

Participant Handbook



START

Success Through Accountability Restitution and Treatment

START is a partnership between the Multnomah County Circuit Court, Department of Community Justice, Volunteers of America, the Multnomah County District Attorney, and Metropolitan Public Defenders.



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START stands for Success Through Accountability Restitution and Treatment.

This program is designed to assist in your recovery, encourage you to be a pro-social, responsible community member, and promote self-sufficiency. START is a unique program. The judge, attorneys, probation officer and treatment team work closely together to support, encourage and hold you accountable through this journey. **We are dedicated to your recovery!**

This handbook will be a great resource to you. It is designed to provide overall information including details on what is expected of you throughout your time in START. Feel free to ask questions. We want to help you understand this process.

What are drug courts?

Drug courts use a team approach to help those involved in the criminal justice system begin a recovery-oriented life by addressing addiction and associated mental health needs. Drug courts exist across the country and provide needed treatment, guidance and support. The goal of drug courts is to have participants live a clean and sober life which results in no further involvement with the criminal justice system. Other benefits of drug courts are:

- Offering a cost effective alternative to long term incarceration
- Providing treatment instead of prison sentences
- Building a positive peer support community
- Reconnecting with supportive family, friends and/or children
- Building positive relationships with law enforcement and courts
- Paying restitution to victims
- Providing swift and sure incentives and accountability

The START Court Team

The entire START team is here to help you. The team works together to create a safe and supportive environment so you can succeed in the program.

With assistance from the team, the judge will make decisions about your participation while in the START Court program. The team includes:

- Probation Officer
- Treatment Provider/Counselor
- Deputy District Attorney
- Defense Attorney
- Program Coordinator
- Alumni Coordinator
- Mentors
- Corrections Technicians
- Career Coaches
- Housing specialist



Court Dates

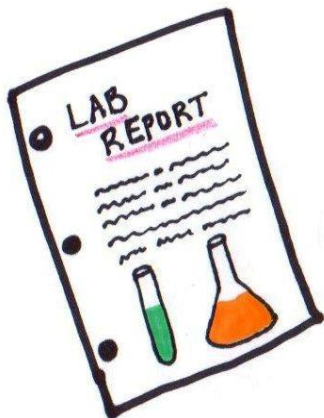
As a START participant you will be required to appear in court. Failure to appear in court may result in a warrant being issued for your arrest. You will be given your next court date at each appearance. If you miss a court appearance, you are expected to do the next right thing and show up in court on the next day START is in session.

The Standing Order

The standing order is a court order in effect throughout your participation in the program. It requires you to be in court the following TUESDAY, WEDNESDAY OR FRIDAY AT 10:15 if you do any of the following:

- Miss a UA
- Provide a late UA
- Provide an invalid or dilute UA
- Have new use - including alcohol and marijuana (even if you do not UA)
- Submit a disputed positive UA
- Miss a treatment appointment (groups, 1:1's, assessments, etc.)
- Miss a PO appointment
- Fail to enter residential treatment or leave residential treatment without PO approval
- Fail to enter detox as directed or leave detox without PO approval
- Unsuccessfully discharge from treatment
- Miss a waitlist group
- Fail to submit treatment logs if required by the court

If you have questions about your court appearances you may contact your attorney or your probation officer. If you fail to appear in court, a warrant for your arrest may be issued.



Progress Review

Prior to START Court hearings, the START team members review your progress since your last court appearance.

The review includes your drug test results, attendance, participation, behaviors in the community, employment, other requirements that may have been imposed, compliance with conditions and status of your financial obligations.

Court Hearings

The following people will be present during your court hearings:

- The Judge
- Your defense attorney
- Deputy District Attorney
- A treatment representative
- A probation officer (typically your assigned PO)
- Your recovery mentor
- The program coordinator
- Other START participants

During your court appearance the Judge will ask questions about your progress, recognize your accomplishments, and discuss any challenges you may be having.

If your progress reports show that you are struggling or there have been other reported issues, the team will discuss and develop a plan to support your recovery. In court, the Judge will discuss this plan with you.

Incentives and Sanctions

The court awards incentives for positive behavior and imposes sanctions for negative behavior.

When the court team determines you have been doing well in START, the community, and/or your personal life, you may receive **incentives** such as the following:



- Praise by the Court/Judge
- Applause
- Gift certificate/card
- Letter of recognition or recommendation
- Certificates of achievement or completion
- Promotion to next phase
- Reduced court appearances
- Addition to the quick list
- Waiver of community service requirements

Participants who are meeting all program requirements may qualify for the quick list. Quick list participants are called at the beginning of the docket. You will receive recognition from your peers and the team on your accomplishments.

Quick list participants at a minimum will have met the following:

- No drug or alcohol use within the last week
- No positive, diluted, or disputed UA's
- Attended all required treatment services
- Attended all PO meetings
- No arrests or jail sanctions within the last week
- Complied with all court orders
- Paid restitution, fines, or fees as required

Participants who do not comply with the rules or requirements may be given *sanctions* to help encourage behavior change. This could include but is not limited to:

- Removal from the quick list
- Sit sanction (writing an essay on a topic provided, watching the entire court docket and reporting what was seen)
- Increased court reporting
- Community service
- Suspended jail
- Change in phase
- Curfew
- Electronic monitoring
- Short jail sanction



Treatment

Once you complete your intake with your treatment provider you will be given an appropriate treatment plan. In addition to drug and alcohol treatment, mental health services are available.

The START program has a partnership with Volunteers of America Inact to provide outpatient treatment to participants.

If you and your counselor determine Medication Assisted Treatment (MAT) is the best plan of action for you, then you will likely be referred to CODA Portland Recovery Center. Various forms of MAT are available.

We are also partnered with cultural specific treatment agencies to provide you with appropriate treatment services.

If you are assessed at needing residential treatment we have several community partners we work with to provide this service.

Treatment Stages

Treatment stages are designed by the treatment providers to outline what treatment will consist of throughout your time in the program. This is separate from the program phases, which are described later. The treatment stages are specific to how many hours of treatment you are attending each week, which groups you will complete, and any other services or recovery community activities your counselor has included in your treatment plan.

Although the majority of START participants will attend Volunteers of America for treatment, all treatment providers will be able to provide a structured outline of what your treatment will consist of.

Alumni Group

Part of your participation in this program will include attending the alumni groups. This group is run by START alumni and active participants. This is a great source of support while you are in the program and after graduation. The alumni group is involved in service work, recovery events and fundraising. This is also a great place to seek support from those that have completed the program and were once in the same position as you are today.



Program Phases

In the next section you will review the START program phases. This outlines your journey through the START program and what to expect in each phase. The program phases are different than treatment stages as this tracks your overall progress in the program including meeting objectives set by your probation officer, restitution requirements, community services requirements, obtaining clean and sober housing, meeting UA requirements, etc. Completion of phases will be acknowledged in court with a milestone achievement award.

START Court Program Phases

Phase I

Stabilization (minimum of 14 days)

- Appear in court weekly
- Demonstrate honesty
- Attend weekly office visits with the PO or as required by the PO
- Comply with case plan set by probation officer
- Engage in treatment plan
- Attend community support meetings
- Meet with the recovery mentor
- Comply with UA expectations
- Comply with housing plan
- Minimum two weeks of sobriety to advance
(no dilute or missed UA's)

Phase II

Treatment Engagement (minimum of 8 weeks)

- Appear in court every other week (if maintaining requirements)
- Demonstrate honesty
- Attend office visits with PO every 1-2 weeks or as required
- Comply with case plan set by PO
- Engage in treatment plan
- Attend community support meetings
- Engage with recovery mentor
- Comply with UA expectations
- Comply with housing plan
- Minimum six weeks of sobriety to advance
(no dilutes or missed UA's)

Phase III

Personal Growth (minimum 12 weeks)

- Appear in court every three weeks (if maintaining requirements)
- Demonstrate honesty
- Attend office visits with PO every 2-3 weeks or as required
- Comply with case plan set by PO
- Engage in treatment plan
- Establish sober network per treatment plan
- Engage in an organized community activity weekly
- Comply with UA expectations
- Comply with housing plan
- Establish restitution payment plan with PO
- Begin making restitution payments or sign up for restitution crew
- Review court ordered community service with probation officer
- Minimum eight weeks of sobriety to advance
(no dilutes or missed UA's)

Phase IV

Life Skills (minimum 12 weeks)

- Appear in court every four weeks (if maintaining requirements)
- Demonstrate honesty
- Attend office visits with PO every 3-4 weeks or as required
- Comply with case plan set by PO
- Engage with treatment plan
- Maintain sober network
- Engage in an organized community activity weekly
- Comply with UA expectations
- Continue making restitution payments or completing restitution crew
- Continue working on community service requirements
- Work with a career coach, the Londer Learning Center, or enroll in school if not employed
- Comply with long term housing plan
- Complete of wellness plan document and review with counselor
- Minimum 12 weeks of sobriety to advance
(no dilute or missed UA's)

Phase V

Living Well (minimum 12 weeks)

- Appear in court once every five weeks (if maintaining requirements)
- Demonstrate honesty
- Attend office visits with PO every four weeks or as required
- Review transition plan with PO
- Follow wellness plan
- Maintain sober network
- Engage in an organized community activity weekly
- Comply with UA expectations
- Comply with long-term housing plan
- Satisfy community service requirements
- Satisfy restitution requirements
- Satisfy all probation conditions
- Obtain stable employment and/or full-time school
- Submit graduation application
- Minimum on 12 consecutive weeks of sobriety to graduate (no dilutes or missed UA's)



Graduation Ceremony

Upon your **successful completion** of the five phases and satisfaction of all other court requirements, you will be eligible to graduate the START program.

Graduation from START is a very important event. Your family and friends will be invited to join you as the START team recognizes and congratulates you for successfully completing the program.



Program Termination

Termination from START is a decision taken very seriously by the team. All team members review your history in the program and discuss if termination is the appropriate response. Some of the most common reasons for termination are:

- Absconding - multiple warrants, leaving residential treatment and not reporting, etc.
- Repeatedly missing drug tests
- Tampering with a drug test
- Repeatedly missing program obligations
- Conditions of supervision are not being followed
- Conviction of new crime(s)
- Falsifying documents (meeting slips, waitlist groups attendance logs, treatment logs, etc.)
- Violence or threat of violence directed at START team members, other participants or members of the community



Confidentiality

State and federal laws require that your identity and privacy be protected. START Court and its team members and partners have developed policies and procedures that guard your privacy. You will be asked to sign Releases of Information (ROI). These ROIs are for the sole purpose of allowing the START partner organizations to communicate about your specific START case and your participation in this program. Other team members (or treatment facilities) may require that you sign additional forms and ROIs relative to your specific case within START.

The team will respect your right to privacy and refrain from sharing unnecessary personal information with other members of the team if it does not affect case planning, program expectations or decision making.

Information shared in court is public record by law, so please keep that in mind during your appearances. If you have any questions, please speak to your attorney.



CONFIDENTIAL

Program Rules and Policies

In START you will be required to abide by all **general** and **special** conditions of your probation (provided by your probation officer) as well as the following:

1. Comply with all treatment recommendations and requirements.
2. Comply with UA line expectations.
3. Inform any medical care providers or prescribers that you are in a recovery program and are participating in a drug and alcohol treatment program.
4. Disclose to your probation officer within 24 hours of any prescriptions you have received from a medical doctor and sign an ROI (Release of Information) so PO's may verify you notified the prescriber.
5. Be considerate, supportive and respectful of others. This includes other participants, staff, community partners and others in the community.
6. Remain quiet in the hallway while waiting for court to begin.
7. Attend court on time. Failure to appear for roll call may result in a sanction.
8. Remain in the courtroom during START proceedings until you have been seen by the Judge. Going in and out of the courtroom to smoke, take personal phone calls, etc. is not allowed unless approved by the PO, mentor or coordinator.
9. Sunglasses, hats, food or drinks are not allowed in the courtroom with the exception of water.
10. Appropriate clothing must be worn in all START related activities. No clothing suggesting or promoting drugs, alcohol, gambling, sex or gangs will be allowed. You may be asked to leave if you violate this rule, which will count as a missed obligation.
11. Tampering with a drug test is considered a major violation may result in revocation in the program and new criminal charges.
12. Providing an altered or forged document to the court is considered a major violation may result in revocation in the program and new criminal charges.
13. If released from custody you must contact your PO within 24 hours.

START Program
Multnomah County Courthouse
1200 SW 1st Ave
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon

UA Line Expectations

Phone number: 503.988.4070 press 0

Numbers are also posted in the 1st floor lobby window

I understand I must participate in random drug testing as part of the START Court Program and agree to the following:

- I will be assigned to a single number code. My UA # is _____.
- UA's are conducted Monday through Saturday, excluding county holidays. I will call the line Monday through Saturday to see if I need to provide a UA. The UA line is updated each day at 6:00 AM. I will listen to the date carefully.
- I will provide a UA at the Mead building Monday through Friday between the hours of **7:30 AM – 12:00 PM and 1:00 PM – 2:00 PM**
- If enrolled in drug/alcohol treatment at Inact, on Saturday, I will provide a UA at the Inact office between the hours of **9:00AM – 2:30 PM** if my UA number is called.
- If treating at VOA MRC, on Saturday, I will provide a UA at MRC between the hours of **9:00 AM – 4:30 PM** if my UA number is called.
- If I am employed or attending school 32 hours or more per week (with prior approval), doing community service on the day of a UA, or have PO approval, I will be allowed to provide a sample until 4:00 PM.
- A staff member will directly observe while I provide a urine or saliva sample and I will follow the instructions of the staff member taking the sample. These instructions may include:
 - Removing clothing that might block staff member's view
 - Securing the sample for shipping and lab testing
 - **Providing clean dates and any new use prior to submitting sample.**
- I must tell the staff member observing the sample the names of all prescription and over-the-counter medications I have taken. I must provide documentations of prescription medications and sign a release of information to verify I notified the prescriber I am in a drug treatment program.
- Tampering with, or attempting to tamper with a drug test is a misdemeanor offense and may result in revocation.
- A sample may be sent to the laboratory for further testing at any time. Per the lab testing fees agreement, you may be subject to billing for undisclosed or inconsistent use or dilute UA's.
- Consumption of **marijuana, CBD, kratom, nyquil, bath salts, spice/k2, poppy seeds, non-alcoholic beer, cooking wine, vanilla extract, etc.** is not allowed and may result in a sanction.
- Dilute UA's will not be tolerated and may be sanctioned.
- You are responsible for what is in your body. Sharing of e-cigarettes, vapes, cigarettes, cigars, etc. is not allowed.
- **IF I FAIL TO PROVIDE A VALID URINE SAMPLE, PROVIDE A POSITIVE URINE SAMPLE OR HAVE NEW USE I MUST REPORT TO THE NEXT START COURT DAY PER THE STANDING ORDER.**
(Tuesday/Wednesday/Friday at 10:15 at the Multnomah County Courthouse)

I have read, or had read to me, the above information. My signature indicates that I understand the terms of this agreement.

Name (printed)

Signature

Date

START Program
Multnomah County Courthouse
1200 SW 1st AVE
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon

Lab Testing Fees

START Participant,

Today, ___/___/____, we are going to send your urine and/or saliva in to the lab for additional confirmation testing.

It is important as a participant in the START program that you are ***honest*** in reporting any drug or alcohol use prior to the UA being collected. You must report the use of designer drugs such as bath salts, spice, kratom, CBD, etc. as well as illicit prescription medications. Lab testing fees range from \$9.00 to \$80 per each substance tested and multiple substances may be tested for.

If the confirmation results return as **positive for a substance you have not reported today or are not consistent with your reported clean date, you will be billed for the lab testing fees.** You will also be held accountable for payment as well as for **dishonesty** by the Judge.

If the results come back **dilute**, you may be billed.

If the results come back confirmed negative, you will not be billed.

Considering the above, my clean date is _____.

By signing below, I understand this process and that I have reported an accurate clean date.

Name (printed)

Signature

Date

START Program
Multnomah County Courthouse
1200 SW 1st AVE
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon

Notice to: _____

Dilute UA's

Dilute UA's are when the creatinine level in the urine sample is less than 20 mg/dl of creatinine. This happens when you ingest too much liquid prior to your UA.

To prevent dilute UA's, do not drink large quantities of water or other fluids before your UA. This includes coffee, sports drinks, energy drinks, etc.

In general, **you should not drink more than 16 ounces of liquid two hours prior to providing a UA.** If there are reasons you need or want to consume large quantities of liquid and you have to UA then you must provide a UA prior to doing so.

You are responsible for providing a UA upon request that is not dilute. The Judge will treat a dilute sample as a missed UA and dishonesty. A probation violation hearing may be set.

I acknowledge receipt of this warning. I understand invalid drug tests may result in sanctions from the court.

Defendant Signature

Date

START Program
Multnomah County Courthouse
1200 SW 1st AVE
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon

Notice to: _____

Prescription Drug Policy

As part of the Multnomah County START program, you are required to follow the requirements outlined below upon seeking any medical attention resulting in medications.

- 1. Prior to receiving any prescriptions, you must inform the prescriber you are in a drug treatment program.**
2. Medical marijuana is not allowed under Federal law.
3. You are required to ask medical providers for a safe, equally effective, non-narcotic medication.
4. You must be honest when providing information to any medical providers.
5. You must disclose to the prescriber if you are on any forms of medication assisted treatment which includes suboxone, methadone, vivitrol or naltrexone. This is for your own safety.
6. You must sign a Release of Information (ROI) with your probation officer and treatment provider so they can confirm you are following the rules of this policy.
7. You must bring in copies of any medical documentation and prescriptions to your probation officer within 24 hours of any medical appointments.
8. You must take medications as prescribed. If you are found to be distributing or selling medications, you are at risk for new criminal charges and revocation from the program.
9. If you are on a pain contract with your doctor, you may be required to develop a safety plan with your counselor and/or probation officer.
10. You may be asked to bring in your medication(s) for a pill count at any time.
11. If you have been prescribed an opiate, you understand you may receive an enhanced opiate drug test in order to determine if it is consistent with the prescribed medication.

By signing below, I acknowledge that I understand the above policy. I understand that failure to follow this policy may result in a sanction by the court up to and including revocation from the program.

Defendant Signature

Date

START Program
Multnomah County Courthouse
1200 SW 1st AVE
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon

You have been directed to attend waitlist groups.

I, _____ acknowledge I have been directed to attend wait list groups. I am expected to attend until advised otherwise by my probation officer or the Judge. By signing this agreement I acknowledge:

1. I am to attend all waitlist groups as directed by the Judge or my probation officer **and collect a signature from staff confirming my attendance to submit to the court.**
2. If I am offered a residential bed I must accept and enter immediately as directed by the residential center. If I have any questions or concerns about accepting a residential bed, I can contact my probation officer and/or attorney but I am still expected to enter.
3. I will sign a release of information at the residential center for my probation officer.
4. I will notify my probation officer when I enter residential treatment.

Probation Office: 503.988.3801

Metropolitan Public Defender: 503.225.9100

The waitlist group(s) I have been directed to attend are as follows:

- VOA Men's Recovery Center
2318 NE MLK Blvd
503.335.8611
Mondays at 4 PM
- VOA Women's Recovery Center
200 SE 7th AVE
503.235.0131 - Main
503.595.6455 - Admissions
Mondays at 4 PM
- CODA Alphahouse/New Directions
1427 SE 182ND Ave
503.465.9795
Tuesdays & Thursdays at 10 AM
- Depaul
1312 SW Washington St.
503.535.1151
Fridays at 1:30

Signature: _____

Date: _____

WAITLIST GROUP VERIFICATION SIGNATURES

<u>Date</u>	<u>Agency</u>	<u>Staff Name (printed)</u>	<u>Signature</u>
_____ \	_____ \	_____ \	_____
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YOU MUST BRING THIS FORM TO YOUR COURT APPEARANCES.

START Program
Multnomah County Courthouse
1200 SW 1st AVE
Portland, Oregon 97204



Circuit Court of the State of Oregon
Judicial District
Multnomah County, Oregon

START Treatment Agreement

If you are going to do outpatient treatment, in full or in part, at an agency other than Volunteers of America Inact you must review and sign this form. This agreement is meant to help clarify what will be required for treatment while in the START program.

- You are required to get signatures for all groups and individual sessions to document your attendance.
- You are required to turn in your treatment log each Friday by 4:00 PM to the 6th Floor of the Mead Building to a START staff member.
- If you do not turn in your treatment logs by this deadline you are required to be in court the following Tuesday at 10:15.
- If you miss a scheduled group, individual session or did not complete treatment as required, you will be expected in court at the next START session (Tuesday, Wednesday and Fridays at 10:15).
- Dishonesty or providing falsified documentation will result in a sanction up to and including revocation and/or new criminal charges.

CODA:

If you are not in MRT or Thinking for a Change:

- Three groups on different days with signatures**
- Individual sessions as required by your counselor

If you are in MRT or Thinking for a Change:

- Two groups on different days with signatures**
- Individual sessions as required by your counselor
- Individual sessions and waitlist groups do not count toward the required groups per week.
- Community recovery groups (AA/NA/SMART/etc.) do not count towards the required weekly groups.

Volunteers of America - MRC Aftercare Groups:

- You are to attend the weekly aftercare group at Men's Residential Center with signatures.
- Provide UAs as required by MRC staff
- Provide UAs on Saturdays if your number is called at MRC

Other (Central City Concern, Imani, Empowerment Clinic, etc.)

- You are to attend groups as required by your primary counselor and/or PO with signatures.

I understand the treatment expectations and failure to comply may result in a sanction. I have had all my questions answered by a START team member.

Defendant Signature

Date

START Program
Multnomah County Courthouse
1200 SW 1st AVE
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon

Contested Probation Violation Hearings

In order to participate in the START court program, I understand that I am required to submit to random urinalysis to test for the presence of controlled substances, alcohol, marijuana and other prohibited substances. I also understand that urinalysis testing will also detect if I submit a diluted urine sample.

I know that if a random urinalysis indicates the presences of any prohibited substance or a diluted sample, I have a right to request the sample be tested by an independent laboratory contracted with the START court program for confirmation. I understand that the laboratory is not in the state of Oregon.

If the laboratory results confirm the presence of any prohibited substance or a diluted sample, I will be given notice of the results. If I wish to dispute the findings, I have the right to request a probation violation hearing.

I further understand that the toxicology report conducted by an independent laboratory contracted with the START court program for confirmation will be admissible evidence for the probation violation hearing. As consideration for my participation in the START court program I waive any statutory or constitutional right to have the state call a witness for the probation violation hearing from the laboratory or treatment provider. I do have the right to have my attorney subpoena the toxicologist or other relevant witnesses for the probation violation hearing.

Acknowledging all this, I knowingly waive my right to require the state to have the laboratory witness to appear in person for any contested probation violation hearing. I agree that if a laboratory witness testifies at the probation violation hearing that the testimony will be by telephone or by any other two-way electronic communication device, including but not limited to satellite, cellular or other interactive communication device.

In special circumstances, I acknowledge that my attorney retains the right to request that the witness appear in person if necessary to assure due process. It is up to the START court judge to make the determination if the witness is needed to personally appear for the hearing. The judge may take into account several factors, including but not limited to: 1) The ability to evaluate the credibility and demeanor of the witness in person is critical to the outcome of the proceeding; 2) The issue or issues the witness will testify about are so determinative of the outcome that face-to-face cross-examination is necessary; 3) The exhibits or documents the witness will testify about are too voluminous to make telephone testimony practical; and 4) The failure of the witness to appear personally will result in substantial prejudice to a party to the proceeding.

Defendant Signature

Date

Print Name

START COURT PHONE NUMBERS

Multnomah County Circuit Court: (503)988- 3957
Program Coordinator: (503) 988-5289
InAct/VOA: (503) 228-9229
Probation Office: (503) 988-3801
UA Testing Line: (503) 988-4070 (press 0 for START)
Defense Attorney: (503) 225-9100
(Metropolitan Public Defenders)
County Crisis Line: (800) 716-1769

Other:



Signature Page

By signing this page, I affirm that I have read through the START Court Participant Manual and fully understand what is expected of me as a participant while in the START Court Program.

Reviewed participant handbook with: _____

Signature of Participant: _____

Printed name: _____

Date: _____