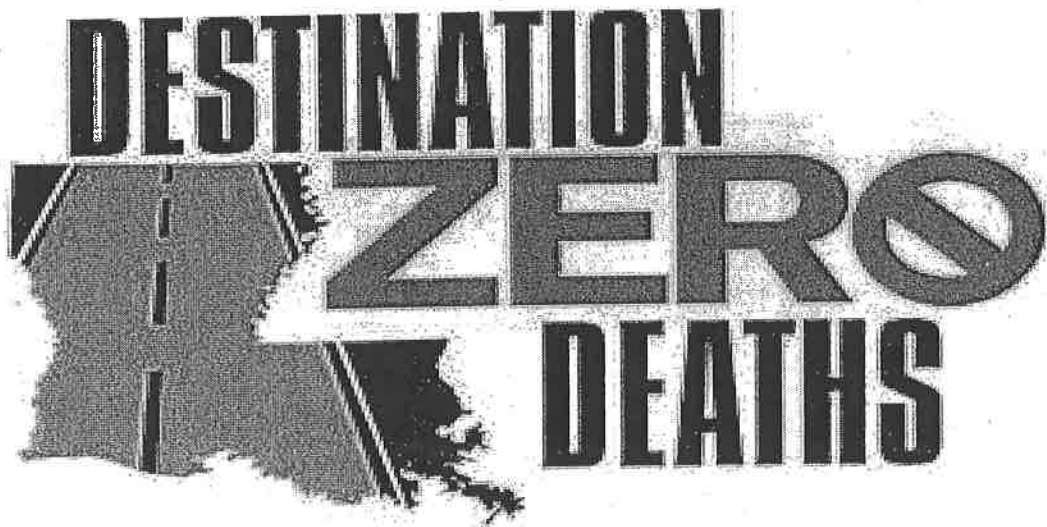


22nd Judicial District

Sobriety Court

Participant Handbook



PROGRAM PHILOSOPHY

Chemically dependent people are caught in the grip of a chronic, progressive, and often fatal disease. Because of the nature of their disease, they often come into conflict with the law and wind up in the legal system. Unless they get effective treatment and follow-up, they usually end up in the same environment with the same people doing the same things. This, of course, leads to further involvement with the law and a repeating cycle that does not get broken. The Sobriety Court Program is designed to rehabilitate chemically dependent adults who come into contact with the 22nd Judicial District Court.

The philosophy of the program is that through learning new behaviors, using the resources of treatment, family, community and friends, and also structuring a suitable recovery environment, many of these people will be capable of living an alcohol-free lifestyle. The Sobriety Court Program is designed to address the offender's need for treatment, support and monitoring in a highly structured system. This system involves the treatment program, a Case Management Office, the Court, the District Attorney's Office, Probation and Parole, and other community resources as needed. Participants are required to participate in regular treatment sessions, frequent urine screening and recurrent court appearances to ensure they comply with the requirements of their probation. Other issues which participants face, such as emotional problems, vocational needs, educational deficits, etc. are referred to the appropriate agencies.

The treatment philosophy used involves the utilization of intensive treatment, family therapy, self-help meetings and case management in a structured and disciplined environment. When appropriate, referrals can be made to detoxification programs, inpatient treatment and/or residential treatment settings.

The goal of the program is get the participant off of alcohol and to ensure that they have the tools necessary to live in society without constant legal problems.

WHAT IS A SOBRIETY COURT TREATMENT PROGRAM?

A Sobriety Court Treatment Program is a special court program given the responsibility to handle cases involving less serious alcohol-using offenders through a supervision and treatment program. These programs include frequent urine testing, judicial and probation supervision, substance abuse counseling, treatment, educational opportunities and the use of sanctions and incentives. The Judge has much more involvement in supervising Sobriety Court offenders than just placing an individual in a probationary or diversionary program for alcohol treatment.

CONFIDENTIALITY

Federal confidentiality laws protect any person who is receiving treatment for a substance abuse problem. To participate in this program, you must agree to waive some of your rights to confidentiality. Specifically, you will be asked to sign a release so that your treatment provider can confer with the Case Management Office, the Court and your Probation Officer.

Also, the Case Management Office will need a release to give the Court information it gets from the treatment provider. **YOU DO NOT HAVE TO WAIVE THESE RIGHTS. HOWEVER, if you choose not to do so you will not be allowed to participate in this program.**

Confidentiality is also essential in group therapy. Anything that is discussed in group must remain within the confines of group. No information pertaining to any client should be discussed outside of group, unless you have that client's **WRITTEN** permission to talk about it.

STATUS HEARINGS

You are required to attend regular scheduled status hearings in Covington. In Phase I and Phase II you will attend court every other week. In Phase III and IV you will attend once a month.

Your Case Manager will complete a status report for each of your appearances, giving the Court current information on how you are doing in the Program. You may receive sanctions or incentives depending on how you are doing in the program.

DO NOT ARRIVE LATE TO YOUR STATUS HEARINGS!

Remember that a Status Hearing is a **COURT APPEARANCE!** Proper attire is expected. No shorts, cutoffs, bare midriffs, halter-tops, sagging pants, hats, bandannas or other disrespectful/disruptive clothing will be allowed. Men are not to wear earrings and no one should wear any kind of facial piercing.

SANCTIONS AND INCENTIVES

Sanctions mean that if you fail to follow through with your responsibilities, there will be consequences. There is a wide range of sanctions available that the Judge could impose, ranging from verbal reprimand to community service, increase frequency of drug screening, increase in the number of community support meetings required weekly, a written assignment, fines, a short jail term (weekend or week), longer jail terms (15 to 30 days), or dismissal from the program which results in the scheduling of a revocation hearing.

The program is designed to work with people who do have a problem and are honest about their desire to do something different. Sanctions are imposed to help participants get back on track when they slip up and fail to meet the program expectations. Discharge from the program is only a last resort for people who clearly cannot or will not comply with the structure of the Sobriety Court Program.

It is important that you be honest if you have made a mistake or broken a rule. Dishonesty on a participant's part will result in an increase in the intensity of sanctions imposed.

Incentives are rewards for responsible and positive behaviors. These rewards could range from public praise in the court from the Judge, ceremonies and tokens of progress, reduced supervision and/or frequency of drug screens, coupons for free or reduced price drug screens, reduced or suspended incarceration and decreased frequency of court appearances.

A program has been established to provide incentives to individuals who have shown a desire to change their addictive behavior and work toward a successful completion of the Sobriety Court Program. They may be given the opportunity to draw from a fish bowl with the potential of winning one of several prizes; this is at the discretion of the Judge.

MEETINGS

You are expected to attend and participate in all treatment meetings required. You are also required to present verification of attending (3) community support meetings/week. Regular attendance will be seen as a measure of your recovery. Meeting lists are provided to you at intake but are also available at all of the clinics and at the Sobriety Court Office.

You are required to fill out a meeting verification sheet for each meeting that you attend. If you fail to fill out your sheet completely, it will not be accepted. IF YOU ARE CAUGHT FORGING your meeting verification sheets, sanctions will be severe, if you are allowed to stay in the Sobriety Court Program. Keep in mind that some of the staff members are very familiar with the recovery community, and will immediately recognize most attempts at deception around meeting attendance. It should also be noted that it is against Sobriety Court policy for Sobriety clients to sign as a chairperson.

Community Support Groups are not affiliated with Sobriety Court, the treatment clinics, probation or any other entities. They are support groups of people that meet regularly in the community to help each other stay clean & sober.

Do not let yourself fall behind on meeting attendance. It is much more difficult to catch up than it is to stay current. Falling behind on your meetings can also cause you to stay in a phase longer than normal, and therefore stay in Sobriety Court longer than you have to.

DRUG SCREENS

If you are going to be positive for a screen, tell us up front, before you give the urine specimen. We can deal with a relapse a lot differently if you are honest about it. If you have a positive screen and you have not told the Sobriety Court Staff about it, you will receive sanctions for dishonesty in addition to whatever the treatment team recommends.

You are required to submit to a minimum of two (2) OBSERVED random urine drug screens per month. You are responsible to pay for these screens. The fee is \$21.00 per screen and it must be paid in cash. If you do not have \$21.00, you will not be allowed to screen and you will receive a "presumptive positive" result for that day. Bring exact cash and a valid ID to the screening office.

You will be required to call the RECONNECT call in system between the hours of 5:00 a.m. and 1 p.m. Your case manager will assign you a username and pin and further instructions. You are required to check in everyday to help determine when you will be required to screen. EVERYDAY SEVEN DAYS PER WEEK. If you are scheduled to screen that day, you **MUST** report to give a screen **THAT DAY**.

Intentional adulteration of a screen (trying to cover up/change results) will be dealt with as any other dishonesty. This can be a reason for discharge from the Program and scheduling of a probation revocation hearing.

Your Treatment Provider will also require drug screens. Failure to provide a specimen at the clinic will be treated the same way as missing a screen at the Sobriety Court Office. Positive or adulterated screens at the clinics are also reported to the Case Manager and then the Judge. However, we do not allow your screens at the clinic to take the place of a missed screen for drug Court **NO EXCEPTIONS!**

Understand that you may also be required to submit to breathe tests to verify that you are alcohol free. If you are found to be drinking or continue to use drugs, you must agree to follow through with a referral to a detox, inpatient or any other clinical recommendation by the treatment staff.

INPATIENT/DETOXIFICATION

If you are unable to abstain from chemical usage, a decision may be made to refer you to an inpatient alcohol treatment program. Understand that any recommendation made by clinic staff (and Sobriety Court staff) is in your best interest and should be followed through. If referred to a detox or inpatient facility, you are required to continue attending group at your respective clinic until which time a placement can be secured.

You are required to follow any treatment recommendation. This may include detoxification, inpatient, halfway house or other residential placement. If sent to detox, inpatient, halfway house or any other residential placement, you are expected to complete the program you are sent to and follow any recommendations that the staff makes for you. This may include completion of a Residential or Halfway House type program.

You must return to the clinic immediately upon release from such facility to check-in with staff so they can reassess your level of participation in the program. You are also required to check in with the case manager office by noon on the next working day after your discharge from the facility.

MEDICATION

You are responsible for informing both the treatment clinic and the Sobriety Court Case Management Office of all prescription medications you are taking. You are also responsible for Providing documentation and notifying staff if there are any changes to the prescriptions. **Use of mood-altering medications (prescribed or not) can exclude a person from participation in the program.**

You are required to get staff approval **before** taking any over-the-counter medications, vitamins, herbal supplements, nutritional aids, or similar products. You can only take products that are non-addictive and do not contain alcohol. Failure to follow this policy can result in a positive or abnormal urine alcohol screen or breathe test, and sanctions may be requested based on the results. This may also change your verified clean date, causing you to stay in Sobriety Court longer.

SOBRIETY COURT STAFF

The Sobriety Court staff works closely with the Treatment Providers, Probation Officers, Judges, and other agencies to stay informed about the client's status. If a participant is caught trying to play one agency against the other (staff splitting), they will eventually get caught and sanctions will be recommended.

PROBATION

Remember that you have to comply with all the conditions of probation while you are in this program. Any violations of your terms of probation can result in a probation revocation hearing being scheduled. If your probation is revoked, you will most likely end up serving your sentence.

It will be at the discretion of the Court that probation of new participants to Sobriety Court may be transferred from the sentencing judge to the Sobriety Court judge.

TAKE CARE OF YOUR OWN BUSINESS

We appreciate family members and friends supporting your recovery, but we have found that sometimes participants use the good intentions of others to avoid their own responsibilities. Because of this, the Sobriety Court Staff does not routinely discuss any participant matters with anyone but the participant.

A FINAL WORD

This is an opportunity for the Sobriety Court participant to get their life straight and get a new start. NO ONE has to be in Sobriety Court if they do not want to, although most of the people referred here can see that this is the best option that they have available.

OVERVIEW OF PROGRAM PHASES

Phase I-Acute Stabilization

1. Approximately 60 days duration with 30 days of verified sobriety to advance.
2. Must comply with electronic monitoring.
3. Attend and engage in substance abuse treatment as scheduled by your treatment team.
4. Provide OBSERVED drug screens on a random basis; screens are \$21.00 cash fee.
5. Bi-weekly court appearances on the first and third Wednesday of each month.
6. Must attend at least 3 community support meetings per week and provide documentation every Monday by 5p.m.
7. Comply with probation supervision with random home visits.
8. Develop a case plan with weekly visits or phone call to case manager.
9. Must complete the Sobriety Court S.M.A.R.T Goals worksheet before advancement.
10. Start changing people, places and things.
11. Complete and present a Phase Up application.

Phase II-Clinical Stabilization

1. Approximately 120 days (4 months) with 60 days of verified sobriety to advance.
2. Attend substance abuse treatment as directed by your treatment team.
3. Provide OBSERVED drug screens on a random basis; screens are \$21.00 cash fee.
4. Bi-weekly court appearances on the first and third Wednesday of each month.
5. Must attend at least 3 community support meetings per week and provide documentation every Monday by 5p.m.
6. Comply with probation supervision with random home visits.
7. Review case plan with weekly visits or phone call to case manager.
8. Must provide employment documentation.
9. Must provide a copy of your high school (GED) or college diploma.
10. Must provide sponsor information (minimum of 3-5 years sobriety).
11. Complete and present a Phase Up application.

Phase III-Social Habilitation

1. Approximately 90 days (3 months) with 120 days of verified sobriety to advance.
2. Ankle monitor may be removed if in good standing.
3. Attend substance abuse treatment as directed by your treatment team.
4. Provide OBSERVED drug screens on a random basis; screens are \$21.00 cash fee.
5. Monthly court appearance on the second Wednesday of the month.
6. Must attend at least 3 community support meetings per week and provide documentation every Monday by 5p.m.

7. Comply with probation supervision with random home visits.
8. Review case plan with bi-monthly office visits or phone call to case manager.
9. Must enroll in Hi-set classes.
10. Maintain peer recovery group and establish recovery network.
11. Must provide receipt of MADD attendance.
12. Must maintain employment, sponsor status or hi-set classes.
13. Demonstrate changing people, places and things.
14. Complete and present a Phase Up application.

Phase IV-Adaptive Habilitation

1. Approximately 90 days (3 months) with 180 days of verified sobriety to advance.
2. Attend substance abuse treatment as directed by your treatment team.
3. Provide OBSERVED drug screens on a random basis; screens are \$21.00 cash fee.
4. Monthly court appearance on the fourth Wednesday of the month.
5. Must attend at least 3 community support meetings per week and provide documentation every Monday by 5p.m.
6. Comply with probation supervision with random home visits.
7. Review case plan with bi-monthly office visits or phone call to case manager.
8. Maintain peer recovery group and establish recovery network.
9. Must provide certificate of Driver's Improvement Course.
10. Must maintain housing, employment, sponsor status or vocational training.
11. Possibility of reducing number of screens.
12. Complete and present a Phase Up application.

Phase V-Continuing Care

1. Approximately 90 days (3 months) with 270 days of verified sobriety to complete program.
2. Provide OBSERVED drug screens on a random basis; screens are \$21.00 cash fee.
3. Monthly court appearance on the fourth Wednesday of the month.
4. Must attend at least 3 community support meetings per week and provide documentation every Monday by 5p.m.
5. Comply with probation supervision with random home visits.
6. Review case plan with monthly office visits or phone call to case manager.
7. Maintain peer recovery group and establish recovery network.
8. Must maintain housing, employment, sponsor status or vocational training.
9. Develop and articulate continuing care plan.
10. Demonstrate changing people, places and things.
11. Monthly alumni meetings.
12. SCRAMx balance must be paid in full before completing the program.

NOTICE

The 22nd JDC Specialty Court Screening Office is a place of business and therefore proper attire is required.

The following dress code applies:

Participants will be fully dressed at all times. Visible undergarments, tank tops or (A-shirt) Athletic shirts are not acceptable.

Shirts must be long enough to cover the stomach. No bare midriffs are allowed.

Pants must be worn at waist level. Shorts and Skirts must be no shorter than 6 inches above the knee.

No clothing that displays or promotes alcohol, drugs, violence, nudity or obscenities are allowed.

No hats, caps, bandanas, sweatbands, or other headgear is permitted in the building at any time. No sunglasses will be worn indoors.

All electronic devices (cell phones, pagers, etc.) must be turned off upon entering the building.

Sobriety Court Screening Hours

Covington Screening Office

1133 N. Lee Road

Covington, La 70433

Phone: 985-635-0323 Fax: 985-635-0324

Monday-Friday 8:00 am -5:00pm- Must be signed in by 4:45p.m.

(Screening closed from 1:00-2:00; you must be signed in by 12:45 to screen)

Saturday & Sunday 8:00 am-12:00 pm- Must be signed in by 11:45 a.m.

Slidell Screening Office

1423-B Fremaux Ave.

Slidell, La 70458

Phone and Fax: 985-605-5323

Monday-Friday 8:00 am -5:00pm- Must be signed in by 4:45p.m.

(Screening closed from 1:00-2:00; you must be signed in by 12:45 to screen)

Saturday & Sunday 8:00 am-12:00 pm- Must be signed in by 11:45 a.m.

Slidell Case Manger Office

Office Hours: 8:30 am – 4:30 pm

2771 Sgt. Alfred Street

Slidell, La 70458

Phone: 985-288-5771 Fax: 985-288-5773

Treatment Clinic Schedules

Slidell Behavioral Health Clinic (SBHC)- Slidell

Intensive Outpatient Program

2331 Carey Street, Slidell, La 70458

(985) 646-6406

For treatment schedule check with Clinic

Mandeville Behavioral Health Clinic (MBHC) – Mandeville

Intensive Outpatient Program

900 Wilkerson Street, Mandeville, La 70448

(985) 624-4450

For treatment schedule check with Clinic

Contacting Drug Court Staff

If you need to contact your case manager, please call the office at (985) 288-5771. Below is a list of phone numbers that will connect you directly to your case manager. If your case manager is not available, leave a message and your call will be returned as soon as possible.

	Office Phone:	Google Phone:
Shannon Hattier, Program Coordinator	985-288-5771	985-326-9080
David Guchereau Covington Case Manager	985-809-5403	985-377-9750
Erika Heim, Slidell Case Manager	985-288-5771	504-345-8656
Heather O'Neill, Behavioral Health Case Manager	985-288-5771	985-326-1718
Kathy Morris, Veterans Court Case Manager		985-377-9522
Angela Holmes, Washington Parish Case Manager		985-888-0644
Andrea Sharp Covington Case Manager	985-809-5362	985-888-0552
Shannon Thornhill, DWI Case Manager	985-288-5771	985-777-0125
Peggy Schneider, Office Manager	985-288-5771	

22nd JDC Client Grievances Policy

Policy

A. All clients and family members shall have the opportunity to voice their concerns or complaints regarding the following:

- I. Treatment by staff or other program participants
- II. Quality of service received
- III. Basic rights and responsibilities

B. Clients will have the right to access the Manager of the program so that they may hear any grievances not effectively dealt with by the program staff.

C. The Court will ensure that a client's complaints and concerns are addressed fairly and in a timely manner.

Procedures

1. If the client's grievance pertains to a complaint regarding treatment or quality of service the following procedures apply:

- a. Clients are encouraged to voice their concerns directly to the staff member involved.
- b. The staff member will make every effort to resolve the matter for the client in a timely manner.
- c. If the complaint remains unresolved the client will have the right to voice the matter to the Program Coordinator in a written statement.
- d. The Coordinator will make every effort to resolve the matter for the client in a timely manner.

Documentation

a. All client grievances not resolved between the client and the staff member involved, and determined to be a reportable event by the staff member involved, will be documented by the staff member on a Critical Incident/Reportable Event form.

b. Client Complaint forms shall be submitted to the Program Coordinator for review. The Coordinator will contact the client within five (5) working days of receiving the Client Complaint Form to inform the client of the organization's decision or to discuss subsequent steps towards resolution. A copy of the completed Client Complaint form shall also be put into the case file.

c. Any client with knowledge of un-professionalism by a court staff member and failing to report this information is subject sanctions and up to and including termination.