

MANITOWOC COUNTY DRUG COURT PROGRAM (MCDCP)



PARTICIPANT HANDBOOK

WELCOME

We welcome you into the program and wish you success in your recovery. Please remember that the drug court team is here to assist with your efforts to successfully complete the program, but the choice and effort to change your way of life must come from you.

The drug court team recognizes that the recovery process is a long-term process that requires time, energy and patience. The drug court program therefore requires a minimum of fourteen months to attend court hearings, treatment sessions/groups, drug testing and appointments with the drug court supervision agent/coordinator.

This handbook is designed to answer your questions, provide overall information about the program, and explain what will be required of you as a drug court participant. As a participant, you will be expected to comply with the drug court agreements, follow instructions given by the drug court judge/team and follow the treatment plans/case plans developed with you, your treatment providers and the drug court team.

Please read this handbook carefully. It is your responsibility to be familiar with its contents. We encourage you to share this information with your family and friends who support your recovery. The information in this handbook may change from time to time. Notice will be given when changed.

PROGRAM DESCRIPTION

The MCDCP is a court supervised, community-based program for non-violent felony offenders or habitual misdemeanants. This is a voluntary program, which includes regular court appearances, comprehensive treatment, drug testing, and appointments with your treatment providers and probation. The Manitowoc County Drug Court Program is a combined effort of the Manitowoc County District Attorney's Office, Public Defender's Office, Court Administration, Wisconsin Department of Corrections, and Manitowoc County Integrated Services Department. Program participants can be provided with referrals for vocational training, skills building, job placement services and mental health services. The program length will be determined by each participant's progress, but will be no less than 14 months.

TIPS ON HOW TO SUCCEED

- Ask for help! We all need a hand from time to time. We are here to help you succeed.
- Use your planner! It will need to be up to date and with you at all meetings, appointments and court appearances.
- Plan your schedule (work, school, treatment) in advance. Build a healthy routine!
- Be honest! Transparency and truth are the keys to recovery success & happiness.
- If you absolutely cannot make an appointment, please **CALL AT LEAST 24 HOURS BEFORE.**
- Trust the process!

ELIGIBILITY REQUIREMENTS

1. Participant must be 18 years old or older.
2. Participant must be a resident of Manitowoc County. Incarceration time, residential treatment placement, and sober living time do not count towards residency.
3. Participant must be assessed as medium to high risk on COMPAS Risk Assessment, with preference given to high-risk high needs individuals.
4. Participant must enter the Manitowoc County Drug Court Program (MCDCP) voluntarily, demonstrate full understanding and acceptance of MCDCP rules and expectations, his/her obligations, the consequences of not meeting those obligations, and the rewards of successfully meeting those obligations.
5. Participant must be suitable for enhanced supervision as part of the MCDCP, as evaluated by the Participant's willingness and motivation to enter the MCDCP, history of chemical dependency, history of mental illness, treatment history, probation history, amenability to treatment in a probationary setting, and/or other related aspects.
6. Participant must have the ability to participate in all aspects of the MCDCP as it relates to mental health, physical health, and cognitive ability.
7. The Participant must be sentenced or has entered a plea for a felony level offense that was motivated by substance use disorder that would result in a presumptive executed prison sentence, or have violated probation for a previous charge which meets eligibility criteria.
8. The Participant has demonstrated prior criminal activity in which the use of chemicals was a clear contributing factor.
9. The participant must have a clinically diagnosed substance use disorder as defined by the most recent edition of the DSM.
10. Must sign necessary contracts and releases at MCDCP team request.

ETHICS AND CONFIDENTIALITY

There are two parts to confidentiality that apply to the MCDCP: confidentiality among peers and the confidentiality between your treatment provider and you. In order for this to be a healthy, recovery-oriented community, you must feel safe to share freely in court and in treatment. With this in mind, it is extremely important to protect each other's confidentiality. The golden rule of confidentiality is: What is said in group, stays in group; who was in group stays in group. This means that no one is to talk about who was in group and what was said in group.

When you are in groups or individual treatment, your treatment provider will review the expectations of confidentiality and the laws that exist to protect your privacy as it relates to treatment.

Federal and State laws require that your privacy be protected. In response to these regulations, the MCDCP Team has developed policies, procedures and designated forms for you to sign in

order to guard your privacy. The MCDCP coordinator will review these forms with you so that you fully understand the limits of confidentiality for the drug court program.

DRUG COURT TEAM

The drug court Judges (1 primary, 1 reserve) serve as lead partners and preside at all team staffing's and all court sessions. The judges and other team members will make decisions regarding your participation in the drug court program based upon information from the various team members, providers, and other support services. In addition to the Judges, the team is made up of:

- One or more Circuit Court Judges
- A representative from the District Attorney's office
- A representative from the Public Defender's office
- Department of Corrections/Probation Officer
- Law Enforcement
- Coordinator
- SUD Treatment Provider(s)
- Mental Health Provider(s)
- Jail Representative

ROLES OF EACH TEAM MEMBER

- One or more Circuit Court Judges: The drug court judge presides over non-traditional court appearances for drug court clients. Interactions with the clients during court should be guided by evidence-based practices and should last between 3-5 minutes. While the judge is part of the drug court team and works in collaboration with the team to make decisions on how to proceed with clients and their cases, the judge retains the final authority over decisions related to the clients' court cases.
- A representative from the District Attorney's office: A drug court prosecutor is usually the "gate keeper" and assists in the selection of offenders who legally can participate in the program. He /she obtains prior criminal histories of offenders, participates in team meetings, attends court hearings, and prosecutes any termination hearings. The Prosecutor is also responsible for ensuring compliance with victim rights.
- A representative from the Public Defender's office: When accepted into the program, the Drug Court defense attorney, who will be a staff attorney from the State Public Defender's Office, will advise participants about the program, specifically as to what their rights are, and will act to ensure impartiality and evidence-based responses, and to preserve all legal rights of the participants. The defense attorney will advocate for fair, impartial and equal treatment of the participants in the Manitowoc County Drug Court by participating in team meetings, staffing and non-adversarial court proceedings as well as meeting with participants as needed.
- Department of Corrections/Probation Officer: A drug court probation agent(s) actively monitors drug court participants outside the drug court setting including office visits,

conducting home and drug testing. All participant contact is documented and visits logged to help encourage positive participant behavior.

- A representative from Law Enforcement: A drug court law enforcement officer actively monitors drug court participants outside of the drug court setting including conducting home and job visits and drug testing. All participant contact is documented and visits logged to help encourage positive participant behavior.
- The Drug Court Coordinator: A drug court coordinator actively monitors drug court participants outside the drug court setting including home visits, maintains participant data, prepares participant progress reports, and coordinates services from each discipline and the local community.
- SUD Treatment Provider: A SUD treatment provider is to ensure the participant's receive evidence-based services that align with their assessed needs and that these services are delivered in an effective manner. The SUD treatment provider keeps team members updated on a participants progress in treatment and explains the implications of treatment progress for important team decisions, including phase advancement, program completion, and delivery of incentives, sanctions, and service adjustments. The SUD treatment provider develops and protects the therapeutic alliance with the participant and helps them to identify and reach their preferred treatment goals.
- Mental Health Treatment Provider: A mental health treatment provider is to work with participant's in identifying their goals for wellness and advocating their needs to the team. The provider does this by performing assessments to identify areas of clinical need and providing services that are evidence-based in a way that align with client goals. The mental health treatment provider is on the team to advocate for the participants and provide insight on how mental health and substance use play a role in addiction and recovery, as well as how stressors throughout drug court could affect participants, and how participants mental health may affect their participation in drug court. The mental health provider can assist with co-occurring treatment including individual and group settings, providing coping skills, discussing life stressors, and helping identify other resources.
- Jail Representative: A drug court jail representative helps monitor drug court participants while in custody and observes interactions with others. While doing so, they help promote positive behavior changes and guidance for when they are released.

DRUG COURT SESSIONS

As a participant in this program, you will be required to appear in Drug Court on a regular basis. The MCDCP takes place every Wednesday at 9:00am. The MCDCP is held at the Manitowoc County Courthouse located at 1010 S. 8th St, Manitowoc, WI 54220, Branch 3 Courtroom, located on the 2nd floor. Missing a Drug Court Hearing will result in a warrant being issued for your arrest. Prior to each court session, the team will meet to review your case and your progress. The team will discuss your progress with treatment and compliance with the program expectations.

During your court appearance, the judge will ask you questions about your progress, discuss any concerns and recognize your successes. This is your time to share your success and/or barriers in the program. You are responsible for your own update while appearing. If you need help, this is a good time to ask!

PROGRAM AGREEMENTS

1. During MCDCP participants are required to attend: court, treatment counseling, support meetings and appear for random drug testing. A participant's case plan may include: education and/or self-improvement courses such as, but not limited to, parenting, budgeting and recovery foundation support.
2. Participant acknowledges that drug testing is a major component of the MCDCP. Participants agree to comply with each component of the testing requirements. These requirements include submission of urine samples or other methods of testing, compliance with testing protocols, and the waiver of all confidentiality as to the results of the test, any re-testing or supplemental testing. Collection can include breath, blood, urine, saliva, hair, or other form of collection. Failure to cooperate fully with drug testing could result in termination from MCDCP.
3. The results of the drug test helps to determine the participant's compliance with the agreements relating to abstinence. The MCDCP will presume that drug test results or lab results are accurate upon confirmation.
4. When responding for a drug test, participants agree to arrive for testing at the designated facility between 8am-9am. Failure to do so could result in a sanction to reset phase time.
5. Participants agree to personally call in/check in on a daily basis (Monday-Sunday), between the hours of 5am-7:55am, to see if they are required to provide a urine analysis (UA) on that day. It is unacceptable to have others call in/check in for the participant, and will result in a sanction.
6. When responding for a drug test, participants agree to produce a sample during the prescribed time period. That time period is 15 minutes. Failure to produce a sample will result in phase time being reset.
7. Participants agree to follow the directions of the authorized drug tester as to how to submit a sample.
8. Participants agree to provide a urine sample that is undiluted. Diluted samples will be considered positive and will be result in an appropriate sanction.
9. All UA collection will be observed including direct observation of the flow of urine from the body.
10. Participants agree to provide a UA before leaving the designated testing facility. Failure to do so will be considered a positive UA.
11. If a participant is found to be tampering with the testing process in any way, it will be considered a serious violation and would be grounds for immediate termination from the MCDCP.
12. Participants agree to be responsible for any substance going into their body that may affect drug testing results. This includes fluids that are consumed in a quantity that results in a diluted drug test, any over-the-counter substance including supplements, anything inhaled or applied to one's skin. These

actions will be considered “tampering” and could result in termination. Please be mindful of the impact this has on your program and the MCDCP program.

13. Participants agree that they will avoid high-risk environments. This could include people, places & things which do not align with a healthy lifestyle of recovery. The resources offered will assist you in making these changes if you agree to trust the process.

14. Participants agree not to consume “NA beers” etc. This is a behavior that would not align with the change process in which you are engaged.

15. Participants may dispute a positive test result and ask for a lab confirmation. All positive UA results are automatically confirmed during the initial part of the lab’s process. If you feel that the test is inaccurate, the MCDCP team will decide if additional confirmations are necessary. Honesty is the best policy. If you slipped, please own it and learn from it.

16. Any participant that enters into the MCDCP agrees to be drug/alcohol tested at any time by a police officer, probation agent, program coordinator, treatment provider or at the request of the court of any agency designated by the court. This includes during home visits.

17. Participants agree to not consume or possess any mood-altering substances which produce a euphoric effect. Mood-altering substances are defined as: (1) altered or modified so that they do not fit within chemical definitions that would otherwise make them illegal and; (2) altered or modified in order to circumvent drug monitoring. Examples are “spice”, “K2”, and other synthetic cannabinoids. An example of “other substances” is synthetic cathinone’s, commonly referred to as bath salts, CBD, GBL/GHB. This list is not all inclusive and can have products added or removed at the drug court team’s discretion.

18. Participants agree to be held responsible for items that are found in their car or home. Paraphernalia or drugs that are found in those locations could result in new legal charges or even termination.

19. Participants are encouraged to disclose any significant relationship that they are in when they enter the MCDCP or that they enter while in the MCDCP.

20. Participants agree to inform the MCDCP coordinator every time they visit a medical facility, and have the medical staff complete the supplied form. Permission is not needed from the coordinator prior to scheduling a visit, but the coordinator must be advised once the medical visit takes place. Such advisement should occur within 24 hours. The participant agrees to disclose any prescribed medications to the coordinator, sober living facility, etc.

21. Participants agree that they must supply the MCDCP physician notice form to medical personnel during a healthcare appointment and ask that it be completed prior to the appointment ending. If a treating physician wishes to treat a participant with narcotic or addictive medication, the participant must disclose this fact to the MCDCP coordinator and sign the necessary releases for the treating physician and the MCDCP. Participants will complete a safety plan for all mood-altering prescribed medications within 24 hours of picking the medication up from the pharmacy.

22. Participants agree to inform any law enforcement officer who contacts them that they are in MCDCP. Upon said contact the participant agrees to report the contact within 24 hours to the MCDCP coordinator and probation agent.

23. Participants agree that they will not act as a confidential drug informant with any law enforcement agency while in the MCDCP, and avoid all contact related to such purpose.
24. Participants agree to keep the MCDCP Team advised of their current address and phone number at all times and whenever changed.
25. A request to leave the county, needs to be submitted to the MCDCP coordinator by noon on Tuesdays, throughout phases 1-4. The team will then discuss the request and inform the participant if it was approved on Wednesday at or after court. Once the participant enters phase 5, they will inform the coordinator every time they leave the county but do not need permission to do so from the MCDCP Team.
26. Participants agree that any requests for travel or overnights to the MCDCP team will be submitted by noon the Tuesday prior to staffing so the team is able to discuss on Wednesday morning. No requests will be granted without team approval. If the request for travel/overnights will affect normal drug and alcohol testing procedures, an Overnight/Travel Request Form must be completed and submitted to the MCDCP coordinator at least 7 days prior to the travel start date so that the team can discuss and make a decision on that request. All requests also need to include a safety plan.
27. If in the first 30 days of the program, overnights or out of county requests will not be approved. If a participant is sanctioned the period before their next appearance, an out of county request or overnight will not be approved for that week.
28. Participants may be precluded from working or from gaining employment. Employment is subject to preapproval by the drug court team and you must continue to maintain treatment court requirements, if employed.
29. Honesty is an essential element to your program. If a participant is dishonest in court, it could result in termination from the program. It's your program, and its foundation starts with honesty & transparency.
30. Participants agree to comply with all treatment recommendations and successfully complete all recommended treatment. If unable or unwilling to complete recommended groups, you will likely be terminated from the program.
31. If a participant is placed into a community-based residence, a treatment facility, or any other similar type of living situation, they agree to comply with all rules established there. Should any of those rules be violated, the MCDCP team reserves the right to sanction if needed in addition to any external facility consequences.
32. Participants agree that they must comply with any special conditions ordered by the Court as part of their participation in the MCDCP.
33. Participant agrees to attend counseling sessions or treatment in its entirety except with the consent of the provider. Please remember to come prepared with your planner and any assigned work completed.
34. Inappropriate comments by MCDCP participants that refer to race, color, condition, status, religion, sexual preference will not be tolerated.

35. Participants agree to not communicate with any person who is in an incarcerated setting for any reason unless the communication is PRE-APPROVED (which means before you communicate) by the MCDCP team. Participants agree to avoid communication through phone calls, texts, emails, written letters, or through a third party. People who are on electronic monitoring (EMP) or who are released on Huber privileges for work or school are considered incarcerated.

36. Signatures for “Rule of 40” sheet and meeting sheet, need to be on the sheets for it to count toward the participants 40 hours and required meetings. Signatures need to be obtained prior to court appearance.

37. No Gambling: this includes but is not limited to casinos, scratch off tickets, slot machines, pull tabs, betting on sports, card games for money, Powerball games, etc.

38. Participant agrees to return any drug court cell phone in working condition to the program coordinator within 60 days of obtaining any employment.

39. Participant agrees to avoid working cash jobs or “off the books” type of work, as a primary source of income.

COURTROOM RULES AND DRESS CODE

- Arrive & be seated in Drug Court **at least 10 minutes** before court is to begin.
- Please be prepared for court. Bring any assignments, verification of community support meetings, community services verification forms, Rule of 40 sheets, planner that is up to date, etc. with you. Lack of preparation will likely result in a negative outcome for that session.
- Please be respectful of the court. Food and beverages, including gum, are not allowed in the courtroom.
- The use of any electronic device during the Drug Court session is prohibited.
- A purpose of the court session is to gain knowledge and offer support to your fellow participants. Please refrain from having side conversations during the Drug Court session. Unless you are speaking to the Judge, talking is unacceptable during court.
- If you fail to appear for Drug Court (unexcused) on your assigned day, a warrant will be issued for your arrest.
- Please be mindful & respect the court. Participants agree to wear courtroom appropriate clothing during a court session.

IF YOU WEAR IT TO BED DO NOT WEAR IT TO COURT!!!

MEDICATIONS

Any mood-altering medications, prescription or over-the-counter, must be prescribed under the direction of a licensed medical professional who is aware of a MCDCP participant’s participation in the drug court program. In orientation and at each court appearance forms are made available to take to the doctor and have on your person in case of emergency.

If a mood-altering medication is approved by a licensed medical professional, the participant agrees to:

- Immediately notify the MCDCP coordinator, treatment providers and any sober living staff (if applicable)
- Notify the MCDCP coordinator and any treatment providers of any changes in medication within 24 hours
- Follow up with documentation of the medication and have the MCDCP Physician Notice signed by the licensed medical professional and submit to the MCDCP coordinator
- Create a safety plan to take and store the medication responsibly (shared with the drug court team)
- Turn in any unused portions to the law enforcement “Take-back” program for responsible disposal

The MCDCP will test for mood-altering substances found in prescribed and over-the-counter medications, including, but not limited to: Opiates, Tramadol, Alcohol and Dextromorphan. This means that most cold-medication will be off limits unless a licensed medical professional deems it necessary and that no suitable alternative exists.

OTHER TIPS

- Be careful with herbal supplements. Anything with the words “extract” could result in a positive test for alcohol, along with some fermented teas.
- Read the labels of anything you plan to consume. IF IN DOUBT DO NOT CONSUME. Consult the pharmacist or treatment provider to ensure that the item is not mood-altering and will not result in a false positive test.
- Do not consume poppy seeds as consumption may result in a false positive drug test.
- Hand Sanitizers- excessive, unnecessary, repeated use of products may result in a false positive test for alcohol.
- Avoid acetone fingernail polish. Alternatives are available.
- Do not drink alcohol substitutes (near beer, O’Doul’s, etc.)
- Refrain from drinking Kombucha
- Be careful with any substances containing extra protein

MEDICATION ASSISTED TREATMENT (MAT)

Some participants with a substance use disorder will do better in recovery if they use medications to assist in their treatment. These medications are allowed in Drug Court when they are prescribed by doctors educated in addiction and recovery and when they are used as prescribed as part of their treatment plan.

Because Drug Court has an obligation to make sure that the medicines are not misused or used for illegal purposes, Drug Court has specific rules for participants using MAT.

A participant using MAT must provide a letter from Drug Court to their healthcare provider which outlines information we need from your doctor. (A copy of that letter is attached to this handbook.) The doctor prescribing MAT must provide Drug Court with a letter with the information requested.

Drug Court will require quarterly reports from the doctor regarding the participant’s compliance with MAT. Drug Court may require additional monitoring for the participant while on MAT to make sure the

medications are taken as directed. This additional monitoring may include direct observation when the participant takes the medicine, additional drug testing, and the counting of medication.

In order to help participants who are finishing their MAT, Drug court may require the participant to come to court weekly after the medication is stopped. This should not be seen as a sanction or punishment but as a safety measure for their continued success.

A participant's failure to comply with the rules for MAT or misuse of MAT will result in a service adjustment and/or sanction and may result in termination from Drug Court.

DRUG AND ALCOHOL TESTING

The MCDCP participants are subject to random drug and alcohol testing for the purpose of detecting the unauthorized use of alcohol or controlled substances. They will be tested no less than 2 times per week throughout their time in the program.

The MCDCP Judge, Court Coordinator, Department of Community Corrections, Treatment Providers, Manitowoc County Health & Human Services Department, and/or any officer or deputy working with the authority of the MCDCP may request testing at any time. Upon request, the MCDCP participant must immediately provide the requested sample. If a sample is not produced or is not of sufficient quantity, it will be treated as a positive sample for the presence of unauthorized drugs or alcohol. If the MCDCP participant is late for a test or misses a test, it will be considered positive. Substituting, altering, tampering with or trying in any way to change body fluids for purposes of testing will not be permitted, and could mean immediate termination from the MCDCP.

Testing may include urine, breath, sweat, saliva, blood, and/or hair testing. Participants must produce a sample that is undiluted. Diluted samples will be considered positive. When responding for a drug test, participants must be able to produce a sample during the prescribed time period. That time period is 15 minutes. Failure to produce a sample will be considered a positive test result.

Random drug and alcohol testing by the MCDCP requires the participant to complete a "check in" on a daily basis, 7 days per week, 365 days per year, to confirm if they are required to appear for testing that day.

MCDCP participants will have two different options for completing this daily "check in" procedure.

1. Participants can call the designated phone number (920) 943-1643 every morning between the hours of 5am and 7:55am and enter their specific pin. The phone system will advise participants if they are to submit a specimen that day, between the hours of 8-9am. If they are chosen to submit a specimen that day, the participant will travel to Lighthouse Recovery Community Center on 818 State Street in the city of Manitowoc to submit their UA.
2. Participants can log on to the app "Reconnect Community" between the hours of 5am and 7:55am where they will sign in to the app using their personalized username and specific pin. Once logged in on the app, the participant will be instructed to click on the daily check in box and submit a screenshot of their face. Once their identify has been verified, the app will notify the participant if they were chosen to provide a urine specimen that day. If they were chosen to submit a specimen that day, the participant

will travel to Lighthouse Recovery Community Center on 818 State Street in the city of Manitowoc between the hours of 8-9am to submit their UA.

Confirmation Testing Policy

Preliminary or rapid drug screen results that are positive must be confirmed by a certified laboratory using validated methods before sanctions are imposed. It is best practice for the MCDCP team to confirm all positive drug screen results unless the participant has otherwise admitted to substance use. Any usage of instant read urine drug screen methods will automatically be confirmed by sending the urine sample in to the laboratory for additional testing. Confirmation results shall be provided to the court and team and sanctions shall not be imposed until confirmation has been completed and verified.

Participants may request confirmation testing of a positive specimen within 72 hours of the initial test; the specimen will be stored under secure conditions pending confirmation and chain-of-custody documentation.

SECOND HAND MARIJUANA SMOKE In various studies on passive inhalation, positive results have occurred where individuals were exposed to the smoke of 4-16 marijuana cigarettes in an extremely small, sealed, unventilated area for one hour a day over the course of several days. The conditions were extremely uncomfortable, causing watering of the eyes and irritation to the mucous membrane of the nose and throat. The few positive test results were detected at the 20 ng/ml level which is the most sensitive testing level.

The only study where the results were detectable at the 50 or 100 ng/ml level were a product of hour-long exposure in the above sealed conditions to 16 cigarettes over 6 consecutive days. It is highly unlikely that the extreme conditions necessary to produce ANY positive test (even at the lowest 20 ng/ml level) could be encountered in a real-life situation without, at least, the tacit consent of the participant. Accordingly, it is the participant's responsibility to remove him/herself from that situation.

TRAVEL AND DRUG AND ALCOHOL TESTING

Participants must seek permission from the MCDCP prior to planning travel. When there is a possibility of needing to be excused from the random drug and alcohol testing that is a requirement of the program, participants are required to submit a travel request in advance of planning the travel and explain to the MCDCP team why the travel is necessary (family event, recovery event, etc.). If the travel request is granted by the MCDCP team, participants may still be responsible for meeting their testing requirements. The team will discuss the travel request, the reason for requesting the travel, and the current phase level the participant is in to render a decision on the request to be excused from the random testing that is a requirement of the program. Ways in which the MCDCP handles these requests includes the following:

Pre-Trip testing:

The participant may be required to voluntarily provide a drug and alcohol screen prior to leaving town.

During Trip Testing:

- If the MCDCP team decides it not appropriate for the participant to have a built-in exemption from testing obligations while they are traveling, and a random test is scheduled while the participant is away, they may be required to return or make arrangements with the court ahead of time to provide a virtual sample.
- The MCDCP team may choose to coordinate with labs or probation offices near the location of travel with the intent on having the participant report while traveling for the random drug and alcohol screen.
- The MCDCP team may opt to excuse the participant from all random drug and alcohol screening while traveling.

After Returning:

Participants upon return may be required to report immediately for a drug and alcohol screen if one was excused during their absence. Participants should notify the MCDCP coordinator in advance regarding expected return time to fulfill any testing requirements upon their return.

All travel requests must be submitted to the MCDCP coordinator at least 7 days before the intended travel so that the MCDCP team can review the request. Out of state travel requires a separate travel permit from the Department of Corrections.

FEES AND RESTITUTION

Every MCDCP Participant shall pay a fee to participate in the program. Fees must be paid in full prior to graduation unless other arrangements are approved by the MCDCP Team. The fees for the Drug Court are \$500. When you begin working you will be expected to make a minimum payment of \$10 from each paycheck. The drug court coordinator will be responsible to keep an accounting of fees paid toward your fee obligation for drug court. All fees shall be paid by money order or cash and shall be paid to the Manitowoc County Human Services reception desk. The participant is responsible to retain copies of all receipts. At sentencing the participant may also be ordered to pay restitution.

Additionally, participants may have fees due to probation that will need to be paid while in the program. Once you begin working, you will need to set up a payment plan.

Fees paid will be used to purchase and provide program needs, such as bus passes, planners, incentives, rewards, etc. The use of the fees for the aforementioned purposes must be approved by a majority of the MCDCP Team. Any excess revenue will be used to offset other costs of the MCDCP (urinalysis testing, treatment, etc.).

COURT PHASES AND REQUIREMENTS

The MCDCP is broken down into 5 phases. Each Phase has its own requirements that need to be satisfied before advancing to the next Phase. Each Phase utilizes what is called a "Rule of 40". The "Rule of 40" states that you agree to document that you have completed 40 hours per week of the approved activities. There is a list of approved activities at the end of this packet.

PHASE 1 (Minimum 60 days)

- Court weekly
- In good standing with treatment
- Comply with Coordinator appointments
- Comply with supervision & visits with agent as required
- Develop case plan & treatment plan
- Office visit with treatment providers as required
- Random home visit from team members (min. 1/month)
- Weekly random drug testing (minimum of 2)
- Attend 3 Community Support Group meetings per week.
- Complete "Rule of 40" consistently
- Complete Mental Health Evaluation
- Acquire safe, sober housing

In order to advance:

- Regular attendance at treatment & other appointments
- Compliance with all treatment recommendations
- Demonstrate honesty
- Consistent completion of weekly phase 1 obligations
- Clean time minimum of 14 consecutive days
- Completion of a phase 2 application
- Recovery planner & journal must be kept up to date
- "Rule of 40" kept up to date
- Team consensus on phase 2 readiness and promotion

PHASE 2 (Minimum 90 days)

- Court bi-weekly
- In good standing with treatment
- Comply with Coordinator appointments
- Comply with supervision & visits with agent as required
- Review & update case plan & treatment plan
- Office visit with treatment providers as required
- Random home visits from team members (min. 1/month)
- Weekly random drug testing (minimum of 2)
- Attend 3 Community Support Group meetings per week
- Complete "Rule of 40" on a consistent basis
- Maintain safe, sober housing
- Engage in pro-social activities by end of phase
- If HSED or GED is needed, plan is in place by end of phase on what is required to obtain education if deemed applicable by MCDCP team (Must obtain by end of phase 4 if deemed applicable by MCDCP team)

In order to advance:

- Regular attendance at treatment & other appointments
- Compliance with all treatment recommendations
- Demonstrate honesty
- Consistent completion of all weekly phase 2 obligations
- Clean time minimum of 30 consecutive days
- Completion of Phase 3 application
- Recovery planner & journal must be kept up to date
- “Rule of 40” kept up to date
- Team consensus on phase 3 readiness and promotion

PHASE 3 (Minimum 90 days)

- Court every 3 weeks
- In good standing with treatment
- Comply with coordinator appointments
- Comply with supervision & visits with agent as required
- Review & update case plan & treatment plan
- Office visit with treatment providers as required
- Random home visits from team members (min. 1/month)
- Weekly random drug testing (minimum of 2)
- Attend 3 Community Support Group meetings per week.
- Completed “Rule of 40” on a consistent basis
- Maintain safe, sober housing
- Established pro-social activities and regularly engages
- Review budget planning needs
- Actively working towards HSED/GED if deemed as applicable by MCDCP team

In order to advance:

- Regular attendance at treatment & other appointments
- Compliance with all treatment recommendations
- Demonstrate honesty
- Consistent completion of weekly phase 3 obligations
- Clean time minimum of 45 consecutive days
- Recovery planner & journal must be kept up to date
- “Rule of 40” kept up to date
- Completion of phase 4 application
- Team consensus on phase 4 readiness and promotion

PHASE 4 (Minimum 90 days)

- Court Every 4 Weeks
- In good standing with treatment
- Office visit with coordinator as required
- Comply with supervision & visits with agent as required
- Office visit with treatment providers as required
- Review & update case plan & treatment plan
- Random home visits (min. 1/month)
- Weekly random drug testing (minimum of 2)
- Attend 3 Community Support Group meetings per week
- Complete “Rule of 40” on a consistent basis
- Maintain safe, sober housing
- Maintain pro-social activities
- Continuing to address budget
- Obtain HSED or GED if deemed applicable by MCDCP team

In order to advance:

- Regular attendance at treatment & other appointments
- Compliance with all treatment recommendations
- Demonstrate Honesty
- Consistent completion of weekly phase 4 obligations
- Clean time minimum of 60 consecutive days
- Recovery planner & journal kept up to date
- Obtained HSED/GED (if deemed applicable by MCDCP team)
- Be up to date on drug court fees
- Completion of phase 5 application
- Team consensus on phase 5 readiness and promotion

GRADUATION PHASE (Minimum 90 days)

- Court Every 4 Weeks
- Complete recommended treatment for SUD (all groups)
- Office visit with coordinator as required
- Comply with supervision & visits with agent as required
- Review & update case plan & treatment plan
- Office visit with treatment providers as required
- Random home visits (min. 1/month)
- Weekly random drug testing (minimum of 2)
- Attend 3 Community Support Group meetings per week
- Complete “Rule of 40” on a consistent basis
- Development of continuing care plan (aftercare plan)
- Maintain pro-social activities
- Maintain other areas (education/vocation/housing, etc.)
- Payment of all drug court fees

In order to graduate:

- Regular attendance at treatment & other appointments
- Complete all recommended treatment groups (completion of treatment plan)
- Continued demonstration of honesty
- Consistent completion of weekly phase 5 obligations
- Clean time minimum of 90 consecutive days
- Recovery planner & journal kept up to date
- Maintain pro-social activities
- Maintain other areas (education/vocation/housing, etc.)
- Sanction free for 30 days
- Payment of all drug court fees
- Attended at least 2 alumni meetings
- Complete & submit graduation packet for team approval
- Team consensus on graduation readiness & promotion

PEER RECOVERY SUPPORT

A peer recovery support specialist is a person in recovery from a behavioral health condition (substance use disorder, mental health, or co-occurring) with the proper training and experience to work in a peer support provider role who provides mentoring, access to recovery resources, and available support services to others who are experiencing behavioral health challenges.

The peer recovery support specialist will provide peer support services to participants in the MCDCP. The peer recovery support specialist will use their lived experience in recovery and history of criminal justice involvement to provide direct services and support to participants. They will serve as a role model for participants in recovery by demonstrating effective coping behaviors, life strategies, and the use of resources available to them to achieve a sense of well-being. This position will also assist treatment court participants in developing and building skills toward a meaningful and individualized recovery plan, including establishing a social support system.

The use of a peer recovery support specialist by the MCDCP participants is voluntary in nature. The MCDCP has peer recovery support specialists on the treatment court team. Every effort will be made by the MCDCP team to recommend same gender peer recovery support specialists to participants.

COMMUNITY SUPPORT GROUPS

The participant will be required to attend a minimum of three (3) community support groups each week while in the MCDCP. Alcoholics Anonymous (A.A.) and Narcotics Anonymous (N.A.) are examples of community support groups. The participant will be given a list of AA and NA groups in Manitowoc County when they start the program. The goal is for the participant to build a sober support network which will remain in place once the participant has graduated from the MCDCP. Attendance will be verified by a signature and phone number from the individual who chairs the meeting. On-line meetings

can be an excellent resource and are encouraged. No credit will be given towards the participant's minimum number of meetings each week for on-line meetings. Meetings that receive credit have to be attended in person. Individuals currently in the MCDCP are not allowed to sponsor other participants in the program.

INCENTIVES

An incentive is a drug court response to doing things well. Meeting the requirements of this program will be a challenge for you. When you demonstrate that you are working hard to meet the obligations of the drug court program and your conditions of supervision (probation), the judge and/or team will reward you for those efforts. Incentives may include but are not limited to the following:

- Recognition by the judge or any team member
- Lunch with a team member
- Promotion to the next phase of the program
- Certificates of recognition and/or completion
- Modify certain conditions of probation
- Gift cards
- Awesome job cards (\$.50 each card)
- Participant of the Month
- Participate in the Fishbowl drawings (gift cards)
- Stars added to court chart

SERVICE ADJUSTMENTS

A service adjustment is a change made by the MCDCP to your treatment, supervision, and/or support services. Service adjustments are used to help you succeed in the program, address concerns early, and support long-term recovery. They are not punishments. Instead, they are tools the team uses to respond to your progress needs, and behavior in a timely and supportive way.

Service adjustments are based on the belief that recovery is a process and that people benefit from structured responses that match their current needs. Service adjustments may include but are not limited to the following:

- Increased thought journaling
- Daily activity scheduling
- Written assignment(s)
- Behavior logging
- Increased attendance to drug court sessions
- Increased contact with coordinator

- Treatment recommendations or adjustments
- Supervision recommendations or adjustments
- Increased drug/alcohol testing
- Referrals for mental health, housing, employment, budgeting, or other support services
- Temporary restrictions or added structure to support stability

Adjustments may also include reductions in services or supervision when the team determines that you are making sustained progress.

SANCTIONS

A sanction is a consequence that may be imposed by the drug court judge/team if you violate any agreements of the program, community or other. Sanctions may be imposed individually or in any combination. Some examples of sanctions are as follows: NOTE: These examples are not all inclusive.

- Verbal warning
- Community service hours
- House arrest/electronic monitoring
- Increased attendance to drug court sessions
- Increased reporting to probation officer
- Increased drug/alcohol testing
- Delayed phase advancement or restarted drug court clean time
- Earlier curfew
- No contact orders
- Travel restriction
- Loss of privileges
- Written and/or verbal explanation to the Court and the group with a plan of action to correct the violation(s)
- An essay writing assignment
- Jail sanctions
- Revocation from supervision
- Removal from the program

Note: If you are sanctioned to community service hours, those hours cannot be used towards your “rule of 40”. you will be given a separate sheet to log the sanctioned community service hours on.

TERMINATION POLICY AND PROCESS

Termination Criteria

Noncompliance with the Manitowoc County Drug Court Policies and Procedures may justify termination from the program. Termination from the Manitowoc County Drug Court occurs

after progressive service adjustments and/or sanctions have been imposed and the participant continues to disregard the rules of the Manitowoc County Drug Court and the orders of the Treatment Court Judge that may include, but is not limited to, the following:

- Commission of a criminal act and or new serious criminal charges
- Refusal to complete treatment recommendations
- Falsifying or tampering with alcohol or substance tests
- Lying to the Treatment Court Judge and/or failure to follow the court's orders
- Absconding from supervision or the Treatment Court Program
- Threats against other participants or staff
- Chronic non-compliance
- Revocation by the Department of Corrections
- Any grounds that the Treatment Court finds sufficient for disqualification

Upon a majority vote, a recommendation for termination is made. If termination is recommended, a hearing is set before a judge.

Procedure for Termination

- a) A motion for termination can be made by any member of the Treatment Court Team.
- b) The motion shall be evaluated by the Treatment Court team.
- c) Upon a majority vote, a notice containing the allegation(s) for termination shall be sent or given to the participant and a hearing will be set in front of a judge. The Manitowoc County Drug Court Judge shall abstain from voting on the motion for termination but the judge will have the final decision.
- d) If at the court date the participant wishes to appeal the Manitowoc County Drug Court Team's decision, the matter will be set for further proceedings in front of a judge. The participant is brought before a judge for a formal hearing, in open-court and on the record. The participant will be afforded due process including the right to be represented by counsel. After hearing the allegations that warranted the recommendation for termination by the Manitowoc County Drug Court Team, and the participant's response to those allegations, the judge will make a ruling. The sentencing judge will make a ruling based on participant behavior(s) and program policies as to whether or not grounds exist for terminating the participant from the Manitowoc County Drug Court.
- e) The Department of Corrections reserves the right to revoke participants independent of the Manitowoc County Drug Court decision.
- f) If at the hearing the judge makes a ruling that grounds exist to terminate the participant, the participant may be scheduled for sentencing if required. If the judge makes the ruling that a participant should not be terminated from the Manitowoc County Drug Court, he or she will then continue in the Treatment Court, subject to any appropriate sanctions deemed necessary to address his or her behavior.

REMEMBER:

THIS IS ABOUT YOU.

It is not about the person sitting next to you.

THIS IS ABOUT YOUR PROGRESS.

Each Drug Court participant comes with different strengths and needs.

Rewards and sanctions are matched to each person's strengths and needs.

You will undermine your own success if you waste energy comparing yourself to others.

BE ENCOURAGED BY YOUR OWN SUCCESS!

Actives approved for Rule of 40

- Any treatment appointment (IOP, MRT, Seeking Safety, Individual Sessions, CCS)
- Community Service
- Appointments with Probation/Parole
- UA'S
- Parenting Classes
- Any meeting with Child and Family Services
- Attending parent teacher conferences
- Attending meetings at school relating to children
- Attending counseling with children
- 1 hour for self-care per week (sign yourself)
- 1 hour for Gym/Working out a day (sign yourself)
- 1 hour for providing rides/transportation for peers a week
- Homework (1 hour when in IOP, 2 hours when in MRT, 1 hour when in BTC)
- Homework outside treatment team appointment, as decided by treatment provider.
- 1 hour a week for homework per school classes, or studying for GED/HSED
- 2 hour of class time per class when online
- Recovery bowling, softball, and volleyball (1 hour each for watching a week OR 2 hours each for participating a week)
- Movie night at the Lighthouse
- Meeting with Recovery Coaches
- Meeting with CCS provider
- Work
- Conferences- time counts if attending sessions at the conference
- Appointments with Coordinator
- Recap meetings at Sober living
- Any mandatory meetings at Sober Living
- Face to Face meetings with Sponsors
- Job Search- Up to 1 hour a week
- Church
- Medical Appointments- i.e., doctor, dentist, eye dr. (Time spent at appt)
- Appointments with Social Workers
- Family dinner (Lighthouse, Horizons or Lotus)

Manitowoc County Cities

- Alverno
- Branch
- Cato
- Cato Falls
- Clover
- Cooperstown
- Clarks Mills
- Cleveland
- Collins
- Duveneck
- Fisherville
- Francis Creek
- Grimms
- Hickory Grove
- Kellners Corners
- Kellnersville
- Kiel
- Kingsbridge
- Larrabee
- Madison
- Manitowoc Rapids
- Maribel
- Maple Grove
- Mishicot
- Melnik
- Menchalville
- Newton
- Newtonburg
- North Grimms
- Rockville
- Rockwood
- Rosecrans
- Reedsville
- Saint Nazianz
- Two Rivers
- Tisch Mills
- Valders
- Whitelaw

MANITOWOC COUNTY DRUG COURT PROGRAM

Receipt of Participant Handbook

Date: _____

I, _____, acknowledge the receipt of the Participant Handbook for the Manitowoc County Drug Court Program (MCDCP). By my signature below, I attest that I have been provided with a copy of the MCDCP Participant Handbook. Furthermore, I have been given the opportunity to ask any questions in regards to the contents of the handbook.

Print Name: _____

Participants Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

MANITOWOC COUNTY DRUG COURT PROGRAM

Drug Court Cell Phone Agreement

Date: _____

I, _____, acknowledge that Drug Court has provided me with a cell phone in which is being borrowed to me until I can purchase one of my own. I agree that I will return the phone 2 months from employment start date or prior to entering Phase 5, whichever comes first. It will be returned in the same working condition as the time it was lent to me. I understand that if I break or lose the cell phone, it must be fixed or replaced at my own expense prior to returning it. By my signature below, I attest that I have been provided with a copy of the MCDCP Cell Phone Agreement and that I have been given the opportunity to ask any questions in regards to the contents of the agreement.

Print Name: _____

Participants Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____