

*Hamilton County Drug  
Recovery Court*



*Participant Handbook*

# TABLE OF CONTENTS

<b>1.</b>	<b>OUR MISSION STATEMENT .....</b>	<b>4</b>
<b>2.</b>	<b>PROGRAM OVERVIEW.....</b>	<b>4</b>
	A. Program Components.....	4
	B. The Drug Recovery Court Team.....	5
	C. Case Management.....	5
	D. Phases Of Drug Recovery Court.....	6
	1. Phase One.....	6
	2. Phase Two.....	6
	3. Phase Three.....	6
	4. Phase Four.....	6
	5. Phase Five.....	6
	E. Removal From Drug Recovery Court.....	7
	F. Graduation.....	8
<b>3.</b>	<b>BEHAVIOR IN THE DRUG RECOVERY COURT.....</b>	<b>8</b>
	A. Tips On How To Succeed In The Drug Recovery Court.....	8
	B. Complying with the Participant Contract .....	9
	C. Rewards And Incentives .....	10
	D. Sanctions .....	11
	E. Relationships.....	12
	F. Vehicles And Driving Restrictions .....	12
	G. Cell Phones .....	12
<b>4.</b>	<b>COURT HEARINGS.....</b>	<b>13</b>
	A. When are Hearings?.....	13
	B. Court Room.....	13
	C. Dress Code For Court .....	13
<b>5.</b>	<b>TREATMENT.....</b>	<b>14</b>
	A. Initial Plan.....	14
	B. Providers .....	14
	C. Progress Reports .....	15
<b>6.</b>	<b>MAINTAINING RECOVERY .....</b>	<b>15</b>
	A. Group Meetings .....	15
	B. Drug Testing .....	16
	C. Smoking And Tobacco Use .....	16
<b>7.</b>	<b>WORK AND EMPLOYMENT .....</b>	<b>16</b>
	A. Finding a Job.....	16
	B. Changing Jobs.....	17
	C. Overtime .....	17
<b>8.</b>	<b>LIVING ARRANGEMENTS .....</b>	<b>17</b>

A. Where You Can Live .....	17
B. Curfews .....	17
<b>9. EDUCATIONAL GOALS.....</b>	<b>18</b>
<b>10. CONFIDENTIALITY .....</b>	<b>18</b>
<b>CONCLUSION .....</b>	<b>19</b>
<b>USEFUL NUMBERS.....</b>	<b>20</b>
<b>NOTES .....</b>	<b>21</b>

Welcome to the Hamilton County Drug Recovery Court!

This handbook is designed to answer your questions and provide overall information about the Drug Recovery Court Program. As a participant, you will be expected to follow the instructions given in the Drug Recovery Court by the Judge and comply with the rules and regulations of both the Drug Recovery Court and treatment.

This handbook has general information about the Program, and it details what is expected of you as a Drug Recovery Court participant. If you are reading this handbook it means that you have been accepted into the Drug Recovery Court based on a review of your history of drug use and other prior contact with law enforcement. It also means that the Drug Recovery Court Team is confident that the Program will help you learn how to make positive and successful choices in a drug-free lifestyle.

## **1. OUR MISSION STATEMENT**

“To provide an alternative sentencing system that reduces recidivism through breaking the cycle of addiction and enhancing the offenders’ likelihood of success in society.”

## **2. PROGRAM OVERVIEW**

### **A. PROGRAM COMPONENTS**

To successfully complete the Drug Recovery Court Program, **YOU** must take responsibility for your recovery. As part of this responsibility, you will be involved in several activities which will benefit and sustain your recovery, such as the following:

- Engaging in substance abuse counseling
- Attending scheduled court sessions
- Meeting with Drug Recovery Court staff
- Submitting to random urinalysis and/or hair analysis and/or breathalyzer
- Attending group meetings
- Obtaining and maintaining contact with a same-sex sponsor
- Obtaining employment and/or attending school full time
- Obtaining your high school diploma or GED
- Paying your restitution, child support, fines, and court costs

**B. THE DRUG RECOVERY COURT TEAM**

The Drug Recovery Court Team works together to make your participation in the Drug Recovery Court Program successful. The Drug Recovery Court Team consists of the following members:

Judge	Tom Greenholtz
Coordinator	Elaine Kelly
Assistant District Attorney	AnCharlene Davis
Assistant Public Defender	Andrew Childress
Defense Counsel	Janie Varnell
Case Managers	John Cooper Brian Finlay
Parkridge Valley Clinician	Tony Neuhoff
Program Assistant	Caroline Vance
Community Corrections	Chris Jackson
Chattanooga Police Department	Terry Topping

**C. CASE MANAGEMENT**

As you enter the Drug Recovery Court Program you will be assigned a Case Manager. Your Case Manager will help you as you progress through the Program. You are required to meet with your Case Manager on a regular basis.

Meetings with your Case Manager are mandatory. They are your responsibility to schedule and to attend.

If you are unable to keep your appointment, you must contact your Case Manager **PRIOR** to your appointment, not after you have missed it. Remember, you are not the only client your Case Manager has, so your appointment should **only** be changed in an emergency situation.

## **D. PHASES OF DRUG RECOVERY COURT**

The Drug Recovery Court Program is a minimum of 14-months divided into five phases. A participant must successfully complete each phase before transitioning to the next phase.

### **1. Phase One**

**Requirements:** Drug Recovery Court attendance weekly; at least two random urine tests per week; be in compliance with your treatment plan, be living in an approved sober living environment; regular attendance at group meetings (a minimum of six per week); secure a same-sex sponsor; secure employment or vocational training.

### **2. Phase Two**

**Requirements:** Drug Recovery Court attendance every other week; at least two random urine tests per week; attend a minimum of five group meetings per week; secure a permanent same-sex sponsor; be actively engaged in step work; remain employed; establish a restitution payment plan (if required), make payments on court fees, and pay rent at half-way house or some other approved sober living environment (if required); be enrolled in GED classes (if required).

### **3. Phase Three**

**Requirements:** Drug Recovery Court attendance every third week; random drug tests a minimum of once a week; attend a minimum of five group meetings per week; be actively paying restitution (if required), court fees, and rent at half-way house (if required); maintain employment or continue education.

### **4. Phase Four**

**Requirements:** Drug Recovery Court attendance at least once a month; random drug tests a minimum of once per week; attend a minimum of three group meetings per week (on three different days); be actively paying restitution (if required), court fees, and rent at half-way house (if required); maintain employment and/or continue education.

### **5. Phase Five**

**Requirements:** Mentoring other Drug Recovery Court participants; participation in Community Service; random drug tests as ordered by the Court; secured permanent sponsor in self-help sobriety group; attend a minimum of three group meetings per week (on three different

days); have a permanent payment plan established for restitution and fines; continue to pay rent; continue stable employment or positive reports from vocational or educational program.

#### **E. REMOVAL FROM DRUG RECOVERY COURT**

Warrants, new arrests, or a violation of any aspect of your treatment plan may result in you being removed from the Drug Recovery Court Program. Other violations, which may result in sanctions or a removal hearing, include the following:

- Being dishonest
- Having a positive (dirty) drug test, including for nicotine; or a failure to submit valid samples for testing; tampering with or attempting to falsify drug test results
- Being absent from counseling session or support group meeting
- Failing to follow treatment recommendations
- Failing to pay fees as ordered while having an ability to pay
- Failing to attend scheduled court status hearings without just cause
- Violating curfew
- Being charged with any new offense (you may re-apply once the new charge has been satisfied)
- Failing to comply with rules and regulations of the Drug Recovery Court, as those rules are set forth in this handbook, the participant contract, and/or the orders of the Court
- Failing to follow the recommendations of the Court, Drug Recovery Court Team, and/or treatment providers
- Leaving the jurisdiction without express permission of the Drug Recovery Court Team
- Failing to attend self-help group meetings per treatment plan recommendation(s)
- Possessing, delivering, or selling controlled substances of any kind, including alcohol and/or tobacco

If you pick up a new charge while in the Program, you will be removed from the Drug Recovery Court Program until such time as the new case has been resolved. However, if you

are interested in remaining in the Drug Recovery Court Program, you should let your Case Manager know **immediately**. Such a request may result in a suspension from the Program rather than a termination from the Program.

## **F. GRADUATION**

Upon your successful completion of a treatment program and satisfaction of all other court requirements including continued sobriety, you will participate in a graduation ceremony from the Drug Recovery Court.

Graduation from Hamilton County Drug Recovery Court is recognized as a very significant event. Your loved ones will be invited to join you at a special ceremony as the Drug Recovery Court Team congratulates you for successfully completing the Drug Recovery Court Program and achieving your goal to establishing productive and drug-free life.

## **3. BEHAVIOR IN THE DRUG RECOVERY COURT**

### **A. TIPS ON HOW TO SUCCEED IN THE DRUG RECOVERY COURT**

Please remember that **everyone involved in the Drug Recovery Court wants you to succeed**; there is no benefit to the program by trying to trick or trap you. There is no benefit to the program for your failure. As such, keep these tips in mind:

- Be honest. Honesty is essential to your recovery.
- If you are unsure about ANYTHING—ask a staff member before you act!
- Be personally responsible for your own recovery.
- Keep all your appointments and make all court appearances. Making appointments is as important as coming to court. If you have problems remembering your appointments and court dates, use the notebook given to you. Write the dates down.
- Plan your schedule (work, school, treatment) in advance.
- If you have a problem keeping early morning appointments, go to bed early, and buy an alarm clock. Perhaps consider scheduling your appointments for the afternoon.
- Know your treatment schedule as well as you know your date of birth.
- If you absolutely cannot make an appointment or court appearance, call your Case Manager **before**,—not after.

- Plan ahead. If transportation is a problem, have a back-up plan to get to where you need to be. Failure to have adequate transportation is not an acceptable excuse.
- Keep all your paperwork. Do not throw anything away.
- Carry a photo ID with you at all times.

## **B. COMPLYING WITH THE PARTICIPANT CONTRACT**

As a participant in the Drug Recovery Court, you are expected to abide by the rules outlined in the participant contract, including, but not limited to the following:

- Totally abstain from the use or possession of illegal substances and alcohol. Do not purchase alcohol or drugs for yourself or others. Any substance that is illegal in the State of Tennessee, including kratom, may not be consumed.
- Always tell the truth. This is crucial. If you are found to be untruthful, this may eventually result in your termination from the program. No matter what the truth is, you are **strongly** advised to tell it! (Hint: if a Team Member asks you a specific question, then they already know the answer!)
- Make NO threats towards staff or other participants. Inappropriate physical or verbal behavior will not be tolerated and will result in your removal from the Program.
- Inform **all** treating physicians (including your dentist) that you are a **recovering addict** and may not take narcotic or addictive medication (see medication sheet for approved medications and instructions) unless there are no alternative medications available for the treatment for your current condition. If narcotic medication is required, you will be asked to bring your medication to the Drug Recovery Court office where staff will count your pills as a form of accountability.
- Attend all scheduled court sessions and treatment sessions.
- Submit to random drug testing when required. A refused or missed drug screen will be considered a positive drug screen, and will be sanctioned appropriately.
- Do not associate with people who use or possess drugs or be in areas known to have drug activity.
- Do not possess **any** weapons while in the Drug Recovery Court Program.

- Do not forge any documents such as group meeting sheets.
- Keep the Drug Recovery Court Team and treatment providers informed of your current address and phone number at all times.
- As a condition of participation in the Drug Recovery Court Program, your person, property, place of residence, car or personal effects may be searched at any time with or without a warrant, and with or without probable cause, when required by a law enforcement officer or the Drug Recovery Court staff.
- Dress appropriately for court and treatment sessions.
- No new tattoos or body piercing during your time in the Hamilton County Drug Recovery Court.
- Do not attempt to split staff. The Drug Recovery Court Team and Treatment team meet and talk on a regular basis.
- Do not leave Hamilton County for any reason at all, unless you have permission in advance from the Judge or the Drug Recovery Court Coordinator.
- Do not visit people who are presently incarcerated, unless you have permission in advance from the Drug Recovery Court.
- and abide by all other rules and regulations imposed by the Drug Recovery Court Team and listed in the Hamilton County Drug Recovery Court Contract.
- The rules of the Drug Recovery Court are subject to change without prior notification.

### **C. REWARDS AND INCENTIVES**

Upon the recommendation of the Hamilton County Drug Recovery Court Team, participants may be given rewards or incentives for compliant behavior. Common rewards or incentives may be as follows:

- In court praise, encouragement, applause or certificates of achievement
- Reduced frequency of status hearings
- Decreased urinalysis testing
- Reduction of pending fines and/or fees

- Selecting something from the “Fish Bowl” which has pens, pins, t-shirts, movie pass(es), gift certificates to restaurants, etc.
- Promotion to next Phase, reduced time in your current Phase
- Restoration of lost privileges because of relapse or some other infraction

#### **D. SANCTIONS**

You may wonder how you will be held accountable. If you do not do what is required by the Drug Recovery Court, we are here to help you.

- Warning from the team
- Reading/writing assignments
- Letter of apology to the Court and/or your peers
- Increase the number of self-help group meetings you must attend each week
- Sit in the courtroom for the entire morning or day, or more than one day, writing about the experience, and giving the report to the Court
- A curfew will be imposed
- Perform public service work or Sheriff’s work detail
- Increased frequency of status hearings
- Increased urinalysis testing
- Increased frequency of contacts with the Drug Recovery Court staff
- Longer duration in Hamilton County Drug Recovery Court Program
- More intensified outpatient treatment, *i.e.*, more sessions per week
- Change of outpatient treatment to inpatient treatment
- Placement with Hamilton County Corrections for supervision
- Serve a work release sentence
- Last participant at the next court date

- Demotion to previous Phase
- Incarceration
- Removal from the Program

This list is not exclusive. The Drug Recovery Court imposes sanctions on an individual basis, which the team collectively believes to be the most appropriate response to the alleged improper behavior.

#### **E. RELATIONSHIPS**

Unless you are married, or are already in a “significant” relationship, no relationships of a romantic or sexual nature will be allowed within the first 12 months of your recovery. You are in the Drug Recovery Court to work on your recovery and your core issues, relationships are a distraction and take your focus away from your recovery. If this is an area where you struggle, talk to your counselor, talk to you Case Manager, or talk to your sponsor for guidance.

#### **F. VEHICLES AND DRIVING RESTRICTIONS**

In order to possess a vehicle while a Drug Recovery Court participant, the following criteria must be met:

- you must submit proof of a **VALID** Tennessee Driver’s License to your case manager; and
- you must submit proof of insurance to your case manager.

If you are unable to produce both of these items, do **NOT** get behind the wheel of a car for ANY reason (including vehicle maintenance, moving the car to another parking space). There is **NO** excuse for an unlicensed/uninsured person to be driving a car.

#### **G. CELL PHONES**

A cell phone is a luxury item and is not crucial to your recovery. You may only invest in a cell phone when you have taken responsibility for your other financial affairs.

Make sure a cell phone is available, in your budget, and you must obtain permission from your case manager before purchasing one.

Once you have a cell phone, make sure your case manager knows your phone number immediately. If you change your cell phone number, make sure you let your case manager know as soon as possible.

Your cell phone is not to be used for taking and transmitting inappropriate photographs of yourself or others. It is strongly advised that you do not let others use your cell phone, not even for a “quick call.” Do not let your cell phone out of your possession.

You are responsible for all calls and texts made to and from your cell phone; and any pictures on your cell phone (whether taken by you or received by you). If at any time you are abusing your cell phone privileges, or you are using your cell phone in or at inappropriate times, your cell phone may be confiscated by staff.

#### **4. COURT HEARINGS**

##### **A. WHEN ARE HEARINGS?**

As a Drug Recovery Court participant, you will be required to appear in the Drug Recovery Court on a regular basis. The number of times you must appear depends upon your phase in the Drug Recovery Court. Failure to appear will result in a warrant being issued for your arrest and detention in jail until you can appear before the Court. If you have questions about your court appearances you may contact the Drug Recovery Court staff.

##### **B. COURT ROOM**

When you come to court, we expect you to follow the simple following rules. When you appear in the courtroom for your status conferences:

- do not bring any food or drink into the courthouse or chew gum while in the courtroom;
- treat the Court with respect, as the Court will do with you;
- speak appropriately, do not use any profanities and speak clearly enough so everyone can hear you;
- do not talk in the courtroom during the Drug Recovery Court session (not only is it rude, but you may learn something from what other people are saying);
- cell phone use in the courtroom is strictly prohibited; and
- remain in the courtroom until dismissed by the Judge.

##### **C. DRESS CODE FOR COURT**

Participants will adhere to the following dress code for each of their court appearances:

- No tank tops, muscle shirts, crop-tops, or shirts with obscene or inappropriate words or pictures.
- No clothes with language or pictures advocating tobacco, alcohol or drug use.
- No clothes with sexual connotations or flirtatious language.
- No sagging clothing (i.e., pants or shorts that hang below the waist).
- No unbuttoned shirts.
- No shorts, even in the summertime.
- No hats of any kind, caps or bandanas.
- No gang attire or gang colors of any kind.
- No miniskirts.
- No underwear of any kind should be visible.
- No facial or tongue jewelry may be worn.

If the participant wears any of the above to the courtroom, you will be sent home and it will be counted as a court absence and appropriate sanctions will be imposed.

## **5. TREATMENT**

### **A. INITIAL PLAN**

An initial plan will be developed for you by you and your counselor following an assessment of your problems and needs by a substance abuse specialist. The plan will act as a guide for your first phase in the Drug Recovery Court Program; a more permanent treatment plan will be developed by your treatment providers and Drug Recovery Court Case Managers. This plan will help you set goals, select methods for meeting those goals, and develop target dates for achieving those goals.

### **B. PROVIDERS**

Treatment is provided by Parkridge Valley located in East Brainerd and with other providers. The Hamilton County Drug Recovery Court has contracts with its treatment providers for participants who are unable to pay for treatment. There is the expectation that, as you

advance in the Drug Recovery Court Program, you will be responsible for paying for your housing with half-way houses and other sober living environment options.

### C. PROGRESS REPORTS

Before your Drug Recovery Court status hearing, the Judge will be given a progress report presented by your Treatment Provider and the Drug Recovery Court staff.

The progress report will discuss your drug testing results, attendance, participation and cooperation in the treatment program, employment or other requirements that may have been implemented. The Judge may ask questions about your progress and discuss any problems you may be experiencing.

If you are doing well, you may be rewarded with reduced program requirements or other incentives. If your progress reports show that you are struggling with your progress, the Judge will discuss this with you and determine future action, which could include a sanction in order to help remind you of your goals in the Program. Sanctions can range from increased program requirements to incarceration.

## 6. MAINTAINING RECOVERY

### A. GROUP MEETINGS

Attendance at group meetings is mandatory throughout the Drug Recovery Court Program. These meetings are vitally important to your recovery. You will be required to provide written verification of your attendance to the Judge on at each court appearance.

While attending these meetings you will be required to obtain a same-sex sponsor. A sponsor is a person who has significant sobriety (a minimum of 12 months and who is working a recovery program with their own sponsor). This person works through your recovery program with you.

When you first start attending these meetings, it is recommended that you collect several phone numbers from people who attend the group meetings. This will form the basis of your support system until you can secure a permanent sponsor.

All meetings must be documented on a Drug Recovery Court meeting sheet. Your meeting sheet can **only be signed by the chair-person**, not random members of the meeting.

You will submit your meeting sheet to the Judge at each court appearance. If you are unable to produce a meeting sheet, it will be considered the same as not attending meetings and an appropriate sanction will be imposed. Your Drug Recovery Court peers are not permitted to sign your sheet. You are responsible for your own meeting sheet. There is no reason for you to be in possession of anyone else's meeting sheet.

## **B. DRUG TESTING**

You will be drug tested randomly throughout your entire participation in the Drug Recovery Court Program. All participants are to check the drug testing schedule EVERY day (Monday through Sunday) by calling the Drug Line at **423.209.7570** before 8:30 a.m.

Each client will be assigned a color. When you call the Drug Line, a selection of colors will be announced. If your assigned color is called, then testing is available from 8:00 a.m. - 10:30 a.m. every day, on the third floor of the Criminal Courthouse, unless alternate testing times or locations are announced. You must be tested the day they are told to come in for testing. You will be directly observed by a person of the same gender to ensure a true clean collection.

If you miss a drug test, it will be considered a positive (dirty) test. If you have a positive test in any Drug Recovery Court phase, the Judge, based on recommendations from the Drug Recovery Court staff or treatment staff, will apply immediate sanctions to help you stop your drug using behavior.

Participants who feel the test result is inaccurate, must immediately tell the Drug Recovery Court staff they want the urine sample sent out for a confirmation test. The participant will be charged a fee to pay for the testing if this sample returns a “positive” result. Diluting or falsifying urine samples will result in an appropriate sanction.

## **C. SMOKING AND TOBACCO USE**

Consistent research has shown that if you continue smoking while in recovery, your chance of relapse substantially increases. Therefore, if you currently smoke or use tobacco, the Drug Recovery Court staff will work with you to quit and refrain from further use.

You must understand that as you participate in the program, you will not be permitted to possess or use cigarettes or other tobacco products. Please know that this requirement is not negotiable. Please do not agree to enter into, or participate in, this program if you refuse to stop smoking or using tobacco. You will be tested for nicotine. Your Case Manager will know if you are smoking.

## **7. WORK AND EMPLOYMENT**

You must be employed within thirty (30) days of starting the Drug Recovery Court.

### **A. FINDING A JOB**

- Employment must be within Hamilton County. Employment outside of Hamilton County must be approved by the Drug Recovery Court and Treatment Teams.

- If you are unable to secure employment within 30 days you will be required to perform Community Service until you become employed. The Community Service hours will increase the longer you are unemployed.
- Any person not employed within the given time frame will be asked to produce evidence of their job searches.

**B. CHANGING JOBS**

- Employment changes must be approved by your case manager *before* leaving a job or moving to another.

**C. OVERTIME**

- Overtime must be approved by your Case Manager.
- You may be required to produce your pay stub(s) to your case manager during your scheduled appointments.

**8. LIVING ARRANGEMENTS**

**A. WHERE YOU CAN LIVE**

You are expected to live in Hamilton County while participating in the Drug Recovery Court Program. If there is a situation where this is not immediately possible, permission must be granted *prior* to moving outside of Hamilton County. In addition:

- You are required to turn in your new address to your case manager **PRIOR** to moving there. Approval of your new address is mandatory.
- If you are thinking about moving from your current address, you must let your case manager know *prior* to giving in notice.
- In other words, get approval first!

**B. CURFEWS**

While on Phase I, and until employment has been secured and approved, your curfew will be 8:00 p.m. This means you will be expected to be back at your residence no later than 8:00 p.m. As you progress through the Program, curfew restrictions decrease, and you will eventually

be curfew-free. If at any time it is felt that you are not using your time wisely, your curfew may become more restricted.

## **9. EDUCATIONAL GOALS**

If you did not graduate High School or have not obtained your GED, you will be required to enroll in a GED program at an approved location. You will be required to obtain your GED *prior* to graduating from the Drug Recovery Court.

Before you are eligible to take the GED exam, you will first complete what is called the TABE. The results from this test will determine your current educational standing. Do not be alarmed by these results, they are used solely as a guide line for studying, not as a measure of your intelligence. If it is determined that it is not realistic for you to obtain your GED within 12 months, you will still be required to attend GED classes in order to improve your educational level.

If you did graduate high school or have obtained your GED, you may be encouraged to seek higher education. This encouragement could include enrollment at Chattanooga State for an Associate's Degree or specialized vocational training, or perhaps an accredited university such as the University of Tennessee at Chattanooga for a Bachelor's Degree.

## **10. CONFIDENTIALITY**

State and federal laws require that your identity and privacy be protected. In response to these regulations, the Drug Recovery Court, Drug Recovery Court staff and treatment providers have developed policies and procedures that guard your privacy. You will be asked to sign a Consent for Disclosure of Confidential Substance Abuse Information. This disclosure of information is for the sole purpose of hearings and reports concerning your specific Drug Recovery Court case(s).

## **CONCLUSION**

The goal of the Hamilton County Drug Recovery Court is to help you achieve a life free of dependence on mind-altering substances. The Judge, and the Drug Recovery Court Team are here to guide and assist you, but the final responsibility is yours. To succeed, you must be motivated to make this lifelong commitment to a drug-free lifestyle.

## USEFUL NUMBERS

Drug Recovery Court Coordinator	Elaine Kelly	423.209.7573
District Attorney	AnCharlene Davis	423.209.7400
Public Defender	Andrew Childress	423.634.6374
Case Managers	Brian Finlay	423.209.7571
	John Cooper	423.209.7581
Treatment	Parkridge Valley	423.894.4220
Community Corrections	Chris Jackson	423.493.9268
Alcoholics Anonymous		423.499.6003
		423.267.0823
		800.851.3291
Narcotics Anonymous		423.899.6500

**NOTES**