

COLUMBIA COUNTY ADULT TREATMENT COURT



PARTICIPANT HANDBOOK

Name: _____

10 Key Components of Drug Court

- #1** Drug Courts integrate alcohol & drug treatment services with justice system case processing.
- #2** Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' rights.
- #3** Eligible participants are identified early.
- #4** Drug courts provide access to a continuum of alcohol & drug treatment services.
- #5** Abstinence is monitored by frequent alcohol & drug testing.
- #6** A coordinated strategy governs drug court responses to participants' compliance.
- #7** Judicial interaction with each drug court participant is essential
- #8** Monitoring & evaluation measures the achievement of program goals and its effectiveness
- #9** Continuing interdisciplinary education promotes effective drug court planning, implementation and operations
- #10** Forging partnerships among drug courts, public agencies and community organizations generates local support and enhances drug court effectiveness.



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Adult Treatment Court

Welcome to the Columbia County Adult Treatment Court Program. The treatment court team is confident that this program will help you to learn to make successful choices free from the influence of drugs or alcohol.

As a participant in the treatment court program you will work frequently with members of the treatment court team. We want to see you succeed in this program and are willing to help you maintain sobriety by supporting you wholeheartedly in your efforts.

This handbook has been created to provide guidance to treatment court participants throughout the program and will be a great resource for you. The handbook has been designed to answer your questions, summarize what is expected of you, and provide an overall summary of the program.

Mission Statement

The mission of the Columbia County Adult Treatment Court Program is to decrease substance abuse among adult offenders through comprehensive and coordinated treatment and support services provided by community partners and the criminal justice community, in an effort to reduce crime and increase public safety.

The Treatment Court Team

The treatment court team consists of the following members who work together to create a safe and supportive environment for you to succeed in the program.

- Circuit Court Judge
- Trial Court Administrator
- District Attorney's office
- Treatment Court Coordinator
- Treatment Counselor
- Probation Officer
- St. Helens Police Liason
- Defense Attorney

Prior to the treatment court hearings, the treatment court team members familiarize themselves with your progress. This allows the team to discuss your progress with you during the treatment court hearing.

Eligibility Criteria

Eligibility Criteria:

- Drug/Alcohol problem (abuse or dependence)
- 18 years of age or older
- Resident of Columbia County, Oregon
- Medium to high risk according to the Public Safety Checklist
- High level of treatment needs
- Suspended prison sentence at the time of entry

The prosecution and defense attorney will process applications as swiftly as possible, including working with victims and stakeholders in the legal system to minimize the time prior to entry into the specialty court.

The program allows offenders with non-drug charges and different types of criminal charges to participate. The program does not automatically disqualify individuals with a particular charges or criminal history. The program only disqualifies individuals based on current or prior offense if empirical evidence and available treatment services suggest that those individuals cannot be safely and/or effectively managed in the specialty court program.

All participants will receive a participant handbook upon accepting the terms of participation and entering the program. Receipt of the participant handbook is acknowledged through a signed form entered in the court file.

Program Requirements

- The length of the Adult Treatment Court Program is a minimum of 18 months. Participants will not have the option of graduating early. The maximum amount of time that a participant can spend in the treatment court program is 3 years.
- Court hearings every other week are a major component of the Adult Treatment Court Program. You will be required to attend all court hearings unless excused by the treatment court team.
- Participants are required to meet with their probation officer on a weekly basis throughout the first 4 phases of the program. Once in aftercare, participants will only report to their probation officer on a monthly basis.
- As a participant in the adult treatment court program you will be required to attend all treatment sessions as recommended by your treatment provider. This includes individual and group sessions, educational sessions, doctors' appointments, medication management appointments, and other treatment related activities.
- You must report to your probation officer as directed. Your probation officer will provide you with a schedule identifying the days you must report.
- Urinalysis (UA) testing is required by the program. You will be given a urinalysis testing instruction sheet identifying your UA color and/or number, place to provide a sample, and times that you can provide a sample. You will be randomly tested for drug and alcohol use at a

minimum of twice per week. Positive, dilute or missed UA's will result in a court imposed sanction. Tampering with any drug test will be deemed a positive test and will result in a court imposed sanction or termination from the program.

- Participants will be required to volunteer, engage in job search, GED program, or post-secondary education while in the program. Based on your progress in the program the treatment court team will decide and notify you when this will be expected of you.

Attendance and Absence Policy

Attendance is a crucial part of your participation in the Adult Treatment Court Program. Attendance is defined as showing up on time for all services and appointments that are required in the treatment court program. Failing to show up on time to any appointment can result in a sanction by the treatment court team.

Participants will not be absent from any treatment court related appointment unless the participant has gained prior permission from the treatment court team.

During the course of the program you may become ill. If you are ill and are unable to attend a treatment court related appointment you must call the adult treatment court coordinator, probation officer, and the counselor or instructor prior to the appointment. The coordinator, probation officer, and the instructor can approve your absence for being ill but may also request that you see a doctor and provide proof of your illness. If anyone on the team feels that this policy is being abused they can ask that you provide documentation from a doctor.

Treatment Court Hearings

As a treatment court participant, you will be required to appear for treatment court hearings on an every other week basis. Failure to appear will result in a warrant being issued for your arrest. If you are arrested or turn yourself in you will be held in jail until you can appear before the court or until the treatment court team feels you should be released. If you have questions about your court appearances you may contact the adult treatment court coordinator, probation officer, treatment provider, or your attorney.

Drug Testing Protocol

Random drug testing will occur while you are in the program. Each participant will be issued a urinalysis (UA) testing instruction sheet. This sheet will include: participant's UA number and/or color, the UA hotline phone number, and the locations where participants are required to provide samples. Each participant is required to sign the instruction sheet acknowledging that s/he has received and understand the instruction sheet.

Participants will be required to provide a UA at least twice per week. Columbia Community Mental Health and Pathways residential facility will administer the UA's. Monday through Friday, UA's will be given at Columbia Community Mental Health, at 58646 McNulty Way, St. Helens, Oregon 97051 from 9:00 a.m. to 10:00 a.m. and from 3:00 p.m. to 4:00 p.m. Saturday and Sunday, UA's will be given at Pathways residential facility from 10:00 a.m. to 10:30 a.m. Participants must be ready to provide a sample upon arrival. The treatment court program uses instant UA cups. Specimen levels must reach the temperature strip on the UA bottle or they will be considered invalid. Creatin levels will also be monitored. Anyone

caught trying to falsify a UA will be sanctioned by the treatment court program.

Please note, it is the participant's responsibility to know what foods and beverages can result in a positive UA.

Supervision Protocol

Participants in the Adult Treatment Court Program will be placed on formal probation with the Columbia County Department of Community Justice Adult Division. Columbia County Department of Community Justice Adult Division charges a \$40.00 per month supervision fee that each participant is expected to pay. The treatment court probation officer will meet with each participant and assign them a reporting schedule. Participants must report to their probation officer as directed.

Participants are required to meet with the adult treatment court coordinator in conjunction with the probation officer, on a weekly basis.

Prescription Medication Policy

Participants in the Adult Treatment Court Program are not allowed to use prescription medication without prior permission from the treatment court team. Participants who attend a doctor or dentist appointment must tell physicians or other medical staff that they are in the treatment court program. Participants must have their doctor sign the physician's disclosure statement located in the drug court office and return this form to the adult treatment court coordinator within 24 hours, or first thing Monday morning if the participant attends a doctor or dental appointment on a weekend.

If a participant is prescribed a medication s/he must contact the treatment counselor immediately to gain authorization to fill the prescription. The treatment counselor will monitor the use of any medication during individual counseling sessions and report any abuse of the medication to the treatment court team.

Incentives and Sanctions

Incentives and sanctions are imposed by the treatment court team on an individual basis. The team will take many factors into consideration when implementing incentives and sanctions. The team may give an incentive for positive behaviors and achievements and may impose sanctions for negative behaviors and not achieving milestones in the program. Below is a list of achievements and choices that may cause the treatment court team to impose an incentive or a sanction. When the participant is failing to attend treatment and is continuing to use drugs and or alcohol, the team may also implement a treatment response.

| RESPONSES TO BEHAVIOR | |
|---|--|
| POSITIVE BEHAVIOR | POSITIVE RESPONSES |
| <ul style="list-style-type: none"> ▪ Attending court appearances ▪ Negative drug test results ▪ Attendance and participation in treatment ▪ Attendance and participation in support meetings ▪ Completion of GED ▪ Job promotion ▪ Compliance with treatment plan | <ul style="list-style-type: none"> ▪ Recognition by the Judge ▪ Certificates of achievement ▪ Decreased court appearances ▪ Phase advancement ▪ Program graduation ▪ Gift cards or activities (as funding permits) |
| NEGATIVE BEHAVIOR | NEGATIVE RESPONSES |
| <ul style="list-style-type: none"> ▪ Missed court appearances ▪ Missed appointment with probation officer ▪ Missed support meetings ▪ Violation of court order ▪ Positive drug test ▪ Missed drug test (considered a positive drug test) ▪ Tampered drug test or forged test documentation ▪ Missed treatment ▪ Inappropriate behavior at treatment facility ▪ New arrest ▪ Driving while license suspended/revoked ▪ Failure to perform ordered sanctions ▪ Noncompliance with treatment plan ▪ Dishonesty | <ul style="list-style-type: none"> ▪ Reprimand from the Judge ▪ Increased court appearances ▪ Increased drug testing ▪ 90 community support meetings in 90 days ▪ Additional community service hours ▪ Essay presented to Judge ▪ Work crew ▪ Jail or holding cell ▪ Reviewing the policies and procedures/handbook ▪ Termination from the program |

Treatment Court Fees

Participants who do not have health insurance, let their health insurance lapse, or lose their health insurance in any way will be required to pay for their own treatment services. Participants can fill out a fee reduction form at Columbia Community Mental Health to obtain the reduced rate for services.

Losing your insurance for any reason is not an excuse to miss treatment groups, individual sessions or UA's.

Transportation

It is the responsibility of the participant to provide transportation to and from treatment court related activities. The treatment court program may be able to assist with a bike or bus passes if funding is available. Please contact the adult treatment court coordinator for information on bikes and bus passes.

Graduation

Participants in the adult treatment court must meet the standards set below to graduate from the program;

- Participant must have 90 consecutive days of documented sobriety
- Participant must be maintaining a job, be engaged, be involved in school, or some type of regular volunteer work
- Participant must be maintaining contact with a sobriety support network
- Participant must be engaged in pro social activities
- Participant must have successfully completed all 5 phases of the Adult Treatment Court Program

Termination

The program is designed to make it difficult for a participant to leave the program. However, certain participant behaviors may cause the team to consider termination. They are:

1. Violence directed at anyone
2. Chronic abuse of the rules such as failing to comply with the probation officer, coordinator, or treatment provider
3. Altering a drug test in any way
4. Having multiple positive drug or alcohol tests
5. Missing several drug and alcohol tests
6. Warrants or new arrests for a significant crime
7. Absconding from the program for more than 45 days

Violations of program rules are typically addressed through a series of graduated sanctions that could eventually lead to termination. The participant has a right to request a hearing and the alleged violation will be filed as a probation violation

As a participant in the Columbia County Adult Treatment Court Program you have the right to a hearing prior to termination from the program. If a participant commits one or more violations while in the program and the treatment court team recommends termination, the participant will be taken into custody. The court will schedule a show cause hearing in front of the treatment court judge where the participant and the defense attorney can advocate why the participant should not be terminated from the program.

If a participant misses one treatment court check-in or drug court hearing a warrant will be issued by the participant's probation officer. Once the participant has been taken into custody on the warrant, a show cause hearing in front of the treatment court judge will be scheduled. The participant and his/her defense attorney will have an opportunity to advocate why they shouldn't be terminated from the treatment court program.

At the conclusion of a show cause hearing the treatment court judge will make the decision about termination. If the participant is terminated by the treatment court judge the participant remain in custody. The participant has the right to request a probation violation hearing or admit to the violation and be sentenced during the show cause hearing. If the participant is not terminated from the program they can be released from custody and will report directly to their probation officer and the treatment court coordinator. Participants who are not terminated should start attending all treatment court related activities immediately.

If a participant absconds from the program for more than 45 days, he/she will be terminated from the program without a hearing.

A participant may also leave the program by choice. However, the participant is required to give the judge a verbal or written report as to the reasons for leaving. The participant will then be scheduled for a probation violation hearing which could result in a probation revocation or other sanctions through the probation department.

General Rules

As a participant, you will be required to abide by the rules outlined in the participant contract, including, but not limited to the following:

1. Will not use or possess drugs, alcohol or any other form of intoxicant. Without a valid prescription.
2. Inform your doctor's and or dentist's that you are in a treatment program and may not take narcotic medications without prior approval from the treatment court team.
3. Attend court sessions and treatment sessions as scheduled, submit to random alcohol and drug testing, and obey all laws.
4. Do not associate with people who use or possess drugs.
5. Do not possess any weapons while in the treatment court program.
6. Keep the treatment court team informed of your current address and phone number at all times.
7. Consent to a search of your person, property, place of residence, vehicle or personal effects as a condition of participation in the treatment court program when required by a probation officer or other law enforcement officer.
8. Dress appropriately for court and treatment sessions.

Phases of the Treatment Court Program

Treatment court is an 18 month program divided into five phases. A participant must successfully complete each phase before transitioning to the next.

Phase 1 – Recovery and Responsibility to Self

Length of phase – 90 days minimum

Frequency of court appearances – Every other week

Requirements:

- Make all required court appearances
- Participate in recommended treatment and work on treatment goals
- Participate in case planning and personal goal setting
- Submit to random UA testing
- Engage in community support groups and attend a minimum of 4 per week
- Comply with day reporting or community service work as directed by the treatment court team
- Obtain a sponsor
- Obtain neurobehavioral screening or psychological evaluation as directed by the treatment court team
- Complete applicable screening tools
- Attend budgeting appointment if employed

- Comply with all conditions of probation
- Complete application to advance to phase 2
- Have at least 30 days of documented sobriety to advance to phase 2

Phase 2 – Recovery Maintenance and Responsibility to Others

Length of Phase – 90 days minimum

Frequency of Court Appearances – Every other week

Requirements:

- Make all required court appearances
- Continued participation in recommended treatment and work on treatment goals
- Participate in case planning and personal goal setting
- Submit to random UA testing
- Continued participation in community support groups with a minimum of 4 per week
- Engage in job search and job skills training
- Participate in community service work if not employed
- Continue education (if applicable)
- Explore avenues for repayment of restitution, fines and fees with all agencies involved
- Attend a personal budgeting review appointment
- Complete applicable screening tools
- Comply with all conditions of probation
- Complete application to advance to phase 3
- Have at least 30 days of documented sobriety to advance to next level

Phase 3 – Employment, Education, Life Skills

Length of Phase – 90 days minimum

Frequency of court appearances – every other week

Requirements:

- Make all required court appearances
- Continued participation in recommended treatment and work on treatment goals
- Participate in case planning and personal goal setting
- Submit to random UA testing
- Continue participation in community support groups with a minimum of 3 per week
- Continue participation in job search and job skills training
- Participate in community service work if not employed
- Continue education (if applicable)
- Attend a personal budgeting review appointment
- Complete applicable screening tools
- Comply with all conditions of probation
- Complete application to advance to phase 4
- Have at least 45 days of documented sobriety to advance to phase 4

Phase 4 – Reinforce a Clean, Sober, and Legal Lifestyle

Length of phase – 90 days minimum

Frequency of court appearances – every other week

Requirements:

- Make all required court appearances
- Continue participation in recommended treatment and work on treatment goals

- Participate in case planning and personal goal setting
- Submit to random UA testing
- Continue participation in community support groups with a minimum of 3 per week
- Participate in community service work if not employed
- Continue participation in job search, job skills training
- Continue education (if applicable)
- Attend a personal budgeting review appointment
- Complete applicable screening tools
- Comply with all conditions of probation
- Complete application to advance to phase 5
- Have at least 60 days of documented sobriety to advance to next level
- Develop your aftercare plan with treatment counselor
- Maintain a healthy life style.

Phase 5 – Aftercare

Length of phase – 6 months minimum

Frequency of court appearances – Once per month

Requirements:

- Make all required court appearances
- Continued participation in recommended treatment and working on relapse prevention skills
- Random UA testing
- Continued participation in community support groups with a minimum of 2 per week
- Continued participation in community service work if not employed
- Continued participation in job search, job skills training, and

- Continuing education (if applicable)
- Attend budget review appointment
- Complete applicable screening tools
- Comply with all conditions of probation
- Have at least 90 days of documented sobriety to graduate
- Participate in Alumni group activities 1 time per month
- Pay off court, probation and treatment related fines and fees
- Exit interview

Treatment

The Columbia County Adult Treatment Court will offer wrap around services to its participants. The level of treatment will be determined based on the results of a certified and accredited alcohol and drug assessment and a mental health assessment

| Alcohol and drug treatment | | |
|----------------------------|---------------------|--------------------------|
| Treatment Type | Duration | Location |
| Detox | 3-5 days | Portland or Saint Helens |
| Residential | 30 days to 6 months | Various locations |
| Intensive outpatient | 6 months to 1 year | CCMH |
| Outpatient | 4 to 6 months | CCMH |
| Aftercare | 2 to 6 months | CCMH |

| Mental Health Treatment | | |
|-------------------------|--------------|-------------------|
| Treatment Type | Duration | Location |
| Inpatient | 1 to 30 days | Various Locations |
| PTSD | Varies | CCMH |
| Outpatient | Varies | CCMH |

Release of Information and Confidentiality

State licensing requires that your identity and privacy be protected. In response to these regulations, drug court, its team members, and partners have developed policies and procedures that guard your privacy. You will be asked to sign **Consent for Disclosure of Confidential Substance Abuse Information**. This disclosure of information is for the sole purpose of hearings and reports concerning your specific treatment court case. Columbia Community Mental Health may require that you sign additional forms relevant to your specific case within the treatment court.

Participants will not disclose the name, presence, or personal history of other participants to anyone. Participants will not disclose other participants group disclosures. Failure to abide by the confidentiality rules outline can result in being removed from treatment and or terminated from the treatment court program.

Adult Treatment Court Phone Numbers

| | |
|-----------------------------------|--------------------|
| Columbia County Circuit Court | 503-397-2327 |
| District Attorney's Office | 503-397-0300 |
| Chief Terry Moss | 503-397-3333 |
| Columbia Community Mental Health | 503-397-5211 |
| Julie Heuer – Program Coordinator | 503-397-2327 x 334 |
| Nicole Read - Probation Officer | 503-397-6253 |
| Kathy McCarter – CCMH Counselor | 503-397-5211 |
| Defense Attorney: Mark Lang | 503-410-5238 |
| UA Testing Phone # | 503-397-2327 x 331 |
| Other: | |

| | |
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Receipt of Client Handbook

Date _____

Name _____

Assigned Court/Day _____

I, _____, acknowledge the receipt of Columbia County’s Client Handbook for the Adult Treatment Court Program. By my signature below I attest that I have been provided with a copy of the Columbia County Client Handbook for the Adult Treatment Court. Furthermore, I have been made aware of the Adult Treatment Court program rules through my attendance at the Adult Treatment Court intake.

Signature _____

Print Name _____

Signature Date _____