

Rice County, Minnesota

Drug Court



PARTICIPANT

HANDBOOK



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WELCOME TO THE RICE COUNTY DRUG COURT PROGRAM

This Handbook was designed to help you successfully complete the requirements of the Rice County Drug Court (RCDC) Program.

Please take time to read this handbook on your own. After your acceptance as a participant in the RCDC, the Coordinator will review the handbook with you and ask you to sign the forms required for the program.

You are encouraged to share his handbook with your family and friends. It is important for them to know the rules and goals of the RCDC.

The RCDC Team is very excited to help you achieve your RCDC goals!

DRUG COURT TEAM

A group of people will work together with you while you are in Drug Court. This group is called the Rice County Drug (RCDC) Team. They support you in recovery and other activities. They make sure that you follow the rules of Drug Court, including probation, treatment and other requirements.

People on the Drug Court Team could include:

- Drug Court Judge
- Lawyer from the County Attorney's Office (the prosecutor)
- Lawyer from the Public Defender's Office
- Your Probation Officer
- Law Enforcement Officer (police department or sheriff's office)
- Treatment Counselor
- Staff from Rice County Social Services
- Drug Court Coordinator

The team will invite you to attend a staffing following your acceptance into RCDC. This is an opportunity to meet Team members and share information about your goals.

Other people may join the team if they can be helpful to you and your success in Drug Court.



OVERVIEW

The goals of Drug Court are:

- to reduce your criminal behavior, and hold you responsible for your actions
- to reduce the harm to your family and to the community from your illegal actions
- to support your recovery from alcohol and other drugs
- to support your efforts to become a law abiding and productive member of the community

The RCDC staff will help you receive treatment for substance use disorder issues. They will also provide resources for learning to make changes in your thinking and behavior so you can remain law abiding and lead a productive life.

This program is designed for people who have a substance use disorder and who have committed serious offenses. This is a voluntary program for people who meet the eligibility criteria. It is an intensive program and focuses on overcoming substance use disorders. You can make the choice about whether or not this program is for you. However, when you decide to participate in the program, the program requirements become mandatory and you must follow the recommendations of the Rice County Drug Court Team and the judge's orders.

COMPONENTS OF THE RICE COUNTY DRUG COURT PROGRAM:

Jail and/or Electric Home Monitoring

Depending on your current offense and prior record, you may have to serve some jail time and/or participate in electronic home monitoring. Costs of electronic home monitoring will be your responsibility to pay (\$12.00 to \$18.00 per day). The judge will decide on the length of time you serve. The amount of time served will be different for everyone in the program.



Substance Use Disorder Treatment Participation

Upon being referred to the RCDC program, you will need to have a substance use disorder assessment. Your assessment (Rule 25 Assessment) will be completed by the RCDC Coordinator. If you have private insurance, you may arrange for an assessment through your insurance company. You may also pay for an independent assessment from a licensed provider. Your assessment results will be shared with RCDC Team.

The Team will make recommendations for your treatment and ask you to follow them. You must immediately start the intake process at the treatment program you will attend. The program you will complete is based on your needs and your assessment. Recommendations may include high intensity residential treatment, outpatient treatment, low intensity residential treatment or some other program or combination of programs. Drug Court participants may have different programs from other participants based on needs. RCDC staff will give you information regarding Telephone Recovery Support and Sober Activities that may benefit your recovery.

Release of Information

Please tell your treatment provider about your involvement in the drug court program. You will need to sign authorizations for the release of information to the Rice County Drug Court Team so they may receive updates about your progress. The Rice County Drug Court Team and your treatment provider will be in regular contact to discuss your progress in treatment and in court.

Cognitive Groups

You will be required to complete a program that addresses thinking that leads to the criminal behavior. After you complete primary chemical dependency treatment and aftercare, a referral will be made by RCDC staff. This group usually includes 24-26 sessions. You will be required to attend group twice a week for 12 weeks or once a week for 24-26 sessions. The Rice County Drug Court Team will determine which cognitive group you attend.

Recovery Support Groups

You are required to attend chemical health support group meetings. These meetings can be Alcoholics Anonymous, Women for Sobriety, Narcotics Anonymous, Celebrate



Recovery, or other community based groups approved by RCDC staff that supports you in sobriety. RCDC staff will request that you verify your attendance at these meetings. A form to record your attendance is included in the Handbook. You will also be asked to work with a sponsor or mentor and provide contact information for them.

Recovery Journal

You will be asked to write weekly in a “Recovery Journal” provided by RCDC staff. The Judge will review this prior to hearings. Journal entries provide information to the judge about your progress and the activities and events in your life. It is an opportunity to tell the judge about good things happening in your life and challenges you are dealing with in recovery. RCDC staff will give you two journals. When you bring one to the hearing for the judge to keep for a week to review, RCDC staff will return a journal to you for the next week of journaling.

Probation Officer Meetings

You must meet regularly with your Probation Officer based on your RCDC program phase. The meeting schedule will vary depending on your progress. Contact with your Probation Officer will happen in scheduled visits, unscheduled visits and during drug court sessions.

You, your probations Officer and RCDC staff will develop a case plan as part of your probation. Your case plan will help you set goals, select ways for meeting the goals, and develop target dates for achieving the goals. The plan will be reviewed on a regular basis and updated when necessary.

Law Enforcement Interactions

You will have contact with law enforcement officers through home visits. (RCDC Staff and Probation Officers will also do home visits with law enforcement.) When law enforcement officers visit Drug Court participants at home, they provide support and accountability. More connection between Drug Court participants and law enforcement helps participants do better in the program.

As a participant in RCDC, you are required to submit your person, any vehicle under your physical control, place of residence and your personal items such as backpacks and purses in your possession or area of location, to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search



warrant, without prior notice and without probable cause by any peace officer or probation officer or their representative. Any law enforcement officer who observes a current participant of RCDC in any of the following circumstances is authorized to arrest that individual:

- ingesting a controlled substance or alcohol;
- in violation of any criminal law;
- being under the influence of a controlled substance or alcohol;
- possessing a controlled substance or alcohol or drug paraphernalia;
- in possession of any weapons.

Participants detained in jail after arrest will be brought before the RCDC Judge for a hearing.

Court Reviews

RCDC Hearings are held every Thursday at 1:30 at the Rice County Court House. Prior to every Drug Court hearing, the Team meets and reviews your case at a Team meeting. Updates from your PO, treatment provider, and any other program you are involved in will be reviewed. Based on your progress, the team will determine what action to take. The action might include incentives or rewards for your positive attitude, your progress in treatment, progress in working on your goals, your sobriety date, or your participation in outside activities. The team may also decide to give sanctions or penalties for missed appointments, positive urine tests, or not following program expectations. Your case plan or treatment plan could be changed in order to assist you in your continued success.

Participants are asked to arrive at court at 1:15 and submit their journals and “Weekly Record” to RCDC staff. If you submit all the required documents, the judge will put your name in the prize basket for the monthly drawing.

During court sessions, the judge and team members will talk about your progress. The judge will ask you questions and may ask you to talk about difficulties you are having.



Court Room Rules

1. Be on time.
2. Do not speak while the Court is speaking.
3. Stand when addressing or being addressed by the court.
4. Do not approach the bench without permission or lean on the bench.
5. Wear appropriate Court apparel. The following are prohibited in the courtroom; flip flops, hats, sunglasses, clothes with alcohol or drug themes and tank or tube tops.
6. It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug.
7. All weapons are banned from the courtroom.
8. All cell phones or pagers must be turned off.
9. No gum chewing, drinking or eating.
10. Drug Court hearings are open to the public. Supportive family and friends are encouraged to attend.

PARTICIPANT CONTRACT

As a participant in the RCDC, you will agree to the following expectations:

Attend all court sessions, office appointments with RCDC staff and be on time; agree to maintain contact with RCDC Staff as directed and sign and not revoke all necessary releases of information;

Fully participate in drug and/or alcohol chemical dependency treatment and/or education as directed by the court; comply with all other programming requests, pay restitution (if ordered) and all program fees;

Comply with random home visits by Probation or RCDC staff and any other team members and provide urine samples or breathalyzer tests as directed;

Agree to random drug and breathalyzer testing as directed by Rice County Drug Court Staff; report any use of drugs and/or alcohol to RCDC staff;

Not engage in behavior to dilute, substitute or adulterate any urine sample provided;



Not possess or consume any mood-altering chemicals (illegal drugs, alcohol or controlled substances); provide medical proof of any medications you are taking and make sure the medication will not result in a “false-positive” drug test;

Not use any prescription drug (i.e. muscle relaxer, pain medication etc.) or over-the-counter medications without prior verification and approval from Drug Court Staff;

Keep RCDC Staff informed of current contact information (addresses and telephone number(s) to include work, cell and home) and that changes in contact information will not occur without the knowledge and consent of RCDC staff.

Obtain permission from the court and RCDC Staff prior to travelling outside of Rice County;

Remain Law- Abiding in all respects, obeying state, federal and local ordinances.

CHEMICAL TESTING

Throughout your involvement in the RCDC program, you will be required to submit to testing of your breath and urine to make sure you are staying alcohol and drug free. You may be required to report to RCCC at least twice a week. You must report for the test or make contact with RCDC staff (no messages) within two hours after it is requested. Typically RCDC staff will call you shortly after 8:00 am. to notify you that a chemical test is required.

There will be penalties for the use of alcohol, illegal drugs, or for the abuse of prescription drugs or over-the counter-medicines throughout your probation, since your probation requires you to remain chemically free. A positive result on a chemical sample, an admission of use or an altered sample will be immediately reported to the RCDC Judge. Your schedule or activity plan may be immediately modified and you will need to appear at the next scheduled RCDC hearing regardless of your phase.



You will pay for confirmation testing if you have a positive test result and do not sign an admission of chemical use. The cost of testing is approximately \$30 and will be added to your RCDC fees. Please see a detailed description regarding using over the counter medicine and products containing alcohol at the end of this handbook.

FEES

The fee for RCDC participants is \$100 per phase, payable to RCCC. Phase fees must be paid in full before you transition to the next phase. Reductions in your fees can occur if you are successfully participating in the RCDC program. The judge can reduce your fees as an incentive rewarded at RCDC hearings.

SANCTIONS AND INCENTIVES

As mentioned in the court review section, the RCDC Team uses incentives (rewards) and sanctions (penalties) to help motivate you and to hold you responsible for your actions.

Incentives may include, but are not limited to:

- Tokens of progress
- Special recognition
- Encouragement and praise from the judge
- First to appear in court for the month
- Movement to next program phase
- Reduction in numbers of meetings with your PO
- Reduction in your RCDC Fee
- Activity Passes and Tickets for Sober Activities
- Gift Cards from Local Businesses

Sanctions may include, but are not limited to:

- Sentence to Service
- Electronic Home Monitoring
- More frequent meetings with your PO
- “Homework” assigned by RCDC Staff
- Having to repeat programming or phases
- Increase in chemical tests
- Jail



- Termination from the program and return to court
- Return to prior phase in the program

FUNCTIONAL ASSESSMENT

RCDC Staff will ask you to complete a Functional Assessment when you are admitted and when you graduate. This assessment that will show the team the progress you made while in the program.

PARENT EDUCATION

RCDC staff will give you information about parent education resources and may add parent education to your case plan.

EVALUATION

The RCDC Staff will ask you to complete an evaluation form when you leave the program. Your name is optional on the evaluation. Please complete the form to help us evaluate our program and make improvements.

PHASES

The Rice County Drug Court program consists of three phases that you will need to complete prior to your graduation from the program. Your progress in the program determines how quickly you move through the phases. The Rice County Drug Court Team is likely to supplement the basic requirements to address individual needs and to provide the greatest opportunities for successful completion of RCDC. Prior to a transition, you must complete an "Application for Phase Move" form and the team will review your progress and determine if you can transition.

Phase One:

General length: 3-6 months. This phase begins the date that you receive your sentence. The minimum requirements of this phase are:

- Attend court reviews weekly.
- Meet with RCCC Probation Staff or RCDC Staff at least once a week.
- Follow all recommendations of your substance use assessment and substance use disorder treatment provider.
- Follow a curfew of 6p.m. to 6a.m. unless a different schedule is approved by RCDC staff due to your work or treatment



situation.

- Participate in 32-40 hours per week of approved employment activities, training, educational opportunities, treatment/support activities, and community service. This includes 12 hours per week of substance use intervention (i.e. treatment, sober support, therapy, groups, etc.), as detailed in your case plan.
- Maintain a recovery journal and a weekly log of activities.
- Submit to urine screens at least twice per week and upon request.

In addition, in order to progress to Phase Two, you must have a minimum of 30 days of sobriety from all non-prescribed, mood-altering chemicals.

Phase Two: General length: 6-9 months. The minimum requirements of this phase are:

- Attend court reviews every other week.
- Meet with Rice County Probation Staff or RCDC Staff at least once every week.
- Follow all recommendations of your substance use disorder treatment provider.
- Follow a curfew of 8p.m. to 6a.m. unless a different schedule is approved by RCDC staff due to your work situation.
- Participate in 32-40 hours per week of approved employment activities, training, educational opportunities, treatment/support activities, and community service. This includes 6 hours per week of substance use intervention (i.e. treatment, sober support, therapy, groups, etc.), as detailed in your case plan.
- Maintain a recovery journal and a weekly log of activities.
- Submit to urine screens at least twice per week or upon request.

In addition, in order to progress to Phase Three, you must:

- Have a minimum of 90 days of sobriety from all non-prescribed mood-altering chemicals.
- Have secured at least part-time employment.



Phase Three: General length: 7-9 months. The minimum requirements of this phase are:

- Attend court reviews monthly.
- Meet with Rice County Probation Staff or RCDC Staff at least once every other week.
- Follow all recommendations of your substance dependency treatment provider.
- Follow a curfew of 10p.m. to 6a.m. unless a different schedule is approved by RCDC staff due to your work situation.
- Participate in 32-40 hours per week of approved employment activities, training, educational opportunities, treatment/support activities, and community service. This includes 4 hours per week of substance use intervention (i.e. treatment, sober support, therapy, groups, etc.), as detailed in your case plan.
- Maintain a recovery journal and a weekly log of your activities.
- Submit to urine screens at least twice per week or upon request.

In addition, in order to graduate, you must:

- Have a minimum of 180 days of sobriety from all non-prescribed mood-altering chemicals.
- Have maintained at least 60 days part-time employment or full-time student status.
- Have earned a GED or high school diploma.

RCDC CALENDAR

Every month, you will be given a calendar with drug court meetings/hearing, community resource dates and sober activities. Some of these activities will qualify as “approved activity” for your drug court phase. If you need assistance attending any of these activities or events, contact RCDC staff.



USE OF MEDICINES AND DRUG COURT

If you are prescribed medication for pain or another medical problem by your doctor, you need to tell the medical professional that you are in recovery. You should not take any mood/mind altering substances. They can endanger your recovery and may result in a positive drug test. If you forget and your doctor gives you a prescription for a drug you are not allowed to take, you must contact the doctor, tell him/her you are in recovery and ask for a new prescription.

Medicines you CANNOT take while in drug court **without prior approval from RCDC staff:**

- All cough medicines with codeine, alcohol or dextromethorphan.
- All narcotic analgesics (painkillers) – Common brands are: Darvon or Darvocet (propoxyphene), Percocet or Percodan (oxycodone), Tylenol 3 (with codeine), Vicodin (hydrocodone).
- All benzodiazepines (anti-anxiety drugs) – Common brands are: Ativan (lorazepam), Librium (chlordiazepoxide), Valium (diazepam), Xanax (alprazolam).
- Allergy/Cold Medication containing any of the following compounds: pseudoephedrine, dextromethorphan, phenylpropanolamine, cloxylamine, cliphenhydramine Common names: Actifed, Benadryl, Beryline, Comtrex, Contac, Coinciding D, Dayquil, Dimetapp, Neo-Synehrine, Nyquil, Robitussin Sinus, Sine-Off, Sinutab, Sudafed, Tylenol-Cold, Vicks 440 and 44M, Zytrec-D.

In addition:

- Never take any medication prescribed for someone else (parent, spouse, etc.). Using medication prescribed to another person is a violation of federal law and drug court rules.
- When in doubt, DON'T TAKE IT. Ask your Probation Officer, RCDC Staff or Treatment Provider if you have questions about any medications.
- Read the label when you buy cough syrup, cold medicine, mouthwash or other over the counter products. Make sure they do not contain alcohol. Listerine, Dayquil and Nyquil all contain alcohol.
- Do not take "natural" or herbal remedies or supplements (like e-ola, Mah huang, etc.).
- Do not take any medications from Canada (or other countries) not sold over



the counter in the US.

- Do not drink alcohol substitutes like near beer, O'Doul's, etc.
- Do not eat poppy seeds or "everything bagels" because they can give a false positive reading on your urine screen.

CONFIDENTIALITY

By agreeing to participate in the Rice County Drug Court program, you will be required to provide us with information that may otherwise be confidential. You will be required to sign appropriate waivers and release forms for the Rice County Drug Court Team and your treatment providers.

GRADUATION

You will be asked to complete a "Graduation Plan" for the Team to consider prior to your graduation. This plan will help with your transition out of RCDC. On the day you graduate from the program, there will be a celebration in court for your accomplishment. We encourage you to bring family, friends, your sponsor, or any other people who have been supportive of you. After your graduation from the program, you may remain on probation or may have your case dismissed dependent on your plea. The remaining supervision will include contact with the probation department and random urine screens as directed.

TERMINATION FROM RCDC

Warrants, new arrests or a violation of your treatment plan may result in termination from the RCDC Program. Other violations, which may result in termination, include:

- Missing/Positive/Altered Drug Tests;
- Demonstrating a lack of program response by failing to cooperate with Probation or RCDC Staff;
- Violence or Threat of Violence directed at anyone involved with the RCDC program including Team members and other participants.

GRIEVANCE POLICY

If you have questions or concerns regarding your treatment while in RCDC; or feel that you have been treated unfairly or in an abusive manner, please contact the following people:

Program Issues: Yvette Marthaler, 507-332-5912.



RCCC Issues: Christine Curtis, 507-332-6106.

Court Issues: MN Judicial Center 651-297-7650.

Treatment Issues: MN Department of Human Services, Licensing Division,
651-431-6500.

You may also complete a "RCDC Grievance Report" which will be reviewed at the next scheduled Team Meeting.

CONCLUSION

The Rice County Drug Court Program has been developed to help you achieve abstinence from illegal drugs, alcohol, and all criminal activity. The program is designed to help you become self-sufficient and to help you become a productive and responsible member of our community. The program is voluntary. The Rice County Drug Court Team is there to guide and assist you, but the final responsibility to make changes is yours. Your motivation to make this change and commit to a drug and alcohol free life is the key to RCDC graduation.

We hope this handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about the Rice County Drug Court Program, please feel free to ask any member of the team.

RCDC Forms are attached to this Handbook for your reference. You will be asked to sign copies of these forms when you meet with RCDC Staff.

This Handbook belongs to: _____

Contact # _____

Reviewed with RCDC Staff on: _____

RCDC Staff _____

Contact # _____



Attachment for RCDC File

Verification of RCDC Handbook Review for File

Participant Name_____

I have reviewed this handbook with RCDC Staff_____ ,

On_____ .

I have the following questions:

The questions were answered and I am ready to proceed in Phase I.

Participants Signature_____

RCDC Staff Signature_____



FORMS ATTACHED

Rice County Drug Court Intake Form

Rice County Drug Court Participant Contract

Rice County Drug Court- Fee Contract

Consent for the Release and Exchange of Information

Consent for Release of Confidential Treatment Information

Drug Testing Information Form

Drug Testing Admission/ Denial Form

Participant Weekly Record

Participant Application for Phase Move

RCCC Case Plan

RCDC Weekly Progress Report

RCDC Grievance Report