

**Belmont County
Common Pleas
Adult Drug Court**

**Change Attitude
Change Thinking
Change Behavior**

Participant Handbook

Revised November 21, 2018

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Welcome and Introduction

This handbook is to provide overall information about the program to participants. As a participant, you will be expected to follow the instructions given by the Judge and comply with your case-management plan. This handbook details the participants' rights and responsibilities that are also detailed in the Participation Agreement signed in court.

What is Drug Court?

Is a five phase program for chemically dependent offenders who's felony four or five offense was a result of the participant drug use problem. In Drug court, the Judge , prosecutor, defense attorney work with Crossroads Counseling Services to help you meet the goals of your treatment plan, so that you can stay clean and out of trouble, and work towards goals such securing employment, establishing a sober support network. This program is a minimum of a year and the maximum three years. Your success in the program depends on you. Your motivation level and positive changes you make in your life will determine how long you remain in the program.

Our Mission

The primary goal of the Belmont County Common Pleas Drug Court Program is to provide non-violent chemical dependency offenders with the necessary tools and life skills to live a drug and alcohol free life while improving the community and enhancing public safety.

DRUG COURT TEAM

Presiding Drug Court Judge

- Leader of the Treatment Team and Drug Court
- Attends treatment team meetings
- Decision maker regarding admissions into the program, incentives, sanctions, advancements, graduations or terminations
- Presides over the status review hearings
- Proclaims new rules or specific guidelines

Drug Court Coordinator/Counselor/Case-Manager

- Maintains the daily operations of the program
- Meets with potential candidates for the program
- Attends treatment team meetings and status reviews
- Participates in discussions about incentives, sanctions, phase advancement and graduations or terminations
- Maintains the color code system and assigns colors to participants and coordinates random alcohol and drug screenings
- Sets the docket and maintains data that can be used for statistics particularly outcomes
- Monitors the compliance with supervision plan
- Provides progress reports of all participants
- Conducts Groups and treatment to participants

Drug Court Program Manager/Counselor

- Meets with potential candidates for the program
- Attends treatment team meetings and status reviews
- Participates in discussions about incentives, sanctions, phase advancement and graduations or terminations
- If needed will provide progress reports of participants
- Provides clinical supervision and guidance in regard to all Drug Court participants.

Drug Court Probation Officer

- Monitors compliance with a probation plan
- Meets with potential candidates for the program
- Attends treatment team meetings and status reviews
- Participates in discussions about incentives, sanctions, phase advancement and graduations or terminations
- Conducts urine screens
- Attends status review hearings

Prosecutor

- Attends treatment team meetings and status review hearings
- Makes recommendations about incentives and sanctions, phase advancements and graduations or terminations from the program
- Prepares and serves contempt, enforcement and termination motions

Defense Counsel

- Explains what rights are waived by entering the program
- Explains possible sanctions that may be faced in the program
- Explains the circumstances that may lead to termination
- Explains what effect termination can have on the overall case
- Is invited to attend all treatment team meetings during the portion of the meeting that concerns you and your progress. Your attorney may then participate in all decision-making regarding incentives, sanctions, phase advancement, and graduation or termination from the program. You may also request your attorney to attend the status review hearings. *****You have the right to request that your attorney attend all treatment team meetings and attend all status hearing with you. It is your responsibility to make contact with your attorney to make this request and to let the Judge/Magistrate know if your attorney is not responding to you or your request*****

Treatment Team Meetings & Status Review Hearings

Every time you are scheduled for a drug court hearing (status review hearing), the treatment team meets prior to that hearing to discuss your progress. These meetings are called treatment team meetings. You always have the right to have your attorney attend these meetings during the portion of the meeting that concerns you. At staffing, we discuss your attendance and progress at treatment or any other programs you are enrolled in; your compliance with drug testing and drug test results; your compliance with supervision requirements; and your progress on your FCCS case plan. After that discussion, the team makes recommendations to the Judge/Magistrate regarding what orders you should receive in Drug Court that day, including incentives and sanctions based upon your compliance or noncompliance.

When you come to Drug Court, the Judge/Magistrate will discuss your compliance with you and the orders that you will receive from the Court. You can always have your attorney attend Drug Court with you if you like. The Drug Court Prosecutor will always be there as will the Probation Officer, Treatment Providers, along with your program peers. You should always bring proof of your community support meetings to Drug Court with you as well as turned them in by the Wednesday before court to the treatment so that they can be listed on your report. You will always have to sign a Confidentiality Form that assures you will not discuss what you hear about other cases in Drug Court outside of the Courtroom. Please also note that if you fail to attend your status review hearing without calling Drug Court Staff and being excused, the Judge will issue a warrant for your arrest.

Eligibility

The Belmont County Common Pleas Drug Court Program is a voluntary program. There are certain legal and clinical criteria you must meet in order to be eligible for the program. Meeting these criteria alone does not give you the right to enter the program. The Drug Court Judge determines admission into the program.

Legal Criteria:

- Those charges with a felony four or five drug offense or drug related offense.
- Those who have no sex, arson, or weapons offenses in their criminal history.
- Those who are not serious violent offenders.
- Those who are diagnosed as chemically dependent.
- Those who are a resident of Belmont County.
- Those who are a resident of Harrison or Monroe counties will be considered on a case by case basis.
- Those who voluntarily commit to participation in the program.
- Those with drug trafficking history will be considered on a case by case basis.
- Those who are recommended by the Prosecutor's Office as eligible candidates.

Clinical Criteria

- A substance dependency diagnosis is required.
- You can be excluded if a severe mental illness or medical condition makes it unlikely that you can complete the program.
- You can be excluded if you do not have the developmental capacity to complete the program.
- You can be excluded if a person has multiple variables deeming it unlikely that they could actively participate in a reasonable fashion. (This must be presented to the team and all agree this is appropriate)
- Clients who are actively suicidal, homicidal or delusional will not be admitted until those conditions have been assessed by a certified mental health professional as being adequately controlled by medication and/or mental health treatment

Program Entry

Referral and Screening/ Assessment

Referrals to the Belmont County Common Pleas Drug Court Program are the process by which potential program candidates are first identified. Referral sources are both formal and informal through phone calls, conversations with and e-mails to the Coordinator.

A formal drug court referral form is sent to the Coordinator listing that the participant meets the legal criteria.

- Once a referral is received by the program coordinator, she contacts the potential candidate and schedules a screening appointment.
- At intake (part 1) a counselor completes an assessment and determines clinical eligibility and treatment placement needs. (Detox may be necessary before admission is permitted) this should be scheduled within 10 days of the original referral. Usually made by phone, and must be made by the potential candidate. If a scheduled intake is cancelled, you must not only call the treatment provider and cancel but also talk to the program Coordinator to schedule a new appointment. A signed release for the court may be necessary for the appointment to be re-scheduled.
- At screening appointment (part 2) a counselor/ case-manager completes treatment plan and/ or reviews screening tools, charges, prior criminal history, collateral resources, Releases for all parties are signed, treatment team, one family member, all treatment sources)
- SUDDSIV Testing (part 3) final determination of diagnosis, screening for high risk and need for the intense program. A determination that client is interested and can complete the program is finalized.
- If the potential candidate appears to meet the clinical and legal requirements, as observed session is scheduled and Coordinator and Probation officer meet/discuss if potential candidate should be placed.
- At the next drug court team meeting a determination will be made as to if this candidate will be placed into the program.
- Even if the participant is found to be eligible he/she may not be offered acceptance into the program.
- After the acceptance in staffing the prosecutor/ defense attorney will schedule a date and time to complete all required paperwork (participation Agreement and Agreed court Order) and to provide the date of the first status review. The Drug court Coordinator will also be notified of these dates.
- If you are not accepted into the drug court program it is your responsibility to discuss your court proceedings with your defense attorney.

PROGRAM GOALS

- To help you achieve sobriety and provide you with the skills needed to live a drug and alcohol free life
- To reduce criminal behavior within the community
- To provide an alternative to incarceration
- To offer you opportunities for positive community involvement
- To improve education and employment
- To improve housing (living) conditions
- To improve self-help resources
- To have participants graduate from Drug Court

GRADUATION REQUIREMENTS

A participant must have served a minimum of **39 weeks (9 months)** in the program.

A participant must have **6** consecutive months of “clean time” before graduating.

The participant must have completed/ attended all of the required treatment meetings.

A participant must have fulfilled all the treatment requirements identified in the participant treatment plan. This may have included obtaining a G.E.D., obtaining employment...

Successfully have completed all phases.

Participant must make full restitution as stipulated by the judgment entry signed by the Judge at the plea hearing.

Participants must complete an exit questionnaire and meet with staff for exit interview prior to graduation.

Have all administrative fees, fines, restitution, and costs paid in full

RULES

- Remain abstinent from alcohol and other drugs, with the exception of prescribed medications approved by the drug court staff and provide prompt proof of prescriptions and proper use of health care contract forms.
- Attend and participate in all groups, individual counseling appointments, case-management sessions and AA/NA meetings and arrive on time.
- Attend all scheduled Drug Court reviews and arrive on time.
- Submit to a chemical use assessment to determine appropriate treatment plan and education.
- Comply with all assessment recommendations as well as the terms and conditions of the Drug Court and treatment.
- Use appropriate behavior and dress appropriately, especially for Drug Court Reviews.
- Obey all laws.
- No cell phone use in Drug Court Reviews.
- No sleeping or talking during Drug Court Reviews.
- All visitors to Drug Court Review must be approved by the drug court staff and must abide by all of the rules of the courtroom or they will be asked to leave.
- Provide update information about employment, residence and phone numbers.
- Agree to any drug testing that your counselor or case manager might give you. Submit to drug testing by following drug testing policy.
- What is heard in court is confidential.
- Notify probation or Drug Court coordinator of any contact with law enforcement
- If a Drug Court Staff leaves a phone message for you or a card after an unsuccessful attempt at a home visit you are required to contact hi,/her within 24 hours.
- Failure to comply with rules of the Drug court Program will result in graduated sanctions being imposed up to an including a charge of contempt of court and possible termination from the Drug Court Program.
-

YOU ARE RESPONSIBLE FOR...

Attending all recommended groups and individual appointments.

Scheduling individual appointments.

Turning in AA/NA meeting slips weekly, on or before Wednesday each week. If your slips are not turned in the Wednesday before Court Review, it will not be on the report submitted to the Judge. (This included reviews on Friday or Monday the following week.)

Call the agency daily for color and show up to supply the sample if it is your color. Any special arrangements need to be made in advance.

A signed medical excuse for any missed appointment or group, unless you have prior approval from Drug Court staff to be excused.

Rescheduling any missed or cancelled appointments. All are important. If you miss for an extended period of time, an extension in that phase is likely.

Sign all reviewed drug screen results.

Reporting any contact with law enforcement, for any reason, to the Drug Court Coordinator or probation officer as soon as possible after the event.

Promptly provide written excuses or they will not be accepted.

Be familiar with and follow the Drug Court Contract of Rules.

It is your responsibility to discuss with your attorney, matters regarding court review attendance.

****If you are sanctioned to jail, any fees owed to other courts could result in additional jail time.**

APPOINTMENTS

A minimum of one appointment between reviews is mandatory. You are required to have an appointment scheduled at all times.

If you go for more than two business days with no appointment and no attempt to make an appointment, you are in violation of the appointment policy. If you are unable to keep your appointment, you will not be permitted to reschedule that appointment unless it is rescheduled within two business days.

There are simply not enough appointment slots to reschedule you into the next week or following weeks. **Keep your appointments or reschedule ahead of time.**

It is your responsibility to know when your appointment is. If you don't know, check the front desk or leave a message.

The only acceptable excuse will be documented medical emergency or incarceration.

Sanctions will be issued for missed appointments.

TREATMENT

Treatment is based on the need of the client and minimums can be more than the minimums to start into treatment. Treatment recommendation will be determined from screening, assessment, counselor and treatment team recommendations. The minimum time within the Drug Court treatment program is 12 months.

All minimums can be increased by drug court team recommendations, provided client is not meeting expected standards of abstinence and compliance.

Observed and random urine screens throughout the program for all participants.

All participants will complete 40 hours of community service, to be verified and approved by the Drug Court Coordinator or Probation Officer.

CASE-MANAGEMENT SERVICES

- Work with clients to obtain a G.E.D. and job placement
- Life skills enhancement such as:
 - help with procrastination
 - budgeting
 - credit debt
 - listening skills
 - decision making
 - dealing with failure
 - assertiveness
 - setting goals/priorities
 - dealing with criticism
 - developing/maintaining a schedule
 - being organized
- Help with community service placement
- Work on resume writing, interviewing techniques and how to fill out applications
- Referrals and/or appointments for any mental health services or additional counseling received outside of Crossroads counseling Services.
- Facilitate a release of information from inpatient treatment facilities to out patient level of care
- Develop a treatment plan and discharge summary for clients moving from one treatment program to another

PROBATION

You are required to meet with your probation officer as determined by your phase and compliance with program expectations.

At any time the Probation Officer or Drug Court coordinator, Case Manager, or Program Manger may determine you need to be called in for an appointment, the have the ability to do so, and you must report whenever requested.

Offenders will see the probation officer on average once a month and will include drug testing.

Home visits will occur along with collateral contact with family and friends to check the participants' supervision adjustment.

Changes in address, phone number, income, employer, medication, family or other matters must be reported within twenty-four (24) hours.

Documentation required to be turned in by Wednesday or sooner each week includes but are not limited to: paystubs, proof of employment/income, school schedules, prescription medications, community support meeting documentation and community service.

Probation and treatment staff will meet on a regular basis and share participants needs and collaborate on helping find ancillary services for participants.

DRUG COURT REVIEWS

You will have mandatory reviews with the Drug Court Judge. Reviews will be as frequently as twice a month. You will be required to attend all scheduled reviews. After each review you are required to meet with your case-manager and review your requirements for your next review with the judge. It is your responsibility to know when your appointment or appointments are.

You will be required to attend court reviews throughout the program, compliance can reduce frequency of reviews but are mandatory throughout the program.

A minimum of one appointment between reviews is mandatory. Your appointment dates and times should be listed on an appointment slip. You are required to have this appointment scheduled. If you are in jail, or the hospital, no showed or missed or cancelled for any reason it is your responsibility to make up or to schedule one before your next court review.

You are responsible to keep all of these appointments. Planning of your appointments is very important. Sanctions will be recommended for missed appointments. The only acceptable excuse will be a documented medical emergency.

EMPLOYMENT

- You must be employed and/or attending school
- If you are not employed, you must be actively seeking employment and/or be enrolled in an education program
- You may be required to do community service if you remain unemployed
- Your treatment provider and probation officer will provide assistance, referral, and resources regarding employment

DRUG AND ALCOHOL TESTING

As a participant in the Belmont County Common Pleas Adult Drug Court Program you will be required to submit to random, frequent, and observed drug testing. Our drug and alcohol testing plans for each participant in Drug Court are individualized. We use a Crossroads Counseling Services located at 3201 Belmont Street Bellaire, Ohio 43950 or 255 West Main Street, St. Clairsville, Ohio 43950 for most of our drug testing services. You will also be required to test for the probation department when requested to do so. When you sign up for Drug Court, you will be sent to Crossroads Counseling Services to complete an orientation with their company. This orientation will cover all of the detailed expectations of drug testing with the Belmont County Common Pleas Adult Drug Court Program and Crossroads Counseling Services.

Briefly, these responsibilities include calling 740-695-2955 daily during a designated time frame that you select to determine if you have been selected that day to drug test. You are assigned a color and if your color is selected that day, you must then report to Crossroads Counseling Services office during a designated time frame to submit to a drug test. You will be assigned a specific sight and are expected to show up at the designated sight for you. The results of this drug test will then be shared with the Drug Court Program and with all other individuals and agencies that are on your Release of Information. The Drug Court will also be notified if you are complying with your daily call-ins and reporting for required testing. Failure to call-in, failure to report when the system has selected you to test, and/or providing a positive sample are all violations that will be sanctioned.

You will also be required to sign a Drug Testing Policy Contract that spells out all of your responsibilities regarding drug testing, allowed substances and medications, the actions that will be treated as positive tests, and how the program will address positive tests.

- Baseline drug test is conducted upon intake and that for a participant who tests positive or relapses may have a treatment adjustment in addition to any sanctions.
- All positive test results are subject to sanctions and/or further or more intensive treatment recommendations.
- It is your responsibility to be honest regarding your drug use so that treatment option may be utilized as inclusion for sanctions such as need for detox, residential.
- If you miss a scheduled test or refuse to test for drug court staff, Children Services personnel, your probation officer, your treatment provider(s), or any other individual or agency supervising you or your case, the test will be considered positive; the court will be notified, and you will be immediately sanctioned.
- Abnormal test results, including dilute specimens, abnormal specific gravity, or out of range creatinine levels will be considered positive test results; the court will be notified, and you will be immediately sanctioned.
- Inability to provide a specimen will be considered a positive test; the court will be notified, and you will be immediately sanctioned.
- Tampered specimens will be considered positive results; the court will be notified, and you will be immediately sanctioned.
- Attempting to submit the sample of another will be considered a positive result; the court will be notified, and you will be immediately sanctioned.

PHASE I (ORIENTATION) Pre-Contemplation

- Two Case management sessions
- Weekly rule review
- 2-4 (or more) community support meetings weekly
- 1 Individual session weekly w/ counselor
- All 4 exercises must be completed successfully
- 1 Group sessions per week, Individual sessions can replace group
- Reporting for drug court reviews a minimum of every two weeks
- Fees paid in full/ or contracted agreement must be in compliance
- 100% Compliance of all programming recommended for advancement

[To advance into Phase II, compliance with above, appropriate score on URICA (stages of change), and treatment team recommendation.]

PHASE II (TREATMENT) CONTEMPLATION

- Weekly Case management – this includes turning in meeting sheets and keeping appointment between reviews
- Three specific case-management sessions to review case-management needs
- A minimum of 2 community support meetings weekly (this could be more)
- A minimum of every two weeks reporting for drug court reviews
- Moral Reconciliation Group weekly
- Weekly individual appointments could replace group if client cannot attend.
- Any other treatment specific to you on your treatment plan
- Fees paid in full/ or contracted agreement must be in compliance
- 100% Compliance of all programming recommended for advancement

[In order to move to Phase III compliance with above, 60 days of consecutive clean urine screens, and treatment team recommendation.]

PHASE III (TRANSITION) PREPARATION

- 1 Weekly treatment session per week
- Three specific case-management sessions
- Cognitive Behavioral Therapy Group-weekly
- Weekly Drug Court Coordinator Case management – this includes turning in meeting sheets and keeping appointment between reviews
- A minimum of every two weeks reporting for drug court reviews (progress could limit or increase)
- A minimum of 2 community support meetings weekly
- A minimum of 20 hours of original community service hours completed
- Complete support and recovery plan
- Fees paid in full/ or contracted agreement must be in compliance
- 100% Compliance of all programming recommended for advancement

[In order to move to Phase IV compliance with above, 60 days of consecutive clean urine screens, and treatment team recommendation.]

PHASE IV (AFTERCARE) ACTION

- 1 Individual session every other week
- One specific case-management sessions to review case-management needs
- Monthly reporting at Drug Court during the Phase
- A minimum of 2 community support meetings weekly (Most clients will be 3 per week)
- A minimum of every monthly reporting for drug court reviews (progress could limit or increase the reporting)
- A minimum of 20 hours completed of original community service hours (total 40 hours completed)
- Be engaged in a recovery network
- Obtain employment – 30 consecutive days
- Fees paid in full/ or plan completed fulfilling your obligation
- 100% Compliance of all programming recommended for advancement

[In order to move to Phase V compliance with above, 60 days clean urine screens and treatment team recommendation.]

PHASE V (MONITORING) MAINTENANCE

- Monthly Drug Court Coordinator Case management or Treatment contact
- Weekly phone check-ins
- A minimum of 2 community support meetings weekly (amount determined by drug court team)
- A minimum of every six weeks reporting for drug court reviews (or a minimum of two reviews per phase)
- Completed community justice and community enhancement exercise (must be correct not just turned in)
- Complete exit interview and have Exit questionnaire turned in
- Fees paid in full/ or plan completed fulfilling your obligation
- 100% Compliance of all programming recommended for graduation from program.

[In order to GRADUATE, compliance with above, 6 consecutive months of clean urine screens, and treatment team recommendation.]

All recommendations must be completed for phase completion. The Committee can waive compliance only in special circumstances, or with special alternative compliance options.

INCENTIVES

Incentives are rewards for making positive steps toward attaining a drug free, crime free life style. The most powerful incentive is to have the case closed satisfactorily. Incentives are immediate, graduated, and individualized based upon the participant's compliance.

You may receive incentives for achieving certain goals such as obtaining employment, educational attainment, paying child support, and rebuilding relationships with your family completion of phase requirements. Your performance in completing your treatment plan, obtaining community supports, obtaining employment will be recognized with incentives. Incentives for compliance with program requirements include, but are not limited to, the following:

- Modifying treatment requirements
- Praise from Judge
- Advancement to next phase, certificates
- Decreased frequency of court appearances
- Decrease time needed in phase
- Reduced supervision
- Opportunity to avoid violation of probation proceedings and jail
- Tickets for games/movies
- First position on docket
- Early court dismissal
- Waived supervision fee and court costs
- Graduation

SANCTIONS

Abstinence, attendance, and no criminal activity are critical to your success in the program; therefore, there are consequences for continuing substance use, non-attendance, failure to comply, and misconduct. Sanctions will be imposed by the Drug Court Judge for failure to comply with requirements. Sanctions are immediate, graduated, and individualized based upon the participant's non-compliance. A record of each sanction will be recorded so that each additional sanction for non-compliance will become more severe as the frequency and severity of inappropriate behavior increases and includes, but is not limited to, the following:

- Verbal Warning and admonishments from the Judge
- Increase court review hearings
- Day of Court Observance
- Increased drug testing
- Written essay or apology
- Community service
- Court Fee
- House Arrest
- Jail
- Day reporting
- Probation violation
- Termination from Drug Court

Types of Terminations

There are 3 different ways to exit the Belmont County Common Pleas Adult Drug Court Program. They include Graduation, Neutral Termination and Unsuccessful Termination. The Judge has the discretion to decide termination from the program. When you are terminated from the program, whether it is a successful, neutral or unsuccessful termination, notice of the termination and the type of termination will be placed in your court file and your case will continue with the traditional case processing in Common Pleas Court.

Successful Termination

Graduation is a successful termination. This is a time for your family members and you to celebrate and acknowledge your hard work and accomplishments. We encourage you to bring family members to your graduation.

Neutral Terminations

- Inability to participate in Drug Court due to but not limited to incarceration for an extended period of time, injury, illness, communicable disease, relocation, or military deployment.
- Individual's mental health problems develop to the point that Drug Court can no longer meet their needs.

(Official documentation may be requested for consideration)

Unsuccessful Terminations

- Failure to appear for Drug Court hearings without just cause.
- Failure to participate in treatment.
- Participant's continued, willful non-compliance with program expectations.
- Persistent use of illegal drugs and/or alcohol.
- Continued disrespect to other participants and Drug Court staff.
- Failure to comply with FCCS Case Plan
- Unsuccessful Termination Process:
 - Judge or Team nominates participant for termination.
 - Motion for Termination is filed by Prosecutor.
 - Motion is served upon participant.
 - Participant can agree to termination or contest the termination.
 - If contested, the Drug Court Judge hears the contested matter.
- If an individual has been unsuccessfully terminated from Belmont County Common Pleas Drug Court, it not likely that he/she will be admitted to the program again in the future.

**Remember that your actions and your choices will determine your outcome.
You only fail when you quit trying.**

COURT COSTS, PROBATION FEES AND RESTITUTION

All participants will have the responsibility of court costs; these are owed to the Belmont County Clerk of Court's 3rd Floor of the Court House 101 W. Main Street, St. Clairsville, Ohio 43950.

Costs will vary from case to case. Total amounts will not be available as costs arise throughout the duration of the participants stay in drug court. Each participant is responsible to have this obligation paid in full before graduation.

If you are not sure if you owe Public Defender's fees or restitution, you should check with your attorney.

Cases will not be expunged if any court costs, public defender fees, probation fees, or restitution is owed.

The participant may be subject to probationary fees.

CONTACT PHONE NUMBERS

Belmont County Probation Office 740-695-3917

Crossroads Counseling Services, Inc.

Bellaire - 740-676-5741

St. Clairsville - 740-695-9447

Woodsfield - 740-472-5333

Cadiz - 740-942-2891

New Outlook (men) - 740-782-1407

Awakenings (women) – 740-484-4141

Emergency – 1-888-202-3900

Salvation Army – Bellaire

740-676-6225

Adult Basic Education (Judy Hanse)

740-699-9999 or 800-350-1242

South East Behavioral Health 740-695-9344

740-633-2161

Crisis Phone line: 740-695-0032

YWCA

304-232-0511

Tri County Help Center 740-695-5441

Shelter: 800-695-1639

Rehabilitation Services

800-282-4536

Social Security Administration
304-232-7710
800-772-1213

Alcoholics Anonymous
1-800-333-5051

Narcotics Anonymous
1888-251-2426

Community Action Commission
740-695-0293
740-695-9255

Belmont County Health Department
740-695-1202

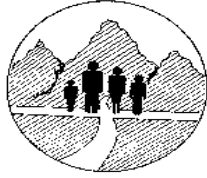
Wheeling Health Right
304-233-9323

Connections (Employment Search)
740-633-5627

Sexual Assault Help Center
740-232-1783

Belmont County Department of Job and Family Services
740-695-1074

ATTACHMENT 1



**CROSSROADS COUNSELING, INC.
DRUG COURT CLIENT**

BELMONT COUNTY COMMON PLEAS DRUG COURT PROGRAM CONTRACT OF RULES

As a condition of the Drug Court Program, all participants must agree to the following conditions and expectations:

1. **Submit to a chemical use assessment to determine appropriate substance abuse treatment and education.**
2. **Comply with all assessment recommendations.**
3. **Attend and participate in all aftercare recommendations as agreed upon with treatment counselor.**
4. **Attend and participate in 12-Step meetings on a weekly basis as directed by staff. Failure to attend required meetings on a regular basis will result in an appearance to court and possible sanctioning.**
5. **Remain abstinent from alcohol and other drugs, with the exception of prescribed medications approved by the drug court staff. Submit to random urine screens, alcohol tests, or other testing to determine abstinence as requested. (ex. hair follicle, sweat patch, saliva, urine, breathalyzers...)**
6. **Report for face to face counseling and case management sessions as instructed. Failure to attend scheduled face to face programming without advanced approval or doctor's excuse will result in an appearance in court and possible sanctioning.**
7. **Phone the facility daily, as instructed.**
8. **Seek employment if recommended by program staff.**
9. **Maintain employment and verify the same as directed by program staff.**
10. **Participate in all educational and counseling programs as directed by Drug Court staff.**
11. **Report to court when scheduled to attend.**
12. **Complete 40 hours of community service.**

ATTACHMENT 1- PAGE 2

13. **Obey all federal, state and local laws and ordinances, including all orders, rules and regulations of Belmont County Common Pleas Drug Court Program and conduct myself as a responsible law abiding citizen.**
14. **Report any arrest, citation or violation of the law, conviction or any other contact with a law enforcement officer to the Drug Court coordinator no later than the next business day. I will not enter into any agreement or other arrangement with any law enforcement agency, which might place me in the position of violating any law or condition of my supervision unless I have obtained permission in writing from the court.**
15. **Keep my case manager/Drug Court Coordinator, informed of my residence and place of employment. Obtain permission from my case manager/Drug Court Coordinator before changing my residence or employment. If I abscond supervision, fail to show up for court appearances and / or continue to miss appointments a bench warrant will be issued for my arrest.**
16. **Follow all rules, verbal or written; given to be by the Drug Court Coordinator or other authorized representative of the Drug Court.**
17. **Agree not to possess, use, purchase or have under my control any narcotic drug or other controlled substance or illegal drug, including any instrument, device or other object used to administer drugs or to prepare them for administration, unless it is lawfully prescribed for me by a licensed physician and approved by drug court staff. I agree to inform the Drug Court Coordinator promptly of any such prescriptions and I agree to submit to drug testing at the discretion of the Drug Court Coordinator.**
18. **Agree to sign a release of confidential information from any public or private agency if requested to do so by the Drug Court Coordinator.**
19. **Agree to follow all rules and regulations of treatment facilities or programs of any type in which I am placed or ordered to attend while under the jurisdiction of the Drug court.**
20. **Agree not to possess or imbibe in any alcoholic beverage or to enter any establishment that serves alcohol by the drink.**
21. **Agree to be subject to and abide by all requirements of Probation, as such are authorized pursuant to ORC Sec. 2951.04 (C).**
22. **Agree, as a probation subject, to abide by all probation rules as such are set forth in their probation agreement.**

ATTACHMENT 1- PAGE 3

- 23. **Agree that if I were to move out of the state of Ohio and move into West Virginia or Pennsylvania or any other state although I may be able to physically attend and participate in treatment I would be subject to termination from the Drug Court Program and/or subject to all additional treatment cost.**

- 24. **I am aware that the program phases of drug court may last for a minimum of twelve and a maximum of 36 months and will be followed by six months of probation alone. Upon completion of the probation the charges are dismissed and the sentenced vacated. Probation violators that enter drug court may or may not have the sentenced vacated upon completion.**

Both the compliance and non-compliance with the above will be reported to the court of record and/or its agents. Non-compliance of these conditions could result in the removal from the Drug Court Program and reinstatement of the original sentence. Program length depends on the progression through each phase; time frames are set on a minimum basis. Clients who require more time for each phase will need to comply before graduating to the next phase. Phases must be completed in a maximum of 3 years, minimum of 12 months.

To successfully complete the Program you must complete your treatment plan, as well as have no positive urine screens during the final 120 days in the Program. All treatment fees, court costs, and fines must have been waived or paid in full. After successfully completing the requirements, the sentence is vacated and charges dismissed.

I, _____, have read these rules and agree to abide by the regulations of the Drug Court Program.

(Client Signature)

(Date)

(Drug Court Staff Signature)

(Date)

ATTACHMENT 2 – Page 1

POLICY: URINE COLLECTION PROCEDURE

1. You are assigned a color. Your color is _____.

2. You are to call the code-a-phone line every day at (740)-695-2955 between 7:00 a.m. and 9:00 a.m. to hear the color of the day. You will follow the directions on the code-a phone. You have until 10:00 a.m. to report for the screen. Late screens cannot be approved on the same day. If you have a work conflict your program officials need to be notified ahead of time. No exceptions. Your work schedule must be turned in weekly. On weekends, urine screens are usually collected at the male and female residential facilities. You have been given directions and phone numbers for the appropriate facility.

Office hours for urine screens at the Bellaire office are from 8-10 a.m. The St. Clairsville office has limited staff and it is a privilege to go there. You must get permission from a program staff member BEFORE 9AM in order to go to the St. Clairsville office for your screen, or to make arrangements to come in at another time.

You may have a family member call for you because of work or other commitments. If it is your color, **YOU are responsible** for making it into the agency by 10:00 a.m., unless other arrangements are made through a program staff member in advance. **It is your responsibility to remind the staff that you are required to provide a sample that day. Samples must be provide by 10am. You should arrive no later than 9:45am to provide your sample. Staff may extend your sample by no more than one hour then you must provide sample or it is a failure to supply same as a positive.**

Colors will not be given out after 10:00 a.m. Urine screens missed due to calling after 10:00 a.m. will be counted the same as a missed screen and is subject to the same sanctions.

3. A same sex staff person trained in urine collection will be notified that you are present for urine collection. The first available staff will be called and if no one is available you may have to wait until a staff person becomes available.

4. If you want to do your screen before group or before an afternoon appointment, you must still call before 9 a.m. each time to receive permission to do so. If you call before 9 a.m. and can't reach a program staff member, you need to tell the person who answers the phone why you are calling.

5. Failing to submit a test, submitting an adulterated sample, submitting the sample of another or diluting samples is the same as a positive sample, and will be reported to the court immediately and immediate sanctions will be imposed.

I have read or have had this read to me and I understand the policy for the urine screen procedure:

CLIENT

DATE

WITNESS SIGNATURE

DATE

Effective : July 10, 2013
Review Date: November 24, 2018
Statutory Authority: Sup. R., Appx I, Std 8

ATTACHMENT 2 – PAGE 2

TO: ALL DRUG COURT CLIENTS
RE: Products Containing Alcohol

First of all, this is to remind you that consuming alcohol is prohibited for drug court clients and therefore any positive urine test for alcohol will result in an appropriate sanction.

We are going to begin using a urine testing process that is more sensitive for detecting the use of alcohol. Because of the high sensitivity, it is important that you do not use any product containing alcohol. Any medicine---prescription or over-the-counter---with the word “Elixir” contains alcohol. Most cough syrups contain alcohol. Nyquil contains alcohol. Most mouthwashes contain alcohol, although Crest makes one that is alcohol free.

It is your responsibility to read the label and make sure a product does not contain alcohol. If you have any questions about specific product(s), ask your Crossroads Counselor BEFORE you use the product.

Thank you.

I have read the above memo and received a copy.

_____/_____
Client Date

_____/_____
Staff (as witness) Date

ATTACHMENT 2 – PAGE 3

RE: POLICY ON ABNORMALLY LOW CREATININE LEVELS

Research has been conducted that indicates abnormally low creatinine levels (below 20) are suggestive of purposeful attempt to alter the results of the urine testing (i.e. flushing, water loading).

Based on this research, the following policy has been adopted by the Drug Court to deal with these abnormally low creatinine levels:

A low creatinine is the same a positive screen subject to sanction.

I understand that I am subject to sanctions from the Drug Court Judge if I am in violation of this policy.

I have read or had this read to me and I understand the Belmont County Common Pleas Drug Court Policy on Abnormally Low Creatinine Levels.

CLIENT

DATE

WITNESS SIGNATURE

DATE

Effective: July 10, 2013
Review Date: November 24, 2018
Statutory Authority: Sup. R., Appx I, Std 8

ATTACHMENT 2 page 4

**RE: POLICY ON ALL APPOINTMENTS
(CASE-MANGEMENT, GROUP AND INDIVIDUAL COUNSELING)**

You will have mandatory reviews with the Drug Court Judge. You will be required to attend all scheduled reviews. After each review you are required to meet with your case-manager and review your requirements for your next review with the judge. It is your responsibility to know when your appointment or appointments are.

A minimum of one appointment between reviews is mandatory. Your appointment dates and times should be listed on an appointment slip. You are required to have this appointment scheduled. If you are in jail, the hospital, no showed or missed or cancelled for any reason it is your responsibility to make up or to schedule one before your next court review. You may also be subject to a \$15.00 rescheduling fee.

You are responsible to keep all of these appointments. Planning of your appointments is very important. Sanctions will be recommended for missed appointments. The only acceptable excuse will be a documented medical emergency.

I have read and understand the Belmont County Common Pleas Drug Court Policy on appointments. I understand that I am subject to sanctions from the Drug Court Judge if I am found to be in violation.

CLIENT

DATE

WITNESS SIGNATURE

DATE

ATTACHMENT 2 – PAGE 5

**POLICY: PRESCRIPTION MEDICATIONS
FOR ADULT DRUG COURT PARTICIPANTS**

All medications prescribed to you will be monitored by Drug Court Staff. If you are taking a medication that is deemed an “addictive medication” you will be required to sign a release of information for the prescribing physician. A letter or a contract will be made with that physician to assure that your physician is coordinating your medical care and recovery care.

If a doctor prescribes you any type of medication, it is your responsibility to inform him/her that you are in recovery and receive random drug tests. If a doctor believes that it is necessary to prescribe you medication such as narcotic pain medication or any other medication that will yield a positive urine screen, the physician must submit a letter to the Belmont County Drug Court Coordinator at Crossroads Counseling Services stating that he/she is aware of your status as a recovering addict, and the need for this medication outweighs the risks. You **MUST** have a letter **PRIOR** to taking any medication that will cause a positive screen. If you test positive and do not have a letter from your doctor, you will be sanctioned immediately!!

In cases of emergency room care, all emergency room orders and discharge information will be made available to the Belmont County Drug Court Coordinator, no more than 7 days upon release from the hospital and all prescription will have to be cleared by a primary care physician to continue taking the medications without sanctions.

In cases where you have been to the emergency room or to the doctor’s office more than once you may be subject to carrying a letter with you to show all physicians or emergency rooms that you may visit, that you are in a treatment program and are subject to drug testing. Least restrictive medications are encouraged as an alternative. You also may be subject to a special contract regarding your medications.

I have read or had read to me this policy and I understand it.

CLIENT

DATE

WITNESS SIGNATURE

DATE

ATTACHMENT 3 – Page 1

Healthcare Contract Form

Belmont County Common Pleas Drug Court Program

I _____, am a participant in the Belmont County Common Pleas Drug Court Program. This program is a court monitored recovery program for addicts. As a result I am subject to frequent and random drug testing. Therefore I must report to the court my visit today. I am in recovery, I would respectfully request that you take this into consideration and offer non-narcotic medications, if possible, when drugs are necessary for my medical treatment.

Physician (Name) _____

Physician (Signature) _____

Date (please list date of service) _____

If you have any questions or concerns, please sign the attached release of information and call 740-676-5741 to talk to the assigned counselor to this client. Office hours are Monday-Thursday 8-4pm and Friday's 8-2pm.

If this patient fails to present this form to the nurse and physician prior to receiving medication or a prescription for medication, please notify the court.

Please list the medications prescribed today.

Healthcare Contract Form

Belmont County Common Pleas Drug Court is affiliated with Crossroads Counseling Services and provides the treatment needs of the participants. If you would have a question regarding the authenticity of this request please call the Drug Court Coordinator at (740) 676-5741, and for after hours at 1-888-202-3900. Proper releases will be needed for specific information requests.

****All forms can be obtained from the secretaries in the front office.****

ATTACHMENT 3 – PAGE 3

ATTENDANCE

This is to certify that _____ has attended the AA/NA Meeting.

(CIRCLE ONE)

AA/NA NAME OF GROUP _____

CHAIR PERSON _____

DATE OF MEETING _____

TIME OF MEETING _____

(CIRCLE ONE)

AA/NA NAME OF GROUP _____

CHAIR PERSON _____

DATE OF MEETING _____

TIME OF MEETING _____

(CIRCLE ONE)

AA/NA NAME OF GROUP _____

CHAIR PERSON _____

DATE OF MEETING _____

TIME OF MEETING _____

(CIRCLE ONE)

AA/NA NAME OF GROUP _____

CHAIR PERSON _____

DATE OF MEETING _____

TIME OF MEETING _____

All forms can be obtained from the secretaries in the front office.