

Rice County, Minnesota

Treatment Court



PARTICIPANT

HANDBOOK

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WELCOME TO THE RICE COUNTY TREATMENT COURT PROGRAM

This Handbook was designed to help you successfully complete the requirements of Rice County Treatment Court (RCTC).

Please take time to read this handbook on your own. The RCTC Coordinator will review the handbook with you and ask you to sign the forms required for the program.

You are encouraged to share his handbook with your family and friends. It is important for them to know the rules and goals of RCTC.

The RCTC Team is very excited to help you achieve your RCTC goals!

TREATMENT COURT TEAM

A group of people will work together with you while you are in treatment court. This group is called the Rice County Treatment Court Staffing Team (the Team). They support you in recovery and other activities. They assist you follow the rules of treatment court, including probation, treatment and other requirements.

People on the RCTC Staffing Team include:

- Treatment Court Judge
- Lawyer from the County Attorney's Office (the prosecutor)
- Defense Attorney
- Your Probation Officer
- Law Enforcement Officer (police department or sheriff's office)
- Treatment Counselors
- Staff from Rice County Social Services
- Treatment Court Coordinator

The team will invite you to attend a staffing when you make a phase transition request. This is an opportunity to meet Team members and share information about your goals. Other people may join the team if they can be helpful to you and your success in treatment court.



OVERVIEW

The goals of RCTC are:

- to reduce your criminal behavior, and hold you responsible for your actions
- to reduce harm to your family and the community from illegal actions
- to support your recovery from alcohol and other drugs
- to support your efforts to become a law abiding and productive member of the community

RCTC staff will help you receive treatment for substance use disorder issues. They will also provide resources for learning to make changes in your thinking and behavior so you can remain law abiding and lead a productive life.

This program is designed for people who have a substance use disorder and who have committed serious offenses. This is a voluntary program for people who meet the eligibility criteria. It is an intensive program and focuses on overcoming substance use disorders. You can make the choice about whether or not this program is for you. However, when you decide to participate in the program, the program requirements become mandatory and you must follow the recommendations of the Rice County Treatment Court Team and the judge's orders.

COMPONENTS OF THE RICE COUNTY TREATMENT COURT PROGRAM:

Substance Use Disorder Treatment Participation

Upon being referred to the RCTC program, you will need to have a substance use disorder assessment. Your assessment will be completed by the RCTC Coordinator or a provider. If you have private insurance, you may arrange for an assessment through your insurance company. You may also pay for an independent assessment from a licensed provider. Your assessment results will be shared with RCTC Team.

The Team will make recommendations for your treatment and ask you to follow them. You must immediately start the intake process at the treatment program you will attend. The program you will complete is based on your needs and your assessment. Recommendations may include high intensity residential treatment, outpatient treatment, low intensity residential treatment, medication assisted therapy (MAT) or



some other program or combination of programs. RCTC participants may have different programs from other participants based on needs. RCTC staff will give you information regarding Telephone Recovery Support and Sober Activities that may benefit your recovery.

Release of Information

Please tell your treatment provider about your involvement in the treatment court program. You will need to sign authorizations for the release of information to the Rice County Treatment Court Team so they may receive updates about your progress. The Rice County Treatment Court Team and your treatment provider will be in regular contact to discuss your progress in treatment and in court.

Cognitive Skills Groups

You will be required to complete a program that addresses thinking that leads to the criminal behavior. After you complete primary substance use disorder treatment and aftercare, a referral will be made by RCTC staff. This group may include 24-26 sessions. The Rice County Treatment Court Team will recommend which cognitive group you attend.

Recovery Support Groups

You are required to attend recovery support group meetings. These meetings can be Alcoholics Anonymous, Women for Sobriety, Narcotics Anonymous, Celebrate Recovery, or other community based groups approved by RCTC staff that support your sobriety. RCTC staff will request that you verify your attendance at these meetings. A form and/or planner to record your attendance will be provided by RCTC staff. You will also be asked to work with a sponsor or mentor and provide contact information for them.

Recovery Journal

You will be asked to write weekly in a "Recovery Journal" provided by RCTC staff. The Judge will review this prior to hearings. Journal entries provide information to the judge about your progress and the activities and events in your life. It is an opportunity to tell the judge about good things happening in your life and challenges you are dealing with in recovery. RCTC staff will give you two journals. When you bring one to the hearing for the judge to keep for a week to review, RCTC staff will return a journal to you for the next week of journaling.



Probation Officer Meetings

You must meet regularly with your Probation Officer based on your RCTC program phase. The meeting schedule will vary depending on your progress. Contact with your Probation Officer will happen in scheduled visits, unscheduled visits and during treatment court sessions.

You, your Probation Officer and RCTC staff will develop a service coordination plan as part of your RCTC participation. Your plan will help you set goals, select ways for meeting the goals, and develop target dates for achieving the goals. The plan will be reviewed on a regular basis and updated when necessary.

Law Enforcement Interactions

You will have contact with law enforcement officers through home visits. (RCTC Staff and Probation Officers will also do home visits with law enforcement.) When law enforcement officers visit participants at home, they provide support and accountability. More connection between RCTC participants and law enforcement helps participants do better in the program.

As a participant in RCTC, you are required to submit your person, any vehicle under your physical control, place of residence and your personal items such as backpacks and purses in your possession or area of location, to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice and without probable cause by any peace officer or probation officer or their representative. Any law enforcement officer who observes a current participant of RCTC in any of the following circumstances is authorized to detain that individual using the RCTC Standing Order:

- ingesting a controlled substance or alcohol;
- in violation of any criminal law;
- being under the influence of a controlled substance or alcohol;
- possessing a controlled substance or alcohol or drug paraphernalia;
- in possession of any weapons.

Participants detained in jail using the RCTC Standing Order will be brought before a Judge for a hearing within 36 hours of detainment.



Court Reviews

RCTC Hearings are held every Thursday at 1:00 at the Rice County Court House. Prior to every RCTC hearing, the Team meets and reviews your case at a Team meeting. Updates from your PO, treatment provider, and any other program you are involved in will be reviewed. Based on your progress, the team will determine what action to take. The action might include incentives or rewards for your positive attitude, your progress in treatment, progress in working on your goals, your sobriety date, or your participation in outside activities. The team may also decide to give sanctions or penalties for missed appointments, positive urine tests, or not following program expectations. Your treatment plan could be changed in order to assist you in your continued success.

Participants are asked to provide their “Weekly Record” or planner to RCTC staff at the hearing. If you submit all the required documents, the coordinator will put your name in the prize basket for a monthly drawing.

During court sessions, the judge and team members will talk about your progress. The judge will ask you questions and may ask you to talk about difficulties you are having.

Court Room Rules

1. Be on time.
2. Do not speak while the Court is speaking.
3. Stand when addressing or being addressed by the court.
4. Do not approach the bench without permission or lean on the bench.
5. Wear appropriate Court apparel. The following are prohibited in the courtroom; flip flops, hats, sunglasses, clothes with alcohol or drug themes and tank or tube tops.
6. It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug.
7. All weapons are banned from the courtroom.
8. All cell phones or pagers must be turned off.
9. No gum chewing, drinking or eating.
10. Treatment Court hearings are open to the public. Supportive family and friends are encouraged to attend.



PARTICIPANT CONTRACT

As a participant in the RCTC, you will agree to the following expectations:

Attend all court sessions, office appointments with RCTC staff and be on time; agree to maintain contact with RCTC Staff as directed and sign and not revoke all necessary releases of information;

Fully participate in drug and/or alcohol substance use disorder treatment and/or education as directed by the court; comply with all other programming requests, and pay program fees to advance through the phases;

Comply with random home visits by Probation or RCTC staff and any other team members and provide urine samples or breathalyzer tests as directed;

Reside in a sober living environment and avoid associations with persons actively using chemicals;

Agree to random drug and breathalyzer testing as directed by Rice County Treatment Court Staff; report any use of drugs and/or alcohol to RCTC or RCCC staff;

Do not engage in behavior to dilute, substitute or adulterate any urine sample provided;

Do not possess or consume any mood-altering chemicals (illegal drugs, alcohol or controlled substances); provide medical proof of any medications you are taking to make sure the medication will not result in a "false-positive" drug test;

Use any prescription drugs (i.e. muscle relaxer, pain medication etc.) or over-the-counter medications with prior verification and approval from your physician; notify RCCC and RCTC staff of any changes or addition of medication;



Keep RCTC and RCCC Staff informed of current contact information (addresses and telephone number(s) to include work, cell and home) and changes in contact information; notify RCTC and RCCC staff of intentions to move or change your address.

Obtain permission from the court and RCTC Staff prior to travelling outside of Rice County for anytime beyond curfew requirements;

Remain Law- Abiding in all respects, obeying state, federal and local ordinances. Report any law enforcement contact immediately to RCCC staff.

CHEMICAL TESTING

Throughout your involvement in the RCTC program, you will be required to submit to testing of your breath and urine to make sure you are staying alcohol and drug free. You will be required to take at least two tests per week.

Participants must follow the drug testing procedure, which requires that they call 800-494-1250 Monday through Friday, between 6 am and noon to find out if they must come in for testing. If they are required by the call to submit a specimen, participants must report to Rice County Community Corrections between the hours of 8:00 am and 4:00 pm. If a participant has transportation problems or work schedule conflicts regarding the testing requirement, they must call RCTC or RCCC staff by noon on the day they are required to provide a sample. Failure to submit to a UA pursuant to this procedure or upon demand by anyone acting on behalf of the RCTC Team will be considered a positive test. If you do not call in, RCTC staff or RCCC may request you provide a UA on the following day. There could be a new treatment recommendation or sanctions for the use of alcohol, illegal drugs, or for the abuse of prescription drugs or over-the-counter-medicines throughout your probation, since your probation requires you to remain chemically free. A positive result on a chemical sample, an admission of use or an altered sample will be reported to the RCTC Judge. Your schedule or activity plan may be immediately modified and you will need to appear at the next scheduled RCTC hearing regardless of your phase.



If you miss a scheduled testing day, your sober day may be adjusted to the day after the missed test.

You will be required to pay for confirmation testing if you have a positive test result and do not sign an admission of chemical use. The cost of testing is \$25 and will be added to your RCTC fees. Please see a detailed description regarding using over the counter medicine and products containing alcohol at the end of this handbook.

FEES

The fees for RCTC participants are \$ 75.00 for Phase Two, Three, Four and Five (for a total of \$300.00). The fees are payable to Rice County District Court. Fees support incentives, celebrations, sober activities and assistance to Rice County Treatment Court participants. Phase fees must be paid in full before you transition to the next phase. Reductions in your fees can occur if you are successfully participating in the RCTC program. The team will recommend fee reductions for successes in the community such as employment and treatment accomplishments. The judge can reduce your fees as an incentive rewarded at RCTC hearings.

SANCTIONS AND INCENTIVES

The RCTC Team uses incentives (rewards) and sanctions (penalties) to help motivate you and to hold you responsible for your actions.

Incentives may include, but are not limited to:

- Tokens of progress
- Special recognition
- Encouragement and praise from the judge
- Reduction in your RCTC Fee
- Activity Passes and Tickets for Sober Activities
- Gift Cards from Local Businesses
- Transition through the Phases

Sanctions may include, but are not limited to:

- Community Service Hours
- Curfew Modifications
- More frequent meetings with your PO
- “Homework” or an Essay



- Having to repeat programming or phases
- Increase in chemical tests
- Jail

FUNCTIONAL ASSESSMENT

RCTC Staff will ask you to complete a Functional Assessment called a RANT© when you are admitted.

PARENT EDUCATION

RCTC staff will give you information about parent education resources and may add parent education to your RCTC plan.

EVALUATION

RCTC Staff will ask you to complete an evaluation form when you leave the program. Your name is optional on the evaluation. Please complete the form to help us evaluate our program and make improvements.

PHASES

The Rice County Treatment Court program consists of five phases that you will need to complete prior to your commencement from the program. Your progress in the program determines how quickly you move through the phases. The Rice County Treatment Court Team is likely to supplement the basic requirements to address individual needs and to provide the greatest opportunities for successful completion of RCTC. Participants are not allowed to work overnight shifts during Phase I and Phase II. Prior to a transition, you must complete an "Application for Phase Move" form and the team will review your progress and determine if you can transition. Phase Charts are attached.

MEDICATION AND TREATMENT COURT

If you are prescribed medication for pain or another medical problem by your doctor, you need to tell the medical professional that you are in recovery. You should not take any mood/mind altering substances. They can endanger your recovery and may result in a positive drug test. If a physician prescribes medication, provide a copy of the



prescription to RCCC and RCTC staff.

If you are participating in Medication Assisted Therapy, RCTC staff will ask you to sign a release to communicate with your treatment provider.

Medicines you **CANNOT** take while in treatment court **without prior approval from physician:**

- All cough medicines with codeine, alcohol or dextromethorphan.
- All narcotic analgesics (painkillers) – Common brands are: Darvon or Darvocet (propoxyphene), Percocet or Percodan (oxycodone), Tylenol 3 (with codeine), Vicodin (hydrocodone).
- All benzodiazepines (anti-anxiety drugs) – Common brands are: Ativan (lorazepam), Librium (chlordiazepoxide), Valium (diazepam), Xanax (alprazolam).
- Allergy/Cold Medication containing any of the following compounds: pseudoephedrine, dextromethorphan, phenylpropanolamine, cloxylamine, cliphenhydramine Common names: Actifed, Benadryl, Beryline, Comtrex, Contac, Coinciding D, Dayquil, Dimetapp, Neo-Synehrine, Nyquil, Robitussin Sinus, Sine-Off, Sinutab, Sudafed, Tylenol-Cold, Vicks 440 and 44M, Zytrec-D.

In addition:

- Never take any medication prescribed for someone else (parent, spouse, etc.). Using medication prescribed to another person is a violation of federal law and drug court rules.
- When in doubt, DON'T TAKE IT. Ask your physician, Probation Officer, RCTC Staff or Treatment Provider if you have questions about any medications.
- Read the label when you buy cough syrup, cold medicine, mouthwash or other over the counter products. Make sure they do not contain alcohol. Listerine, Dayquil and Nyquil all contain alcohol.
- Do not take "natural" or herbal remedies or supplements.
- Do not take any medications from Canada (or other countries) not sold over the counter in the US.
- Do not drink alcohol substitutes like near beer, O'Doul's, etc.
- Do not eat poppy seeds or "everything bagels" because they can give a false positive reading on your urine screen.



CONFIDENTIALITY

By agreeing to participate in Rice County Treatment Court, you will be required to provide us with information that may otherwise be confidential. You will be required to sign appropriate waivers and release forms for the Rice County Treatment Court Team and your treatment providers.

COMMENCEMENT

You will be asked to complete a “Commencement Plan” for the Team to consider prior to your commencement. This plan will help with your transition out of RCTC. On the day you commence from the program, there will be a celebration in court for your accomplishment. We encourage you to bring family, friends, your sponsor, or any other people who have been supportive of you. After your commencement from the program, you will remain on probation as sentenced. Probation supervision will include contact with the probation department and random chemical testing as directed.

TERMINATION FROM RCTC

Warrants, new arrests or repeated violations of your treatment plan may result in termination from the RCTC Program. Other violations, which may result in termination, include:

- Missing/Positive/Altered Drug Tests;
- Demonstrating a lack of program response by failing to cooperate with Probation or RCTC Staff;
- Violence or the Threat of Violence directed at anyone involved with the RCTC program including Team members and other participants.

The team will review a Termination Report by RCTC staff. The judge makes the decision regarding termination.

GRIEVANCE POLICY

If you have questions or concerns regarding your treatment while in RCTC; or feel that you have been treated unfairly or in an abusive manner, please contact the following people:

Program Issues: Susan Hence 507-333-3703.



RCCC Issues: Rick Gieseke, 507-332-6106.

Court Issues: MN Judicial Center 651-297-7650.

Treatment Issues: MN Department of Human Services, Licensing Division,
651-431-6500.

You may also complete a "RCTC Grievance Report" which will be reviewed at the next scheduled Team Meeting.

CONCLUSION

The Rice County Treatment Program has been developed to help you achieve abstinence from illegal drugs, alcohol, and all criminal activity. The program is designed to help you become self-sufficient and to help you become a productive and responsible member of our community. The program is voluntary. The Rice County Treatment Court Team is there to guide and assist you, but the final responsibility to make changes is yours. Your motivation to make this change and commit to a drug and alcohol free life is the key to RCTC Commencement.

We hope this handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about the Rice County Treatment Court Program, please feel free to ask any member of the Team.

This Handbook belongs to: _____

Contact # _____

Reviewed with RCTC Staff on: _____

RCTC Staff _____

Contact # _____



Attachment for RCTC File

Verification of RCTC Handbook Review for File

Participant Name_____

I have reviewed this handbook with RCTC Staff_____ ,

On_____ .

I have the following questions:

The questions were answered and I am ready to proceed in Phase I.

Participants Signature_____

RCTC Staff Signature_____