

INTERVENTION TRACK PARTICIPANT HANDBOOK

Montgomery County Adult Drug Court

TABLE OF CONTENTS

PROGRAM OVERVIEW: WHAT IS THE INTERVENTION TRACK OF DRUG COURT?	3
IMPORTANT PHONE NUMBERS	5
DRUG COURT HEARINGS.....	6
CASE MANAGEMENT	7
SUBSTANCE USE TREATMENT	9
DEPARTMENT OF PAROLE AND PROBATION	11
DRUG TESTING	12
SECURE CONTINUOUS REMOTE ALCOHOL MONITORING (SCRAM).....	14
MIRACLE HOUSE	16
SOBER HOUSING	18
GED PROGRAM	19
MEDICATION	20
INCENTIVES	23
SANCTIONS.....	25
COMMUNITY SERVICE AND VOLUNTEER WORK.....	30
INCLEMENT WEATHER.....	32

PROGRAM OVERVIEW: WHAT IS THE INTERVENTION TRACK OF DRUG COURT?

Montgomery County Adult Drug Court-Intervention Track is a program offered as a special condition of your probation to assist with a holistic approach to substance use disorders and criminal thinking.

The program lasts a MINIMUM of 12 months which is broken up into three phases and a period of Aftercare. The chart below explains each aspect of the program.

	Phase 1	Phase 2	Phase 3	Aftercare
How long will I be in each phase?	4 months	2 months	2 months	4 months
How often do I go to court?	Weekly	Once every 2 weeks	Once every 3 weeks	Once every 6 weeks
How often do I <u>meet with</u> my Case Manager?	Weekly	Once every 2 weeks	Once every 3 weeks	Determined during Aftercare Planning Meeting
How often do I <u>call</u> my Case Manager?	1 time a week*	1 time a week*	1 time a week*	Determined during Aftercare Planning Meeting
When do I go to substance abuse treatment groups?	Treatment groups will be determined by your provider	Treatment groups will be determined by your provider	Treatment groups will be determined by your provider	Phase 4/Alumni Group two times per month
How many recovery meetings do I attend each week?	3	3	3	3

*Your one phone call to your Case Manager CANNOT occur on a day when you are scheduled for a face-to-face meeting or court. Additional phone calls can be required as deemed appropriate.

While in Drug Court, you will be working with the following people:

- Case manager to ensure program compliance and provide referrals to services
- Therapist for individual and group substance abuse counseling
- Probation agent to ensure compliance with the terms of your probation

Other important requirements of the program:

- You must attend work or school for a minimum of 35 hours per week. If you are on disability, you must engage in volunteer activities for a minimum of 35 hours per week.
- You must comply with the rules of your court-ordered housing. This includes Pre-Release and Re-entry Services (PRC) or sober housing.
- You must reside in Montgomery County the entire time you are in Drug Court.

IMPORTANT PHONE NUMBERS

Case Management:

Nicole Boylan

Office: 240-773-3905

Cell: 240-550-1198

Sheresa Gladden

Office: 240-777-9349

Cell: 240-205-2151

Carlos Torres

Office: 240-777-9348

Cell: 240-205-3595

Outpatient Addiction Services:

Joelle Bonnett

Office: 240-777-3335

Bunnie Boswell

Cell: 240-508-5553

Reggie Briggs

Office: 240-777-1444

Aaron Cooper

Office: 240-777-4394

Tacie Dejanikus

Office: 240-777-4624

Sandy Leasure

Office: 240-777-1639

Jeffrey Mueller

Office: 240-777-1720

Larry Stewart

Office: 240-777-3444

Evan Timberlake

Office: 240-777-1677

Defense Attorneys:

Google Voice: 301-965-0401 (call will be directed to attorney on duty)

Department of Parole and Probation:

Jamie Trice

Cell: 443-379-9246

Problem Solving Court Coordinator:

Jenna Davis

Office: 240-777-9141

Cell: 301-646-3041

Urinalysis Hotline: 240-777-3319

DRUG COURT HEARINGS

Drug Court hearings take place at the Montgomery County Circuit Court located at 50 Maryland Ave, Rockville, MD 20850.

Drug Court hearings are held on Thursdays. There is a morning docket that occurs at 11:00 am and afternoon dockets that can begin as early as 3:00 pm or as late as 5:30 pm.

The judges presiding over the Drug Court hearings are the Honorable Debra L. Dwyer, the Honorable Karla N. Smith, the Honorable Nelson W. Rupp, Jr., and the Honorable Joseph M. Quirk.

Hearing locations vary, so you will need to pay attention to the docket that is sent out on a weekly basis.

If there are unique circumstances such as those caused by the COVID-19 Pandemic, you will be required to appear for a VIRTUAL COURT APPEARANCE. Your case manager will assist with ensuring you have access to the virtual platform.

If a court holiday falls on a Thursday, court will be held on Tuesday that week.

CASE MANAGEMENT

Your case manager is responsible for reporting your program compliance to the Drug Court team. In order to track your progress and compliance you will need to call, meet with, and provide documentation to your case manager. How often you do these things depends on your phase. Please see below for details:

Phone Contact Expectations

A Drug Court week is from Friday to Thursday.

You are required to call your case manager a **minimum of one time each week**. This phone call cannot occur on a day when are already scheduled for a case management meeting or court. If your case manager does not answer, you **MUST** leave a voicemail. You may be required call your case manager more often as needed. Texting does not count as a phone call.

Case Management Meeting Expectations

Case management meetings will occur via Zoom most of the time. If an in-person meeting is deemed appropriate, you will be required to come to the courthouse.

In Phase **1**, you are required to meet with your case manager once per week.

In Phases **2**, you are required to meet with your case manager prior to your court appearance that will occur every other week.

In Phase **3**, you are required to meet with your case manager prior to your court appearance that will occur every three weeks.

In **Aftercare**, you are required to meet with your case manager as requested.

Job Search/Employment Expectations

Once employed, you are required to provide your case manager with a pay stub **once per month**. You can be asked to provide a pay stub more often, if deemed appropriate.

Any changes in employment should be reported to your case manager within 24 hours.

If you are **unemployed, or underemployed, and living in the community**, you are required to follow all job searching requirements given to you by case management and/or the career resource specialist. Expectations may include any or all of the following:

- Meeting with the career resource specialist

- Job searching at the courthouse
- Providing weekly verification of submitted online applications
- Providing weekly verification of submitted in-person applications
- Providing weekly verification of completed volunteer hours

If you remain unemployed or underemployed for an extended period of time, it may be recommended that you transition to PRC or Miracle House. If you are already residing in Miracle House, you can be asked to surrender your bed until a new bed becomes available.

Recovery Meeting Expectations

You are required to obtain a recovery meeting sponsor and provide your case manager with your sponsor's name and phone number. You are to advise your sponsor that your case manager will be verifying your contacts with him/her.

You are to obtain a home group and a service position.

If there are any changes to your sponsor, home group, or service position, you are to advise your case manager within 24 hours.

REMIND

Upon admission to Drug Court, you will need to have a working cell phone that allows access to the REMIND application. This is the way important information and updates will be shared with you. You can be sanctioned for failing to comply with directives posted on REMIND.

Your case manager will assist you with installing the REMIND application.

Your case manager can assist you with obtaining a cell phone, if deemed necessary.

Additional Role of Case Manager

In addition to reporting your program compliance, your case manager will also fulfill the following roles:

- Provide referrals to services as needed
- Submit requests for financial assistance as needed.
- Discuss recommendations with the team regarding incentives, sanctions, housing, and other key aspects of your case
- Work with you to set and achieve goals

SUBSTANCE USE TREATMENT

As you may have already experienced, there are many different types of substance use treatments. All treatments are designed to help you begin and sustain a recovery-oriented lifestyle. While you are in Drug Court, you will engage in Intensive Outpatient Treatment (IOP), which is 9 or more hours of treatment per week in the community and Outpatient Treatment (OP), which is less than 9 hours per week of treatment in the community. You may also need Inpatient treatment which may include hospitalization or detoxification services or Residential treatment which allows for a longer period of time (30 days to 6 months) for someone to stabilize and begin the process of remaining sober. These varying levels of care are based on the American Society of Addiction Medicine (ASAM) criteria and are designed to treat people in the least restrictive environment necessary for success.

Outpatient Addiction Services (OAS)

The primary provider for Drug Court’s IOP and OP substance use treatment is Outpatient Addiction Services (OAS). Here is additional information about this facility.

- OAS is located 1500 E. Gude Drive in Rockville.
- The therapists are active members of the Drug Court team.
- You will attend groups based on your phase and/or level of care. The specific breakdown of the day/time each group is held is listed below:

	Monday	Tuesday	Wednesday
5:00 pm-6:00 pm	Introduction to Treatment	Alcohol and Other Drug Education	Education
6:00 pm-7:00 pm	Women’s Group	Socialization	Criminal Thinking Group
7:00 pm-8:00 pm	Process Group OR Women’s Group	IOP Process Group	Process Group
8:00 pm-9:00 pm	MoCo Miracles	N/A	N/A

Alternative Outpatient Treatment Providers

You may need to attend an alternate treatment facility for outpatient services. Commonly used providers include:

- Second Chance Addiction Care
- Courage to Overcome
- Journeys

Inpatient/Residential Treatment Providers

- Avery Road Treatment Center
- Avery Road Combined Care
- Avery House
- Fresh Start
- Lawrence Court
- Awakenings
- Various placements through the 8-505/8-507 process

Medication Assisted Treatment (MAT)

Medication Assisted Treatment (MAT) is another mode of treatment that may be part of your treatment journey. This type of treatment is currently limited to persons with Opioid Use Disorder and some Alcohol Use Disorders. MAT includes medications like Methadone, Buprenorphine (Suboxone, Subutex, Sublocade) and Naltrexone (Vivitrol). MAT is considered the gold standard of care for Opioid Use Disorder, and for some, the best treatment option to achieve sustained sobriety and have a chance to work on recovery. This type of treatment is not for everyone, but for some it is lifesaving. Talk with your doctor or assigned therapist to find out more about this medically supervised intervention.

DEPARTMENT OF PAROLE AND PROBATION

You are a participant of Drug Court as a special condition of your probation. You **MUST** comply with the terms of your probation contract and follow the directives of your probation agent.

Your Probation Agent is **Jamie Trice** and her contact information is listed below. She can be reached at 443-379-9246.

If you are residing in the community, you must report to your Probation Agent within **24 hours** of being admitted into the Drug Court Program.

If you fail to report and/or comply with Probation/Drug Court guidelines as instructed, it will lead to court imposed sanctions and/or violation of your probation.

DRUG TESTING

You will be assigned a color (red, orange, blue, yellow, green, purple, or white)

- All participants in IOP treatment are assigned the color RED.
- If you have questions about your color, you should call your case manager to obtain clarification.

You must call the Urinalysis Hotline (240-777-3319) to see what colors are required to report for that day.

- The recording is updated each morning.
- The date is announced at the beginning of the recording.
- You are responsible for making sure that you are listening to the colors for the correct date.
- Any questions should be directed to your case manager.

Drug Testing Sites:

All clients residing in the community are required to report for urinalysis. You are to automatically report if your color is called. You can also receive direction from any member of the team to provide a urinalysis. The two court-approved testing sites are:

1. Outpatient Addiction Services (OAS)

1500 E. Gude Avenue, Rockville

- You submit samples here Monday through Friday.
- Samples are collected Monday through Thursday from 7:00 am to 5:00 pm.

2. Pre-Release and Re-entry Services (PRC):

11651 Nebel Street, Rockville

- You may be asked to submit samples here on Saturdays, Sundays, and holidays.

Even if you are attending treatment somewhere other than OAS, you will still need to report to OAS for urinalysis when your color is called.

Tests done by sober houses cannot replace a test collected at OAS.

Reporting for Frequent Urinalysis:

You may be court ordered to attend “frequent urinalysis” as a sanction for failure to comply with Drug Court rules.

When you are on frequent urinalysis you continue to call the urinalysis line and submit a sample when your color is called.

Your case manager will advise you, via text message or phone call, if you have been added on to the urinalysis list for a day when your color is not called.

Other Forms of Drug Testing:

Oral swabs and sweat patches are other commonly used methods to detect substances of abuse. You can be asked to submit to an oral swab or wear a sweat patch at any time during your enrollment in Drug Court.

SECURE CONTINUOUS REMOTE ALCOHOL MONITORING (SCRAM)

Secure Continuous Remote Alcohol Monitoring (SCRAM) is an ankle bracelet that is worn to detect alcohol use transdermally (by touching your skin).

EVERYONE will be required to wear the device for a **minimum** of 30 days while in Drug Court for the following reasons:

- You can be RANDOMLY placed on SCRAM. This means that you have not done anything wrong, it is simply your turn to wear the device to provide additional monitoring.
- You can be placed on SCRAM as a result of having a history of alcohol abuse or a recent urinalysis that tested positive for alcohol.
- You can be placed on SCRAM to ensure you are in compliance with curfew OR home confinement.

You can be ordered to wear SCRAM more than once.

You are not required to pay for SCRAM installation or monitoring.

You are required to pay for any lost equipment.

Danielle Winchester is your point of contact for any questions related to SCRAM. She can be reached at **410-241-8321**. At the time of installation, she will have you review and sign the following document:

SCRAM Agreement

I understand that as a participant of Drug Court, I am being required to wear a Secure Continuous Alcohol Monitor (SCRAM). Information about this device was provided to me in my Participant Handbook.

I understand that I am not to use any alcohol-based products while wearing the device.

I understand that I am not to place anything BETWEEN my leg and ANY PORTION of the device. In the event I am wearing long socks or pants, I must place them OVER the device. Failing to comply with this can cause a tamper which may lead to a sanction by the court.

I understand that I am not able to submerge my SCRAM device. However, I am able to, and should, wash under and around the device to prevent skin irritation.

I understand that I can be financially responsible for any lost or damaged equipment.

Printed Name

Signature

Date

MIRACLE HOUSE

Miracle House serves as an alternative to PRC. It is most often used for participants transitioning out of jail or returning from treatment. This house is available to Drug Court participants for 60 days. Extensions can be provided on a case-by-case basis. All rooms are shared. All aspects of the house are overseen by a Housing Care Coordinator.

You will receive a handbook from your case manager or the Housing Care Coordinator that outlines the general rules of the house. If you do not receive one, it is your responsibility to ask for one. You will also sign the following agreement:

Miracle House Agreement

I, _____, understand that as a resident of the Miracle House, I am required to comply with the following expectations in addition to the rules outlined in the Miracle House Handbook.

- I understand that I will be able to reside in Miracle House for 60 days without paying rent. At the conclusion of 60 days, I will be required to pay \$50 per week until the Drug Court team determines that placement in traditional sober living is appropriate.

If I am unable to afford this payment, I will need to apply for a Miracle House Scholarship. The form can be provided to me by my Case Manager. I understand that scholarships will only be approved for individuals who are compliant with the rules of the house and are financially unable to pay rent due to circumstances outside of his control.

I understand that non-payment of rent without a scholarship will lead to a recommendation for a remand to jail until a new bed becomes available at Miracle House.

- I will attend the morning house meeting at the time deemed appropriate by the Housing Care Coordinator. I will only be excused from this meeting if it is confirmed that my work schedule conflicts with the meeting time.
- I will arrive to the morning meeting dressed and prepared to share my plan for the day.
- I understand that I will have an individual meeting with the Housing Care Coordinator once a week to discuss my progress on all goals and compliance with house rules. Participation in this meeting is mandatory.
- I understand that my room will be inspected daily to ensure that I am keeping it clean and tidy. This includes having my bed made, clothes placed in a hamper, closet, or dresser, and ensuring that there is no food or dishes in my room.
- I understand during the room inspection, if there are any items of concern in my living space, the Drug Court team will be notified.
- I understand that the Department of Parole and Probation will be doing frequent, random, and thorough home checks.

- I understand that I will have chores to complete each day. It must be done by 10:00 pm.
- I will job search every day. This includes complying with all appointments with the Career Resource Specialist and following his directives.
- I understand that I am expected to participate in any volunteer work or service projects deemed appropriate by the Housing Care Coordinator and/or the Drug Court team.
- I will maintain the cleanliness of common areas. This includes cleaning and putting away dishes, keeping personal items that are not being used in my bedroom, and wiping down any areas that I have gotten dirty during use.
Failing to maintain the cleanliness of common areas will lead to additional chores. If the responsible party cannot be identified, the entire house will receive extra chores.
- I understand that there are cameras located at all entry points of the Miracle House to monitor all arrivals and departures.
- I understand that quiet hours are from 10:00 pm to 6:00 am. I am expected to be in my room and mindful of any activities that may be disruptive to the house. Tasks including, but not limited to, laundry, showering, smoking, and food preparation will not be completed during these hours.
- I understand that the Housing Care Coordinator is a member of the Drug Court team and has the support of the court regarding any expectations that are placed on me beyond those outlined in this agreement.
- I understand that failing to comply with the expectations of the Miracle House can lead to a recommendation for placement in more restrictive environment, including PRRS or jail.

By signing below, I am acknowledging that I have read and understand all of the expectations outlined in this document.

Participant Signature

Date

SOBER HOUSING

You may be required to reside in court-approved sober housing while you are enrolled in Drug Court. Most often, this will occur upon enrollment to the program. This may also be required upon completion of residential treatment or to provide additional structure after a relapse.

Understanding Sober Housing:

- Sober houses are homes in the community.
- Most bedrooms are shared.
- The rent in Montgomery County ranges from \$600 to \$800 per month.
- The homes are divided by gender.
- Some sober houses make decisions about the house based on a majority vote.
- Other sober houses are overseen by a manager.
- While living in a sober house, you **MUST** follow all rules of the house. This includes abstaining from the use of drug or alcohol and providing urinalysis upon request. All other rules should be provided to you in writing. If you do not receive the rules in writing, it is **YOUR** responsibility to ask for them.

Rules that are different for you as a Drug Court participant:

- You **MUST** live in the house. You are not permitted to pay rent at the house and stay at another location.
- You **MUST** abide by a 10:00 pm curfew unless you are given permission by your case manager to stay out later. Even though the house may have a later curfew, you are not permitted stay out past 10:00 without approval.
- You **MUST** sleep at the house **EVERY NIGHT** unless you are given permission by your case manager to do so. Even though the house may allow a certain number of overnight passes per week, you are not permitted to take them without approval.

Court-Approved Sober Housing Options:

Here is a list of our most frequently used sober house options.

- Oxford Houses
- Stepping Stones Recovery Houses
- Turning Point Recovery Houses
- XYZ Houses
- Ardennes House
- Mike's Place

You must consult with your case manager before arranging any sober house interviews.

GED PROGRAM

If you do not have a 12th grade education, you will be required to work towards obtaining your GED. This can occur in a classroom setting or individually with our Career Resource Specialist.

Classroom Setting:

- If GED is being offered in a classroom setting, you are required to arrive to class on time.
- Attendance and participation will be monitored. Lack of compliance with either can lead to a sanction.
- Homework assignments must be completed on time. Failure to do so can lead to a sanction.

Individual Lessons:

- If you are working on your GED individually, you are required to arrive to all meetings on time. Failure to do so can lead to a sanction.
- Homework assignments must be completed on time. Failure to do so can lead to a sanction.

Taking Exams:

- Financial support can be provided for the costs of instruction materials and testing fees. You will need to speak to the Career Resource Specialist and/or your case manager to obtain these funds.

MEDICATION

It is understood that you may need to take medication for one reason or another while you are in Drug Court. Here is a general overview of medications that should be avoided and those that are generally approved. **Please note, you must ALWAYS consult with case management before taking ANY medication.**

Substances that could result in a positive urine result and should be avoided:

- **Pain Relieving**

- Codeine
- Hydrocodone
- Vicodin
- Tramadol (Ultram)
- Oxycodone
- Tylenol 3
- Novocain

- **Asthma**

- Ephedrine

- **Cough/Cold**

- Codeine
- Robitussin AC
- Dextromethorphan/DM-(Delsym, Dimetapp, NyQuil, Robitussin DM, Vicks Formula 44D)
- Hydrocodone (Hydoran Tabs and Syrup)
- Theraflu

- **Nausea**

- Vontrol
- Marinol
- Antivert, Bonine, Dramamine, Vergon
- Phenergan Tablets

- **Sleep Aids/Sedatives**

- Ativan
- Xanax
- Klonopin
- Valium
- Ambien
- Lunesta
- Sonata
- Fioricet

- **Antihistamines (Allergy)**

- Vistaril
- Afrin
- **Muscle Relaxers**
 - Soma
 - Flexeril

Do not use or take any substances that contain alcohol such as mouthwash or cough medicine.

Substances that **can** be taken:

- **Pain Relieving**
 - Acetaminophen (Tylenol)
 - Ibuprofen (Motrin)
 - Aspirin
 - Excedrin Migraine
 - Aleve
 - Imitrex
- **Asthma**
 - Advair
 - Volmax
- **Cough/Cold**
 - Mucinex (no D or DM)
 - Halls or Vicks Lozenges
 - Alka-Seltzer
 - Fenesin
- **Antibiotics**
 - Amoxicillin
 - Doxycycline
- **Nausea/Antacids**
 - Tamiflu
 - Thorazine
 - Zofran
 - Torecan
 - Gaviscon
 - Maalox
- **Antihistamines (No D or DM)**
 - Benadryl
 - Claritin
 - Allegra

Prescribed Medication:

When going to the doctor or hospital, it is your responsibility to advise the doctor that you are in recovery. You must also sign a release of information that allows your case manager and/or therapist to speak to the doctor.

Prior to filling any prescription, you must first check with your case manager, therapist or the Drug Court Coordinator to ensure that it is not a drug of abuse.

IF the medication is determined to be a drug of abuse, you must speak to your therapist about your desire to take the medication. **IF** you choose to take the medication, your sober date can be changed to the day after your last dose. You must also provide your case manager with documentation that includes:

- Name of medication
- Strength of medication
- Amount of medication given to you
- How much medication you are to take and how often

While you are taking this medication, you will need to write down the TIME, DATE, and AMOUNT TAKEN.

IF you are going to remain on substances of abuse for a long period of time, you will need to be **medically suspended** from Drug Court. You will have to make up all of the time you spent on medical suspension once your doctor has cleared you to return to the program.

Once you stop taking the medication, you will need to provide the log and leftover pills to your case manager and/or therapist.

INCENTIVES

As you make progress in Drug Court and achieve various goals, you will be given “incentives” or rewards.

Incentives include:

- **Phase promotion**
 - When you move from Phase 1 to Phase 2, you are given a \$10 gift card.
 - When you move from Phase 2 to Phase 3, you are given a \$25 gift card.
- **Best Dressed Certificates**
 - This is a certificate to acknowledge your efforts to appropriately dress for court. There is one winner for each court session.
- **Prize Wheel**
 - Anyone on the team can nominate you for the prize wheel.
 - Automatic prize wheels are given for every six months of sobriety and every 90 days without a sanction.
 - Examples of behaviors that may lead to a prize wheel nomination are:
 - Good group participation
 - Giving back to the community and/or fellow Drug Court participants
 - Work and school achievements
 - Significant lengths of sobriety
 - Prizes include:
 - Gift cards
 - Five days of credit
 - Credit for four hours of community service
 - Virtual court pass
 - Free pass to leave court early
- **Words of the Week (WOW)**
 - Winning this award allows you to spin the prize wheel. There is one winner for each court session.
 - How does it work?
 - At the end of each court session, the judge will call on someone to nominate the “Words of the Week” and explain why that person was selected.
 - WOW winners spin the prize wheel

- **Service Award**
 - Every three months, the team highlights 1-2 participants who have gone above and beyond with volunteer work.
 - If you win this award, you will receive a \$50 gift card.
- **Leadership Award**
 - Once a year, the participants nominate one or two people who have taken on a leadership role within the Drug Court community.
 - If you win this award, you will receive a \$50 gift card.
- **Graduation**
 - A ceremony is held every six months to honor the achievements of those who have completed Drug Court.
 - Upon Graduation, your probation is closed satisfactorily, and you no longer have any court obligations for the case(s) that brought you to Drug Court.
- **Expungement**
 - If you remain connected to Drug Court OR are able to show that you have abstained from drugs/alcohol/crime for a minimum of one year after graduating, the judge may consider your cases for possible probation before judgement and eventual expungement.

SANCTIONS

Failure to comply with program rules will lead to “sanctions” or punishments.

Drug Court uses “graduated sanctions” which means that each time you repeat the same negative behavior, your sanction gets more severe.

The team makes recommendations to the court based on a “Menu of Sanctions” that is listed below for your review.

When reviewing the Menu of Sanctions, it is important to remember the following:

1. This document can be revised at any time.
2. This document does not address where you will be living at the time these sanctions are imposed. Decisions about your housing are made on a case-by-case basis.
3. If you fail to comply with multiple requirements within a short period of time, the team may consider alternative sanctions.

MENU OF SANCTIONS

ALL BOLDED SANCTIONS ARE FOR PARTICIPANTS IN PHASES 2, 3, AND AFTERCARE

	1st	2nd	3 times or more
*FTA Treatment (includes ALL appointments for treatment; examples are appointments with Dr. Genser or fee assessments)	Treatment response OR 4 hours of community service/court reporting	4 hours of community service/court reporting OR 8 hours of community service/court reporting	8 hours of community service OR phase demotion
*FTA CM/Career Resource Specialist meeting	Verbal warning OR additional meeting with CM/Career Resource Specialist	Additional meeting with CM/Career Resource Specialist OR 8 hours of community service/court reporting	8 hours of community service/court reporting OR phase demotion
Failure to call CM as required (RESETS AFTER ONE YEAR)	Verbal warning	Additional meeting with CM	8 hours of community service
Failure to provide verification of employment/school enrollment/volunteer hours (applies to clients on disability)	Verbal warning OR 4 hours community service/court reporting	4 hours of community service/court reporting OR 8 hours community service/court reporting	Complete job searching schedule on a weekly basis until verification is provided
Failure to obtain sponsor/home group/service position by deadline	Writing assignment outlining plan to obtain a sponsor/home group/service position	Seven days of daily meetings	30/30
Failure to provide meeting slip by Wednesday at 5:00 OR incomplete meeting slip (RESETS AFTER ONE YEAR)	Daily meetings for one week; if applicable, daily meeting attendance will restart	Daily meetings for one week AND observe two additional dockets; if applicable, daily meeting attendance will restart	8 hours of community service; if applicable, daily meeting attendance will restart; 8 additional hours of community service will be given for each additional infraction
Submission of forged meeting slip	Verbal warning OR 30/30	30/30 OR jail	Jail

Non-compliance with sponsor contact (minimum of three PHONE CALLS per week)	Verbal warning OR two weeks of daily sponsor contact (if one day is missed, the two weeks will restart)	Two weeks of daily sponsor contact (if one day is missed, the two weeks will restart) OR 30/30	30/30 and one month of daily sponsor contact (if one day is missed, the 30 days will restart)
Failure to comply with job search expectations	8 hours of court reporting to complete in-person job search	8 hours of court reporting to complete in-person job search and observe all dockets for two weeks	16 hours of court reporting to complete in-person job search and observe all dockets for two weeks (additional infractions will lead to an increase in court reporting hours)
FTA community service	8 hours of community service in addition to those that were not completed	16 hours of community service in addition to those that were not completed	Jail
*Late arrival to court	Apology to judge and peers who arrived on time OR observe one additional docket the following week (depending on severity of the tardiness)	Observe two additional dockets the following week	Observe one additional docket per week for four weeks and complete writing assignment on what was learned during each docket (additional infractions will lead to community service increasing in increments of 8 hours)
FTA court	Warrant	Warrant	Warrant
Appearing for court virtually without permission	Observe all dockets the following week	Observe one additional docket per week for four weeks and complete writing assignment on what was learned during each docket	24 hours of court reporting
Disruptive courtroom behavior or lack of attentiveness during court (examples include walking around during court, not turning in phone, sleeping)	Verbal warning OR observe one additional docket the following week (depending on the severity of the disruption)	Observe two additional dockets the following week	Observe one additional docket per week for four weeks and complete writing assignment on what was learned during each docket (additional infractions will lead to community service increasing in increments of 8 hours)

Failure to arrive to court with a completed tracking provided to you by case management	Additional tracking due the following week	Observe two additional dockets the following week	Observe one additional docket per week for four weeks and complete writing assignment on what was learned during each docket (additional infractions will lead to community service increasing in increments of 8 hours)
Failure to comply with housing (examples include spending the night out without permission, loss of housing, concerning behaviors expressed by house members)	Two weeks of home confinement OR jail (depending on severity of the situation)	30 days of home confinement OR jail (depending on severity of the situation)	60 days of home confinement OR jail (depending on severity of the situation)
Violation of curfew/home confinement	Verbal warning OR extend curfew/home confinement for two weeks	Extend curfew/home confinement for two weeks OR extend curfew/home confinement for 30 days	Restart 30 additional days of curfew/home confinement; additional violations could lead to incarceration
Unauthorized travel	Two weeks of home confinement	30 days of home confinement	60 days of home confinement; additional violations could lead to incarceration
Failure to comply with GED expectations	Verbal warning OR 4 hours of court reporting to complete GED coursework	4 hours of court reporting to complete GED coursework OR 8 hours of court reporting to complete GED coursework	8 hours of court reporting to complete GED coursework OR 12 hours of court reporting to complete GED coursework
Confirmed SCRAM tamper	Two additional weeks on SCRAM	Additional 30 days on SCRAM	Additional 30 days on SCRAM with home confinement
Dilute sample	Two weeks of frequent urinalysis	Treated as a positive	Treated as a positive
Inappropriate or disrespectful behavior towards staff	Verbal warning OR meeting with treatment/case management to address behavior (depends on severity of the incident)	Meeting with treatment/case management to address behavior OR jail (depends on severity of the incident)	Jail

*** Late arrivals CAN be treated as failures to appear at the discretion of the team**

FTA UA /	1 st Time	2 nd Time	3 rd Times or More
<p>Unable to provide UA/ Positive UA/ Positive Sweat Patch/ Positive Oral Swab/ Confirmed Alcohol Consumption (SCRAM)</p> <p><i>The court will choose any combination of the sanctions listed based on the circumstances surrounding the infraction</i></p>	<ul style="list-style-type: none"> • 30/30 • One week frequent urinalysis or sweat patch • Change in sober date • Community service/court reporting • Additional time in phase • SCRAM • GPS • Home confinement • Phase demotion • Higher level of care • Jail (for safety concerns/loss of housing) 	<ul style="list-style-type: none"> • 60/60 • Two weeks frequent urinalysis or sweat patch • Change in sober date • Community service/court reporting • Additional time in phase • SCRAM • GPS • Home confinement • Phase demotion • Increased court appearances • Increased case management contact • Placement in sober housing or Miracle House • Attend MADD Victim Impact Panel • Higher level of care • Jail (for safety concerns/loss of housing) 	<ul style="list-style-type: none"> • 90/90 • Two weeks frequent urinalysis or sweat patch • Change in sober date • Community service/court reporting • Increased court appearances • Increased case management contact • Placement in sober housing or Miracle House • Additional time in phase • SCRAM • GPS • Home confinement • Phase demotion • Attend MADD Victim Impact Panel • Higher level of care • Jail

Please note that these graduated sanctions are also considered probation sanctions.

COMMUNITY SERVICE AND VOLUNTEER WORK

Community Service:

Court ordered volunteer work is called “community service.”

- These hours are often completed at the Habitat for Humanity ReSTORE. Your case manager will give you directions on how to sign up, but it is your responsibility to complete the process.
- If you are sanctioned with four hours of community service, you will have a one-week deadline to complete the hours.
- If you are sanctioned with eight hours of community service, you will have a two-week deadline to complete the hours.
- A one-week deadline will be given for each additional eight hours of community service.

Volunteer Work:

In order to transition from Phase 3 you must complete **24 hours** of volunteer work that include speaking to others regarding your recovery. Example of this are, sharing at a meeting, talking to teens about your struggles with addiction, or bringing a meeting to a residential treatment facility. Volunteer work is different from community service and community service hours **DO NOT** count towards your 24 hours of volunteer work.

Things to consider when you are preparing to complete these hours:

1. It should be something you enjoy.
2. It should be a service you are providing to the community.
3. The hours should NOT be completed at the last minute.
4. The service work you choose MUST be approved by your case manager.
5. You MUST provide verification of your attendance to your case manager by using the document listed below. This document can be given to you by your case manager upon request.

VERIFICATION OF COMPLETED SERVICE WORK REQUIRED TO COMPLETE PHASE 3

VOLUNTEER WORK

Name of volunteer: _____

Location of volunteer activity: _____

Dates and hours of service:

Name and title of authorized representative: _____

Phone number for authorized representative: _____

Signature of authorized representative: _____

SPEAKING REQUIREMENT

Name of speaker: _____

Location and date of speaking engagement: _____

Type of speaking engagement (Please circle one):

Leading a meeting Bringing a meeting to a facility Sharing story with youth Other: _____

Name and title of authorized representative: _____

Phone number for authorized representative: _____

Signature of authorized representative: _____

INCLEMENT WEATHER

Weather related closings are treated as follows:

- If the courthouse is closed on a Thursday that you are due in court, you will be contacted by your case manager.
- OAS and urinalysis is ONLY closed if public transportation shuts down.
- PRC residents MUST follow the directives of PRC staff. If you are not permitted to leave the building due to inclement weather, your absence will be considered excused.
- Call the Urinalysis Hotline to listen for weather related closings.
- If you are still unsure about whether or not there is **COURT**, call your **CASE MANAGER**.
- If you are still unsure about whether or not there is **OAS GROUPS** or **URINALYSIS**, call your **THERAPIST**.