



Participant Handbook

2/2017

Directory

Coordinator:	Heidi Kastama (952) 496-8373
Probation Officer:	Betsie Niebes (952) 496-8285
Treatment:	Sandy Mader-SCHSC Timothy Groth-Haven Chemical Health
Human Services:	952-445-7750
Mental Health Center	952-496-8481 (Jennifer Schuldt)
Law Enforcement:	Varies by residence area
Defense Attorney:	Michele Barley
Drug Test Line:	612-278-0402

Recovery Support Numbers

Crisis Line:	952-442-7601
Intergroup:	952-922-0880
NA Helpline:	1-877-767-7676

DO NOT LOSE THIS BOOK!

You must take this book with you to all probation meetings, court dates and recovery support group meetings.

TREATMENT COURT STAFFING: MONDAYS 12:00 PM

TREATMENT COURT HEARINGS: MONDAYS 2:00 PM

****Report to court by 1:15 PM****

Items to bring to the treatment court hearing:

This handbook

Weekly Passport

Any other court-ordered requirements

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Welcome to Scott County Treatment Court

Welcome to treatment court. You have committed to make a big change in your life and can be proud for taking this step. This handbook is designed to answer your questions and help you successfully complete the treatment court program. You are expected to follow the instructions given to you by the Treatment Court Judge, your probation officer as well as comply with the treatment plan developed with you by your treatment provider.

Treatment Court is divided into five phases that must be successfully completed in order to graduate from the treatment court. This handbook details what is expected of you in the program. It reviews general information as well as specific expectations for each phase.

We hope to see positive changes in your life as you progress through the program. We are committed to providing you with support and encouragement as you find your way to long-term recovery. We encourage you to share this handbook with those supporting you in your recovery.



Weekly Staffing

Mondays 12:00 p.m.



Before your court appearance the judge is given a progress report from Treatment Court team members. The reports cover drug test results, attendance at scheduled services and support meetings, participation and cooperation in treatment and mental health services, employment/progress towards gaining employment and/or other requirements that were imposed. The team works together to determine whether or not you are on the right course for your recovery and will decide on sanctions and incentives as appropriate.

The Treatment Court Team consists of:

- Treatment Court Judge
- Assistant County Attorney
- Probation Officer
- Defense Attorney
- Treatment Provider
- Rule 25 CD Assessor
- Law Enforcement Liaison
- Mental Health Provider
- Treatment Court Coordinator

Treatment Court Hearings

Mondays 2:00 p.m.

You are required to appear in court on a regular basis. How often depends mainly on your phase. Failure to appear will result in a warrant for your arrest.

The judge will ask questions and discuss with you any problems that you may be having. If you are doing especially well you will be rewarded with a chance to win something from the fish bowl.

If the team reports show you are struggling in some area, the judge will discuss this with you and determine future action. They may include a sanction. They can impose anything from increased program requirements to jail.

Non-Discrimination Policy

In compliance with the Americans with Disabilities Act, we will not discriminate on the basis of your handicap or disability status. Nor will we discriminate based upon gender, race, ethnicity, heritage, age, religion, marital status, socioeconomic status or sexual orientation. All federal and state equality codes will be enforced.

Confidentiality

The primary purpose of this program is treatment. Therefore, any statements made by you in the treatment court program shall not be used against you in any subsequent adversarial proceeding (by this we mean that what you say in treatment court will not be used in regular court against you). However, statements made by you in the treatment court program which pertain to any mandatory reporting requirement (child abuse or neglect, vulnerable adult) may be used against you in a subsequent adversarial proceeding(s). Also, any unsolicited, spontaneous statements made by the participant in open court, which refers to unrelated criminal activity and which is not related to the your participation in the treatment court, may be admissible in other criminal proceedings and such admissibility shall be determined in an evidentiary hearing according to the Rules of Evidence.

Grievance Policy

If you have questions or concerns regarding how you have been treated while in treatment court or feel that you have been treated unfairly or in an abusive manner, please contact one of the following people:

Program Issues: Coordinator, Heidi Kastama 952-496-8373

Fellow Participant Issues: Coordinator, Heidi Kastama 952-496-8373

Court Issues: Minnesota Judicial Center 651-297-7650

Probation Issues: Keri Lorenz 952-496-8286

Coordinator Issues: Keri Lorenz 952-496-8286

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

You may also complete an “SCTC Grievance Report” which will be reviewed at the next scheduled drug court team meeting. Request this form from any team member.

Curfew Extensions

How do you want to handle requests for curfew extensions? Give to probation before staffing? Bring to judge at court?

If you have an emergency that would require you to be out past curfew please contact your probation officer and leave a message.

Courtroom Rules

- Punctuality is a must. You are to be on time for all court appearances.
- Do not speak when the Court is speaking.
- You will stand when addressing the Court or when addressed by the Court.
- You shall not approach the bench unless permission is obtained or if the Court invites you to do so.
- All weapons are banned in the courtroom.
- All cell phones must be turned off.
- No gum chewing, drinking or eating is allowed while in the courtroom.
- No profanity will be tolerated.

Court Dress Code

Tops:

- Must cover shoulders. Halter tops, tube tops and spaghetti straps are not allowed.
- Men cannot wear muscle shirts or undershirts.
- Must cover waist of the bottom apparel. The abdominal area shall not be exposed. There can be no gap, front or back, between the pants and top.
- Cannot be transparent.

Bottoms:

- Must fit and be worn at the waist (i.e., sagging is not permitted.)
- Must be at or below the knee. No SHORT shorts or miniskirts.

Shoes:

- Footwear must be worn at all times.
- No flip flops.
- No bedroom slippers.

Hats and Headwear:

- Baseball hats, stocking caps and knit caps must not be worn in the courtroom.
- Sunglasses may not be worn unless the individual suffers from a visual disability.

General Prohibitions:

Clothing must not display inappropriate writing or pictures, including references to violence, alcohol, drugs or sexual matter.

Program Phases

Phase I	
Length of Phase:	60 days minimum
Requirements:	<ul style="list-style-type: none"> • Complete treatment court orientation • Obey all laws • Bi-weekly treatment court attendance • Minimum of weekly probation office visits and monthly home visits • Submit to a minimum of 2 random drug tests per week • Adhere to a 9:30 pm until 6:00 am curfew • Comply with treatment and probation requirements • Complete mental health screen, if not done already, follow any recommendations • Address any housing issues • Do not enter establishments that primarily receive their income from the sale of alcoholic beverages • Do not enter gambling establishments • Obtain permission from the Court or my probation officer prior to traveling more than 50 miles away from my primary residence. A two week notice is required.
Criteria for advancing to Phase II:	<ul style="list-style-type: none"> • Compliance with program expectations and no unexcused absences from scheduled services for 14 continuous days prior to phase advancement • At least 14 continuous days of sobriety leading up to advancement

Phase II	
Length of Phase:	90 days minimum
Requirements:	<ul style="list-style-type: none"> • Obey all laws • Bi-weekly treatment court attendance • Minimum of weekly probation office visits and monthly home visits • Submit to at least 2 random drug tests per week • Adhere to a 10 pm until 6 am curfew • Comply with treatment and probation requirements • Maintain appropriate housing • Do not enter establishments that primarily receive their income from the sale of alcoholic beverages • Do not enter gambling establishments • Follow any mental health recommendations • Address life skills needs • Seek health insurance and begin to address any medical issues • Towards the end of the phase, prior to advancement, show proof of engagement in peer support • Obtain permission from the court or my probation officer prior to traveling more than 50 miles away from my primary residence. A two week notice is required.
Criteria for advancing to Phase III:	<ul style="list-style-type: none"> • At least 90 days of participation in Phase II • At least 30 continuous days of sobriety prior to advancement • Compliance with program expectations and no unexcused absences from scheduled services for 30 continuous days prior to phase advancement • Completion of phase advancement application

Phase III	
Length of Phase:	90 days minimum
Requirements:	<ul style="list-style-type: none"> • Obey all laws • Biweekly treatment court attendance • Minimum of bi-weekly probation office visits and monthly home visits • Submit to at least 2 random drug tests per week • Adhere to an 11 pm until 6 am curfew • Comply with treatment and probation requirements • Maintain appropriate housing • Do not enter establishments that primarily receive their income from the sale of alcoholic beverages • Do not enter gambling establishments • Follow any mental health recommendations • Attend criminal thinking, cognitive skills, treatment • Maintain peer support engagement as recommended by treatment • Develop relationship with a sponsor/mentor or temporary sponsor/mentor • Attend job/educational/skills training as directed • Attend 4 pro-social activities per month • Must obtain permission from the court or my probation officer prior to traveling outside the state of Minnesota
Criteria for advancing to Phase IV:	<ul style="list-style-type: none"> • At least 90 days of participation in Phase III • At least 45 continuous days of sobriety prior to advancement • Compliance with program expectations and no unexcused absences from scheduled services for 45 continuous days prior to phase advancement • Documented peer support engagement • Payment towards fees • Completion of phase advancement application

Phase IV	
Length of Phase:	90 days minimum
Requirements :	<ul style="list-style-type: none"> • Obey all laws • Monthly treatment court attendance • Minimum of bi-weekly probation office visits and monthly home visits • Submit to at least 2 random drug tests per week • Adhere to an 11:30 pm until 6 am curfew • Comply with treatment and probation requirements • Maintain appropriate housing • Do not enter establishments that primarily receive their income from the sale of alcoholic beverages • Do not enter gambling establishments • Follow any mental health recommendations • Continue/finish criminal thinking, cognitive skills, treatment • Maintain relationship with sponsor/mentor • Attend 6 pro-social activities per month • Provide proof of 40 hours of structured activity each week • Must obtain permission from the court or my probation officer prior to traveling outside the state of Minnesota
Criteria to advance to Phase V:	<ul style="list-style-type: none"> • At least 90 days of participation in Phase IV • At least 60 continuous days of sobriety prior to advancement • Compliance with program expectations and no unexcused absences from scheduled services for 45 continuous days prior to phase advancement • Documented peer support engagement • Payment towards fees • Completion of phase advancement application

Phase V	
Length of Phase:	90 days
Requirements:	<ul style="list-style-type: none"> • Obey all laws • Monthly treatment court attendance • Minimum of bi-weekly probation office visits and monthly home visits • Submit to at least 2 random drug tests per week • Adhere to a 12 am until 6 am curfew • Comply with treatment and probation requirements • Maintain appropriate housing • Follow any mental health recommendations • Continue/finish criminal thinking, cognitive skills, treatment • Maintain relationship with sponsor/mentor • Maintain peer support engagement as recommended by treatment • Attend 8 pro-social activities per month • Provide proof of 40 hours of structured activity each week • Must obtain permission from the court or my probation officer prior to traveling outside the state of Minnesota
Commencement Requirements:	<ul style="list-style-type: none"> • At least 90 days of participation in Phase V • At least 90 continuous days of sobriety prior to advancement • Compliance with program expectations and no unexcused absences from scheduled services for 90 continuous days prior to phase advancement • Documented peer support engagement • Paid treatment court fee in full • Completed treatment plan goals • Completion of Pre-Graduation Plan one month prior to expected commencement date

Graduation

Once you have completed the criteria for each phase, you will become a candidate for graduation from the Treatment Court Program. You will petition the court for a decision on whether you have successfully completed the program and are ready to successfully complete the program.

You will be expected to present a graduation message at your ceremony. You are encouraged to plan your speech and welcome to ask any team member for help.

Your family and friends are welcome at your commencement ceremony. The Judge will present you with a certificate of completion of the Scott County Treatment Court Program and will recognize your excellent accomplishments. A short reception will follow.



Incentives

Examples of accomplishments Treatment Court will recognize	Examples of how Treatment Court will recognize your accomplishments
<ul style="list-style-type: none"> • Periods of sobriety • Compliance with treatment plan goals • Securing employment and housing • Completing phases • Educational achievements • Attending pro-social events not required by drug court • Speaking at recovery-related events • Managing difficult situations clean and sober • Regaining custody of children • License reinstatement 	<ul style="list-style-type: none"> • Praise from the judge • Round of applause from the court • Phase Advancement <ul style="list-style-type: none"> • Less restrictive curfew • Less frequent court appearances • Food item • Useful household or personal item • Gift card • Tickets to local activities • Curfew extensions and overnight passes • Graduation Ceremony • Dismissal of criminal case upon completion of probation

Sanctions

Examples of behavior that will be sanctioned in Treatment Court	Examples of sanctions used in Treatment Court
<ul style="list-style-type: none"> • Use of mood-altering substances • Refusing to submit to a drug test • Diluting/tampering with a drug test • Missed drug test • Dishonesty • Unexcused absence from: <ul style="list-style-type: none"> • court • probation appointments • treatment • sobriety support meetings • any service or event required by Treatment Court • Curfew violation • Failure to report employment, address or phone number change • Uncooperative behavior 	<ul style="list-style-type: none"> • Verbal reprimand • Essay or worksheet assignment • Apology letter • Community Service or STS • Impose previous phase restrictions <ul style="list-style-type: none"> • More restrictive curfew • More frequent court appearances • Increased testing • Observe a day's court proceedings • Team roundtable • Daily check-in with team member • Fine • Brief jail sanction

Termination

The SCTC Team makes the final decision for termination from the program. Repeated violations for any of the following can result in termination (this is not a complete list):

- Positive urine tests
- Missed or refused urine tests
- Failure to attend court
- Failure to participate or cooperate in family intervention
- Failure to participate or cooperate in counseling
- Failure to report to case manager
- Failure to attend outside programs
- Failure to attend school or work

The serious violation of a new arrest does not automatically terminate a participant from the program. However if charges are filed for a violent crime or drug dealing, termination will take place.

All advancements, incentives, sanctions, graduations and terminations are subject to the discretion of the Court!



Participation Contract

- 1) **I agree to attend** all court sessions and appointments with probation, treatment and law enforcement and to be on time; I agree to maintain contact as directed and sign all necessary releases of information.
- 2) **I will fully participate** in chemical dependency treatment as directed by the court. I will comply with all other programming requests, pay restitution (if ordered) and all program fees.
- 3) **I agree to comply** with random home visits by my probation officer or other team member and provide a specimen for testing as directed.
- 4) **I agree to random testing** as directed by my probation officer or other team member. I will report any use of drugs, including alcohol and legal and illegal synthetic drugs, to my probation officer.
- 5) **I will not engage in behavior** to dilute, substitute or adulterate any specimen I may provide.
- 6) **I will not possess or consume** any mood-altering chemicals (illegal drugs, synthetic drugs, alcohol or controlled substances). I must provide medical proof of any medications I am taking and make sure the medication will not result in a “false-positive” drug test.
- 7) **I will not use** any prescription drugs (i.e. muscle relaxer, pain medication) or over-the-counter medications **without prior verification and approval** from my probation officer.
- 8) **I understand it is my responsibility** to limit and avoid exposure to products that contain ethyl-alcohol, or any other mood-altering chemicals, read product labels and inspect them before I use them, and that use of the products detailed in the participant handbook but not limited to; containing alcohol, other substances, or medications not approved by the SCTC team, will not be an excuse for a positive or “false-positive” EtG, EtS, or other “false-positive” drug test result.
- 9) **I agree to remain in my residence** during the hours specified in my case plan. In the event of an emergency I will notify my probation officer immediately or as soon as possible.

- 10) **I agree to keep the Court, treatment provider and probation officer informed** of my current contact information (address and telephone number(s) to include work, cell and pager) and that changes in contact information will not occur without the knowledge and consent of my probation officer.
- 11) **I must obtain permission** from the Court or my probation officer:
- Phase 1 and 2: **Prior** to traveling 50 miles from my residence, a two week notice is required.
 - Phase 3, 4 and 5: **Prior** to traveling outside the state of Minnesota, a two week notice is required.
- 12) **I agree that I am subject, at any time, to a search** conducted by a representative of Scott County Community Corrections and/or SCTC representative, which includes any law enforcement representative, without a warrant, of my person, place of residence, vehicle or other personal or real property. **This personal property includes cell phones (and any codes needed to access the phone's contents), and I agree that the full contents of my cell phone are subject to warrantless search.** I agree that I will have no reasonable expectation of privacy while participating in the SCTC.
- 13) **I agree that I will pay** the SCTC participation fee of \$500.00, whether or not I successfully graduate from SCTC.
- 14) **I understand that I am to remain law-abiding** in all respects, obeying state, federal and local ordinances. **I must report any contact with law enforcement**, whether or not I receive a ticket or are arrested. This also applies if I am with other people who are stopped. When in doubt, I will communicate with my probation agent.
- 15) **I understand that any breach** of this contract will result in a review of my case to determine my continued participation in the SCTC program or the imposition of court ordered sanctions including incarceration or termination.
- 16) **I understand that I will not act** as a confidential informant while a participant in treatment court.
- 17) **I acknowledge** that I have received a copy of the participation manual.

My Personal Goals









Medications

You must report all medication (prescription and over the counter) use to your probation officer, PRIOR to taking the medication. You need approval for everything you take. IF you are unable to reach your probation officer, you need to ask for a NON-NARCOTIC medication.

Approved over the county (OTC) medications:

The following medications are approved to take **without** prior approval. **DO NOT TAKE MORE THAN THE DOSAGE INDICATES ON THE LABEL!**

PAIN: (None of the following can be the PM formula)

Advil Ibuprofen Aspirin Tylenol Aleve

STOMACH

Mylanta
Mil of Magnesia
Pepto Bismol

ANTACIDS

Zantac
Pepcid or Prilosec
Tums/Rolaids

VITAMINS

**NO SPORTS ADDITIVES/SUPPLEMENTS
Multivitamins
Prenatal Vitamins

FLU SYMPTOMS

Thera Flu
Alka-Seltzer

COLD/COUGH

Delsym (non-alcoholic/pediatric)
Mucinex (cannot be D or DM)

ALLERGIES (None can be D or DM formula)

Claritin
Allegra
Benadryl
Zyrtec

JOINT PAIN

Tylenol Arthritis
Ben Gay muscle rub/patches
Icy Hot muscle rub/patches

***** DO NOT TAKE *****

Sleep Aids/Hypnotics such as Ambien/Lunesta
Narcotic pain relievers or muscle relaxers (without review with your probation officer)
Benzodiazepines such as Ativan, Valium (Diazepam), Clonazepam, Lorazepam
Over the counter caffeine preparations, diet pills, or energy drinks
Cough syrups containing codeine and/or alcohol
Do not consume poppy seeds

Remember: do not take any prescriptions, power-drinks/food or herbal remedies without permission from the SCTC team.

Should you continue taking addictive MEDICATION; a hearing will be scheduled to allow you to present evidence of the need of these medications. If you chose to continue to use without authorization from the Treatment Court Team, positive drug screens will be sanctioned and termination could result.

Sobriety Support Group Meetings

You are required to attend weekly sobriety support group meetings, in an amount set by your treatment counselor. You will choose which meetings to attend. You will show proof of attendance by having the chair of the meeting sign your passport.

Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Smart Recovery, Celebrate Recovery or any other recognized sobriety support meeting is allowed. If you plan to attend sobriety support meetings online, you must let the team know in advance so that you are instructed how to prove that you attended and engaged in such meetings.

