive a pay check and taxes are taken out of that pay check
 - Employment needs to be approved by the Drug Court prior to accepting any type of position
 - b. If unemployed, you will be required to complete 30 hours of Community Service Work and 10 hours of job search until employed and provide verification of CSW/Job Search to your Case Manager
 - c. Failure to be employed or in school may result in removal from the program
12. To consult with the Drug Court concerning any changes in employment and/or living situation
- a. You will not leave the county in which you reside, or the State of Tennessee, without written permission from Drug Court
 - b. You will not change your address, telephone numbers, or employment without first consulting with the Drug Court
 - c. You will keep gainfully employed as long as physically able to do so
 - d. You must notify the Drug Court about changing jobs before doing so
 - e. You must tell the Drug Court before you move or change your telephone number
13. To cooperate fully with all members of the Drug Court Team
- a. You will promptly and truthfully answer all inquiries directed to you by all Drug Court team members
 - b. You will allow representatives of the Drug Court to visit your home, place of employment, or elsewhere at any time
 - c. You will carry out all instructions given to you by Drug Court or its representatives

- d. You will comply with all lawful directives issued by the Judge, agent or agency of the Drug Court
 - e. You agree to a search of your person, property, place of residence, vehicle and personal effects, at any time, with or without a search warrant, warrant of arrest, or reasonable cause by any Drug Court Officer or Law Enforcement Officer.
14. To sign all authorization for release of information requested by the Drug Court and/or treatment provider(s) and other resources providers
- a. You realize that this condition is necessary to allow cross reporting of your compliance with program conditions and that failure to sign the authorization for release may make me ineligible for the program
 - b. You further understand that the release of information cannot be revoked until completion of or revocation from the Drug Court Program.
15. To pay all fees, court costs, treatment fees, restitution costs, victim compensation, attorney fees, mental health assessment fees, and laboratory fee as ordered by the Drug Court.
- a. All such payments are to be made by cash, cashier's check or money order to the Court Clerk's Office.
 - b. You understand that additional Drug Court treatment costs may also be assessed dependent upon the defendant's specific treatment program.
16. Agree to have case heard without the State's attorney or your attorney present unless you are being considered for termination from the program.
17. Understand that if you are noncompliant you will be subject to sanction, tasks, or increased treatment as imposed by the Drug Court.
18. House Arrest
- a. Daily confinement to one's place of residence for specified period of time. House arrest will be monitored for compliance by the Case Manager/Community Supervisor through home visits and collateral contacts, and by telephone
 - b. You must have and maintain a land line telephone at my residence. Said dedicated line must be free of call forwarding, internet connection, and answering machine
 - c. You must tell the Drug Court before you move or change your telephone number

Courtroom Rules

- Punctuality is a must. Each participant will be on time for all court appearances.
- Do not speak when Court is in session

- No participant shall approach the bench unless permission is obtained or if the court invited the participant to do so
- No participant shall sit at the counsel table in the courtroom
- Bare feet, the wearing of open toe sandals, flip flops, hats, ball caps, sunglasses, shorts, abbreviated shirts and blouses, tank or tube tops are prohibited in the courtroom
- It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug when in court
- All weapons are banned from the courtroom
- All cell phones or pagers are banned from the courtroom
- No gum chewing, drinking, eating allowed while in the courtroom

Graduation from Drug Court

When Phase Four is completed, the participant may petition the Judge to graduate from the program. At that time, the participant will be given a Commencement Questionnaire, which he/she will complete and return to their Case Mgr./Community Supervisor. The Case Manager will then set a date for you to appear before the Drug Court Team, who will determine if you are ready to graduate. If it determined you are appropriate for graduation, you will graduate at the next Commencement Ceremony. If the team makes additional recommendations that you must meet, you will complete these recommendations and then repetition the Drug Court Team to graduate. You will continue appearing before the Drug Court Team until they determine you are ready for graduation.



Where Now? It's up to you!!

Destiny is no matter of chance. It is a matter of **choice**.

It is not a thing to be waited for; it is a thing to be achieved.

The self is not something ready-made, but something in continuous formation through choice of action.

- John Dewey

Let your friends be the friends of your deliberate CHOICE.

The great thing in the world is not so much where we stand, but in what direction we are moving...

-Oliver Wendall Holmes

Continuing Care Program

Continuing aftercare is required for all participants for six months after successfully completing Phase Four and graduating the program. You will continue to have access to all services provided by the treatment provider as needed. You will be required to attend one drug court per month. In addition, you must attend at least one team staffing during your aftercare. If you choose to you may submit a request in writing to the team to be a temporary team member in which you would sit on the team for three months. This position will be rotated quarterly. The request must state why you want to be a team member and what you can contribute to the team.

We look forward to seeing you at Graduation!

Important Contact Information to have:

Drug Court Judge

Judge Seth Norman
Nashville, TN 37218
(615)862-5945

Recovery Courts Director

Julie Chambers
18 North Madison Ave., Suite 100
Cookeville, TN 38501
(931)372-1003

TDOC/Recovery Court Probation Officer

Holly Roysden
18 North Madison Ave., Suite 100
Cookeville, TN 38501
(931)372-1003