

13TH JUDICIAL CIRCUIT

DRUG COURT

HANDBOOK



BOONE COUNTY DRUG COURT
Entry Questionnaire

1. If I am at least 21 years old, I may drink alcoholic beverages while I am in Drug Court T F
2. I am required to call the UA hotline everyday, including Saturday and Sunday T F
3. I am responsible for keeping all appointments and being on time, including court appearances, treatment sessions, and meetings with my probation officer T F
4. I am allowed to take medicine prescribed by a doctor without asking for permission from Drug Court T F
5. It is OK to be late or miss appointments if the reason is work related. T F
6. I am expected to tell the truth at all times T F
7. I must respect other people's confidentiality T F
8. I am required to complete a minimum of _____ hours of community service while in Drug Court
9. Drug court fees are _____ per month.
10. I must ask permission to take any over the counter medication. T F
11. Boonville is in Boone County T F
12. If it is my day to give a UA, I must comply by what time? _____
13. If I have any contact with law enforcement, I am required to give a UA within 1 hour T F
14. I must provide the Drug Court with my current address and phone number and notify them of any changes T F
15. What is the phone number to call for UA color of the day _____
16. I am required to attend AA or NA _____ times a week.

17. If I am really sick, I can take medicine that a friend or family member gives me
T F
18. I do not need to ask permission to attend a concert. T F
19. I can go to “the boats” to gamble as long as I do not drink or use drugs
T F
20. If I have permission to leave Boone County, I must give a UA both before and
after my trip T F
21. It is a requirement of Drug Court that I have an AA or NA sponsor
T F
22. All my employment verification, AA or NA sheets, and community service
papers must be given to my P.O. by noon on what day? _____
23. If my job requires me to leave Boone County, it is OK to go without Drug
Court permission T F
24. If I am arrested on a new felony charge, I may be terminated from the Drug
Court Program T F
25. My probation officer is _____ and his/her phone number is

26. It is OK to sleep in group or at AA if I have been at work and I am really tired
T F
27. Full time employment or school is a requirement of Drug court T F
28. A dilute UA is an accident and there will be no sanction T F
29. If I miss a UA, it may be considered the same as a positive test T F

30. I may be required to provide a UA at anytime, even if it is not my color day
T F
31. Drug Court can direct me to find new housing
T F
32. Another Drug Court participant can sign my AA or NA sheet
T F
33. I am not allowed to leave Boone County without permission
T F
34. It is OK to go to bars if I do not drink
T F
35. It is not a problem to be with my old friends when they are using, as long as I don't use
T F
36. If I have permission to leave Boone county, but my plans change and I don't go, I don't have to take the before and after UA
T F
37. If I relapse I will be required to start Phase II again
T F
38. I can't move to Phase _____ until my community service work is complete, my fees are paid, and I have a sponsor
39. The Twelve _____ are the working tools of AA and NA
40. If I have questions or problems I should wait until court to talk about it
T F
41. Since honesty is important in Drug Court, I may be terminated from the program if I falsify an AA/NA attendance sheet or community service form
T F
42. I can submit a UA for Drug Court at the following places:
Reality House _____
McCambridge Center _____
Probation Office _____
PMI _____

Program Overview

The Boone County Drug Court Program is a court-supervised, comprehensive treatment program which accepts participants through various entry tracks. It includes first time non-violent offenders; probationers; and offenders who are returning to the community from the Department of Corrections. All participants have been determined to require substance abuse treatment and are felony offenders. The Drug Court may be a voluntary program or ordered as a condition of probation and parole. Participation includes regular court appearances before the Drug Court Judge. Treatment, which includes drug testing, individual counseling and group counseling, is provided through Reality House for men and McCambridge Center for women. The defendant is also expected to obtain and maintain employment or involvement in vocational or educational programs and maintain regular attendance at 12-step meetings (Narcotics Anonymous or Alcoholics Anonymous). The length of the Drug Court Program is determined by each participant's progress and will be a minimum of one year and no longer than two years.

DRUG COURT SUPERVISION

A Drug Court participant will be required to appear in Drug Court on a regular basis. At each appearance, the Judge will be given a progress report prepared by the treatment team regarding drug test results, attendance and participation in treatment and compliance with the Diversion Manager or Probation Officer. The Judge may ask the participant questions about his/her progress, and discuss any specific problems the participant may have been experiencing. If doing well, the participant will be encouraged to continue with the Program and work with the treatment team toward graduation. If not doing well, the Judge will discuss these issues with the participant and the treatment team and determine further action. In the event of program violations; i.e., missed or dirty urine screens, failure to attend individual or group counseling, failure to attend 12-step meetings, etc., sanctions may be imposed by the court. (For more information on Sanctions see page 9). Repeated violation of the program expectations, and failure to progress satisfactorily may result in termination from the program.

Failure to appear in Court on the date and time scheduled may result in a warrant being issued for the participant's arrest. If a participant cannot appear in Court as scheduled, the Diversion Manager or Probation Officer and Drug Court Coordinator must be notified as soon as possible.

The following violations may result in termination from the Drug Court Program: warrants and/or new arrests; missing drug tests; demonstrating a lack of program response by failing to cooperate with treatment, and violence or threats of violence directed at the treatment team or others. The Drug Court Judge will make the final decisions regarding termination from the Program.

DRUG COURT PROGRAM RULES

A Drug Court participant is required to abide by the following rules:

- ◆ **DO NOT USE OR POSSESS ANY DRUGS OR ALCOHOL.** Maintaining an alcohol and drug free lifestyle is the most important part of the recovery process. **All medication over the counter or prescribed by a physician must be authorized by the Treatment Staff or Diversion Manager prior to being taken.**
- ◆ **DO NOT ENTER ESTABLISHMENTS WHO'S PRIMARY FUNCTION IS THE SALE OF ALCOHOL OR GAMBLING.** Casinos, grocery store liquor sections, bars or packaged liquor stores are off limits. You may not purchase liquor for any reason.
- ◆ **ATTEND ALL TREATMENT SESSIONS.** If a participant is unable to attend a scheduled session, he/she must contact the treatment counselor **before** a session is missed.
- ◆ **REPORT TO DIVERSION MANAGER/PROBATION OFFICER AS DIRECTED.** If unable to make an appointment, contact the Diversion Manager/Probation Officer immediately.
- ◆ **BE ON TIME TO APPOINTMENTS WITH TREATMENT PROVIDER, DIVERSION MANAGER/PROBATION OFFICER AND COURT.** If a participant is late, he/she may not be allowed to attend appointment and could be considered non-compliant.
- ◆ **DO NOT MAKE THREATS TOWARD OTHER PARTICIPANTS OR STAFF OR ACT IN A VIOLENT MANNER.** Violent; dishonest or inappropriate behavior will not be tolerated and will be reported to the Court. This may result in termination from the Drug Court Program.
- ◆ **DRESS APPROPRIATELY FOR COURT AND TREATMENT SESSIONS.** Clothing bearing drug or alcohol related themes or promoting or advertising alcohol or drug use is considered inappropriate. Sunglasses, hats and bandanas are not to be worn inside the Courthouse, treatment center or probation office.
- ◆ **ALWAYS TELL THE TRUTH.** Overcoming chemical dependency is not easy. This will take the participant's best effort and truthfulness. Participants who are not truthful will not be allowed to remain in the program.
- ◆ **DO NOT LEAVE THE COUNTY WITHOUT PERMISSION.** You must get permission from your Diversion Manager/Probation Officer prior to leaving Boone County. If you are planning to leave the state, you must get approval from the Drug Court team and apply for a travel permit with your Diversion Manager/Probation Officer. Travel permits require a 15-day processing period. It is your responsibility to apply for the permit in a timely manner.
- ◆ **TURN IN ALL DOCUMENTS ONE (1) DAY PRIOR TO COURT APPEARANCE.** In order to receive credit for AA/NA's, payment of fees or community service hours a participant must turn the proper documentation into their probation officer no later than the day prior to their court appearance.
- ◆ **REPORT FOR TESTING UPON CONTACT WITH LAW ENFORCEMENT.** You must report for a drug test within one hour of any contact with a law enforcement officer.

TREATMENT PROCEDURES

Treatment will be provided through a team approach. The treatment team will assess the level and intensity of treatment that will best meet a participant's needs. A recommendation will be made to the Drug Court Judge indicating that the client should receive detoxification, residential or outpatient treatment. If admitted to a residential treatment program, the treatment plan will include the requirements of that program. If not admitted into a residential treatment program, an intensive outpatient program will be developed which includes:

TREATMENT PLANS

An "initial" treatment plan will be developed by the treatment team following an overall assessment of a participant's substance abuse history and social situation. The plan will act as a guide for the initial treatment phase. The plan will be maintained by the treatment team and updated as one progresses through the program.

DRUG TESTING

Each participant will be given a color and a drug testing hotline card. Every participant is to call the hotline daily. When the participant's color is called they will be given from 5:00 a.m. until 1:00 p.m. to submit to testing. The Diversion Manager/Probation Officer, treatment agency or Reality House will conduct urine testing. The drug court Judge will impose additional sanctions for failing to test within the time allowed, providing a dilute specimen or failing to submit to a drug test. A participant will be tested through the entire treatment process. Additional testing may be required at the discretion of the Diversion Manager/Probation Officer, Treatment Provider, and the Court.

COUNSELING

Participation in counseling is mandatory. This may include both individual and group sessions. In addition, counseling may include Moral Reconciliation Therapy that focuses on criminal values and morals. Participation in one or both of these will be at the recommendation of the treatment provider. Attendance at counseling sessions will be reported to the Judge as part of a participant's progress report. Prior permission from the treatment counselor must be obtained in order to be excused from a counseling session.

TWELVE-STEP MEETINGS

Attendance will be required at 12-step meetings such as Narcotics Anonymous and Alcoholics Anonymous. The **MINIMUM** attendance requirement for the entire program is **two (2) MEETINGS A WEEK**. Attendance is an important part of the recovery process that helps familiarize the participant with the 12-step philosophy, and to develop levels of trust to learn and create social bonds with other people in recovery. The treatment team will provide information regarding the time and location of 12-step meetings. The participant must provide proof of attendance to their Diversion Manager prior to each court appearance.

SPONSOR

The participant must obtain a self-help sponsor. A sponsor is a 12-step group member of the same gender with significant sobriety (at least one year) who assists the participant on a personal level with sobriety, personal problems, working the

steps, etc. Ask at a meeting for a temporary sponsor until a permanent can be obtained.

PERSONAL JOURNAL

Upon acceptance into the Drug Court Program, all clients will be expected to keep a journal. The Drug Court Judge will provide each participant with a weekly topic for the journal entry. The purpose of the journal is to provide the Judge with each participant's personal perception of drug court related topics, including personal problems of alcohol and drug dependence, and short-term and long-term goals. The court will provide a journal to each participant at their first court appearance.

The journal must be brought to every court appearance.

DRUG COURT FEES

A Drug Court Participant will be required to pay the Drug Court Fee of \$30.00 per calendar month to the Court Services Office located on the first floor of the Boone County Court House. The defendant is expected to maintain a zero (0.00) balance by paying the fee at the rate of \$30.00 per month up to Graduation. All payments must be paid in cash or money order. No change is available so please make payments in exact amounts.

TERMINATION

A Drug Court Participant can be terminated from the program for the following reasons: lack of treatment progress as decided by the treatment provider, failure to secure full time employment, failure to pay fees or fines, threats, assaults, new arrests, continued substance use, medical problems that interfere with treatment, or an unfavorable ninety day evaluation.

NINETY DAY EVALUATION

The Drug Court Team will conduct a Ninety Day Evaluation of every participant on the first court date after the participant has been in the program ninety days. During this evaluation the Drug Court team will decide whether or not the participant has made the necessary progress to be engaged in the program. The evaluation will measure the participants' treatment progress and understanding, work and or education progress, as well as the participants' acceptance of the drug court philosophy. The Ninety Day Evaluation form is in the back of the handbook on page 14.

MEDICATION

All medication over the counter or prescribed by a physician must be authorized by the Treatment Staff or Diversion Manager prior to being taken. A Notice of Participation in Treatment Court form has been provided on page 16. It must be used every time you go to the doctor's office or the Dentist. A list of authorized over the counter medication is also available on page 17.

TREATMENT PHASES

Phase I - Assessment and Primary Treatment Phase

Length – Approximately 30 to 90 days

Requirements for Phase I:

- 1) The participant's counselor will continue to work with the Diversion Manager/Probation Officer to assess and identify treatment, educational, family, employability, medical and housing needs.
- 2) Develop a treatment plan.
- 3) Begin treatment: Minimum Requirements:
 - 1 hours of Individual Counseling per week.
 - initial Treatment Plan developed and updated weekly.
 - 4 hours group therapy per week.
 - urine testing, call in daily.
 - participation in 12-step program, two times per week.
 - actively seek a sponsor.
- 4) The Counselor and Diversion Manager/Probation Officer may also make referrals to other support services, such as mental health, medical care, or family education/counseling.
- 5) The participant must meet with the Diversion Manager/Probation Officer face-to-face three (3) times per week.
- 6) Weekly appearance in Drug Court
- 7) Maintain zero balance of program fees.

Phase II - Treatment Phase

Length – Approximately 6-12 months

In Phase II, the treatment plan will be updated by the Counselor. The Counselor and Diversion Manager/Probation Officer will continue to evaluate the participant's progress on a weekly basis.

Requirements of Phase II

- 1) Continued treatment: Minimum requirements:
 - individual counseling one hour per week.
 - group therapy and/or group education two hours per week.
 - urine testing call in daily.
 - continue 12-step meetings two per week.
 - have a sponsor.
- 2) Actively work a relapse prevention program.
- 3) Begin work on educational and employment needs.
- 4) The participant must meet with the Diversion Manager/Probation Officer face-to-face two (2) times per week.
- 5) Complete 40 hours of Community Service.
- 6) Appear in Drug Court every 2 - 6 weeks. This will be determined by each participant's progress.
- 7) Fees, maintain zero balance.

Phase III - Preparation for Continuing Care and Graduation

Length - up to 6 months

In Phase III, the Treatment Provider will assist the participant identify a continuing care plan that provides the necessary treatment and requires the use of the skills the client has already learned.

Requirements of Phase III

1) Continue treatment: Minimum requirement:

- one hour individual counseling per month (according to treatment plan).
- one hour group therapy per week for continuing care.
- preparation of continuing care plan.
- continue 12-step meetings two per week.

2) Maintain full time employment, education, or vocational training.

3) Urine testing, daily call in.

4) Meet with Diversion Manager/ Probation Officer weekly.

4) Appear in Drug Court every 1-2 months.

GRADUATION REQUIREMENTS

- 1) Satisfactory attendance at all treatment services and contact with Diversion Manager.
- 2) Six months continuous of clean drug tests.
- 3) Participant has obtained and maintained fulltime employment and/or is involved in an academic program.
- 4) Participant has completed a continuing recovery plan with counselor.
- 5) Drug Court Team agrees that the Participant has sufficiently integrated the information to support recovery.
- 6) Completion of a minimum of one full year in the program.
- 7) Participant must submit a “Graduation Application. This is a neatly written or typed 3-5 page essay that will address your understanding of personal problems of addiction, criminal behavior, and relapse prevention.
- 8) The Graduate candidates will meet every other week as a group during the last two months prior to their graduation. During this group the graduates will plan their ceremony and be able to receive assistance with their Graduation Application. One Treatment Counselor and one Probation officer will be assigned as Graduation Sponsors for each class and assist in the planning of the graduation and help graduates outline their graduation applications.

Graduation Application

The Graduation Application should be a three part essay. Each part should be at least one page long.

In the first part of the essay the graduate is to describe their life during their substance abusing past.

1. My personal problems of addiction.
2. My Criminal thinking/behavior and where it led me.
3. How I finally ended up in Drug Court.

In the second part the Graduate is to describe their experience in drug Court.

1. How I felt getting started in Drug Court.
2. What worked the best for me in Drug Court.
3. What I am thankful for from my time in Drug Court.

In the third part the Graduate is to describe their Relapse Prevention Plan.

1. What I am going to struggle with.
2. What I learned in Drug Court.
3. How I am going to apply what I learned.

DRUG COURT RESPONSES TO CLIENT BEHAVIORS

NEGATIVE BEHAVIORS:

If a participant fails to comply with the program, the Drug Court Judge, at their discretion, may order one or more of the following:

- Warning from Judge
- Move to end of docket
- Increase AA / NA meetings
- More frequent drug testing
- Home Detention
- Set a Curfew
- Additional community service hours
- Increase reporting to Diversion Manager/Probation Officer
- Increase court appearances
- Complete the Weekend Relapse Intervention Program
- Move back to previous phase
- Spend Period of time in Reality House
- Spend period of time in Jail
- Termination from Drug Court

DRUG COURT RESPONSES TO CLIENT BEHAVIORS

POSITIVE BEHAVIORS:

When a participant consistently cooperates and participates in the Treatment Program, the Drug Court Judge may, at their discretion, order one or more of the following:

- Praise from Judge
- Move to top of docket
- Enter weekly drawing
- Draw from the prize jar
- Receive a gift certificate
- Decrease court appearances
- Progress to next phase
- Graduation of the Program in one year

**Thirteenth Judicial Circuit Court
Drug Court
90 Day Review**

Objective	Complete	Incomplete
Attending PO as scheduled		
Attending Treatment as scheduled		
Attending AA/NA as required		
Turning in court assignments		
Has obtained a sponsor		
Housing status		
Regular school/employment		
Working on CSW hours		
Current on fees		
	Yes	No
Any missed or late drug tests		
Any dilute drug tests		
Any positive drug tests		
If positive did they admit		
Any new arrests		
Is attitude conducive to treatment		

Contact Information

Agency	Phone Number	Fax Number	Contact Person
Drug Court Office	886-4082	886-4247	Michael Princivalli
Probation Office	884-7016	884-7076	
McCambridge Center	449-3953	874-3189	Sara Gonzalez
Reality House	449-8117	874-1225	Rob Harrison
Reality House Treatment	449-8401		
Bob Keith	449-8401	449-8479	
Teri Glendening	256-5896	449-8479	
Robert Brubeck	449-8406	449-8479	
Columbia Police Drug Court Officer	874-7658		Mike Hayes
Public Defender	882-9701	882-9147	Kevin O'Brien
Prosecutors Office	886-4100		Stephanie Morrell
Drug Testing Hotline	886-4225		

Oxford Houses

House Name	Phone Number	Address	Type of house
Bicknell	442-7084	104 Bicknell 65203	Male
Rothwell	256-8501	220 Elliot Dr 65203	Female
Calico	474-0035	2504 Calico Ln 65202	Male
Cougar	442-2330	600 Rogers St 65201	Male
Leslie	256-5221	19 Leslie Ln 65202	Male
Nellwood	814-0888	2501 Nellwood Dr 65202	Male
Proctor	874-9610	314 Proctor Dr 65202	Male
Jewell	256-4831	111 Benton Street 65203	Female
Sandra	875-5721	921 Sandra 65202	Male
Spring Valley	443-3571	338 Crownpoint 65203	Female
Willowbrook	474-0741	2501 Willowbrook Ct 65202	Male

My Diversion Manager is	
My Treatment Counselor is	
My Drug Testing Color is	

NOTICE OF PARTICIPATION IN TREATMENT COURT

This notice is to verify that _____

Is currently participating in the: Boone County Drug Court.

As a participant, any use of physician prescribed or over the counter medication is not allowed without the knowledge and consent of the Court and monitoring and supervision by treatment providers and/or probation officer.

We would request that you take this into account when prescribing or recommending medication. The undersigned participant and the Court greatly appreciate your consideration of these restrictions as you provide medical or dental treatment to this patient. Please feel free to contact the court representative by telephone at _____ to discuss any issues relating to this patient and supervised treatment.

Signature of Participant/Date

Signature of Court Representative/Date

We request that you sign below for our records to ensure our participants are fulfilling their responsibility to the Court and to their medical provider by disclosing this information. Thank you.

Attending Physician/Nurse Practitioner/Dentist/Date

13th Judicial Circuit Drug Court Authorized Over the Counter Medications

ANALGESICS- PAIN & FEVER RELIEF	COUGH, COLD & FLU MEDICINES
Advil	Pertussin DM Extra Strength Cough Relief
Aleve	Robitussin
Alka Seltzer – Original Effervescent Antacid Pain Reliever	Robitussin DM
Alka Seltzer –Extra Strength Effervescent Antacid Pain Reliever	Luden's Cough Drops
Aspercreme	Hall's Fruit Breezers
Bayer Aspirin	
Ecotrin	STOMACH MEDICINES
Motrin	Alka Seltzer – Original Effervescent Antacid Pain Reliever
Nuprin	Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever
Orudis KT	Axid AR
Tylenol	Basaljel
	Beano
SKIN CARE	Dul Colax
Benadryl Itch stopping cream	Exlax Chocolate
Clearasil	Exlax Regular Strength
Cortaid	Fibercon
Cortizone	Gaviscon Extra Strength
Dr. Scholls	Kaopectate
Ivy Block	Maalox Antacid/Antigas Tablets
Lotumin AF	Mylanta Liquid
Oxy 10	Mylanta Double Strength
Preparation H Anti Itch Cream	Mylanta Maximum Strength Liquid
	Mylanta AR
ALLERGY & SINUS PAIN RELIEF	Pepcid AC
Nasalcrom	Rolaids
Loratadine	Pepto-Bismol
Dayhist- Allergy	Phillips Gelcaps
	Phillips Milk of Magnesia
EYE, EAR & MOUTH CARE	Tagament HB
Naphcon A	Tums
Ocuhist	Tylenol Headache Plus Extra Strength
Opcon A	Zantac Z5
Vas O Con A	
FEMININE PRODUCTS	VOMITING & MOTION SICKNESS
Femstat 3	Bonine
Gyne Lotrimin 3	Cola
Monistat 7 crème or suppositories	Ipecac
Vagisil Anti Itch crème	Actidose with Sorbital
Vagistat 1	Charcoaid
	Charcoaid 2000
SMOKING CESSATION	Charcoaid Plus DS
Nicorette	Charco Caps
Nicotrol	Liqui Char
Nicoderm	Actidose – Aqua
	Sleep Aids and Stimulants
	None

Boone County Drug Court Exit Questionnaire

1. The length of the program was: too long, too short, just right.
2. I think the program would be better if it lasted _____ months.
3. I was able to use drugs while in Drug Court and I was not caught: True or False
4. I was able to drink while in Drug Court and I was not caught: True or False
5. How did I avoid getting caught _____.
6. The incentives I received while Drug Court (gift certificates, tickets, etc.) really meant a lot to me: True or False
7. Group was the best part of counseling: True or False
8. Individual therapy was the best part of counseling: True or False
9. It was important to me to be able to talk to the Judge: True or False
10. This program was the first time I received treatment for drug or alcohol abuse:
True or False
11. The program is good, it just was not right for me: True or False
12. If I could, I would add _____ to the program.
(Use additional space on back if needed)
13. It was important for me to get into this program very soon after my arrest:
True or False.

14. The most important reason for me to be in this program was:

to stay out of jail or prison

to get treatment for my drug problem

to get a job

to get back with my family

to have more money

other _____

15. The most effective part of the program for me was _____.

16. Drug testing was helpful to keep me from using: True or False

17. I should have been tested: More or Less

18. Best part of program: _____.

19. Worst part of program: _____.

20. AA/NA was very helpful: True or False

21. I plan to continue in AA/NA: True or False

22. I will continue to work with my sponsor: True or False

23. I was treated fairly by the drug court staff and judge: True or False

24. I would be interested in a drug court alumni group: True or False

25. I would be interested in some drug court social activities like picnics, softball games or bowling: True or False.

26. Drug court should have its own GED program: True or False