

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO
ADULT DRUG COURT
FOR MISDEMEANOR OFFENDERS
AND
MENDOCINO COUNTY HEALTH AND HUMAN
SERVICES AGENCY**

SUBSTANCE USE DISORDERS TREATMENT PROGRAM (SUDT)

OPTIONS PROGRAM

(OPPORTUNITIES PROVIDED TO INTERESTED OFFENDERS NEEDING SOBRIETY)



PARTICIPANT HANDBOOK – JUNE 2018

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WELCOME



We welcome you to the Mendocino County Adult Drug Court Program. We are happy to have you as part of our program, and we are committed to working with you toward your recovery from substance dependency.

This handbook provides general information about the Adult Drug Court Program. You are encouraged to share this handbook with your family and friends. As a participant, you are expected to follow the instructions given in court by the Judge, participate in the development of your treatment plan, and comply with program rules and regulations. The contents of this handbook will explain what is expected of you and provides general program information. If you are unclear about any requirements, you are expected to discuss those questions with your primary counselor, using the handbook as a guide to gain understanding.

Because of your participation in Adult Drug Court and working together with the team, we hope you will begin to see positive changes in your life. We wish you much success and happiness in your newfound recovery!

We reserve the right to make changes in this manual without prior notice to the participants.

OVERVIEW

The Adult Drug Court (ADC) OPTIONS Program was initiated on August 2, 1996. If you are reading this handbook, it means you are either being considered for this program or have been accepted into the program.

The Mendocino County OPTIONS Program is unique because it creates a working collaboration between criminal justice system partners (Court, attorneys, law enforcement, supervision, and treatment) that is not traditionally seen in criminal courts. A team of professionals will be present to provide supportive services and guide you along. All are dedicated to your recovery.

The goal of the Mendocino County Drug Court Program is: to help you achieve recovery from substance use and to help you improve your quality of life.

Recovery is a lifestyle choice. It is a choice to be sober, work towards health, and to give to the community.

PROGRAM DESCRIPTION

The Adult Drug Court Program is a court-supervised, comprehensive treatment program for non-violent defendants. The OPTIONS Program drug treatment is provided by the Mendocino County Behavioral Health and Recovery Services/Substance Use Disorders Treatment (SUDT) program or their designee.

This is a voluntary program, which includes regular court appearances before a designated Adult Drug Court Judge. If you are eligible, you will be offered a choice between Adult Drug Court or prosecution of any pending charge(s). A Deputy Public Defender, or your private attorney, will advise you of your choices and discuss the Adult Drug Court OPTIONS Program with you.

Adult Drug Court has been designed to provide a highly structured environment to support abstinence. The Adult Drug Court is a five-phase, 12-month minimum program. The program is ***abstinence based*** with specific goals and activities required in each phase.

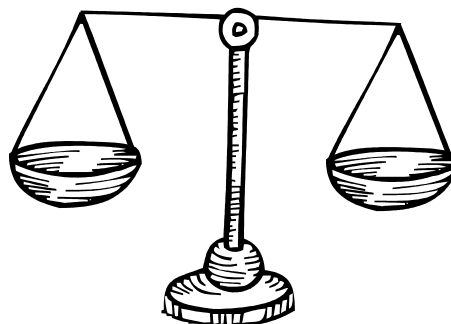
In treatment, you will have group and individual counseling. Your family (significant other or those you live with) may attend some individual sessions at your request. You will be tested for chemical use (breathalyzer/urine screen/lab testing). You will go regularly to self-help sobriety support meetings such as AA, NA, Red Road, or other meetings approved by your counselor.

Successful completion and graduation from this Program may result in having charges dismissed (for misdemeanors), or probation advanced and terminated as successful (for felonies). Failure or dismissal from the Program may result in the reinstatement of the original charge(s) and prosecution.

The designated Drug Court Judge will oversee your progress and have full jurisdiction over the entire process. Final determination of entry into the Program shall only be made by the Judge with input from the Adult Drug Court Team comprised of the OPTIONS Program Treatment Supervisor, representatives from Probation, the District Attorney's Office, the Public Defender's Office, and the Therapeutic Courts Office.

The Adult Drug Court Team has discretion, in the interests of justice, to modify the terms and conditions of the program that will facilitate successful completion of and graduation from the program.

After you sign the drug court agreement, you will be expected to comply with all requirements of the program.



THE MENDOCINO COUNTY ADULT DRUG COURT TEAM

The Adult Drug Court Team consists of these criminal justice professionals who perform the following functions (to include, but not limited to):



Judge: Supervises participant progress through the Mendocino County Adult Drug Court continuum based on weekly court hearings, team input and participant behavior; leads the ADC Team in decision-making; holds participants accountable for their progress by the use of incentives and sanctions.

Therapeutic Courts Support Staff: Responsible for the operations and appropriate and timely completion of proposed Adult Drug Court activities. Facilitates case flow, activities of participating agencies, monitors the achievement of goals, objectives and timelines; provides monitoring and contractual service quality assurance (of grants).

Prosecutor, District Attorney's Office: Screener for access to treatment through the Mendocino County Adult Drug Court Program.

Defense Counsel, Public Defender's Office: Advocates for participant's access to, and continued participation in, Mendocino County Adult Drug Court Program; assists in screening; assures confidentiality requirements are met and represents participants due process rights.

Probation Officer/Case Manager, Probation Department: Provides individual supervision and a broad range of rehabilitative and case management services within the Mendocino County Adult Drug Court Program.

Treatment Representative, Behavioral Health and Human Services, Substance Use Disorder Treatment: Perform drug testing evaluation; assist participants in obtaining assessment; attend staff meetings and provide treatment services (groups and one-on-ones) to the Adult Drug Court Participants.

Your Adult Drug Court Team is committed to assisting you in making healthy life choices while breaking the cycle of drug and alcohol use and/or dependence. By addressing your chemical dependency and mental health needs, you will move toward living a crime-free, sober lifestyle. This program is an excellent opportunity for you to invest in yourself and your future.

CONFIDENTIALITY



Federal and State laws protect your identity and privacy. In response to these regulations, the Substance Use Disorder Treatment Program has developed policies and procedures which guard your confidentiality. Your SUDT Counselor will inform you of all appropriate releases of information for the purpose of sharing information on an “as needed” basis. Not all information you share with your SUDT Counselor will be shared with the Judge and Drug Court Team.

When you enter the OPTIONS Program, you **agree to maintain the confidentiality of other participants in the program. Gossip is not okay.**

ADDITIONAL SUPPORT

Alumni Group:

Conducts weekly Alumni support group meetings for current drug court participants and graduates; provides connection to the sober community at large and facilitates sober activities. Meetings are held once a month at the Ford Street Conference Room from 6:00 p.m. to 7:00 p.m. Meeting location and time may change, please contact facilitators for further information.

Mentor Group:

Provides connection to the sober community at large.

Friends of Drug Court:

The Friends of Drug Court (FDC) is a non-profit volunteer organization which supports participants in the Adult Drug Court (ADC), Family Dependency Drug Court (FDDC), and the newest Therapeutic Court, the Behavioral Health Court (BHC). FDC provides financial assistance, when no other resources are available, for needed goods and services. The Therapeutic Courts Office has an application for requesting these funds.



GETTING YOUR QUESTIONS ANSWERED

When you aren't sure what to do, we suggest you seek an authoritative source rather than ask someone else in Drug Court (sometimes peers give the wrong answer).

We designed your handbook to answer your general questions. Below is a list of "authoritative sources" for various questions: For Information About	Seek
General Rules and Responsibilities	Your Handbook
Appointments and Referrals to Agencies	Your Primary Counselor
Support Services like housing and training	Your Primary Counselor, Probation Officer
Treatment issues	Your Primary Counselor
Conflicts and personal problems	Your Primary Counselor
What, when, and how to do sanctions	Probation Officer, Primary Counselor
Community Service	Probation Officer
Your Fees and Fines balance	Support Staff, Probation Officer
Medications – what you can or can't take	Primary Counselor, Probation Officer
General information on Sanctions	Probation Officer, Primary Counselor
Being ill and need to go home, etc.	Primary Counselor, Probation Officer ... be sure to talk to them directly and follow directions
Knowledge of another participant's misconduct	Primary Counselor or Probation Officer
Not being able to come in for a required appointment	Primary Counselor, Probation Officer – whomever you have the appointment with ... if all else fails, leave a voice message
Vocational needs and referrals	Primary Counselor, Probation Officer

REPORTS TO THE JUDGE

The Adult Drug Court Judge will receive reports regarding your participation in the Program containing the following information:

- Progress and participation in treatment
- Attendance at counseling and group sessions
- Drug testing results
- Housing status
- Educational/Vocational status
- Community service hours
- Status of fees and fines



During Court, the Judge will ask you questions about your progress. Topics may include treatment, recent success, or negative and positive experiences.

Your success depends on you being upfront, open and honest with the Judge.

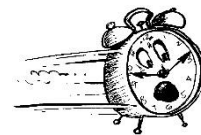
PROGRAM RULES

As an Adult Drug Court participant, you will be required to abide by the rules outlined in the 'Participant Contract' and 'Probation Agreement' as well as those outlined here in the Participant Handbook. These rules will apply throughout ALL phases:

- **POSSESSION OF ALL ALCOHOL/DRUGS (INCLUDING ANY MIND ALTERNATING SUBSTANCES) IS PROHIBITED. PARTICIPANTS ARE NOT TO BE PRESENT IN ANY ESTABLISHMENT WHERE DRUGS OR ALCOHOL ARE THE CHIEF ITEM OF SALE.**

Medication may only be taken under the supervision of a physician. Proof will be required in accordance with OPTIONS Program guidelines. It is your responsibility to discuss using over-the-counter medications with the probation officer/case manager/Primary Counselor prior to using them.

- **ATTEND ALL DRUG AND ALCOHOL TESTING AS REQUIRED.**
- **NEVER ENGAGE AS A LAW ENFORCEMENT INFORMANT.**
- **KEEP DRUG COURT TEAM ADVISED OF ANY CHANGE OF ADDRESS AND/OR PHONE NUMBER.**
- **ONE HUNDRED PERCENT ATTENDANCE TO ALL DRUG COURT ACTIVITIES:** In the event of an emergency, you must contact your Counselor or Probation Officer as soon as possible.
- **BE ON TIME.** *"Early is on time and on time is late."*
- **DO NOT USE PROFANITY.**
- **REPORT ALL LAW ENFORCEMENT CONTACT, POSITIVE OR NEGATIVE.**
- **BE HONEST.**
- **NO INTIMATE RELATIONSHIPS BETWEEN PARTICIPANTS.**



Failure to appear in Court on the date and time you are scheduled will result in a Bench Warrant being issued. If you cannot appear in Court as scheduled, you must notify the Adult Drug Court Probation Officer/Case Manager or SUDT Primary Counselor as soon as possible to explain why you cannot appear. **Leave a message on voice mail if you cannot reach him/her in person. This is critical!**

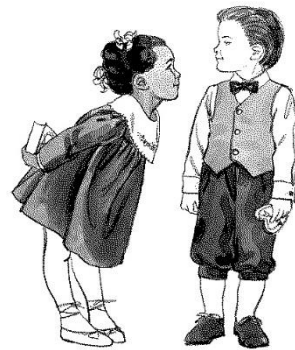
If you have any questions regarding your court appearances, you may contact the Mendocino County Probation Officer/Case Manager between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

ADULT DRUG COURT DRESS AND BEHAVIOR CODE

Dress appropriately for Court sessions.

The following are not allowed in group or Court at any time, Holidays included:

- ♦ Tank tops/camisoles/halter tops/spaghetti strap
- ♦ Midriff Shirts
- ♦ Extremely tight clothing
- ♦ Slippers/House Shoes
- ♦ Bare feet
- ♦ Revealing Blouses or shirts
- ♦ Visible Underwear
- ♦ Low pants that reveal underwear or skin
- ♦ Hats, caps, headgear
- ♦ Attire associated with gangs
- ♦ Sunglasses, unless medically approved (proof will be required)
- ♦ Shorts
- ♦ Clothing bearing violent, racist, sexist, drug or alcohol related themes or promoting or advertising alcohol or drug use



If you choose to violate the dress code you may be dismissed from the treatment or Court session and the absence will be unexcused.

As an Adult Drug Court Participant, you will be expected to:

- ♦ Dress appropriately for Court Sessions (no holes in clothing). Male participants shall wear a shirt with a collar and female participants shall wear appropriate blouse, pants, skirt, or dress at sufficient length, with no exposed torso.
- ♦ Wear shoes at all times.
- ♦ Be clean and well groomed.
- ♦ Arrive to Court on time and be prepared to be in court at the designated time.
- ♦ Be respectful of where you are – in a court of law.
- ♦ Remain in the courtroom for the duration of the session, unless prior arrangements have been made with your probation officer or primary counselor.
- ♦ Act and speak respectfully. Disruptive behavior will not be tolerated. Speak to the Judge only when spoken to and not from the audience unless called upon

- ♦ Remove your hat if you are wearing one.
- ♦ Leave food or beverages outside the courtroom.
- ♦ Not chew gum in the courtroom.
- ♦ Not use cell phones, pagers, hand held videogames, radios and other electronic devices. They will be confiscated by the bailiff if they are seen or heard.
- ♦ Follow all Courthouse rules.

CHILDREN IN THE COURTROOM: If you choose to bring your children to court proceedings, it is your responsibility to ensure that they follow court rules ... they must remain quiet and respectful during the court proceedings. In addition, if you know you will be receiving a jail sanction, **do not** bring your children to court.

TREATMENT GROUP TARDINESS AND ABSENTEEISM

It is your responsibility to be on time for all treatment sessions. Once a session has begun you will not be allowed to enter or disrupt the group session. You must be on time. Talk to your SUDT Counselor if you will be late or expect to miss group. The only absences that will be excused are for medical appointments, employment emergencies, and similar serious events. To excuse an absence, you may be asked to provide written verification on physician or company letterhead. No handwritten notes will be accepted. Unexcused absences will be reported to the judge and sanctions may be imposed

PARKING

Reminder that parking close to the Courthouse is for 1 ½ hours. There are 5 hour parking spaces 2-3 blocks away. You will be responsible for any tickets you may receive ... even if court is running late.



CONDUCT

You are asked to take the time and make the effort to be polite to everyone. You should show respect to staff and peers at all times. Maintaining appropriate behavior is indicative of the progress you are making toward your recovery. No threats, physical violence, name calling, or personal verbal attacks will be tolerated. Please respect each group member by listening without distraction or disruption.

INCENTIVES AND SANCTIONS

You may receive incentives and sanctions while in every Phase of Adult Drug Court, including Aftercare and pending Graduation. Your biggest incentive as a successful ADC participant is GRADUATING!

An incentive may be awarded to you for program compliance and good progress in meeting all requirements. It can be as simple as a “good work” from the Judge or may be a gift card to recognize your good efforts.

Sanctions may be given if you fail to meet all requirements, use drugs or alcohol while in the program, or engage in improper conduct while in Drug Court. A sanction may include being ordered to write an essay, reflecting on your conduct, or, for serious and repeated non-compliance, being remanded to jail.

ZERO TOLERANCE RULES/ABSOLUTE DON'TS

The below behavior may result in your immediate termination from Adult Drug Court:

- New misdemeanor or felony law violations.
- Breaching the confidentiality of other participants.
- Unreported law enforcement contact, including Tribal Police, and Fish and Wildlife Game Wardens.
- Demonstrating a lack of program response by failing to cooperate with the treatment program.
- Violence or threat of violence directed at treatment staff or other staff, other OPTIONS program participants or other SUDT clients.

The Adult Drug Court Judge will make all decisions regarding termination from the Program with input from the Adult Drug Court team.

TRAVEL PERMITS



In order to leave the County (weekend travel, for instance), you must have completed at least 7 weeks of your first phase. You will need to complete a Travel Request Form.

Travel Request forms must be turned in to your Counselor or Probation Officer at least 7 days before the requested travel date. Your Travel Request will be brought to Court by your Counselor or Probation Officer/Case Manager where it will be reviewed by the Drug Court Team. The final decision on your request will be made

by the Judge. If you are in Court on the week of your request, the Judge will inform you of the status of your request. If you are not in court the week of your request, your Counselor or Probation Officer/Case Manager (if you are in Phase 5) will be responsible for communicating the decision regarding your request.

Sanctions will affect the status of a Travel Request. A previously approved Travel Request is not valid while a client is on a sanction. A Travel Request may not be requested while a Participant is on a sanction.

- Travel Requests will only be considered when submitted on the authorized form.
- You will need to ensure that all of your program requirements have been met prior to your travel. You may also be required to meet certain commitments while traveling.
- Your status regarding departures, arrivals and location of temporary housing while traveling must be communicated to your Probation Officer/Case Manager by telephone. This procedure is outlined at the bottom of the Travel Request and must be followed. Sanctions will be imposed if the check-in protocol is not followed.
- Requests must address:
 - Where you are going
 - What you will be doing
 - What are your plans for maintaining your sobriety while you are away
 - The time you expect to check back in with your Probation Officer and Treatment Counselor

PRESCRIPTION MEDICATION POLICY

As a Participant in the Adult Drug Court OPTIONS Program, you agree to inform any healthcare (medical, dental, or psychiatric) provider from whom you receive treatment that you are undergoing treatment for substance abuse.

If you are required to take psychoactive (mind and/or mood altering, or intoxicating medications) you must do so only under the care of and according to the direction of a fully licensed physician. Such medications include, but are not limited to:

- Narcotics (such as Codeine, Oxycodone, Hydrocodone, Morphine, Demerol, Darvocet, Methadone, etc.),
- Sedatives (such as Valium, Librium, Xanax, Ativan, Barbiturates, etc.),
- Muscle Relaxants (such as Soma, etc.),
- Stimulants (such as ephedrine-based drugs, herbal preparations, etc.),
- Over-the-counter medications containing ephedrine or alcohol,
- Any herbal supplement or compound.



You are expected to provide the original prescription(s) to your treatment counselor to be copied for your OPTIONS Program file. You will inform your Individual Counselor(s) of any changes in your medication regimen.

Any medications prescribed by a physician or purchased over the counter need to be reported to your counselor or treatment staff prior to use. Mood altering prescriptions are prohibited, unless approved by the Team and consulting physician. Medications will not automatically be allowed. Failure to comply with proper procedure may result in a positive drug screen, and may be sanctioned by the Drug Court Judge.

Program participants are responsible for informing prescribing physicians of program limitations for medications. Seek acceptable medications and ask for alternatives to prohibited medications. If a physician indicates that a prohibited medication is medically necessary, obtain a statement from the physician for review by the team, judge, and/or consulting physician. The statement must indicate that the physician understands that the drug is not allowed in this program but that it is the only medication appropriate to treat the condition.

You must sign a **Consent to Release Information** form giving your OPTIONS Counselors permission to consult with your prescribing physician, dentist, or psychiatrist/psychologist about your use of these medications and your involvement with the OPTIONS Program.

If one of your urine samples tests positive for a medication that you did not inform the OPTIONS staff you were taking; it is considered a positive test and will be treated as a relapse.

Regular medical and dental appointments not of an emergency nature must be scheduled at a time other than those in which OPTIONS Program or Adult Drug Court activities are scheduled.

Because you are legally mandated to participate in substance abuse treatment, you may not revoke this consent. It will remain active until the final disposition of your case.

MEDICINES

Over-The-Counter Medicines May Test Positive for Prohibited Substances! Over-the-counter (OTC) medications or herbal preparations containing ephedrine or alcohol (such as cold medication or decongestants like Sudafed or Actifed or NyQuil) may result in a positive urine sample test result. Consult with a pharmacist or physician to avoid use and/or attempt to find an alternate medication that does not contain ephedrine or alcohol. . Do not purposely attempt to dilute your urine specimen or use or possess any chemicals or herbal supplements to aid in such process.

- Any questions regarding medications should be directed to a pharmacist.
- Advise the pharmacist of your current situation.

- Ask what medications you may take that will help your current health condition and not test positive or give telltale signs of an illegal substance.

Refer to the SUDT intake package for this information.



DO NOT use any products containing:

Ma Huang
Poppy Seeds
Phentermine
Pseudoephedrine
AZOs

Sertraline (Zoloft)
Ephedrine, Hoodia
Ranitidine (Zantac)
Phenylpropanolamine
Kubocha

Vick's Inhalers
Guaifenesin
Dextromethorphan
Ambien, Lunesta

IT IS YOUR RESPONSIBILITY TO READ ALL LABELS BEFORE CONSUMPTION.

MARIJUANA

Permission to live with someone possessing marijuana must be approved, in advance, by the Adult Drug Court Team. . Do not use, or have under your control or in your possession, any marijuana.

OTHER NARCOTICS, ILLEGAL OR RESTRICTED DRUGS OR PARAPHERNALIA

Do not use, or have under your control or in your possession, any narcotics, illegal or restricted drugs or any paraphernalia.

COURT FEES



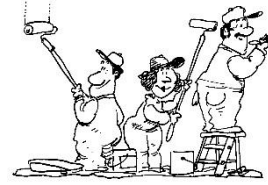
Adult Drug Court Participants who are able to pay are required to pay a monthly fee determined by Court Collections and may be subject to change based on your income. You must establish a payment plan with the Court Collections Office.

Payment of your fees and fines may be satisfied by doing community service, which is equal to paying \$15.00 per hour towards the balance of what you owe.

If you owe Victim Restitution, payments made to Court Collections will cover Victim Restitution before any other fees. Victim Restitution cannot be satisfied by community service and will not be waived at the expungement hearing.

COMMUNITY SERVICE

Community service hours are expected of those Participants who are in the early phases of Adult Drug Court, and before being employed full-time. You must sign up with Mendo-Lake Alternative Services (MLAS) to complete the community service requirement. Community Service value is currently \$15.00 per hour.



- At the time of graduation from Adult Drug Court, the Judge may give more credit toward fines and fees than the value of your community service hours and reduce your outstanding fees and fines accordingly. This could mean every hour you work is equal to \$20.00 per hour!
- Participants will pay MLAS a fee to do community service based upon their current fee schedule. Frequent changes in community service sites may also incur an additional fee.
- **Full payment of all MLAS fees is required prior to entry into Phase 5!**
- MLAS cannot have two cases open at the same time, with the exception of time required as part of a sanction.
- Failure to do community service on a timely basis is grounds for a sanction.
- You must turn in your actual timesheets to MLAS weekly by Wednesday at 3:00 p.m. Timesheets are to be delivered in person to the MLAS office, not faxed unless approved, in advance, by the MLAS Office.
- The “week” for community service hours will be from Thursday through Wednesday. Timesheets submitted on Thursday or Friday will not be included in the weekly Drug Court Report by MLAS.
- It is very important that you keep your timesheets and get them initialed by your work site Supervisor.

WRITING ASSIGNMENTS

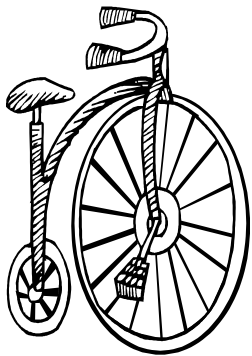
During your time in the Adult Drug Court Program, you may be given writing assignments or essays to complete. Guidelines for writing essays are:

- Use 8 ½ X 11 inch sheets of paper with lines, write on every line (no skipping lines).
- Write your name on every page of your essay.
- Handwrite your essay.
- Be sure it is possible for another person to read your handwriting.



- Be sure to address the topic you were assigned. Your essay may be returned to you to re-write if you do not address the topic.
- Be prepared to read your writing assignments out loud in Court.
- Please turn in your essay to the Drug Court Office after reading your essay. All your writing assignments will be returned to you upon your graduation from Adult Drug Court.

TREATMENT PLAN



The Adult Drug Court OPTIONS Program is a substance abuse treatment program provided by the Health & Human Services Agency/Substance Use Disorder Treatment program to Drug Court-referred substance abusing offenders. To be admitted to the Adult Drug Court Program, offenders must be eligible as well as suitable. Eligibility refers to the legal determination made by the Adult Drug Court Team that an individual may participate in the Adult Drug Court OPTIONS Program. Suitability refers to a treatment determination, made by SUDT, that the individual is appropriate for the Adult

Drug Court OPTIONS Program.

The Adult Drug Court OPTIONS Program is a 5-phase treatment program with continuing Adult Drug Court supervision. Phases are approximately 10 weeks long. At the successful completion of Phase 5, you may graduate from the Adult Drug Court Program.

You and your Counselor will develop a treatment plan for you following the Adult Drug Court guidelines and with your input. This plan is based on an assessment of your needs. The plan will lay out your activities while in treatment. The length of each phase, and the length of the program, is different for each person. How long you are in treatment depends on your level of participation, your needs and the availability of service.

During every phase, you will have group meetings and individual sessions with your Primary Counselor. You will also participate in other activities identified in your treatment plan. Examples of those activities are: parenting groups, medical appointments, mental health counseling, job training, school, NA/AA meetings, etc. **To complete a phase, you must be current on payments and community service and fulfill all the goals of that phase.**

Urine (UA) samples for drug screening are collected on a random and frequent basis. You will be given an ID Group based on your phase. Call 472-2659, the OPTIONS answering machine, 7 days a week by 7:30 a.m. If your group is called, you must be at SUDT at the time stated in the message. If you are late, you may receive a sanction. SUDT tries to schedule UA's at times that are manageable for you. Come to UA's prepared to provide a sample.

Even if your group is not announced, you may still be required to submit a urine sample at any time.

The Court monitors compliance closely. Lack of compliance, even in minor instances, can result in a sanction from the Judge. Sanctions are serious matters. If you receive 8 sanctions before graduation, you may be re-evaluated for suitability and will be asked to make an appointment with the Public Defender to discuss your options.



You must go to outside sober support meetings (community support meetings) such as Narcotics Anonymous, Alcoholics Anonymous, Red Road to Recovery, Double Trouble, or other recovery-related meetings.

EXPECTATIONS FOR DRUG COURT PARTICIPATION

Participation in a treatment court is an opportunity for you to engage in life-changing recovery from addiction. The Court will hold you accountable and, at the same time, give you the opportunity, support and structure to improve the quality of your life, to your personal betterment and to the benefit of those around you – children, family, friends, and community. To achieve this, the following is expected of you:

1. **HONESTY.** Be open and honest with yourself, the team, and everyone with whom you communicate while you are in the Adult Drug Court Program. NEVER lie to the Adult Drug Court Team! Be open and honest with peers in recovery and in treatment groups. Even if you have something negative to report, it is better to be honest.
2. **DEPENDABILITY.** Be on time for all court hearings as well as treatment appointments, groups, and other obligations. If you are not present at your court date, a warrant will be issued for your arrest.
3. **PARTICIPATION AND GROWTH.** Attend and participate in treatment. Never miss treatment unexcused. No call/no show is unacceptable. Your level of openness and participation will have a lot to do with how much and how soon you will see real benefits from treatment.
4. **PRIORITY ON TREATMENT AND RECOVERY.** Schedule outside appointments (doctor, dentist, haircuts, etc.) around your program schedule. Even work must be adjusted to make treatment and court a priority.
5. **RESPECT.** Be respectful in court, in treatment, and with those around you. This means not only how you dress, but also how you act. Be respectful of others in court. No side conversations ... Pay attention!

6. **ABSTINENCE.** You must abstain from the use of illegal drugs, alcohol, or other intoxicants. Abuse of prescription drugs is also not tolerated. If you are in a medical situation where you might be prescribed pain medication, you are expected to inform the doctor or other medical provider of your participation in a drug treatment program and request, if possible, non-addictive medication.
7. **ABSTINENCE MONITORING.** You will be subject to urinalysis or other testing to confirm abstinence. You are expected to provide testable urine. Never fail to submit to urinalysis when required. Never submit a sample that is dilute, based on excess water consumption or otherwise. Never submit a sample that is not genuine or has otherwise been altered (refer again to #1 above).
8. **KEEP GOOD COMPANY.** Do not associate or otherwise hang out with people who use drugs, have used but are not in recovery, or who can otherwise be a negative influence. This includes people at self-help groups whose actions/words indicate a lack of commitment to recovery. Do not go to PLACES where controlled substances are used, kept or sold. If you are at a location where controlled substances or people who use them appear, leave immediately.
9. **ATTEND AND PARTICIPATE IN SELF-HELP RECOVERY.** You will be required to attend self-help recovery meetings every week – including AA, NA, Red Road to Recovery, Celebrate Recovery, or other approved groups. You must bring a signed meeting card to your appointments with your counselor or Probation Officer. Never submit a meeting card that is not 100% genuine and honest. You will be expected to obtain and utilize a sponsor and, possibly, a mentor. This can be a critically important foundation for sustaining recovery beyond Drug Court. If you object to a group's spiritual component or reference to higher power, talk to your primary counselor or your Probation officer about other meeting options.
10. **COMMUNICATE.** Report changes in significant areas of your life, whether those changes are good, bad, or indifferent. Report when you get a job or change in your employment. Report housing changes immediately. Your Probation Officer must always know where you are staying. Progress in treatment is always worth reporting. Remember, the program will help you celebrate your achievements as well as hold you accountable for misconduct or identify areas in need of improvement.
11. **STAY CRIME FREE.** Obey all laws. Follow your conditions of probation. In plain terms, do not harm anyone and stay out of trouble with the law and your community.

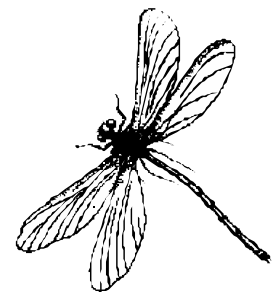
12. **NO INFORMANT.** Do not work as a police operative. It is not in your best interest to work “undercover” or otherwise be around people actively involved with drugs (see #8 above).
13. **STAY PUT AND KEEP IT SIMPLE.** Do not leave the County of Mendocino without permission from the Judge. Try, for now, to simplify your life, not complicate it.
14. **COMMITMENT.** Real and lasting change must start with a decision to change and commitment to maintain that change, not only while in a treatment court, but after.
15. **GOOD MENTAL HEALTH.** Drug addiction is often preceded by or accompanied by depression, anxiety, or other mental health issues. You must address those issues with professional assessment and help. Studies show that cyclical relapse is often related to a failure to address underlying mental health issues. If you have difficulty gaining access to mental health treatment, contact your SUDT Counselor.
16. **SEEK GOOD HEALTH AND BALANCE.** Good nutrition and eating habits, exercise, hygiene, proper rest, appropriate relaxation, and a positive outlook are not only good for everyone, they can be essential to sustained recovery. Studies also indicate that a healthy spiritual life often enhances long-term recovery.
17. **DO THE RIGHT THING.** When your treatment provider, probation officer, or the court set specific tasks or objectives for you, take pride in getting it done – no excuses. Do the right thing, that’s the bottom line. Trust the process.



COLLATERAL SERVICES

Adult Drug Court offers vouchers for clothing, gasoline, and bus tickets for public transportation to allow you to get to your OPTIONS Program meetings, 12-Step meetings, and to scheduled Adult Drug Court appearances. These vouchers are primarily for participants in the first two phases of the OPTIONS Program.

Vouchers are distributed through the Therapeutic Courts Office in Room 411 of the Courthouse. Requests for vouchers must be approved in advance by the Judge, your Probation Officer/Case Manager or your SUDT Treatment Counselor. Call 468-4178 or 463-2055 to make an appointment to pick up a voucher.



Transportation Assistance: Gasoline vouchers and bus tickets are available to Phase 1 and Phase 2 Participants. By Phase 3, participants should have established their own transportation. SUDT

provides transportation to treatment and other ancillary services for mothers and women of child-bearing age.

Clothing Assistance: You may request clothing vouchers if you do not have suitable clothing to wear to court, to a job interview, or for winter weather.

Cell Phones and Minutes: You may request the use of a Drug Court Phone and minutes (if available) to ensure that you are able to fully participate in the Adult Drug Court Program and communicate with members of the Drug Court Team.

Positive Parenting Program (Triple P Mendocino): If you have children, the judge may order you to participate in Triple P Mendocino to give you some new tools and strategies to deal with behavioral and emotional problems that your children may be facing or may have experienced in their home environments. Triple P Mendocino is a program of FIRST 5 Mendocino that focuses on supporting families of children struggling with behavioral, emotional and/or mental health issues. Triple P Mendocino helps families with children of all ages find positive solutions to child behavior problems. Triple P Mendocino uses research-based, common-sense methods that are very effective, whatever a family's culture, ethnicity, or income level.

PHASE REQUIREMENTS FOR THE OPTIONS PROGRAM

Each participant is provided with an individual assessment and treatment plan. The phases of this plan are described below.

Adult Drug Court Misdemeanor Program has been designed to provide a highly structured environment to support abstinence. This program differs from the Adult Drug Court - Felony Program in the following:

- It is a five-phase, 12-month minimum program. The program is ***abstinence based*** with specific goals and activities required in each phase. Upon successful completion of this program, dismissal of charges may be granted.
- You will be expected to complete 244 hours of community service.

If you have any additional question or concerns about the Adult Drug Court Misdemeanor Program, please feel free to contact your attorney, the Mendocino County Therapeutic Courts Office, or your Treatment Supervisor.

PHASE 1: A MINIMUM OF 10 WEEKS

REQUIREMENTS ARE THE MINIMUM EXPECTED OF EACH PARTICIPANT

COURT	➤ Attend one Court appearance per week.
PROBATION	➤ Follow all Probation Terms and Conditions as required.
SUBSTANCE ABUSE TREATMENT	<ul style="list-style-type: none"> ➤ Complete orientation and assessment. ➤ Work with your Counselor to develop a treatment plan and begin recovery activities. ➤ Attend 2-4 one-hour Individual Sessions per month. ➤ Attend 1-4 groups per week.
SELF-HELP SUPPORT	➤ Attend a minimum of one outside support meeting per week.
DRUG TESTING	➤ Drug test a minimum of twice per week.
PROMOTION TO PHASE 2	<ul style="list-style-type: none"> ➤ To advance into the next phase: <ul style="list-style-type: none"> • Must remain abstinent. • Fulfill all Phase 1 treatment plan goals. • Obtain Alcohol and other drug free housing. • Attend all groups, counseling sessions, and outside meetings. • Start working on G.E.D. (if required) or provide your SUDT Counselor a copy of your high school diploma or G.E.D. certificate. • Obtain employment of at least 20 hours per week or maintain passing grades in school (minimum of 6 units) or vocational training. • Secure reliable childcare, if you have children. • Current on community service.

PHASE 2: A MINIMUM OF 10 WEEKS

REQUIREMENTS ARE THE MINIMUM EXPECTED OF EACH PARTICIPANT

COURT	➤ Attend Court at least every other week.
PROBATION	➤ Follow all Probation Terms and Conditions as required.
SUBSTANCE ABUSE TREATMENT	<ul style="list-style-type: none"> ➤ Continue to work with your Counselor on Phase 2 treatment plan goals and recovery activities. ➤ Attend 2-4 one-hour Individual Sessions per month. ➤ Attend 1-4 groups per week.
SELF-HELP SUPPORT	➤ Attend a minimum of one outside support meeting per week.
DRUG TESTING	➤ Drug test a minimum of twice per week.
PROMOTION TO PHASE 3	<ul style="list-style-type: none"> ➤ To advance into the next phase: <ul style="list-style-type: none"> • Remain abstinent. • Fulfill all Phase 2 treatment plan goals. • Maintain stable Alcohol and other drug free housing. • Continue working on G.E.D. (if required). • Obtain employment or maintain passing grades in school (minimum of 6 units) or vocational training. • Obtain reliable transportation. • Attend parenting classes (if applicable). • Attend all groups, counseling sessions, and outside meetings. • Develop a payment plan for all outstanding fines and fees. • Remain current on payment of fines and fees. • Remain current on community service.

PHASE 3: A MINIMUM OF 10 WEEKS

REQUIREMENTS ARE THE MINIMUM EXPECTED OF EACH PARTICIPANT

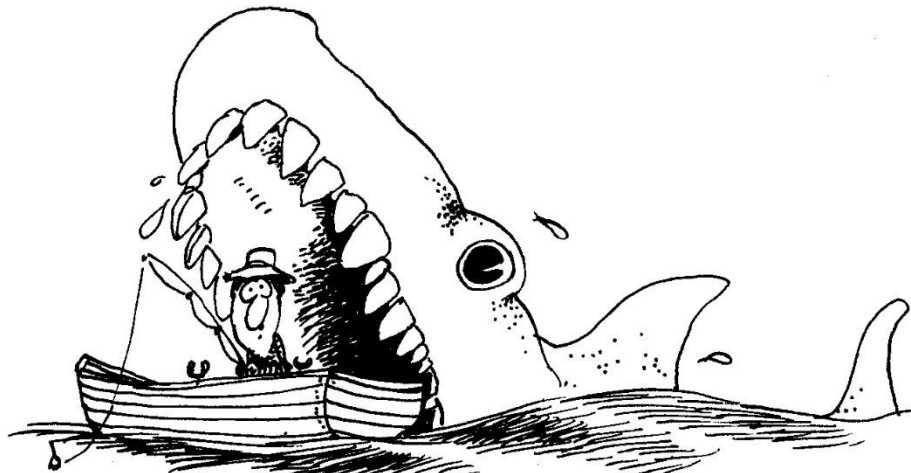
COURT	➤ Attend Court at least every other week.
PROBATION	➤ Follow all Probation Terms and Conditions as required.
SUBSTANCE ABUSE TREATMENT	<ul style="list-style-type: none"> ➤ Continue to work with your Counselor on Phase 3 treatment plan goals and recovery activities. ➤ Attend 1-4 groups per week. ➤ Attend 2-4 Individual Sessions per month.
SELF-HELP SUPPORT	➤ Attend a minimum of one outside support meeting per week.
DRUG TESTING	➤ Drug test a minimum of twice per week.
PROMOTION TO PHASE 4	<ul style="list-style-type: none"> ➤ To advance: <ul style="list-style-type: none"> ○ Remain abstinent. ○ Fulfill all Phase 3 treatment plan goals. ○ Maintain stable alcohol and other drug-free housing. ○ Continue working on G.E.D. if required.

	<ul style="list-style-type: none"> ○ Maintain employment or passing grades in school (minimum of 6 units) or vocational training. ○ Maintain reliable transportation. ○ Attend all groups, counseling sessions and outside meetings. ○ Remain current on your payments of fees and fines. ○ Remain current with your community service.
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PHASE 4: A MINIMUM OF 10 WEEKS

REQUIREMENTS ARE THE MINIMUM EXPECTED OF EACH PARTICIPANT

COURT	➤ Attend Court at least every other week.
PROBATION	➤ Follow all Probation Terms and Conditions as required.
SUBSTANCE ABUSE TREATMENT	<ul style="list-style-type: none"> ➤ Continue to work with your Counselor on Phase 4 treatment plan goals and recovery activities. ➤ Attend 1-4 groups per week. ➤ Attend 2-4 Individual Sessions per month.
SELF-HELP SUPPORT	➤ Attend a minimum of one outside support meeting per week.
DRUG TESTING	➤ Drug test a minimum of twice per week.
PROMOTION TO PHASE 5	<ul style="list-style-type: none"> ➤ To Advance: <ul style="list-style-type: none"> ○ Remain abstinent. ○ Fulfill all Phase Four treatment plan goals. ○ Maintain stable alcohol and other drug-free housing. ○ Maintain employment or passing grades in school (6 units) or vocational training. ○ Continue to work on G.E.D. if required. ○ Maintain reliable transportation. ○ Maintain reliable childcare, if you have children. ○ Attend all groups, counseling sessions and outside meetings. ○ Remain current on payment of fees and fines. ○ Remain current in community service.



PHASE 5: 10 TO 13 WEEKS

REQUIREMENTS ARE THE MINIMUM EXPECTED OF EACH PARTICIPANT

COURT	➤ Attend Court at least once a month (currently scheduled for the first Friday of the month).
PROBATION	➤ Follow all Probation Terms and Conditions as required.
SUBSTANCE ABUSE TREATMENT	<ul style="list-style-type: none"> ➤ Continue to work with your Counselor on Phase 5 treatment plan goals and recovery activities. ➤ Attend 1-4 groups per week. ➤ Attend 2-4 Individual Sessions per month.
SELF-HELP SUPPORT	➤ Attend a minimum of one outside support meeting per week.
DRUG TESTING	➤ Drug test a minimum of twice per week.
GRADUATION	<ul style="list-style-type: none"> ➤ To graduate from OPTIONS: <ul style="list-style-type: none"> ○ You must remain abstinent. ○ Maintain employment or passing grades in school (6 units) or vocational training. ○ Complete or continue G.E.D. process. ○ Maintain reliable transportation. ○ Maintain reliable childcare, if you have children. ○ Attend all outside meetings. ○ Have a strong support system. ○ Remain current in all fees and fines. ○ Remain current in community service if required number of hours have not been completed. ○ MLAS must be paid in full! ➤ Complete the Graduation Application, Discharge Planning and Relapse Prevention Plan (at the beginning of Phase 5). ➤ Write an Aftercare Plan and a Relapse Prevention Plan.
<p>You will be given an Adult Drug Court Graduation Application that you will complete and turn in to the Therapeutic Courts Office (Room 411 in the Courthouse) within the specified time frame¹. Late Applications may not be accepted and could result in a delay in graduating.</p>	

WORDS TO THE WISE

- UA's are RANDOM. Please be on time.
- Do not stop by the reception desk to complain about having to UA. This is not only unbecoming, it is futile and irritating. You are to come to UA's hydrated! If you are unable to submit a sample, it will count as a "No Show." We do not usually have time or staff to reschedule your UA.
- Do not call your Counselor, your friends, Reception, or SUDT Staff to find out if you are on the UA list. This is your responsibility.
- If you bring children with you, you are responsible for their care. We advise you to arrange childcare before meetings and Court.
- It is your responsibility to inform SUDT and Probation if your phone number or address changes. Not being able to contact you could be grounds for a sanction up to and including dismissal from Adult Drug Court.
- You are to return all phone calls from the Adult Drug Court Team within one hour of being placed. Not returning phone calls in a timely manner could be grounds for a sanction.



GRADUATION



Upon your successful completion of Phase 5 of the Adult Drug Court OPTIONS Program you will graduate. You will be asked to complete the Adult Drug Court Completion Application and to write an Aftercare Plan and a Relapse Prevention Plan when you move to Phase 5. Graduation from the Adult Drug Court Program is recognized as a very important event. Your loved ones will be invited to join you at the graduation ceremony as the Adult Drug Court Judge congratulates you for successfully completing the Program and achieving your goal to establish a drug-free life.

For Participants with Misdemeanors	For Participants with Felonies
Dismissal of charges may be granted upon: <ul style="list-style-type: none"> ➤ Successful completion of all Phase requirements; ➤ A meeting with the Judge to review all suspended cases and fees and fines; ➤ And notification from Probation Department of no other offenses. 	You are expected to meet the same standards as those with misdemeanors as listed in the left column. Ask your attorney to apply for a 17B motion or a 1203.4 motion on your behalf. If you are eligible, this will reduce a felony to a misdemeanor. This felony charge will remain on record with the California Department of Justice.

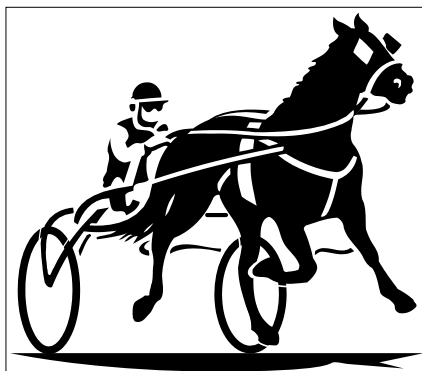
The suspension of Participant Fees is ordered by the Adult Drug Court Judge after the Adult Drug Court Graduation Ceremony during the final court appearance for the criminal case which brought you into Adult Drug Court. This court appearance will be on the record.

CONCLUSION

The goal of the Adult Drug Court OPTIONS Program is to help you achieve total recovery from addiction to all drugs and alcohol. The Program is designed to return you to the community as a healthy, productive and responsible member. The Program is voluntary. It is your personal choice.

The Judge, your Treatment Counselor, Probation Officer/Case Manager, and the Therapeutic Courts Support Staff are present to guide and assist you, but the final responsibility is yours. You must be motivated to make this change and commit to a drug-free life.

We hope this Handbook is helpful to you and answers your questions. If you have any additional questions or concerns about the Adult Drug Court OPTIONS Program, please feel free to contact the Adult Drug Court OPTIONS Program staff. Important ADC telephone numbers are following.



DRUG COURT PHONE NUMBERS:

SUDT OPTIONS Treatment Facility

707-472-2637

Monday-Friday 8:00 a.m. to 5:00 p.m.

Drug Court Probation Officer/Case Manager

707- 234-6900

Tuesday – Friday 7:00 a.m. to 5:00 p.m.

Therapeutic Courts Office

707-468-2055

Call first before coming to the office

U/A Recovery Line

707-472-2659

You are required to call the Recovery Line daily before 7:30 a.m. (in time to arrive for an 8:30 a.m. test) to find out if you test that day.



