

COLUMBIA COUNTY VETERANS' 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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Veterans' Treatment Court

Welcome to the Columbia County Veterans Treatment Court Program. If you are reading this handbook it means that you have been accepted or are being considered for acceptance into the treatment court program. It also means that we are confident that the treatment court 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 or have regular contact with members of the treatment court team which includes; the Judge, the program coordinator, representatives from the district attorney's office, Your primary treatment counselor, your probation officer, law enforcement and defense attorney. Members of the treatment court team 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 treatment court program, the handbook will be a great resource for you, as a participant in the program. The handbook has been designed to answer your questions, summarize what is expected of you, and provide an overall summary of the program.

Veterans' Treatment Court Overview

All of the staff working with the treatment court program will assist you to make sure you understand what is expected of you. The team members will help in any way they can to make sure you are able to succeed.

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.

- Trial Court Administrator
- District Attorney's office
- Treatment Court Coordinator
- Treatment Counselor
- Probation Officer
- Columbia County Sheriffs Police Liason
- Defense Attorney
- Veterans' Justice Outreach Officer

Mission Statement

The mission of the Columbia County Veterans' Treatment Court Program is to enhance public safety by providing a judicially supervised regime of appropriate treatment services and support to criminal justice involved Veterans with the goal of returning law abiding citizens to the community, thereby honoring those who have served.

Eligibility Requirements

- A. Veterans who suffer from drug and alcohol addiction or;
- B. Veterans who suffer from mental illness.
- C. Veterans who assess as High risk/high needs.
- D. Veterans who have been charged with:
 - a. A new felony crime
 - b. A probation violation for a current felony crime
 - c. A probation violation while on post-prison supervision.
 - d. A misdemeanor crime (on a case by case basis only)
- E. Veterans who are current Columbia County residents (up to one mile on either side of the county line).

Program Requirements

- The length of the Veteran’s 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.
- Bi-monthly court hearings are a major component of the Veterans’ treatment court program. You will be required to attend all court hearings unless otherwise excused by the treatment court team.
- Participants are required to meet with the veterans’ treatment court coordinator on a weekly basis throughout the first 4 phases of the program. Once in aftercare, participants will only report to the veterans’ treatment court coordinator on a monthly basis.
- As a participant in the veterans’ 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 any other treatment related activities.
- You must report to your probation officer as directed. Your probation officer will provide you with a schedule identifying what days you must report.
- Urinalysis testing (UA) is required by the treatment court program. You will be given a urinalysis testing instruction sheet identifying your UA color and number, place to provide a sample, and times that you can provide a sample. You will be tested for drug and alcohol use at random 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 assigned a mentor while participating in the treatment court program. Engagement with a mentor is a required while participating. Volunteer mentors are here to support your efforts in creating a better life.
- Participants will be required to engage in job search 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 requirement will start.

Attendance and Absence Policy

Attendance is a crucial part of your participation in the veterans' treatment court program. Attendance is defined as showing up on time for all services and appointments that are required by the treatment court program. Failing to show up on time to any services 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.

As a participant you may become ill while in the program. If you are ill and are unable to attend a treatment court related appointment you must call the veterans' treatment court coordinator and the counselor or instructor prior to the appointment. The coordinator 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

taken advantage of the team may require you to see a doctor each time you are ill and provide proof to the team.

Treatment Court Hearings

As a treatment court participant, you will be required to appear at bi-monthly treatment court hearings. 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. If you have questions about your court appearances you may contact the veterans' treatment court coordinator, probation officer, treatment provider or your attorney.

Drug Testing Protocol

Random drug testing will occur while you are in the veterans' treatment court program. Each participant will be issued a urinalysis testing (UA) instruction sheet. This sheet will include; participants UA number and or color, the UA hotline phone number, the locations where participants are required to provide samples. Each participant is required to sign the instruction sheet acknowledging that they have 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 between 9:00am and 10:00am or 3:00pm to 4:00pm. Saturday and Sunday UA's will be given at Pathways residential facility between 10:00am and 10:30am. 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. Anyone caught trying to falsify a UA will be sanctioned by the treatment court program.

Supervision Protocol

Participants of the veterans' 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.

In conjunction with the probation officer, participants are required to meet with the veterans' treatment court coordinator on a weekly basis.

Prescription Medication Policy

Participants in the veterans' 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 will 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 veterans' treatment court coordinator within 24 hours or first thing Monday morning if the participants attends a doctor's appointment on a weekend.

If a participant is prescribed a medication they must contact their 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 will impose an incentive for positive behaviors and achievements and will impose sanctions for negative behaviors and not achieving milestones in the program. Below is a list of achievements and choices that will cause the treatment court program to impose an incentive or a sanction.

RESPONSES TO BEHAVIOR	
ACHIEVEMENTS	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)
CHOICES	RESPONSES
<ul style="list-style-type: none"> ▪ Missed court appearances ▪ Missed appointment with probation officer ▪ Missed support meetings ▪ Violation of court order 	<ul style="list-style-type: none"> ▪ Reprimand from the Judge ▪ Increased court appearances ▪ Increased drug testing ▪ 90 community support meetings in 90 days

<ul style="list-style-type: none"> ▪ Positive drug test ▪ Missed drug test (considered a positive drug test) ▪ Tampered drug test or forged case documentation ▪ Missed treatment ▪ Inappropriate behavior at treatment facility ▪ New arrest ▪ Driving while license suspended/revoked ▪ Failure to perform sanctions ▪ Noncompliance with treatment plan ▪ Dishonesty 	<ul style="list-style-type: none"> ▪ Additional community service hours ▪ Essay presented to Judge ▪ Work crew ▪ Jail or holding cell ▪ Reviewing the policies and procedures/handbook ▪ Termination from the program <p>When the participant is failing to attend treatment and is continuing to use drugs and or alcohol, the team may implement a treatment response of increased treatment or residential treatment</p>
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Treatment Court Fees

Participants will be charged a \$40.00 per month supervision fee. This fee should be paid directly to the Columbia County Department of Community Justice Adult Division.

Participants who do not have health insurance, let their health insurance lapse, or lose their health insurance in anyway will be required to pay for their own treatment services. Participants will fill out a fee reduction from at Columbia Community Mental Health or through the Veterans' Administration Hospital to obtain the reduced rate for services. Losing your insurance for any reason is not an excuse to miss treatment related 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 but this is only available if funding is available. Please contact the veterans' court coordinator for information on bike's and bus passes. Transportation to and from the Veterans' Administration Hospital will be provided by the program on a daily basis.

Graduation

Participants in the veteran's treatment court must meet the standards set below to graduate the program;

- Participant must have 90 consecutive days clean and sober
- Participant must be maintaining a job or engaged in school or some type of volunteer work
- Participant must be maintaining contact with the Veterans' Justice Outreach Officer
- Participant must be maintaining contact with the assigned
- Participant must be maintaining contact with their clean and sober network
- Participant must be engaged in pro social activities
- Participant must have successfully completed all 5 phases of the Veterans' Treatment Court Program

Termination

The program design is one which makes it difficult for a participant to leave the program. However, certain participant behaviors may cause the Judge to consider termination. They are:

1. Behaviors resulting in termination include;
 - a. Warrants or new arrest of a significant crime such as a felony
 - b. Missing several drug and alcohol tests
 - c. Having multiple positive drug or alcohol tests
 - d. Altering a drug test in any way
 - e. Chronic abuse of the rules such as failing to comply with the probation officer, coordinator, and treatment provider
 - f. Violence directed at anyone

Violations of program rules are typically addressed through a series of graduated sanctions that could eventually lead to termination. The participant has waived his/her right to the probation violation process so sanctions are given without a probation violation hearing. However, if the anticipated sanction is likely to proceed to termination from the program, the participant will be served with a probation violation and may exercise his/her right to a hearing.

A participant may also leave the program by choice. However, the participant is required to give the Judge a verbal report as to the reasons for leaving. The participant will also be required to serve the original jail sentence.

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 and drugs, alcohol or any other form of intoxicant.
2. Inform your doctor's and or dentist's that you are in a treatment program and may not take narcotic medications, addictive medications, or drugs.
3. Attend court sessions and treatment sessions as scheduled, submit to random alcohol and drug testing, remain clean and sober, and law abiding.
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. As a condition of participation in the treatment court program, your person, property, place of residence, vehicle or personal effects may be searched at any time with or without a warrant, and with or without reasonable cause, 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 – Acute Stabilization

Length of phase – 60 days minimum

Frequency of court appearances – Every other week

Requirements:

- Participants must make all required court appearances
- Participants must attend a minimum of 4 community support groups per week or other events approved by the team
- Participants must continue their engagement with treatment recommendations
- Participants must submit to all random UA's
- The participant must demonstrate compliance with conditions of probation
- Participants must contact the mentor coordinator
- Participants must engage with the Veterans' Justice Outreach Officer
- Participants must meet with the Veterans' Court Coordinator weekly
- The participant must have 14 days clean and sober to advance to the next phase
- Abide by the 9:00 pm curfew

Phase 2 – Clinical Stabilization

Length of phase – 120 days minimum

Frequency of court appearances – every other week

Requirements:

- Participants must attend all required court appearances
- Participants must attend a minimum of 4 community support groups per week or other events approved by the team
- Participants must continue their engagement with treatment recommendations
- Participants must engage in cognitive behavioral therapy
- The participant must demonstrate continued compliance with conditions of probation
- Participants must submit to all random UA's
- Participants must meet with the Veterans' Court Coordinator weekly
- Participants must engage with Mentor
- Participants must demonstrate continued engagement with Veterans Justice Outreach officer
- Participants must establish safe and stable housing
- The participant must have 30 days clean and sober to advance to the next phase
- Abide by 10:00pm curfew

Phase 3 – Pro Social Habilitation

Lent of phase – 90 days minimum

Frequency of court appearances – every other week

Requirements:

- Participants must continue their engagement with treatment recommendations
- Participants must continue their engagement in cognitive behavioral therapy
- Participants must demonstrate continued compliance with their conditions of probation
- Participants must continue their engagement with Veterans Justice Outreach Officer
- Participants must continue their engagement with their Mentor
- Participants must submit to all random UA's
- Participants must meet with the Veterans Court Coordinator weekly
- Participants must establish a clean and sober network
- Participants must engage in pro social activities
- Participants must engage in a relapse prevention class
- Participants must continue their engagement in Cognitive Behavioral Therapy
- Participants must have 45 days clean and sober to advance to next phase
- Abide by 11:00pm curfew

Phase 4 – Adaptive Habilitation

Length of phase – 90 days minimum

Frequency of court appearances – Every other week

Requirements:

- Participants must make all required court appearances
- The participant must demonstrate continued compliance with conditions of probation
- Participants must continue their engagement with treatment recommendations
- Participants must continue their engagement with Veterans Justice Outreach Officer
- Participants must continue their engagement with their Mentor
- Participants must continue to engage in pro social activities
- Participants must continue to engage with their clean and sober network
- Participants must continue their engagement in a relapse prevention class
- Participants must submit to all random UA's
- Participants must meet with the Veterans Court Coordinator every other week
- Participants must have 60 days clean and sober to advance to next phase
- Abide by 12:00am curfew

Phase 5 – Continuing Care

Length of phase – 6 months minimum

Frequency of court appearances – monthly

Requirements:

- Participants must make all required court appearances
- The participant must demonstrate continued compliance with conditions of probation
- Participants must continue to engage in pro social activities
- Participants must continue their engagement with Veterans Justice Outreach Officer
- Participants must continue their engagement with their Mentor
- Participants must continue to engage with their clean and sober network
- Participants must submit to all random UA's
- Participants must meet with the Veterans Court Coordinator on a monthly basis
- Obtain employment
- Participants must establish a payment plan agreement with the courts
- Participants must have 90 days clean and sober in order to graduate
- Participants must develop a graduation essay

Treatment

The Columbia County Veterans 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 tool.

Alcohol and drug treatment		
Treatment Type	Duration	Location
Detox	3-5 days	Portland or St. Helens
Residential	30 days to 9 months	Various locations
Intensive outpatient	6 months to 1 year	Veterans Hospital or CCMH
Outpatient	4 to 6 months	Veterans hospital in Vancouver, Portland or CCMH
Aftercare	2 to 6 months	Veterans hospital in Vancouver, Portland or CCMH

Mental Health Treatment		
Treatment Type	Duration	Location
Inpatient	1 to 30 days	Portland
PTSD	Varies	Portland or Vancouver
Outpatient	Varies	Portland or Vancouver

Release of Information and Confidentiality

The Columbia County Veterans' Treatment Court Program will adhere to strict level of confidentiality when working with participants. The Columbia County Veterans Treatment Court Program will follow the guidelines listed below:

- Information relating to the identity, diagnosis, prognosis or treatment of any participant will not be disclosed to anyone other than the treatment court team members, after appropriate consent has been obtained. Information used for evaluation purposes will not disclose the identity of any participant.
- Due to prohibitions on the re-disclosure of information regarding identity, diagnosis, prognosis or treatment, information transmitted or received by any of the parties set forth above shall be subject to the same restrictions.
- Defendants are provided with a copy of the Consent for Disclosure of Confidential Substance Abuse Information. Notice of confidentially requirements is also given to defendants orally. The Consent of Disclosure form stipulates it is effective until the participant completes the program or is terminated from the program. The defendant will have an opportunity to consult either his/her own attorney or a court appointed attorney prior to signing the consent forms.
- A copy of the waiver form will be sent to along with the results of the screening to the appropriate treatment provider.
- Federal regulations allow the disclosure of information under the following circumstances:
 - Medical emergencies where the participant's well-being may depend on the disclosure of treatment related information to medical personnel.
 - In the event of crimes on the program premises or against program staff, information concerning the details of the incident and the participant's name and whereabouts may be revealed.

- All written treatment court program records will be stored in a secure room or locked cabinet. Treatment court program records are not available to the public and will be kept separately from other court records. Staff of the Columbia County Veterans' Treatment Court Program will be regularly educated about the procedures and the rationale behind them.
- Upon termination from the treatment court program, consent to disclosure expires. All paper records will be held for three years. After the three years treatment court files will be destroyed.
- Veterans' records are all confidential and will not be released to anyone without authorization from the participant.
- The Columbia County Veteran's Treatment Court Program will accept visitors on a case by case basis. All visitors will be required to read and sign a statement of confidentiality.

Veterans' Treatment Court Staff Phone Numbers

Columbia County Circuit Court	503-397-2327
District Attorney's Office	503-397-0300
Columbia County Sheriff's Office	503-397-3333
Columbia Community Mental Health	503-397-5211
Program Coordinator	503-397-2327 x 334
Probation Office	503-397-6253
Columbia Community Mental Health	503-397-5211 x 111
Defense Attorney	503-397-9004
Mentor Coordinator	503-410-5225
Veterans' Justice Outreach Officer	
Veterans' Services Officer	
UA Testing Phone #	503-397-2327 x 331
Weekend UA line	503-397-2327 x 331
Other:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Receipt of Client Handbook

Date _____

Name _____

Assigned Court/Day _____

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

Signature _____

Print Name _____

Signature Date _____