

*SAMPLE
HANDBOOK*

GREENE COUNTY ADULT TREATMENT COURT

TC 1

Participant Handbook

What is a Treatment Court?

Treatment courts are problem-solving courts that use a combination of accountability, treatment and other services to support and compel drug-using or drug-involved offenders to change their lives. The Judge, a prosecutor, a defense attorney, probation officers, law enforcement officers, mental health specialists, social service case managers, and substance use disorder treatment communities work together as a team to help offenders find restoration in recovery and become productive citizens.

I've been charged with a felony drug or drug-driven charge – what does that mean and what happens next?

Your attorney or the prosecutor may ask the Judge who is handling your criminal case to order you to be screened for TC1 (Adult Treatment Court). You may have been charged with possession of drugs or other illegal drug activity or you may have been using drugs/alcohol or trying to get money to buy drugs/alcohol when you committed the offense you are charged with.

If the Judge does order you to be screened for TC1, you will be told when to go to the TC1 Courtroom to be administered a Risk and Need Triage (RANT). The RANT is a short screening that takes from 15-30 minutes. The RANT identifies four levels of risk and need. Most treatment courts accept only individuals who score at the highest levels so Judges in those jurisdictions use the RANT results to decide if you are eligible for their local treatment court.

TC1 is able to provide services for you no matter what your RANT results are so it is not used to determine whether or not you will participate in TC1 if you are granted probation. Your Judge makes that decision after hearing the evidence and considering all the circumstances of your case.

- **RISK** does not mean how dangerous you are, it refers to your level of drug abuse/use. Are you addicted to opiates or other drugs? Do you use a lot when you party with friends?

- **NEED** refers to your ability to comply with the conditions of probation. In other words, are there things going on in your life that may cause you to fail, like mental health issues, no job, no way to buy food or take care of your family?

Sometimes you will not be screened with the RANT before you are sentenced. The Judge in the criminal case may order you to complete TC1 as a condition of remaining in the community rather than being sent to prison.

Once the Judge handling my criminal case has ordered me to complete TC1 as a condition of my probation, what comes next?

1. The Judge may direct you to go to the next TC1 scheduled status hearing or go to the District 10R Probation office, located at 1735 West Catalpa. Probation appointments are usually scheduled for the 1st Monday after sentencing. If you are told to go to the probation office first, you will meet with a probation officer (PO) who will have you fill out lots of paperwork. The PO also will go over the treatment court requirements and explain the drug testing schedule. You will be directed to appear at the next scheduled TC1 status hearing and be given a calendar. (Status hearings will be discussed later.)

If you have not been administered a RANT, a PO will conduct the screening during the meeting. The RANT will be sent to the Court to be scored the following day so that we can determine what your needs are and get you started as soon as possible.

2. The first time you come to Court, the Treatment Court Judge will:

- welcome you,
- schedule you for a RANT screening if you have not been screened,
- if you have been screened with the RANT, then the Judge will tell you where you are supposed to go for substance use treatment or services and,
- make sure you are already signed up for drug testing.

3. The Judge or the PO will give you a telephone number that you will need to call to schedule an intake with the treatment provider. When you call, be

sure to tell whoever you talk to that you are with the Greene County Treatment Court 1 (One). This appointment should be scheduled before you return to Court.

4. You should learn the Treatment Court rules. These are listed on the last page of this handout. Your sentencing Judge or your probation officer may direct you to complete other requirements also.

What should I expect from treatment?

Most new participants feel overwhelmed when they start TC1. Frequent questions include:

Q: Exactly how many times a week will I have to go to “classes”? How many weeks/months will I have to attend treatment? What if I haven’t “used” in a long time?

A: It is impossible to answer these questions until you have met with your treatment counselor. It is different for each person – how often and how long you will be involved in substance use treatment and services are based on your assessed needs.

Q: Will I get credit for being in treatment before?

A: It depends...how long ago were you in treatment? Was the treatment an accepted/proven practice? Have you continued to “use” after you finished treatment? Again, everything depends on your assessed needs.

Q: Will going to treatment cause me to lose my job?

A: Employment or vocational training is crucial for your success. Your treatment counselor will try to work around your work or school schedule as much as possible.

All the TC1 treatment counselors employ treatment practices that have been proven to be effective. They understand that work and/or school are very important to building a life after treatment court. BUT, you must look at the TC1 treatment and services as one of the **most** important things you do; to be successful you need to attend all scheduled individual and group sessions.

Your treatment counselor is a member of your Treatment Court team. Each week the Judge and other team members will meet to talk about your progress in treatment. They will discuss your attendance, participation and cooperation in the treatment program. The treatment counselor is obligated to report to the judge and the other team members when you miss counseling sessions or behave in a way that is disruptive or harmful to other people attending treatment.

Your counselor and your probation officer will work with you to develop a written plan so that you will always know what you need to be working on in order to get your life back on track. Please note the following:

**ATTEND YOUR COUNSELING APPOINTMENTS
YOU MAY BE ORDERED TO PAY FOR MISSED APPOINTMENTS**

Rude or disrespectful behavior toward treatment staff will not be tolerated and will result in a response.

What should I expect from my probation officer?

Every TC1 participant is assigned a probation officer – usually called a PO. Your PO will set up a schedule so you know when and how often you are supposed to report to the probation office and to court.

Your PO is also a member of your Treatment Court team. He or she will tell the Judge and the other team members how you are doing: if you are following your conditions of probation and the treatment court requirements. The probation officer is obligated to inform the Judge and the rest of the team when you commit a violation of the rules. Please note:

The probation officer is considered an “arm of the court”. You will follow the directives of your probation officer just as if the Judge had directed you to do something.

Rude or disrespectful behavior directed toward your probation officer will not be tolerated and will result in a response.

What do I need to know about drug and alcohol testing?

Avertest Drug Testing Services conducts drug, EtG (alcohol) and Breathalyzer (BAC) testing for the Treatment Court. When you start TC1 your probation officer will give you written instructions on when and where to report for drug testing and what to expect.

Sometimes, your probation officer may decide to give you a BAC or drug test at the probation office. Refusing to test or failing to provide a urine sample will result in a response.

IMPORTANT THINGS TO KNOW ABOUT DRUG TESTING

- Drug testing is on a RANDOM schedule – you will never know when you will be asked to test. Avertest has set up a call-in number that you will have to call EVERY DAY (including weekends and all holidays) to see if you are scheduled to test that day.
- You will be required to follow Avertest's testing procedures.
- You will be observed when you give a urine sample.
- A "positive" test, (also called a "dirty" test) means that your urine or breath has tested positive for drugs and/or alcohol.
- A positive urine or BAC test will result in an immediate response that may include time in jail.
- You may be sanctioned if you miss a drug test because you forgot to check the daily message or you arrived at Avertest after they closed or you just got busy and forget to go to Avertest.
- **Avertest employees have been directed by the Treatment Court Judge to never discuss your drug testing schedule or your drug test results with you.**
- You will be given a receipt that will confirm that you showed up for your drug screen. Keep these receipts in case you are asked to confirm you tested. Please note:

Rude or disrespectful behavior directed toward Avertest staff will not be tolerated and will result in a response.

How long will it take to finish Drug Court and what will I have to do?

You will be required to participate in TC1 for at least eighteen months. At this time there are three phases that you must complete before you will be allowed to graduate. We are working on changing the number of Phases and the requirements for each Phase but until they are changed you will abide by the following:

1. Phase 1 – You will begin in Phase 1. If you stick to the rules after you start TC1, you will be in Phase 1 only four months. The TC1 team will look at your progress and **IF** things are going well, they will recommend to the Judge that you be advanced to the next phase.
2. Phase 2 – You will be in Phase 2 at least six months. Again, before you are moved up to the last Phase, the TC1 team will look at your progress and if things are going well, then they will recommend to the Judge that you be advanced to Phase 3.
3. Phase 3 will take you at least eight months. There are requirements that you will need to complete in order to finish or graduate from the program. A graduation ceremony will be scheduled for everyone who has met the Court, probation and treatment requirements.

Having “dirty” drug tests or missing appointments with your treatment counselor or probation officer may cause you to have to stay in a phase longer than the minimum time.

Listed below are the **general** requirements for each of the three phases.

Remember, these requirements will be changing because each person in Drug Court has different needs. You may be directed to take part in an activity that is not on this list. Do not compare yourself to others - what works for you may not work for someone else.

PHASE 1	
Length of phase:	A minimum of 4 months
General Requirements	<ul style="list-style-type: none"> • Participation in treatment based on your assessed needs, • Participation in community support groups as directed, • Court attendance 2 x per month, • 1-3 random urine tests per week,

	<ul style="list-style-type: none"> • Contact with your probation officer as directed, • Complete a budget detailing monthly expenses.
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PHASE 2	
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Length of phase:	A minimum of 6 months
General Requirements	<ul style="list-style-type: none"> • Continue participation in treatment or other services as assessed by your needs, • Participate in community support groups or pro-social activities, • Court attendance 1 x per month, • 1-3 random urine tests per week, • Maintain contact with your probation officer as directed, • Enroll in HiSET/GED study sessions (if needed), • Obtain employment or begin vocational training (if needed) • Obtain stable housing, • Revise budget if needed, develop payment plan to pay TC1 fees.

PHASE 3	
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Length of phase:	A minimum of 8 months
General Requirements:	<ul style="list-style-type: none"> • Continue participation in treatment or other services as determined by your needs, • Participate in community support groups or approved pro-social activities, • Court attendance 1 x per month, • 1-3 random urine tests per week, • Maintain sobriety for the last 6 months you are in TC1, • Maintain stable employment and living circumstances, • Schedule HiSET/GED test no later than 4 months into Phase 3 so there will be time to retake the test if needed, it must be completed and obtained before graduation. • Fees – see section below regarding payment of fees.

Is my information kept confidential?

Federal law requires that Treatment Court participants' identities and privacy be protected. In response to these regulations, TC1 has developed policies and procedures that guard your privacy. Upon entry into TC1, you will be asked to sign a **CONSENT FOR DISCLOSURE AND EXCHANGE OF CONFIDENTIAL INFORMATION REGARDING SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT**. Team members will never reveal information to family members, friends or the public without your written consent. However, the treatment court team members have to communicate with each other and the Judge. The **CONSENT...** gives the TC1 team permission to discuss your progress. It also allows the team members to have access to medical and other records of care and services (as necessary, and with your full knowledge) that may impact your participation in the program.

How often will I go to Court?

You will be required to come to court on a regular basis to see the Judge to discuss how you are doing. These are called status hearings. Your court schedule will depend on which Phase you are in.

- If you are in Phase 1 you will be scheduled 2 times per month
- In Phase 2 and Phase 3 you will be scheduled to come to Court 1 time per month.

**If you fail to appear in court,
an arrest warrant may be issued and you may subsequently be
detained in jail until you are brought before the Judge.**

Do I have to pay for Drug Court? How much?

All Missouri Treatment Courts are mandated to charge a fee that helps pay for substance use treatment and drug testing. At this time the TC1 fee is **\$2500**. If costs continue to rise, the fee may be increased. It is easier to

keep up if you pay on the fees each month. When you begin TC1, your PO will give you written instructions on how and where to pay the TC1 fees.

KEEP ALL RECEIPTS!!!

Never, ever, ever give your fee payment to a team member or another participant and ask them to make your payment for you.

If the team sees that you are not making regular payments on your fees, you will be required in Phase 2 to prepare a financial budget and develop a payment plan to pay your TC1 fees and other court costs. The court will work with you to develop a plan for fee payments but if you are spending your money on non-necessities such as cable bills, club memberships, expensive electronics, etc. the Court will expect to see regular payments on the TC1 fees. If you are on disability or lose your job, let your PO or your counselor know what is going on.

If you are behind on fee payments when you begin Phase 3, you must schedule a hearing with the TC1 Judge to explain your failure to pay TC1 fees and present a plan on how the fees will be paid. If the Judge finds that you have the financial ability to pay and “just don’t want to”, the remaining fees owed at graduation will be referred to a collection agency. The collection agency has the authority to suspend your driver’s license and will charge high interest rates.

You may be ordered by your sentencing judge to pay circuit court costs, fines and restitution on your criminal case. The TC1 team is not involved in assessing these charges. If you have questions about the circuit court costs, fines and restitution associated with your criminal case, please discuss this with your attorney.

What happens if I am “terminated” from Treatment Court?

For most treatment court participants, successful completion of TC1 is one of their Conditions of Probation – it is an alternative to being sent to prison and an opportunity to learn to lead a drug-free life within the law. Treatment court participants are required to comply with certain conditions or face dismissal from the treatment court and possible loss of the privilege of remaining in the community.

In TC1, before termination occurs, the Judge and the team will discuss your “Risks and Needs” (see page 2), what issues are being addressed, whether appropriate responses to your behaviors are being made, and the circumstances of your non-compliant behavior. Warrants, new arrests or a violation of your conditions of probation are factors that drive the team’s recommendation that you should be dismissed from the program. Other considerations include the following:

- You have demonstrated a pattern of missing scheduled drug tests and/or providing “dirty” drug tests,
- You have altered or cheated on drug tests,
- You have demonstrated a lack of commitment to the TC1 program by a continuous pattern of failing to cooperate with the probation officer or treatment provider,
- You have committed a violent act or threatened violence toward treatment staff, other TC1 team members, and participants of the program or other clients in the treatment facility.

If the team is recommending to the Judge that you should be terminated from TC1, you have the right to have a hearing on the record and present evidence.

If you have a hearing, the Judge may decide:

- there is insufficient evidence to proceed;
- the hearing should be continued to allow you time to make positive changes;
- you should be sent to the Department of Corrections for treatment for 120 days, then return to TC1;
- there is sufficient evidence to terminate you from the program and send you back to your sentencing judge for further action.

The team members may make recommendations in court to the Judge regarding your behavior but the TC1 Judge is the one who decides what will happen at your review or probation violation hearing.

Information from the Missouri Drug Court Statute: If you are terminated from the Drug Court and thereafter appear for sentencing on your case,

Missouri law provides that the sentencing judge may consider the reason(s) you were terminated from the program.

What will I have to do to finish Treatment Court?

You will have to participate for a minimum of eighteen months in TC1. You will also be required to have:

- Been in Phase 3 for eight consecutive months,
- Finished your substance use disorder treatment or services program,
- Maintained sobriety for the last 6 months before you are set to graduate,
- Not missed any drug tests for the last 6 months before you are scheduled to graduate,
- Maintained a stable residence,
- Maintained employment (or involvement in an educational or vocational program)
- Obtained a **HiSET/GED** (requirement for those who did not receive a high school diploma – exceptions will be made on occasion),
- Paid your TC1 fees in full or have had a hearing to determine whether the unpaid fees will be waived in part or turned over to collections.

Depending on the terms of the agreement under which you entered TC1, you may have your charges dismissed, or be released early from probation.

Important Things to Know

Name of Probation Officer _____

Telephone Number _____

Day I Meet with PO _____

Name of Treatment Counselor _____

Telephone Number _____

Name of Drug Testing Facility _____

Drug Testing Call-in number _____

Address _____

Day and Time to go to Court _____

DRUG COURT RULES



1. Totally abstain from the use of alcohol and illegal drugs (This includes medications, mouthwashes or other substances that may result in a positive urine or breathalyzer test).
2. Inform all treating physicians that you are a recovering addict and may not take narcotic or 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. No association with people who use or possess drugs or alcohol.
5. No possession of any weapons while in the Treatment Court program; you must disclose the presence of any weapons possessed by anyone else in the household.
6. Keep your probation officer, case manager and treatment provider informed of your current address and phone number at all times.
7. Dress appropriately for court and treatment sessions: a shirt or blouse or clean t-shirt, pants, dress or skirt of reasonable length. Shoes must be worn at all times. Clothing bearing violent, racist, sexist, drug or alcohol-related themes or promoting or advertising alcohol or drug use is considered inappropriate; NO hats, NO shorts, NO gang attire, NO tank tops or halter tops.
8. **Remember**, when you are in Court, turn off cell phones, do not chew gum and if your child is causing a disturbance, take the child into the Court entryway.
9. Be quiet in Court and when it is your turn to talk to the Treatment Court Judge, call her or him “**Judge**” or “**Your Honor**”.
10. Abide by all other rules and regulations imposed by the Treatment Court Team.