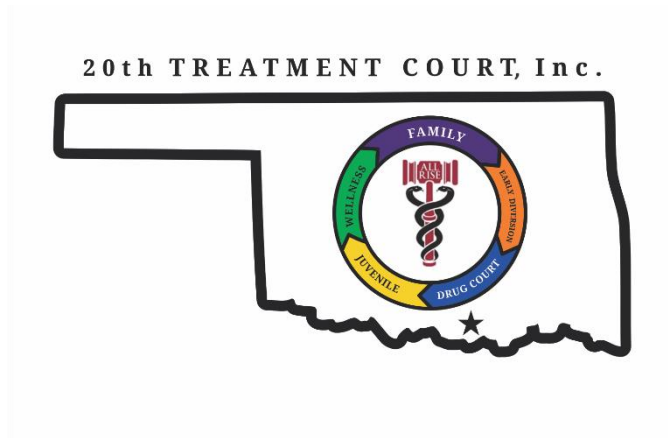


20TH JUDICIAL DISTRICT DIVISION II TREATMENT COURT

Johnston, Marshall, and Murray Counties



DRUG COURT PARTICIPANT HANDBOOK

INTRODUCTION TO DRUG COURT

You have agreed to voluntarily participate in the 20th District Division II Drug Court Program. This Program is designed to assist you in your journey to mental wellness and illegal substance use management. If you successfully complete the program, the District Attorney's Office may ask for dismissal of the charges against you, based on your plea agreement.

This handbook is designed to answer questions, address concerns, and provide overall information about the Drug Court Program. As a participant, you will be expected to follow the instructions given in Drug Court by the Judge and comply with the treatment developed for you by your treatment team. This handbook will detail what is expected of you as a Drug Court Participant and review general Program information. All participants are encouraged to share this handbook with family and friends.

Drug Court Presumptive Eligibility

1. The offender has no prior felony conviction in this state or another state for a violent domestic violence offense within the last ten (10) years, except as may be allowed in a domestic violence treatment program authorized by the drug court program. It shall be sufficient for this paragraph that a criminal history records name search was conducted and indicated no apparent violent domestic violence offense.
2. The offender's arrest or charge does not involve Violent Trafficking
3. The offender has committed a felony offense or a misdemeanor offense where a misdemeanor drug court is authorized.
4. The offender:
 - a. Admits to having a substance abuse addiction
 - b. Appears to have a substance abuse addiction
 - c. Is known to have a substance abuse addiction
5. Eligibility is based on criminogenic risk assessment and clinical information.

PROGRAM DESCRIPTION

The 20th District Division II Drug Court Program is a courts-supervised, comprehensive treatment program for substance use offenders. This is a voluntary Program which includes regular court appearances before a designated Drug Court Judge, treatment, which includes drug testing, individual/group counseling, and regular attendance at any self-improvement program approved by the court. The Drug Court Program is a combined effort of the District Attorney's Office, Public Defender Office, Court Administration, and health care and substance abuse service providers.

Program participants will be assisted with obtaining education, skills assessments and will be provided referrals for vocational training, education and/or job placement services. The program length shall be determined by each participant's progress.

While in Drug Court, you will be required to conform to a performance contract, with specific terms and conditions, set out to govern your actions and responsibilities in Drug Court. A Drug Court Coordinator will provide supervision and enforcement of these terms and conditions. Supervision will include unannounced home visits during which your person and residence will be subject to search. The Drug Court defense counsel will continue to represent you throughout your participation in Drug Court. Successful completion and "graduation" from the program will result in what was specified in your written plea agreement. Failure or discharge from the program will result in incarceration and/or prosecution.

Final determination of entry into the program shall only be made by the Drug Court Judge with recommendation from the District Attorney, defense counsel, Drug Court Coordinator, health care, treatment providers, and representatives from the Drug Court team.

DRUG COURT SUPERVISION

DRUG COURT DIVISION II

(Johnston, Marshall & Murray County)

MARSHALL COUNTY DRUG COURT

TIME	DAY	LOCATION	FREQUENCY
1:00 P.M.	1 ST Thursday	Marshall County Courthouse	Monthly
1:00 P.M.	3rd Thursday	Marshall County Courthouse	Bi-Monthly

JOHNSTON COUNTY DRUG COURT

TIME	DAY	LOCATION	FREQUENCY
10:00 A.M.	2 nd Tuesday	Johnston County Courthouse	Monthly
10:00 A.M.	4 th Tuesday	Johnston County Courthouse	Bi-monthly

MURRAY COUNTY DRUG COURT

TIME	DAY	LOCATION	FREQUENCY
9:00 A.M.	1 st Monday	Murray County Courthouse	Monthly
9:00 A.M.	3 rd Monday	Murray County Courthouse	Bi-Monthly

As a Drug Court participant, you will be required to appear in Drug Court on regular scheduled dates. Missing a court date will result in an arrest warrant being issued. At each appearance, the Judge will be given a progress report prepared by the Drug Court Coordinator regarding your progress and discuss any specific problems you may be experiencing. If you are doing well, you will be encouraged to continue with the Program and work with your treatment team toward success. If you are not doing well, the Judge will discuss this with you and the treatment team to determine further action. If you commit program violations (i.e., positive or missed tests, failure to attend counseling or self-improvement programs, or missed appointments, etc.) the Court will impose sanctions. With repeated violation of program requirements, and a failure to progress satisfactorily, the Court may impose the ultimate sanction of discharge from the Program and imposition of sentence. If you entered the Program by signing a deferred prosecution agreement, your case will be returned to the District Court for prosecution.

Failure to appear in Court on the date and time you are scheduled will result in a warrant for your arrest and remand you to custody. If you cannot appear in Court as scheduled, you must notify your Drug Court Coordinator as soon as possible to explain why you cannot appear. If you have any questions regarding your court appearance, you are required to contact your Drug Court Coordinator.

Warrants and/or new arrests could result in your being terminated from the program and the imposition of sentence. Other violations which could result in termination include but aren't limited to: missing drug tests; demonstrating a lack of program participation by failing to cooperate with treatment; failure to follow instructions of your Drug Court Coordinator; violence or threats of violence directed at the treatment team or other clients. All final decisions regarding termination from the Program will be made by the Drug Court Judge.

DRUG COURT PROGRAM RULES

As a Drug Court Participant, you will be required to abide by the rules outlined in the performance contract.

DRUG COURT PROGRAM FEES

As a Participant in Drug Court, you **will** be required to pay a monthly fee of \$100.00 for **testing** and **supervision**. Fee Schedule

USER FEE - \$20.00

SUPERVISION FEE – \$50.00

TESTING FEE - \$30.00

- User fee - \$20.00 per month (cashier's check or money order made payable to the Court Clerk) should be paid at the Court Docket for each month and a receipt provided to the Treatment Court Coordinator for documentation retention. Fees are paid to the presiding county court clerk's office and should be advised it is for Drug Court User Fees.
- Chemical Testing – \$30.00 per month (6 tests) except if additional testing is required. Each additional test will cost \$30.00 and if it is sent to the lab for verification, a *\$75.00 per test fee will be added*) Hair follicle tests may be conducted as required and an additional charge of \$150 will be assessed.
- Supervision Fees are paid directly to the Treatment Court Coordinator and a receipt will be issued to the participant. The fee is \$50.00 per month, payable by money order at the Court Docket.
- Failure to pay. Participants are given time to attain a job and get on their feet before they are required to start paying. A budget plan will be developed, and the participant should follow the plan as closely as possible. If more than one month is missed, the participant will be warned, the budget plan reviewed and modified if necessary. Any further failure to pay can result in a sanction.

STAFFING PROCEDURES

The Drug Court Staffing docket is scheduled to be held monthly with increased frequency being at the Team's discretion. The location of the Drug Court staffing shall be in the Johnston/Marshall/Murray County District Courthouse one-half hour before each scheduled Drug Court.

Prior to each court docket, the team shall meet to discuss each participant's individual progress, make determinations regarding rewards or sanctions, and discuss new referral information. In the event there is disagreements between team members on the reward or sanction, the policy manual will be reviewed and if there is not a defined reward or sanction, the team will vote for or against the recommended reward or sanction. Ultimately the overall decision will rest with the Judge.

The requirements for regular team attendance of court dockets are the Judge, Prosecutor, Defense Counsel, Treatment Representative, Program Coordinator, and Supervision Officers.

STAFFING

Staffing will be conducted thirty (30) minutes prior to the court docket time.

STATUS HEARING

The treatment court shall hold court hearings no less frequently than every two weeks for those in the first phase of the program and no less than every four weeks from the second phase until participants are in the last phase of the program. Frequent court hearings establish and reinforce the treatment court's policies, ensure participants' needs are met, and provide supervision and accountability of each participant. Participants shall ordinarily appear in front of the same judge throughout their enrollment in the treatment court program. The location of the Drug Court docket shall be in the Johnston/Marshall/Murray County District Courthouse

MARSHALL COUNTY DRUG COURT

TIME	DAY	LOCATION	FREQUENCY
1:00 P.M.	1 ST Thursday	Marshall County Courthouse	Monthly
1:00 P.M.	3 rd Thursday	Marshall County Courthouse	Bi-Monthly

JOHNSTON COUNTY DRUG COURT

TIME	DAY	LOCATION	FREQUENCY
10:00 A.M.	2 nd Tuesday	Johnston County Courthouse	Monthly
10:00 A.M.	4 th Tuesday	Johnston County Courthouse	Bi-monthly

MURRAY COUNTY DRUG COURT

TIME	DAY	LOCATION	FREQUENCY
9:00 A.M.	1 st Monday	Murray County Courthouse	Monthly
9:00 A.M.	3 rd Monday	Murray County Courthouse	Bi-Monthly

DOCKET REQUIREMENTS

Participants must attend all dockets, at least thirty minutes prior to court, unless otherwise directed. If they are sick they must contact the coordinator and provide proof of clinic visit with an explanation of illness and any and all medications prescribed.

1. Courtroom Behavior and Rules as listed below:

- I will not talk in the Courtroom during Court proceedings, **EXCEPT** as required by Judge.
- I will dress appropriately for court as follows:
 - Shirt tails tucked in.
 - No tank tops, muscle shirts, crop tops.
 - No sagging (i.e., jeans sagging below waistline).
 - No unbuttoned shirts.
 - No hats; No cell phones
 - No T-shirts depicting alcohol/drug paraphernalia, or hard rock.
- I will not lean against the Judge's bench but stand on my own feet; even if told I don't have to stand.
- I will not bring food or drink into the Courtroom.
- I will remain seated in the Courtroom until I am dismissed by the Judge.
- I will refrain from using any profanity.
- I will speak clearly and directly when addressing the Judge, District Attorney, or any officer of the Court.
- I will attend all scheduled Court appearances on time and immediately be seated in the Courtroom. _____

DOCKET PROCEDURES

The Drug Court docket will be held monthly with increased frequency being at the Team's discretion.

Prior to each court docket, the team shall meet to discuss each participant's individual progress. Each team member will be given the opportunity to discuss treatment, support service needs, make determinations regarding rewards or sanctions, and discuss new referral information. Should the Drug Court Judge not be available for court, court will be continued. In the event there is disagreements between team members, the policy manual will be reviewed and if there is not a defined answer, the team will vote for or against the recommended. Ultimately the overall decision will rest with the Judge.

The requirements for regular team attendance of court dockets are the Judge, Prosecutor, Defense Counsel, Treatment Representative, Program Coordinator, and Supervision Officers.

TREATMENT PROCEDURES

Your treatment will be provided through a team approach with the combined resources of the Drug Court Coordinator and the assigned drug treatment staff. The treatment team will assess what level of treatment will best meet your needs and recommend to the Drug Court Judge that you receive either residential or outpatient treatment. If you are admitted to a residential treatment program, your treatment plan will include the requirements of that program. If you are not admitted into a residential treatment program, a multi-component, outpatient program has been developed which includes:

1. **Treatment:** An “initial” treatment plan will be developed by you and your treatment team following an overall assessment of your situation and needs. The plan will act a guide for your initial treatment phase, and within it you will need to set goals, select methods for meeting those goals, and develop target dates for achieving those goals. The plan will be maintained by your treatment team and will be updated as you progress through the program. The treatment team will provide progress reports to the Drug Court Coordinator on a weekly basis. The treatment court service provider provides rehabilitative therapy sessions, case management, and monitoring for treatment court participants in keeping with the holistic recovery of the participants.
 - a. **Lighthouse Behavioral Wellness Center (LBWC) Contact information**
 - i. **Johnston Co. 580-371-3019**
 - ii. **Marshall Co. 580-798-0111**
 - iii. **Murray Co. 580-386-8350**
2. **Drug Testing:** You will be tested randomly at least twice a week throughout the entire treatment process. Participants will be required to check in at 6:00 a.m. seven (7) days a week to determine if testing is required. Each participant is to download a free app on their phone in phase I, called Reconnect Community. Failure to provide a drug test sample upon request by a Drug Court will be viewed by the Drug Court as a positive test result and sanctions may be imposed. The Drug Court Judge will have access to all drug test results including any failures to test and may order a drug test at any time. Tampering with the drug/urine test will be deemed a positive test and may result in your expulsion from the program (this includes flushes, diluting, using someone else’s urine, etc.). A diluted sample (defined as a urine sample containing a high concentration of water or other substance) is a contract violation, and an appropriate sanction will be imposed which could include termination from the Drug Court Program. A positive test will not automatically disqualify you from the Drug Court Program. The Judge will be reviewing your overall performance in the program.

WHEN TESTING URINE FOR DRUGS OF ABUSE:

1. No articles in the bathroom other than the test material and Participant. No coats, purses, bags, oversized sweatshirts, etc.
2. All collections must be observed by same sex tester, unless oral swab is being used, then either sex is allowed.

3. If the tester suspects any tampering/adulterating, tester may pat down Participant or take other means to verify that the participant is not trying to deceive the program.
4. Follow step-by-step instructions of test kit utilized.
5. Do not flush sample until you have the negative results completely.
6. Participant is not to flush the toilet.
7. Participants will not leave the facility until the test is complete.

IF SAMPLE IS PRESUMPTIVE POSITIVE

- 1.) Confront Participant on his/her use of drugs. If a participant denies use, sample will be delivered to a lab and results obtained, within a reasonable timeframe of sample submission, at cost to the Participant of approximately \$100.00.
- 2.) Fill out a chain of custody paperwork for appropriate lab.
- 3.) Place sample in an appropriate shipping container.
- 4.) If the sample cannot be delivered to the lab within 8 hours, the sample must be frozen until delivery.
- 5.) Deliver sample to lab and ensure chain of custody is completed, mailing is authorized.

REGULATIONS ON MEDICATIONS

All Drug Court Participants must notify the Drug Court Coordinator in the event of any prescription being given to them. *Any use of **narcotic** or **habit-forming** drugs must be documented by the Participant and that documentation must be turned into the coordinator. The individual will be placed in a “Cautionary Phase” until a safety plan can be developed.

Any unused medication given by a doctor/dentist must be immediately turned into the coordinator upon discontinuation by the Participant.

The Participant has a list of approved over-the-counter medication and a list of prohibited over-the-counter medication. The Participant can use approved over-the-counter medication if they have minor pain, sinus congestion, or other related symptoms. Use of the medication must be brought to the attention of the Coordinator at the Participant’s next office visit.

No Participant may use or possess another person’s prescription medication at any time, regardless of the type of medication.

*** ANY DEVIATION OF THESE REGULATIONS BY A PARTICIPANT WILL RESULT IN IMMEDIATE SANCTIONS.**

3.) Counseling: Substance abuse counseling comprises two separate formats: individual and group. As part of your treatment plan, you will be required to participate in both types of counseling and education.

- Individual counseling - determined by current phase and performance
- Group counseling - bi-weekly or weekly as determined by phase
- Group education - can include MRT as part of group counseling

Together they are designed to develop self-awareness, realize self-worth, and develop the strength to practice self-discipline. The individual and group counseling sessions will include problem identification and alternative solutions. Your attendance at counseling sessions will be reported as determined by the counseling service and during staffing to the Drug Court Judge as part of your progress report. You must have prior permission from your counselor to be excused from a counseling session (acceptable reason for absence – hospitalization, documentation required).

4.) Self-Improvement Meetings: Attendance will be required at any self-improvement program. The frequency of attendance requirements may be determined by your progress in the program and your phase level. However, the requirement for attendance is a minimum of 3 times weekly. Attendance is an important part of your recovery process and helps familiarize you with ways to develop levels of trust, learn and create social bonds with other recovering addicts. You must provide proof of attendance to the Drug Court Coordinator at each appointment or court appearance. Your treatment provider may require you to provide proof of attendance on a weekly basis.

TREATMENT PHASES

The Drug Court Treatment Program is a five-phase, highly structured treatment program lasting for eighteen (18) months, depending upon your individual progress. Each phase consists of specified treatment objectives, therapeutic and rehabilitative activities, and specific requirements for advancement into the next phase. The components and requirements for each phase are described below.

1. **Referral:** Orientation prior to admittance- Once a referral form has been completed and approved by the District Attorney, the Drug Court team will provide an orientation to provide an overview of the timeline of events. This ensures that the participant has a clear understanding of what they will be required to accomplish when pled into Drug Court.

Participant will be involved in the following:

- Intake and assessment- Completed by Drug Court Coordinator Staff
- ORAS – Completed by LBWC Counselor

2. **Phase 1: Pre-Treatment and Orientation** (*8 weeks minimum*): In this phase you will be assigned to a Drug Court compliance Officer and drug treatment counselors. They will comprise your treatment team and will provide you with initial instructions and directions for participation in Drug Court. Your treatment team will provide you with an orientation and overview of the Program and will monitor your participation. If you have followed initial instructions and directions given by your treatment team and shown personal motivation, involvement and commitment toward treatment, you will be moved into Phase II of treatment.

Pre-Treatment/Orientation requirements include:

- Orientation/Contract signing of Drug Court Program
- Substance Abuse Testing -Random to two times per week
- Regular attendance at self-improvement meetings (at least 3 per week)
- Beginning involvement in group (2 hours per week), individual counseling (1 hour per week), and group education (8 hours per month) or as directed by your treatment provider and/or Coordinator. Implementation of MRT and in addition, crisis counseling will be available if needed. A total of six (6) to ten (10) hours of services per week will be available during the initial phase of treatment and 200 hours over the first nine (9) to twelve (12) months of the Drug Court Treatment Program.
- Reporting to the Drug Court Coordinator weekly or as instructed
- Community Service- Five (5) hours per month
- Other case management services as determined by the treatment team (housing, employment, vocational training etc.)
- Home compliance checks as deemed necessary by Drug Court Coordinator
- Bi-Monthly court appearance or as determined by the Drug Court Team.

3. **Admission Criteria to Phase II:**

- No positive substance abuse test results for 30 consecutive days
- No unexcused absences from scheduled services
- Have completed all evaluations, assessments and followed all intake procedure

- Employed or actively seeking employment or entering vocational/educational activities
- Verbal acknowledgment of a desire to learn how to live abstinent of all mood-altering substances
- All required fees paid and current
- Complete Phase progression paperwork to include a letter requesting Phase advancement

4. Phase II: Pre-Treatment (8 weeks minimum): You will continue with your Drug Court Compliance Officer and a drug treatment counselor. They will continue to comprise your treatment team.

In this phase you will enter a short-term, 8-week intensive alcohol and other drug treatment, where you will come to learn and understand how denial and addiction work, about the disease concept, and the recovery process. Your problems and needs will be assessed, and a treatment plan will be developed.

Phase II requirements include:

- Orientation/Overview of treatment program
- Assessment, initial and individual treatment plan development
- Substance abuse testing- Random to two times per week
- Regular attendance at self-improvement meetings (at least 3 per week)
- Individual counseling
- Group counseling
- Group education
- Report to Drug Court Coordinator as instructed
- Other case management services as determined by the treatment team (housing, employment search, vocational training, etc.)
- Community service- Five (5) hours per month
- Formulate personal program goals in conjunction with the treatment team
- Home compliance checks as deemed necessary by Drug Court Coordinator
- Monthly court appearance or as determined by the Drug Court Team
- Complete Phase paperwork to include a letter requesting Phase advancement

5. Admission Criteria to Phase III

- No positive substance abuse test results for 60 days
- No unexcused absences from scheduled services
- Employed or positive response to vocational educational goals
- Documented required minimum attendance at self-improvement meetings
- All required fees paid and current

6. Phase III – Treatment (12 weeks minimum): Phase III will address your ongoing recovery needs including maintaining total abstinence from all drugs. The focus will be on daily living skills. This phase is designed to support you in your return to the community as a productive and responsible member.

Phase III Requirements Include:

- Individual counseling
- Group counseling
- Group education
- Regular attendance at self-improvement meetings (at least 3 per week)
- Report to the Drug Court Coordinator as instructed
- Substance abuse testing- Random to two times per week
- Ongoing review and updating of treatment plan
- Other case management service as determined necessary by the treatment team
- Home compliance checks as deemed necessary by Drug Court Coordinator
- Monthly court appearance or as determined by the Drug Court Team
- Community Service – Five (5) hours per month
- Complete Phase paperwork to include a letter requesting Phase advancement

4. Admission Criteria to Phase IV

- No positive substance abuse test results for 90 days
- No unexcused absences from scheduled services including individual counseling, group counseling, group education, and community service
- Employed or positive response to vocational educational goals
- Documented required minimum attendance at self-improvement meetings
- All required fees paid and current
- Complete Phase progression paperwork to include a letter requesting Phase advancement

5. Phase IV – Treatment (16 weeks minimum): Phase IV will continue to address your ongoing recovery needs including maintaining total abstinence from all drugs. The focus will be on daily living skills. This phase is designed to support you in your return to the community as a productive and responsible member.

Phase IV requirements are:

- Individual Counseling
- Group counseling
- Group education
- Regular attendance at self-improvement meetings (at least 3 per week)
- Report to the Drug Court Coordinator as instructed
- Substance abuse testing - Random to two times per week
- Ongoing review and updating of treatment plan
- Other case management services as determined necessary by the treatment team
- Home compliance checks as deemed necessary by Drug Court Coordinator
- Monthly court appearance or as determined by the Drug Court Team
- Community service – Five (5) hours per month

6. Admission Criteria to Phase V

- No positive substance abuse test results for 120 days
- No unexcused absences from scheduled services including individual counseling, group counseling, group education and community service

- Employed or positive response to vocational education goals
 - Documented required minimum attendance at self-improvement meetings
 - All required fees paid and current
 - Complete Phase paperwork to include a letter requesting Phase advancement
7. **Phase V – Supervision** (*28 weeks minimum*): Phase V will continue with your ongoing recovery needs including total abstinence from all drugs and/or alcohol. The focus will be on daily living skills and a stable environment. This phase will continue to ready you for your return to the community as a productive and responsible member.

Phase V requirements include:

- Individual counseling
 - Group counseling
 - Group education
 - Regular attendance at self-help meetings (at least 3 per week)
 - Report the Drug Court Coordinator as instructed
 - Substance abuse testing - Random to two times per week
 - Ongoing review and updating of the treatment plan
 - Other case management services as determined necessary by the treatment team
 - Home compliance checks as deemed necessary by Drug Court Coordinator
 - Monthly court appearance or as determined by the Drug Court Team
 - Community Service (5 hours per month)
 - Prepared speech for Graduation from Drug Court
 - Prepare application for Graduation
 - Develop a Relapse Prevention Plan for review
 - Complete Phase progression paperwork to include a letter requesting graduation
8. **Graduation Criteria**
- Acceptable level of sobriety (to include no positive drug tests) as determined by the Drug Court Team
 - Obtained gainful, consistent employment or sufficiently involved in a vocational academic training program as determined by the treatment team
 - Maintained consistent attendance at all court appearances and treatment team appointments
 - Through a written graduation application, has demonstrated understanding of personal problems of addiction, criminal behavior, relapse prevention, and relapse plan
 - Maintained a stable living arrangement and healthy interpersonal relationships as determined by the treatment team
 - A definitive aftercare plan which may include self-improvement meetings, mental health, outpatient counseling, group attendance, or individual counseling
 - Fulfillment of goals as stated in the individual treatment plan
 - Have **PAID IN FULL** all Drug Court costs, and current on paying fees, fines, restitution, treatment cost, etc. (Exceptions may be made by District Judge)

INCENTIVES, SANCTIONS, and THERAPEUTIC ADJUSTMENTS

Drug Court Participants who are progressing satisfactorily may be provided with an appropriate incentive for their performance. Alternatively, if the participant is not progressing satisfactorily, they may be issued a sanction or therapeutic adjustment to ensure the understanding of the gravity in not progressing. Monthly tracking of the award of incentives, sanctions and therapeutic adjustments is managed to ensure they are administered equivalently to all participants. Participants have the opportunity to be heard to explain their perspectives concerning factual controversies and the imposition of incentives, sanctions, and therapeutic adjustments. Participants will receive a clear justification for why a particular consequence is or is not being imposed. Identifies a written schedule of predictable sanctions and the right of the treatment court team to use a reasonable amount of discretion to modify a presumptive consequence in light of the circumstances presented in each situation.

INCENTIVES

Drug Court Participants who are progressing satisfactorily may be provided with an appropriate incentive for their performance. Listed below are some of the incentives that may be utilized.

By being successful in the 20th District Drug Court Program, participants may be able to:

- * Stay out past curfew with prior permission from the coordinator
- * Leave 20th District boundaries with prior permission from the coordinator
- * Attend fewer self-improvement classes with prior permission from the coordinator
- * Reduced drug testing by the COMPLIANCE OFFICER; reduced fees; reduced community service.
- * Certificates of Accomplishment; Ceremonies, Gift Certificates/Tickets to Events, Sobriety medallions.
- * Praise from the Judge; mentoring newer participants.
- * Gift card for different locations and amounts

At the Drug Court docket of every month, an award for outstanding participation may be given to one individual as approved by Coordinator.

The participant to be chosen using the following criteria:

- The participant must have had no sanctions in the last 60 days,
- Must have attended all counseling sessions,
- Must be progressing at a rate required by treatment plan,
- Must be a good example to other participants.

This award may consist of, but not be limited to:

- Recognition of exemplary behavior during Drug Court docket by Judge
- A certificate of recognition,
- An Awesome Citation, or
- A gift certificate or gift card.

CHAIN BREAKER AWARD

The recipient of this award will be chosen by Drug Court staff using the following criteria:

- No sanctions for 180 days,
- Current on all fees,
- Exhibits positive attitude toward all aspects of program,
- Attending and documenting required self-help meetings,
- Meeting all financial obligations.
- Shows leadership/followership characteristics.

This award will consist of, but not limited to:

- Recognition of exemplary behavior during Drug Court docket by Judge,
- A certificate of recognition. (Chain Breaker), (Chain Breaker T-Shirt)

Other incentives such as credit toward fines and costs, one month suspended fees may be provided.

Johnston, Marshall, and Murray County Drug Court Administration Staff will closely monitor the delivery of incentives and sanctions to ensure they are administered equitably to all participants.

SANCTIONS

There are contract items which could be possible reasons for a sanction as prescribed in the performance contract. Listed are just a few:

- Adulterated or Diluted Urine Specimen or Positive UA
- Arrested for New Charges
- Curfew Violations
- Delivery or Sales of Controlled Drugs to Participants
- Disrespectful to Drug Court Team Member
- Disrupting Treatment Groups
- Failing to comply with terms of the Plea Agreement, Treatment Plan, or Performance Contract
- Getting Kicked out of or leaving early Residential Treatment or Detox
- Lying to Drug Court team
- Missing Court
- Missing Self-Help Meeting and or not providing self-help meeting sheet
- Missing Treatment Group

Possible Sanctions for Non-Compliance with Drug Court Requirements

The Drug Court Coordinator may impose additional requirements for contract violations prior to court. If a participant fails to comply with the treatment program, the Drug Court Judge may, at his/her discretion, order one or more sanctions. Below are some *examples* of sanctions:

- Warning
- Writing of an essay on drug related topic
- Re-phase to beginning of phase
- Additional Community Service
- Additional Self-Help Attendance
- Increased substance use testing
- Extended term on program
- Increased court appearances
- Incarceration (period dependent on severity of compliance failure)
- Confinement for (6) months in an “Intermediate Revocation Facility” operated by D.O.C. An offender may not serve more than 2 terms in the revocation facility.
- Termination from Program

*The Drug Court Team has the right to use a reasonable amount of discretion to modify a presumptive consequence considering circumstances presented in each situation.

Three (3) sanctions and/or violations of the contract may result in termination from the Drug Court Program. A Motion to Terminate may be filed at any time by the District Attorney prior to 3 violations or sanctions occurring. This could occur if the participant commits and is charged with a criminal act or any other violation of the Drug Court contract. A conviction and possible incarceration could result.

PARTICIPANT GRIEVANCE PROCEDURE

All participants have the right to respectful treatment and ability to file grievances regarding their participation in the 20TH District Division II Drug Court Program. The Drug Court Coordinator shall be the person responsible for coordinating the program's grievance procedures. Upon the Drug Court Coordinator being subject of a grievance, the Treatment Court Administrator shall be delegated the authority to oversee the grievance process.

Participant grievance forms are available at the 20TH District Division II Drug Court Office and the Treatment Providers offices. These are readily available to all program participants.

Upon receipt of a grievance, the coordinator shall review the grievance information to determine a possible resolution to the complaint. The grievance as well as the possible resolution shall then be brought to the Drug Court Team by the program Coordinator or designee during the next scheduled drug court team staffing. A team discussion of the proposed resolution will be determined at the drug court team staffing and provided to the participant filing the grievance in writing within fourteen (14) days of the original grievance complaint. The participant shall sign the document identifying receipt of the proposed resolution. The original document will be placed into the coordinator's grievance file and a copy will be provided to the participant. All original participant grievance documents and grievance outcome information shall be stored with the Drug Court Program Coordinator in a file separate from the participants' administrative drug court files.

Additionally, the resolution provided to the participant shall include information on how to contact the Oklahoma Department of Mental Health and Substance Abuse Services Office of Consumer Advocacy. If a resolution cannot be reached by the 20th District Division II Drug Court Team, the Coordinator shall forward the grievance and the steps taken by the Drug Court Team to resolve the grievance, to the Oklahoma Department of Mental Health and Substance Abuse Services.

Contact Information:

Drug Court Coordinator: Dekota Appleton
Phone: (580) 565-0685

District Attorney Representative: Melissa Handke
Johnston County: (580) 371-2379
Marshall County: (580) 795-2169
Murray County: (580) 622-5417

ODMHSAS Office of Consumer Advocacy:
405-248-9037
1-866-699-6605 (toll-free)
Advocacydivision@odmhsas.org
2000 N. Classen Blvd. Ste. E600
Oklahoma City, OK 73106

EDUCATIONAL, VOCATION & EMPLOYMENT SERVICES

Recovery from substance abuse addiction means developing self-sufficiency and becoming a productive and responsible member of the community. During the treatment program, you will be expected to be employed, or involved in an educational or vocational program. Your Coordinator will work to assist you in obtaining an assessment of your needs and skills and will refer you to the proper agencies for education, training, and job placement. Your treatment provider is Lighthouse Behavioral Wellness Center. Their address is 108 W. Main, Tishomingo, Ok 73460; their phone number is 580-371-3019.

SOCIAL SERVICES

Upon your entry into the Drug Court Program, your treatment team will assess your housing, transportation, family, and general living needs. And when appropriate, refer you to local, state, and/or county agencies for assistance.

GRADUATION

Once you have successfully completed the criteria for each phase (as described in the treatment phases section), you will advance to the next level and eventually be a candidate to graduate from the Drug Court Program. It will be necessary to discuss your progress toward the goals you initially set and why you believe you have met the graduation criteria. Advancement from each phase and graduation from the program shall be determined by the Drug Court Judge and Drug Court Team. Upon graduation, you will be given the opportunity to withdraw your plea and your case may be dismissed. Your family will be invited to join you as the Judge congratulates you on successfully completing the Drug Court Program and achieving your goal to establish a drug-free life.

CONFIDENTIALITY

Your identity and privacy will be protected consistent with Oklahoma law. In response to these regulations, policies and procedures have been developed which guard your confidentiality. You will be asked to sign a waiver authorizing the transfer of information among all participating agencies. An identification/case number will be assigned to you that will be used in all research and evaluation activities to safeguard your identity.

CONFIDENTIALITY POLICY

The following is the 20th District Division II Drug Court's policy on privacy and confidentiality for the Drug Court Participants.

1. The 20th District Division II Drug Court complies with all applicable State and Federal laws and rules pertaining to the confidentiality of substance abuse patient records as cited in Federal Rule 42 CFR 2. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as a substance abuser unless:
 - The patient consents in writing.
 - The disclosure is allowed by a court order, or
 - The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.
2. Policy for information disclosure to:
 - **Drug Court Team Members** – Policy required that the Participant sign a waiver/release of confidentiality for records disclosure to the Drug Court Team. Therefore, once release is of record all Team Members will be entitled to disclosure **until** the Participant's records are "sealed" by the Drug Court Judge. Once sealed, the District Attorney may still access records as part of any official requirement. Disclosure to Drug Court Team is allowed by law. *See: 22 O.S. Section 471.7(D)*
 - **Participants Family or other contact person designated by the Participant** – Disclosure is **not** allowed unless a release of confidentiality is signed by the Participant.
 - **Third Party Payers** – Disclosure is **not** allowed unless a release of confidentiality is signed by the Participant.
 - **Employers** – Disclosure is not allowed unless a release of confidentiality is signed by the Participants.

- **Legal Counsel** – Disclosure **is** allowed upon appointment as Participant’s legal counsel until such time as Participant’s records are “sealed”. Disclosure to defense counsel **is** allowed by law. *See: 22 O.S. Section 471.7(D)*
 - **Law Enforcement** – Disclosure is **not** allowed unless a release of confidentiality is signed by the Participant.
 - **Drug Court Treatment Provider** – Once the release is signed (See 1(b) above) disclosure is allowed until such time as the Participant’s records are “sealed”. Disclosure to a Drug Court Treatment Provider is allowed by law. *See: 22 O.S. Section 471.7(D)* Non-contracted Treatment Providers are not allowed disclosure without a signed release of confidentiality.
3. Disclosure is allowable without Participants consent in the following cases:
 - Medical Emergency
 - Research, audit, and evaluation
 - Legal orders and subpoenas
 - Investigation and prosecution of Participants for alleged violations, including child abuse and neglect
 4. A valid written consent must be presented and/or on file in the Participant’s records prior to any disclosure of information. The release of information form will be collected by the coordinator or his/her designee. In addition, only information allowed by the consent form will be disclosed within the effective period of consent.
 5. The Drug Court Coordinator is responsible for authorizing disclosure of confidential information once required consent forms are presented and/or on file in the Participant’s record.
 6. Storage and Disposal of Participants Records:
 - **Records Storage** – Pursuant to 42 CFR 2 of the Federal Rules, written records “must be maintained in a secure room, locked file cabinet, safe or other similar container when not in use”. A locked room may not be sufficient depending on who has access to the room. In cases where access is not totally controlled, records will be locked in a file cabinet, safe or other similar structure that can only be accessed by the Drug Court personnel.
 - **Records Disposal** – Once a Participant has completed the Program, records will be sealed and destroyed “after” ten (10) years. *See: 22 O.S. Section 471.9(B)*

- **Sealing Instructions:** Records will be sealed in a container or suitable envelope once disposition by the Judge.
- **Records Custodian** – The Drug Court Coordinator will be responsible for records storage and disposal.
- **Access after records are sealed** – Pursuant to 22 O.S. Section 471.9(B), the District Attorney shall have access to sealed records without the Court’s order.

7. The Waiver/Release of Confidentiality form used to inform Participant’s and obtain their consent is attached. Information required by ODMHSAS is included on the form.

CONFIDENTIALITY OF ALCOHOL AND DRUG ABUSE PATIENT RECORDS

The confidentiality of alcohol and drug abuse patient records maintained by the 20th District Division II Drug Court is protected by Federal law and regulations. Generally, the Program may not say to a person outside the program that a patient attends the Program, or disclose any information identifying a patient as an alcohol or drug abuser **UNLESS**:

- The patient consents in writing.
- The disclosure is allowed by court order.
- The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal law and regulation do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such crime.

Federal law and regulation do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State and local authorities.

Because the 20th District Division II Drug Court Program is integrally involved with supervising participation of drug and alcohol offenders in substance abuse treatment, the 20th District Division II Drug Court considers requirements that govern confidentiality of client records of substance abuse treatment and the use of information. Therefore, before the 20th District Division II Drug Court accepts any offender into the Program, a consent form will be signed by the offender.

Note: Please read the above policy and sign the attached consent form.

CONCLUSION

The Drug Court Program has been developed to help you achieve total abstinence from illicit and illegal drugs and all criminal activity. The program is designed to promote self-sufficiency and to return you to the community as a productive and responsible member. The program is voluntary as is your personal choice. The Drug Court Judge, the court staff and the treatment team are present to guide and assist you, but the final responsibility is yours. You must be motivated to make this change and commit to a drug free life.

We hope this handbook has been helpful to you and answered any questions you may have. If you have any additional questions or concerns about the Drug Court Program, please feel free to ask your Coordinator or Judge. Important Drug Court telephone numbers will be provided to you by the coordinator during your initial orientation.

GOOD LUCK!

Appendix B
Consent for Release of Confidential or Protected Information
(See next page)

APPENDIX C

DRUG COURT ENTRY PROCESS PARTICIPANT ORIENTATION

Eligibility Requirements

NOTE: A person does **not** have a right to participate in Drug Court.

- Offender has committed a felony offense **NOT** involving violence.
 - Offender has no current or prior felony conviction in this state or any state for a violent offense, including domestic violence within the past ten (10) years.
 - Offenders arrest or charge does not involve a second or subsequent violation of manufacturing controlled and dangerous substances or trafficking.
 - Offender admits to having a substance abuse addiction, appears to have a substance abuse addiction, is known to have a substance abuse addiction, or the arrest or charge is based upon an offense eligible for the drug court program.
- 1.) The offender must first obtain a Drug Court Request Form from the District Attorney, or from the Drug Court Coordinator. Once the form is fully completed, it must be delivered to the District Attorney.
 - 2.) The Drug Court Prosecutor (District Attorney) will determine eligibility.
 - Performs necessary background check.
 - Determines if statutory eligibility requirements are met.
 - Determines if local Drug Court eligibility requirements are met.
 - 3.) The Drug Court Prosecutor will indicate approval by filing the form with the Drug Court Coordinator.
 - 4.) A date for an initial Drug Court hearing will be set.
 - 5.) At the initial hearing:
 - The Drug Court Prosecutor will voice his/her approval for consideration.
 - The Drug Court Judge will refer the offender for a Drug Court evaluation by The Coordinator/Treatment Provider.
 - The Drug Court Judge will set a date for the final eligibility hearing.
 - 6.) The Drug Court Coordinator will obtain a Release of Confidentiality from the offender and investigate pursuant to statute.

- 7.) When the offender present to the Drug Court Treatment Provider, the offender will sign a Release of Confidentiality form.
- 8.) The Drug Court Treatment Provider will assess the offender using the Level of Service Index (LSI), and the Ohio Risk Assessment System (ORAS) to determine whether:
 - The offender would benefit from the Drug Court program
 - The offender is appropriate for the Drug Court program
- 9.) The concluded Drug Court investigation and assessments will be reported to the Drug Court Team at the appropriate staffing prior to the final eligibility hearing.
- 10.) The Drug Court Team will make a determination of whether to approve the offender.
- 11.) The Drug Court Prosecutor (District Attorney) and the offender's defense counsel shall negotiate a written plea agreement.
- 12.) Final eligibility hearing:
 - The Drug Court Judge will determine:
 - Whether the offender voluntarily consents to the program requirements
 - Whether there is a plea agreement
 - Whether there is an appropriate treatment plan and if treatment is available
 - The Drug Court Judge will deny admission if:
 - The program funding or availability of treatment has been exhausted
 - The Drug Court Treatment Provider is unwilling to accept the offender
 - The offender is inappropriate for admission to the program, at the discretion of the Drug Court Judge
 - * The decision of the Drug Court Judge for or against eligibility shall be final. This hearing shall be held within thirty days from the date Drug Court Coordinator receives application.
- 13.) The offender, upon entering the agreed upon plea, and signing all appropriate paperwork and documents, shall be ordered into the program.
- 14.) Participant will report to the Drug Court Coordinator within 24 hours of being ordered into the program to be oriented to the program. Orientation will be completed within 24 hours of admittance into the Drug Court Program.
- 15.) Participant will report to the Drug Court Treatment Provider within 24 hours of being ordered into the program to be oriented to program treatment.

PHASE REQUIREMENTS

- **Phase I**

Pre-Treatment - 8 Weeks Minimum (*May be adjusted for needs of participant*)

Individual Counseling

Group Counseling

Group Education

Self-Improvement Meetings - 3 meetings per week

Daily Check-in at **6:00 a.m. (Reconnect Community)**

Daily Curfew **8:00 p.m. Random (Reconnect Community)**

Drug Testing - Random (**Reconnect Community**)

Drug Court Hearing Attendance – 1st & 3rd Tuesday (Johnston) or 1st and 3rd Wednesday (Marshall) – 2nd and 4th Monday (Murray)

10 Hours Public Service

Have job or attending school

Have Sponsor and Home Group

Have Payment Plan Set up for all Fees

Participant Request to advance to Phase II when requirements met.

Complete Phase Eligibility Form

- **Phase II**

Treatment - 8 Weeks Minimum (*May be adjusted for needs of participant*)

Individual Counseling

Group Counseling

Group Education

Self-Improvement Meetings - 3 meetings per week

Daily Check-in at **6:00 a.m. (Reconnect Community)**

Daily Curfew **8:00 p.m. Random (Reconnect Community)**

Drug Testing – Random (**Reconnect Community**)

Drug Court Hearing Attendance – 1st Tuesday (Johnston) or 1st Wednesday (Marshall) - 1st Thursday (Murray)

15 Hours Public Service

Have job or attending school

Have Sponsor and Home Group

Current on Payment Plan for all Fees

Participant Request to advance to Phase III when requirements met.

Complete Phase Eligibility Form

- **Phase III**

Treatment - 12 Weeks Minimum (*May be adjusted for needs of participant*)

Individual Counseling

Group Counseling

Group Education

Self-Improvement Meetings - 3 meetings per week

Daily Check-in at **6:00 a.m. (Reconnect Community)**

Daily Curfew **9:00 p.m. Random (Reconnect Community)**

Drug Testing - 2 or more per week (determined by DCC)

Drug Court Hearing Attendance – 1st Tuesday (Johnston) or 1st Wednesday (Marshall) - 1st Thursday (Murray)

15 Hours Public Service

Have job or attending school

Have Sponsor and Home Group

Current on Payment Plan for all Fees

Participant Request to advance to Phase IV when requirements met.

Complete Phase Eligibility Form

- **Phase IV**

Treatment - 16 Weeks Minimum (*May be adjusted for needs of participant*)

Individual Counseling

Group Counseling

Group Education

Self-Improvement Meetings - 3 meetings per week

Daily Check-in **6:00 a.m. (Reconnect Community)**

Daily Curfew **10:00 a.m. Random (Reconnect Community)**

Drug Testing - 2 or more per week (determined by DCC)

Drug Court Hearing Attendance – 1st Tuesday (Johnston) or 1st Wednesday (Marshall) - 1st Thursday (Murray)

Mentor Phase I Participant

15 Hours Public Service

Have job or attending school

Have Sponsor and Home Group

Current on Payment Plan for all Fees

90 Days continuous sobriety

Participant Request to advance to Phase V when requirements met.

Complete Phase Eligibility Form

- **Phase V**

Supervision - 28 Weeks Minimum (*May be adjusted for particular needs of participant*)

Individual Counseling

Group Counseling

Group Education

Self-Improvement Meetings - 3 meetings per week

Daily Check-in – **6:00 a.m. (Reconnect Community)**

Daily Curfew – **11:00 p.m. Random (Reconnect Community)**

Drug Testing – Random (**Reconnect Community**)

Drug Court Hearing Attendance – 1st Tuesday (Johnston) or 1st Wednesday (Marshall) - 1st Thursday (Murray)

Have job or attending school

Have Sponsor and Home Group

Community Service (5 hours per month)

All fees paid in full

120 Days continuous sobriety

Prepared speech on Drug Court Experience

Participant Request to Graduate

Complete Phase Eligibility Form-Graduate

APPENDIX D

PERFORMANCE CONTRACT

In return for the opportunity to participate in the Drug Court Program, I, _____, have consented to enter the 20th District Division II Drug Court. I understand and agree that I have certain obligations and responsibilities and will have to follow orders given to me by the Judge, Drug Court personnel and other people involved in the Drug Court Program.

MY RESPONSIBILITIES ARE:

2. I must remain drug and alcohol free; I must not consume or purchase alcoholic beverages, illegal drugs or steroids unless under a doctor's supervision, nor visit places where alcohol or illegal drugs are sold, dispensed, or used as their primary business. I further understand that I am not to go into bars, liquor stores, taverns, clubs, parties, casinos, or places where alcohol is the main item for sale or consumption. _____
3. I must attend all court sessions as ordered. _____
4. I must check in as required on the Reconnect App at 6:00 a.m. and at the prescribed curfew for my current phase. I will also keep my App up to date, keep my phone charged and notify the coordinator immediately, if any new number is used to contact the team. _____
5. I must not attend any program requirement under the influence of alcohol or any illicit drug. I must not attend any program requirement while in possession of an illegal drug or weapon of any form, including firearms and **knives**. _____
6. I must contact my Drug Court Team as directed. _____
7. I must submit to any rehabilitative, medical, psychological, psychiatric, educational, vocational, or alcohol or other drug treatment program as directed. _____
8. I must obey all laws; I understand that if I engage in any criminal act, I may be prosecuted for any new charge(s). I will not violate any city, state, or federal law. _____.
9. I must submit appropriate samples for testing upon request of the Drug Court; a refusal, or failure to provide a sample, at time of request, will be viewed by the Drug Court as a positive test result and sanctions will be imposed. Any altered, diluted, or attempt to defraud the sample will be considered grounds for termination. _____
10. I understand that I must be employed in school and/or treatment care as required by the Drug Court Judge. _____

11. I must not commit acts of violence or threats of violence. _____
12. I shall not refuse to comply with any program requirements. _____
- Attend all counseling sessions and be on time; IF I cannot make an appointment, I must contact LBWC in advance to reschedule. The Drug Court Coordinator must be made aware.
 - Complete all counseling assignments and participate in all counseling sessions.
 - Make satisfactory progress
 - Progress in the program as measured by phase requirements.
13. I will not leave the county in which I reside, nor the State of Oklahoma without permission from the Drug Court Coordinator. _____
14. I will not change my address without first consulting with the Drug Court. _____
15. I must immediately tell the Drug Court Coordinator if I change employment. I must provide proof of employment and proof of income with my first paycheck. I must also provide the name and phone number of my supervisor. I will keep gainfully employed as long as I am physically able to do so. _____
16. I must tell the Drug Court Coordinator before I change my telephone number. _____.
17. I will promptly and truthfully answer all the inquiries directed to me by all Drug Court staff members, and I will allow any representative of the Drug Court to visit me at my home, place of employment, or elsewhere. I will carry out all instructions given to me by the Drug Court or its representatives. _____
18. I will not, in any way, communicate with persons on probation, parole, ex-convicts, or inmates, nor will I associate with persons having a criminal record; **UNLESS**, said person is attending the Drug Court Program. Exceptions are allowable in certain situations but only after receiving permission from the Drug Court Coordinator.
19. _____
Fraternization and new romantic relationships are limited to those already married, and I agree not to pursue a relationship until approved by the Drug Court Coordinator.
20. _____
I will agree to sign all authorizations for release of information requested by the Drug Court and/or treatment provider(s) and other resource providers. I realize that this condition is necessary to allow cross-reporting of my compliance with program conditions. _____

21. I agree that, in the event I fail to keep any program appointment (in the absence of an explanation satisfactory to my Drug Court Coordinator), fail to comply with any reasonable requests or requirements of my Drug Court Coordinator and resource providers, or test positive for any non-prescribed drug and alcohol, my Drug Court Coordinator may immediately impose stricter requirements. I agree that I will comply with immediate impositions in these areas until reviewed by the Drug Court as directed by the Drug Court Coordinator, at the next earliest court docket date. _____
22. If I do not agree that I committed the alleged breach of this agreement, I shall continue the program until the next Drug Court docket and shall continue to obey all lawful orders of my Drug Court Coordinator. I have the right to be heard at the next Drug Court Docket, but I am aware that the Drug Court is not limited by the above sanctions in the event of a finding that this agreement has been violated. I acknowledge that I have been informed that a finding by the Court, in its sole discretion, of a willful failure to comply with any treatment and rehabilitation requirements may result in my termination from the program. _____
23. I will pay all fees, court costs, treatment fees, restitution costs, victim compensations and all other costs assessed by the Court for all counties in which I have committed a crime and have been sentenced. Drug Court fees are payable to the District Court Clerk by Cashier's Check or Money Order only. _____
24. I understand that I am required to maintain full-time employment unless involved in an approved educational/vocational program. If unemployed, I will be required to be actively searching for employment and provide verification of search to the Judge. Failure to be employed, or in school may result in removal from the program. _____
25. I will remain under the supervision of the Drug Court Program until further ordered by this Court. _____
26. I will not own, possess, or carry firearms of any type, or be in a motor vehicle with a firearm in it. I am not permitted to carry a knife of any kind except those provided by my employer and must be left at the place of employment. _____
27. I will not perpetuate any falsehood or deception or misrepresent any truth to any branch of government or a representative thereof. _____
28. I understand that, at any time or place, I am subject to search by the Drug Court Personnel or any law enforcement agency. In addition, my vehicle and property under my control are subject to search, should a representative deem it necessary. If I am stopped by law enforcement, I will immediately notify the Drug Court Coordinator. _____
29. I hereby waive extradition to the State of Oklahoma from any jurisdiction in or outside the United States where I may be found and also agree that I will not contest any effort by any jurisdiction to return to the State of Oklahoma. _____

30. I will conduct myself in all respects as a good and law-abiding citizen. _____
31. I will perform all public service hours to be completed as Drug Court directs _____
32. I agree to special conditions as follows:
a) No entering any gaming establishment.
b) NO GAMBLING. _____
33. I understand if I fail to follow the terms of my agreement, the Drug Court Judge may impose sanctions. _____
34. Individuals on narcotic medications will be placed into a Cautionary Phase until a "Safety Plan" can be established between the Lighthouse Behavioral Wellness Center and the individuals Doctor. _____
35. Out-of-town self-improvement meetings will **not** be counted toward meeting attendance unless prior approval by the Drug Court Coordinator. _____
36. I must relinquish my medical marijuana card if I have one. The current policy for medical marijuana prohibits its usage while in this alternative court. _____

I, _____ hereby acknowledge that I have read and understand my responsibilities as set forth herein above, and I have agreed to abide by each rule.

Witnessed by:

Printed Name

Printed Name

Signature

Signature

Date

Date

APPENDIX E
DOCKET SHEETS

APPENDIX F
20th DISTRICT 2nd DIVISION
DRUG COURT
PARTICIPANT GRIEVANCE FORM

Participant Name: _____

Name of person you are submitting grievance to: _____

Please document in the space below information regarding your grievance:

Participant Signature

Date

**DRUG COURT
PARTICIPANT GRIEVANCE FORM (cont)**

The information provided will be brought to the _____ County Drug Court Team at the next scheduled staff meeting. Information will be provided to you regarding possible resolutions of your grievance within the next fourteen (14) days.

☐ No resolution available, forwarded to ODMHSAS on _____.

Date staffed: _____

Possible resolution:

The above resolution in response to your grievance was discussed in staffing. Please see the above resolution provided by the _____ Drug Court Team.

Grievance Coordinator Signature

Date

Participant Signature

Date

As per the _____ County Drug Court Participant Handbook, you may reach the Office of Consumer Advocacy at (405)573-6605 or (866)699-6605.

APPENDIX G
COMPLIANCE REPORT

APPENDIX H

**IN THE DISTRICT COURT OF THE TWENTIETH JUDICIAL DISTRICT
STATE OF OKLAHOMA**

STATE OF OKLAHOMA,)	
Plaintiff,)	
)	
vs.)	Case No.
)	
_____)	
Defendant.)	

NOTICE OF TERMINATION HEARING

It has been alleged that Defendant, _____, has
violated the terms and conditions of the Drug Court Performance Contract as follows:

Notice is being given of a hearing before the 20th District Drug Court Judge, Wallace
Coppedge, to be held on the _____ day of _____, 200__ at the
_____ County Courthouse,
_____, Oklahoma, at which time it will be decided whether or not the
Defendant will be terminated from the 20th District Drug Court Program.

You have a right to be represented by an attorney. If you cannot afford an attorney, you are
ordered to present a completed application for court-appointed attorney no later than
_____, 200__.

Wallace Coppedge, DISTRICT JUDGE

APPENDIX J
DRUG COURT REFERRAL FORM

APPENDIX K

PHYSICIAN/DENTIST APPOINTMENT AND PRESCRIBED MEDICATION FORM

Name of Patient: _____

Name of Physician/Dentist: _____

Date of appointment: _____

Purpose of Appointment: _____

I, _____, consent to the release of my medical information and prescribed medicines because of this appointment to the 20th District Drug Court.

Signature of Patient

Please be advised that the above patient is currently participating in the Drug Court Program for substance abuse rehabilitation. This participant has a history of addiction to: _____.

Patient is required to provide the Drug Court with the treatment rendered and prescribed medicines (if any) for this appointment. A copy of the physician's treatment narrative to include prescribed medicines may be provided or a summary completed below.

Diagnosis: _____

Treatment rendered: _____

Prescribed Medicines: _____

REGULATIONS ON DOCTOR/DENTIST VISITS

- No Drug Court Participant is allowed to go to the doctor or dentist without prior approval from the Drug Court Coordinator, except in the event of a medical emergency.
- Upon a Participant receiving approval from the Drug Court Coordinator, he/she may schedule and appointment.
- All Doctor and Dentist visits **MUST** be documented with the Drug Court Coordinator prior to the appointment.
- All information regarding participant's addiction to Alcohol or Drugs **MUST** be presented to the Doctor/Dentist at time of visit.
- All Participants must obtain a Doctor/Medication Form from the Coordinator and present this form to the doctor/dentist at the time of the visit.
- It will be the Participant's responsibility to ask that any prescriptions given by the doctor/dentist be a non-narcotic or non-habit-forming drug.
- All forms and information given to the Participant by a Doctor/Dentist must be reviewed by the coordinator and copies made if necessary.

REGULATIONS ON MEDICATIONS

- All Drug Court Participants must notify the Drug Court Coordinator in the event of any prescription being given to them.
- Any use of narcotic or habit-forming drugs must be documented by the Participant and that documentation must be turned in to the coordinator.
- Any unused medication given by a doctor/dentist must be immediately turned into the coordinator upon discontinuance by the Participant.
- The Participant may use any over-the-counter medication on the Approved Medication List if they have minor pain, sinus congestion, or other related symptoms. Use of the medication must be brought to the attention of the Coordinator at the Participant's next office visit. Medications on the Prohibited Medication list may not be taken. If Prohibited Medication is taken, a sanction can be instilled. Pseudoephedrine medication **WILL NOT** be used.
- No Participant may use or possess another person's prescription medication at any time, regardless of the type of medication.

**ANY DEVIATION OF THESE REGULATIONS BY A PARTICIPANT
MAY RESULT IN IMMEDIATE SANCTIONS.**

APPENDIX L

MEDICAL MARIJUANA POLICY STATEMENT/REFERENCES

Policy Statement

With the above considerations in mind, the 20TH District Division II Treatment Court Inc finds a rational basis for believing cannabis use could threaten public safety and inhibit a participant's ability to find recovery from their substance use disorder and/or mental illness. Moreover, permitting medical marijuana use for participants would pose significant difficulties for supervision and compliance monitoring. Finally, use of medical marijuana for participants would be contrary to overall goals of assisting persons with a substance use disorder and/or mental illness in achieving recovery. As such, the 20th District Division II Treatment Court programs for Johnston, Marshall, and Murray Counties finds that the possession or use of medical marijuana by any participant shall be prohibited during participation in the program.

APPENDIX M

COMMUNITY SERVICE

Community service is unpaid work performed by a person or group of people for the benefit and betterment of their community without any form of compensation. Community service can be distinct from volunteering, since it is not always performed on a voluntary basis and may be compulsory per situation. A list of locations where community service can be performed will be provided to the participant. Any request to perform community service at a location not provided by the Drug Court must be in writing and approved.

Drug Court participants will be required to attend a group community service project quarterly as directed by the Drug Court Staff. Community Service projects can only be missed with written approval by the Staff for extenuating circumstances.