

# **Manatee County Drug Court**



## **Participant's Handbook**

August 2019

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## General Information

We have included basic Manatee County Drug Court Information that you will need to know in order to be successful while in Drug Court. If you have any questions, please ask your primary counselor or our Office Manager. It is also good to know that some rules and practices change from time to time.

### Drug Court Hearings

Thursdays 10:00 am/ 2:00 pm

### Office Hours

**Main Line 749-3670**

Monday, Wednesday, & Friday

7:00am-6:00pm\*

Tuesday\*\* & Thursday\*\*\*

7:00am-7:00pm

\*Must be here by 5:00pm to participate in final group of the day.

\*\*Must be here by 6:00pm to participate in final group of the day.

\*\*\*Must be here by 5:30pm to participate in final group of the day.

### Urinalysis Hours

**Drop Line 749-3666**

Monday-Friday

7:00am-5:00pm

(must arrive at DC office by 4:30pm)

Saturday-Sunday

7:30am-8:30am

(must exit the DC building by 8:45am)

### Drug Court Staff

#### Judge

Hon. Lon Arend

#### Drug Court Program Director

Alfred James

#### State's Attorney Office

Heather Doyle

Jennifer Adkins

#### Public Defender's Office

Terry Drake

#### Probation & Parole

Felicia Brown

Diane Adams

#### Assistant Program Director

June Mallett

#### Lab Tech

Tina Duell

#### Lab Tech

Casey Dodge

#### Sr. Case Manager

Monica Brown

#### Case Manager

Deena Smith

#### Lead Counselor

Julie Stull

#### Counselor

Amanda Zephyrin

#### Counselor

Kate Bozym-Craig

#### Counselor

Andrew Penn

## **Welcome**

Welcome to the Manatee County Drug Court. This handbook is designed to answer any questions you may have and to help guide you through the Drug Court Process. The Drug Court Staff understands that you may be somewhat unsure about your decision, but we are here to help you successfully reach your goal.

You have been offered Drug Court because you have been arrested and your criminal behavior has been determined to be drug related, in other words, you have substance abuse problem and it is contributing to your criminal behavior.

The purpose of Drug Court is to provide judicial supervision while giving you an opportunity to receive treatment for your substance abusive behavior. In essence, the Drug Court program is designed to help you obtain a crime free and drug free lifestyle.

The purpose of this handbook is to provide you with an overview of the program, its rules, goals, and expectations, if there is anything you do not understand or have questions about, do not be afraid to ask a Drug Court staff person for clarification.

As a Drug Court participant, you will be expected to follow the instructions given by the Drug Court Judge and the Drug Court Treatment team.

Welcome to the Manatee County Drug Court and we wish you all the best.

## Overview

The Manatee County Drug Court is a four (4) phase intervention program for substance abusive adults who have committed non-violent felony or misdemeanor crimes. Your participation in the Drug Court is completely voluntary, that being said, you will determine whether you are successful or not.

Each phase of the Drug Court is designed to help you confront and overcome various obstacles in your treatment. As you move up in phases, your program requirements will be less, but your personal requirements will increase. Throughout all phases two requirements remain constant, to be crime free and drug free, these are two non-negotiables in the program.

The Manatee County Drug Court is designed to be completed in one (1) year, but this time may be prolonged due to lack of progress in the program. Drug Court participants will be required to reach certain milestones in order to move from one phase to another, these requirements will be reviewed by you and your assigned primary counselor. Once you have reached certain milestones, it is important that you maintain these milestones so that you do not add time to your stay in Drug Court.

Drug Court is a hybrid or combination of judicial supervision and treatment. As a result, you will be required to report before the court on a regularly scheduled basis while also participating in treatment. It is important that you talk with your primary counselor in order to schedule all your appointments to include group treatment, AA/NA meetings, 1:1 treatment, urine testing, as well as court sessions. Completion of these responsibilities will result in you maintaining your freedom as well as your progression through the program.

Drug Court participants who complete all scheduled requirements will be rewarded with the satisfaction of a job well done. In addition to this, those who are in Phase II will become a part of the “B” Team, while those in Phases III and above will be placed on the “A” Team. The A and B teams are called up first during the court session and are allowed to leave prior to the end of the court session. Those who are first time “A” Team will also receive a waiver of their Drug Court fees for the month. Drug Court participants who do not fulfill all scheduled program requirements may receive a sanction. Sanctions may range from extra groups, meetings, or urine tests, to community services, or jail.

### **HOW IT WORKS**

When you enter into Drug Court, you will be assigned a primary counselor. Your primary counselor is your “go to” person. This is the person who will make recommendations to the Drug Court Team in regards to your progress in the program. Your primary counselor will schedule individual one to one treatment sessions where you will discuss issues related to your substance abusing behavior. You will also be provided with a schedule of activities and requirements, it is your responsibility to plan and complete all required program activities. It is very important for you to call our office if you are having problems completing your requirements. This may not keep you from receiving a sanction, but your cooperation will be taken into consideration.

Drug testing is a key component of Drug Court and you will be required to provide urine samples every Monday and then be required to call in the rest of the week to determine if your number has been called. If your number is called that day, you will be required to come in and provide a urine sample. Failure to report will be viewed as an unexcused drop and will be treated as a positive urine sample. Once again, if you have unforeseen problems, do not hesitate to call us to let us know. As previously stated, calling in does not relieve one of his or her duties, but it will be taken into consideration if any sanctions are given.

In addition to drug testing, substance abuse counseling is also a key component in the Drug Court process. Groups are held at various times during the day in an effort to provide participants with opportunities to complete their requirements. It is your responsibility to find out which group best fits your schedule.

### Instruction Sheet for New Manatee County Drug Court Participants

**Welcome to the Manatee County Drug Court Program.** This program is designed to assist non-violent substance abusers that are charged with one or more specific felonies or misdemeanors. Drug Court Hearings are held once a week in Courtroom 2A, in the Manatee County Judicial Center located at 1051 Manatee Avenue West, Bradenton, FL. Participants are required to attend court **every week without fail** until they advance to Phase 2 of the program. Court is held on the following days and times at the locations listed below.

#### Drug Court Hearing Days and Times

Every Thursday @10:00AM in Courtroom 2A, located on the second floor of the Manatee County Judicial Center, 1051 Manatee Avenue West, Bradenton, FL 34205

By the time you are given this instruction sheet you should have already been told when and where to report to start in the Drug Court Program. **Call one of the following Drug Court Administration or Supervision Staff to confirm the details of your appointment as soon as you arrive home and continue making the effort to contact them until you have actually spoken to one of them.** On some occasions, there may be a need to reschedule your orientation appointment.

#### Drug Court Administration and Supervision Staff

Alfred James Drug Court Program Director 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3670 Fax 941-749-3694	June Mallett Asst. Drug Court Program Director 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7070 Fax 941-749-3694
Monica Brown Sr. Drug Court Case Manager 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7082 Fax 941-749-3694	Deena Smith Drug Court Case Manager 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext. 1790 Fax 941-749-3694
Tina Duell Drug Court Lab Tech 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7072 Fax 941-749-3694	Casey Dodge Drug Court Lab Tech 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7912 Fax 941-749-3694
Felicia Brown/Diane Adams Drug Court Probation Officer 6416A Parkland Drive (Near Flowers Bakery) Sarasota, Florida 34243-4038 (941) 751-7611 Fax: (941) 751-7616	Main Telephone Line- 941-749-3670 Fax 941-749-3694 Drop Line 941-749-3666

You should become well acquainted with your treatment counselors. It is very important for participants to show up drug and alcohol free. You will be tested frequently.



Drug Court Treatment Staff	
Julie Stull Lead Drug Court Counselor Centerstone of Florida 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7913 Fax 941-742-5680	Amanda Zephyrin Drug Court Counselor Centerstone of Florida 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext. 7069 Fax 941-749-3694
Andrew Penn Drug Court Counselor Centersone of Florida 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7068 Fax 941-742-5680	Kate Bozym-Craig Drug Court Counselor Centerstone of Florida 1051 Manatee Avenue West Bradenton, FL 34205 941-749-3600 ext.7928 Fax 941-742-5680

## Drug Court Terms & Activities

The following are terms commonly used by people in the Drug Court Program. Some of you have never heard many of the terms or may recognize them in a different setting. The purpose of this section is to help you understand some of the words used and understand many of the required activities of the program. If you have any questions, please contact a Drug Court staff for clarification.

**Case Management-** case management is when a Drug Court staff works to make sure you get services you need besides group and individual sessions in Drug Court. Case management includes things such as housing, employment, education, anger management, and other services which the Drug Court does not provide directly, but is understood to help you succeed not only in Drug Court, but in life. Our Case Manager will work with your primary counselor or other Drug Court staff in obtaining these services if available.

**Confidentiality-** confidentiality refers to not talking about program issues outside of the Drug Court setting. This means if you hear someone say something in a group setting about an issue they have, you cannot discuss this outside of the Drug Court. It simply means what happens in Drug Court, stays in Drug Court.

**Counseling-** Counseling occurs when you talk about your problems or issues related to your substance abusing behavior. Counseling may happen in group or one on one with your primary counselor. In each phase, you will be required to attend a certain amount of counseling groups and one on ones. Your primary Counselor is the person you are assigned to discuss issues with during your participation in the program.

**Fees-** Fees are the costs you pay to participate in the Drug Court. Each participant in Drug Court pays \$10 per week to participate in the Manatee County Drug Court. Payments are made to the Clerk of the Court. You may need a photo ID and may pay in the form of check, cash, money order, or credit card. You are to turn in your receipt to the Drug Court Office Manager by Monday of each week. Participants may perform public service hours in lieu of payment at a rate of \$10.00 an hour.

**Groups-** Groups are when 2 or more people meet with a counselor or therapist to discuss issues related to their substance abusing behavior. Issues may include family, career, education, free time, etc. In each phase, each participant is required to perform a certain amount of groups each week.

**Medical Professionals-** the Manatee County Drug Court utilizes contracted medical professionals such as Nurse Practitioners, Resident Physicians, or Physician Assistants to provide mental health and other non-emergency services to program participants. These professionals are able to diagnose certain psychological disorders as well as provide medication to treat these disorders. They may also refer the participant to a specialist in order to receive more specific treatment. Participants will be required to see the current medical professional if the Drug Court staff determines the participant has medical or psychological issues which need immediate attention.

**Phases-** Phases are the different levels a person goes through in the program. There are 4 phases in the Manatee County Drug Court. Each phase has certain things a person must do to move from one level to the next and finally graduate from the program. As you move up in phases, many of the requirements decrease.

**Probation-** Probation is a form of legal supervision where a person who has committed a crime is allowed to continue to live in the community while being supervised by an Officer of the Department of Corrections. While on probation there are certain restrictions placed upon the person which the Officer will go over with you. If you break or violate any of these restrictions, you may be violated and placed in jail. Your Probation Officer (PO) will go over all requirements with you during your first visit with her or him.

**Public Defender's Office-** The Public Defender's Office (PD) provides legal representation to people who are unable to pay for a private lawyer. Many Drug Court participants are represented by the PD's Office. If you are unsure if you are represented by the PD's Office, please discuss this issue with the Drug Court Judge in order to make sure you are represented legally.

**Public Service-** Public service is when you work at a local non-profit in order to complete certain program requirements. Public service may be used as a sanction and an incentive. As a sanction, it may be assigned due to not completing certain phase requirements or the failure to complete other phase requirements. As an incentive, it may be assigned to help a person pay their fees in the event of the loss of a job or inability to pay.

**Recovery Meetings-** Recovery meetings, also known as self-help or AA/NA meetings are held at various locations in the community. All Drug Court participants are required to attend 4

meetings per week, also known as outside meetings. You may choose the meeting which works best for you. This is also where you will find your sponsor for the program.

**Relapse Group-** Relapse group is as specialized group for Drug Court Participants who have a positive urine test. Participants are required to attend 4 relapse groups for positive urine tests whether or not he or she receives a jail sanction. If you test positive and are sanctioned by the Judge to do 4 relapse groups and you test positive while on the third relapse group, you will be required to perform 4 more relapse groups.

**Sanctions-** Sanctions are actions the Judge takes in relation to your progress or lack of progress in the Drug Court Program. If a person tests positive on a urine test, the sanction may include public service, jail, or some other type of act. The idea is that a sanction is in response to your progress in the program.

**Sponsor-** A sponsor is someone who is in recovery from drugs and or alcohol abuse or addiction and has at least 2 years “clean” time. The sponsor is someone you meet at a recovery group who agrees to help you when you are having problems keeping away from drugs or alcohol. Your sponsor must call the Drug Court program to let us know he or she has agreed to work with you. Your sponsor must be the same gender (sex) as you are.

## Program Specifics

**Absences-** In the event you are unable to attend any Drug Court functions, it is your responsibility to call the Drug Court Office and speak with your primary Counselor or some other Drug Court staff in the event your primary Counselor is unavailable. In the event you are excused from any Drug Court activity to include court hearings, urine samples, groups, or meetings, you will be required to provide documentation to verify your circumstances.

**Attire-** It is important to dress appropriately when attending Drug Court functions such as court hearings, groups, and one to one counseling sessions. No clothing advertising drugs, alcohol, or sex may be worn to the Drug Court office and is prohibited when attending court sessions. Dress is to be moderate. This means clothing is not to be excessively tight or form fitting. Shorts, skirts, and dresses are not to be excessively short so as to be distracting. Drug Court staff has the right to discuss a participant’s dress while attending program functions.

**Behavior-** Drug Court participants are expected to monitor their behavior both in and out of the program. While at the Drug Court Office or during court hearings, participants are expected to be considerate of the Judge, the Drug Court staff, as well as other Drug Court participants. Behavior that may be perceived as threatening or disrespectful will not be tolerated. A failure to keep one’s behavior appropriate may result in a sanction from the Judge to include termination.

**Electronics-** Electronics such as cell phones, must be turned off in both court proceedings and groups. Headphones are not allowed as well in either activity.

**Food and Drinks-** You are not allowed to eat or drink while in the group room. We also ask that you not chew gum while in the group room as well in order to keep the group rooms well maintained.

**Holidays-** The Drug Court Office is closed on certain holidays; you will be notified in advance of these holidays and are excused from all Drug Court activities during those times.

**Visitors-** Visitors are not allowed to enter the Drug Court Office areas. A visitor may sit in the waiting area until you have completed your business here. You may bring visitors to court with you, but all visitors are subject to the same rules as Drug Court Participants.

**Parking-** The Manatee County Drug Court does not provide free parking. However, street parking is free for up to 2 hours and metered parking is also available. It is your responsibility to keep watch over the time you are parked in 2 hour parking and metered parking. The Drug Court Office cannot validate any parking or pay any tickets received as a result.

**Punctuality-** It is the responsibility of all Drug Court participants to be on time for all Drug Court activities. If you know you will be late, please call the Drug Court Office to notify staff.

## Medication & Other Substances

Some of the information on this page is found in other sections of this handbook, but this information is so important, we want you to be able to quickly access it so that you will know what to do in the event you are prescribed or use certain valid medications.

It is important that you tell us when you are prescribed any medications by your Dr. or when you are taking any over the counter medication. Following this rule helps us to gauge your willingness to receive treatment and will also help us not to assign a positive to a urine sample that you submit.

**Illegal drugs** are not permitted and are not to be taken by any Drug Court participant. This includes drugs such as cocaine, heroin, prescription drugs that are not yours, marijuana, etc.

**Alcohol**, while legal, is not allowed to be consumed by Drug Court participants. Use of alcohol violates Drug Court program rules and you will be sanctioned for its use.

**Psychiatric medications** are allowed, but you must see our contracted Medical Staff to ensure you are taking your medication properly. The Medical Staff will be able to answer any questions you have about your medications and possible side effects and may also be able to offer a more affordable alternative.

**Other prescribe medications** such blood pressure medication, antibiotics and such are allowed, but once again, it is important that you provide us with a copy of your most recent prescription so that we are aware that you are taking these medications.

**Over the counter medications** are allowed, but the rules are the same for these medications as with other types of medications. It should also be noted, the use of over the counter medications are for short-term use not long-term. If you have persistent symptoms, we recommend you see a Dr. or the Medical Staff for a more complete diagnosis.

Supplements such as vitamins, herbs, and minerals are allowed, but as with medications, should be taken with caution. Many supplements may have side effects when taken with prescribed medications. Please let the lab personnel know that you are taking certain supplement.

**Graduation and Prescribed Narcotics** Drug Court participants shall not be allowed to graduate while on narcotics other than Medically Assisted Treatment (MAT). While the Drug Court recognizes there are times when a physician may prescribe narcotics to their patients, the goal of Drug Court is to help you learn how to function without dependence upon drugs and alcohol. In light of this philosophy, if you receive a prescription for narcotic medication within 90 days of your graduation, you must have at least 30 days of clean time prior to graduating from the Drug Court. The risk for abuse of narcotics is too great of a risk for the program to allow you to leave while utilizing these medications. It is imperative that you request a non-narcotic alternative when you visit your doctor.

**Please see Medically Assisted Treatment Policy Below (MAT)**

**PROCEDURE TITLE: Medically Assisted Treatment (MAT)**

**DEPARTMENT- Manatee County Drug Court**

**Date: December 1, 2017**

**MANUAL SECTION: Clinical**

**DISTRIBUTION: Director**

**Approved: Alfred E. James**

## **I PRACTICE**

Drug Court Participants who use opioid medications to combat their addiction to opiates are to follow an established procedure as provided within the Manatee County Drug Court policies and procedures.

## **II PURPOSE**

- A. To provide participants with substance abuse treatment based upon a standardized assessment of their treatment needs.

B. To provide a safe and appropriate environment for participants to establish and maintain recovery or opioid maintenance.

B. To properly and professionally deal with the special needs of any client.

### III PROCEDURE

A. Participants who participate in the MAT program must be willing to abide by the following procedures.

A.B. Participants who enter the Manatee County Drug Court while having an active agonist or partial agonist prescription will be allowed to continue but will be evaluated periodically in order to continue use of this prescription along with guidelines provided by the Manatee County Drug Court.

B.C. Participants who enter the Manatee County Drug Court who identify or are assessed to have an opiate addiction or problematic opiate behavior may be allowed to utilize Medically Assisted Treatment (MAT) in accordance to the Manatee County Drug Court policies and procedures.

C.D. Participant must be willing to be evaluated by the Drug Court Medical Staff in order to participate in the MAT component of the Manatee County Drug Court. Participants who do not enter the program with a valid agonist/partial agonist prescription are not allowed to receive an agonist/partial agonist prescription without first being assessed by the Medical Staff. If the participant enters the program with a valid ~~prescription~~ prescription, ~~he/she~~ must still be seen by the Medical Staff in order to continue.

D.E. Participants deemed eligible for MAT shall complete a release of information (ROI) with the prescriber of their medication allowing communication between the Manatee County Drug Court and the prescriber. The participant shall also complete the notification of participation in Drug Court paperwork, present to the prescriber and return to the program with the prescriber's response.

F. Drug Court counselors shall ensure that MAT is addressed a minimum of 2 times per month and case managers shall seek updated information from the prescribing physician on a monthly basis. Participants who fail to comply shall be at risk of losing MAT status.

E.G. Participants in the MAT track must also not test positive for any other substances other than MAT medication. Testing positive for other medications such as marijuana, cocaine, or other opiates may cause you to lose your MAT status.

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## Phase Requirements

### **A. Phase I: Orientation-Minimum of 30 days**

- Weekly Drug Court appearances
- 3 therapy groups per week- daily 8am groups if not employed/school
- 1 scheduled individual therapy session per week
- Random Urinalysis, everyone reports on Monday or Tuesday after a holiday
- Attend 4 12-step meetings per week. (NA/AA)
- Minimum 14 day negative drug tests after 30 days

### **B. Phase II: Engagement-Minimum of 90 days**

- Attend Drug Court sessions as determined by the Court
- Attend 2 therapy groups per week- daily 8am groups if not employed/school
- Random Urinalysis, everyone reports on Monday or Tuesday after a holiday
- Attend 1 scheduled individual counseling session with counselor bi-weekly
- Attend 4 12-step meetings per week.
- Keep payments current
- **Sponsor must be verified by counselor**
- Must be employed, in school or combination of both
- Participation in service work in the 12 step community
- 28 days clean prior to moving to next phase
- Maintain daily journal of thoughts and feelings 4 minimum
- Complete Step 2, share with counselor/group or Change preparation stage
- Complete list of relapse warning signs and their preventions and share
- Write a good-bye letter to your drug of choice and share.

### **C. Phase III: Maintenance-Minimum 180 days**

- Attend Drug Court sessions as determined by the Court
- Attend 1 group therapy session per week- daily 8am groups if not employed/school
- Random Urinalysis, everyone reports on Monday or Tuesday after a holiday
- Attend 1 scheduled individual counseling session with counselor per month
- Attend 4 12- step meetings per week
- Keep payments current

- **Sponsor must be verified by counselor**
- Participation in service work in the 12 step community
- 30 days clean prior to moving into Pre-Grad
- Obtain Driver's License, unless excused by the Court
- Pay restitution if owed
- Keep daily journal of your thoughts and feelings
- Develop budget plan with your counselor
- Complete Step 3 and share with counselor/group or Stages of Change
- Write report in regards to working Steps 4&5 with our sponsor and share

#### **D. Phase IV- Pre-Graduation-Minimum 60 days**

- Attend Drug Court sessions as determined by the Court
- Attend 1 therapy group per month- daily 8am groups if not employed/school
- Random Urinalysis, everyone reports on Monday or Tuesday after a holiday
- Attend 1 scheduled individual counseling session per month or PRN
- Attend 4 12-Step meetings per week
- Participate in service work with sponsor
- **Sponsor must be verified**
- Keep payments current
- Maintain employment or school
- Pay all restitution/Court costs
- Prepare and aftercare plan
- Must have 90 days clean to graduate
- Must share life story with group

Group Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am	10:00am	8:00 am		8:00 am
9:00am	11:00am	2:00pm		10:00am
11:00pm	1:30pm	4:00pm	3:30pm	11:00pm
1:30pm	5:30pm	5:30pm	5:30pm	
5:00pm				



## **Manatee County Drug Court Program Rules & Regulations**

**The following rules and regulations will apply to all persons involved in the Sarasota and Manatee County Drug Court Programs:**

1. Use and/or possession of alcohol, drugs or paraphernalia on County or treatment program property may result in dismissal from the program.
2. Prescription and/or non-prescription drugs, or any type "*over the counter*" medication are not allowed on the premises without prior permission from program staff. It is the Client's responsibility to notify the counselors and the U/A Technician of any and all medications the Client may be taking, whether prescription or not. All non-prescription medications must be cleared through the counselors, and a record put into the Client's file prior to consumption.
3. Possession of weapons, knives, glass items, aerosol cans, sharp objects, or any other contraband that may cause injury to clients or others is prohibited on County or treatment program property and may result in dismissal.
4. Clients are responsible for all personal belongings at all times.
5. Clients must *PERSONALLY* contact program staff prior to being late or absent from any Drug Court activity. Failure to *PERSONALLY* contact program staff will be considered a "**NO SHOW**". "**NO. SHOW'S**" are considered "**POSITIVE DRUG SCREENS**" a.k.a. "**POSITIVE DROP**".
6. Chronic absences or tardiness may result in sanctions or dismissal from the program.
7. No Client phone calls will be made from Drug Court Office. Calls can be made from the pay-phone on the first floor.
8. Clients are not allowed to leave groups, Drug Court hearings or other program activities before scheduled dismissal, except in case of emergency, without prior approval. Clients on A & B Teams may leave Drug Court hearings early (when dismissed) as a privilege.
9. Appropriate dress is required at all times. Revealing attire, caps and sunglasses will not be worn during program activities or Drug Court hearings. Clothing promoting the use of alcohol or drugs is not allowed. Jackets, purses, and other non-essential personal items will not be allowed into the "Drop" areas. Clients may want to leave all valuables at home or in their

cars, rather than leaving these items unsupervised. Drug Court staff will not be held responsible for any lost, stolen, or misplaced items.

**10. Smoking and consumption of food, drink or chewing gum will not be allowed in group-rooms or while participating in program activities or attending status hearings.**

11. Beepers, cell phones, mp3 players, i-pods, headsets, or CD players are not to be used on the court or program premises. Turn cell phones and pagers off or set to vibrate during Drug Court Hearings, and group therapy.

12. Clients are responsible for adequate cleanup of program and court areas before departure.

13. Visitors/guests will not be allowed to attend scheduled program activities with the Client unless the activity is specialized for family or "significant other." However, Clients are encouraged to bring adult family members or "significant other" to attend Drug Court hearings.

**14. Childcare is the responsibility of the Client.** Children may not attend any program activity. You are not to leave your children unattended in the lobby of the Drug Court office. If there is a special need let your counselor know, and arrangements may be made.

15. Clients are expected to treat their peers and staff members with respect. Comments referring to race, color, creed, religion, etc., in a negative or demeaning manner, will not be tolerated. Profanity and vulgar language is prohibited.

16. Clients will not be permitted to loiter in their cars, on program or court property, or outside therapy rooms before, during, or after program activities. Clients are expected to arrive promptly and be prepared with necessary materials to participate fully in all activities. Upon arrival, the Client must sign in for all appointments, such as one on ones and group and Urine Drops. Failure to do this may result in a "No Show", which is considered a Positive Drug Screen result. All Clients, waiting to drop or see counselors, should check in with the secretary and wait in the lobby area until directed to go back. Clients should not go back to drop or see a counselor until asked to do so.

17. Clients are expected to keep agreed upon fees current as documented in any or all program court agreements. These fees are usually due on a weekly basis and the receipts for these payments should be given to a counselor or filed at the Drug Court Office, on a weekly basis, no later than the designated time and day of any given week. These receipts will not be accepted if they are handed to a counselor in court as a means to prove payment.

**18.** Clients are required to attend a specific number of outside meetings per week, NA, AA, CA, etc., and keep appropriate documentation showing dates, times, topic, and where the meeting was held. Each meeting must be signed off or confirmed by the person running the meeting. This documentation, like fee payment receipts, are to be filed or given to a counselor no later than the designated time and day, on any given week. Falsification of meetings will result in a sanction by the court.

19. A bulletin board will be provided in the lobby area for a copy of all information and schedule changes.
20. No client may take Narcotic medication, this includes prescriptions. If you have a special circumstance your medication must be approved by the Director.
21. You must inform and provide the U/A Technician of ANY medication you are taking.
22. Please note that if you are arrested and any new charges are filed by the State Attorney's Office, you will face possible termination from the Drug Court Program.

#### **Special Rules**

- 1. If you are unemployed and not enrolled in school, you will be required to be at the Drug Court office before 12 noon for urine drops.**
- 2. If you are unemployed and not enrolled in school, you will be required to attend early groups 8am-1:30pm.**
- 3. If you are unemployed and able to work, you will be required to complete a weekly job search form.**
- 4. Other program requirements as directed by your Counselor, Case Manager, or other Drug Court Staff.**
- 5. Marijuana- if you have been smoking marijuana prior to coming into Drug Court you will have 14 days to test negative from marijuana.**

Clients are responsible for:

- Specific U/A Rules & Procedures, (See Attached).

### Urinalysis Rules And Regulations

1. You will be required to provide urine samples multiple times during the week to include the weekends. You will be assigned a number and you will need to call daily to determine if your number is chosen for urine testing for that day. **941-749-3666**
2. It is **your responsibility to arrive on time** to provide a urine sample for testing on the day your number is chosen. If an emergency arises, you are responsible to call this office in order to make other arrangements. Only your counselor or the Program Director can excuse you, you need to start with your counselor first. If your counselor is not available, then you shall speak to the Program Director to be excused or allowed to provide a sample later.
3. When arriving to provide a urine sample, you are notify staff in the lab. You are not to enter the bathroom prior to a staff member assisting you. If the lab door is closed, remain in the lobby seating area and someone will assist you upon their return.
4. Prior to providing your sample, you shall be provided with a cup. It is your responsibility to check the cup to ensure your name, ID number, and proper date is on the cup. Once this information is verified, you will initial the label to indicate you have checked the label.
5. When entering the appropriate bathroom (male/female) to provide a urine sample, you are not to take anything into the bathroom besides basic clothing. **There are to be no coats, purses, or bulky clothing items taken into the bathroom.**
6. All urine samples will be monitored by staff. You are to stand or sit in a manner in which staff can clearly observe the sample entering the specimen cup.
7. Once you arrive to provide a urine sample, **you are not to leave until you have provided a valid sample. Failure to remain until you have provided a valid sample may result in you receiving a "Positive" urine screen.**
8. If the court thinks you are falsifying your urine samples or tampering with another participant's sample, you may be subject to a severe sanction or termination from the program.
9. **It is your responsibility to notify the lab tech of any medications you have been prescribed prior to you providing a urine sample, failure to do so may result in a sanction due to the outcome of the test.**
10. Participants have the right to contest positive samples by sending them out to an independent laboratory at the participant's cost. Samples that return positive shall incur a sanction double the original proposed sanction.

### **Words To The Wise**

Please review this packet from time to time, it can help you progress through the program and if you have any questions, please do not hesitate to contact a staff member to answer any of your questions. You must also remember, the program changes from time to time, so this is a guide to help you understand the basics of the program. Some things never change however such as making sure you complete all program requirements and testing negative on your urine samples.

The staff of the Manatee County Drug Court wishes you much success on your time in Drug Court and in your life. It is our hope that you will use Drug Court as an opportunity to truly turn your life around and not simply go through the motions to get charges dismissed. While that is your right, the fact that you are in a Court Intervention Program suggests that you may have some serious issues to confront in your life and that is why Drug Court exists, to help you become crime free and drug free and to return to society as one who is making a contribution and not as one who causes harm.

### **Acknowledgement**

My signature acknowledges that I have read and received the previous information contained in this handbook

\_\_\_\_\_  
Drug Court Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drug Court Staff Signature

\_\_\_\_\_  
Date

**MANATEE COUNTY  
DRUG COURT PROGRAM  
RELEASE OF INFORMATION**

I understand that if at any time I see a Physician and or Psychiatrist and information regarding my condition is needed, the Drug Court Team has the right to ask for this information.

I also understand that I need to sign a Release of Information so the Drug Court Team may receive the needed information when requested.

**Drug Court Program  
12th Judicial Circuit**

**INFORMED CONSENT AGREEMENT**

Confidentiality is a professionally and legally complex issue, not subject to a thorough explanation in a few sentences. Usually, information that a client shares with his/her counselor in the course of a counseling session will be treated as confidential material. Treating information confidentially means not releasing it to anyone outside of the agency without the client's permission. The main- though not only- exceptions to confidentiality arise in situations involving child abuse or neglect, court orders or subpoena of records, or danger to self or others. Information regarding clients is routinely shared internally among the Drug Court Team, primarily for case consultation, staffing in court with the Judge and counselor supervision.

**I have read the above Informed Consent information. I understand that I may ask my counselor /therapist for additional information should I need it. I voluntarily request service in the Drug Court Program.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**



**MANATEE COUNTY  
DRUG COURT PROGRAM  
CONSENT FOR REPORTING**

I, \_\_\_\_\_, the undersigned, have discussed the Drug Court Program with one of its duly authorized agents.

I understand that it will be the Drug Court Program's responsibility to make regular and accurate reports on my progress for lack of progress as a Drug Court Program Participant to any or all of the following agents:

1. Presiding Drug Court Judge
2. State Attorney
3. Public Defender
4. Department of Corrections
5. Any Treatment Program I may be referred to.
6. Other (Specified by Participant)\_\_\_\_\_

It was explained to me the 1) "Court Reports;" 2) copies of correspondence regarding me or to me; 3) Urinalysis results; and 4) Termination reports upon my termination from the Drug Court Program will be sent to the above agents.

It is expressly understood that this is a limited waiver and any facts ascertained by the State through this waiver may not used against me in the event that I fail to complete the Drug Court Program and criminal prosecution is commenced.

I understand that I am giving the Drug Court program staff permission to have open and honest conversation/correspondence with any of the above Agents concerning my participation in the program. I understand that any information, including the reports mention above which is released about me will accurately reflect my behavior as a participant in the Drug Court Program. The information to be released may include, but is not limited to the following:

1. Attendance in treatment/education and their effectiveness
2. Urine testing results.

3. Type and dosage of any medication
4. Testing results (psychological, vocational, etc.)
5. Employment/vocational training status
6. Date of and reason for withdrawal from the Drug Court Program and prognosis for further treatment/educational needs.

I, \_\_\_\_\_ being in full knowledge that this information to be released may be either positive or negative depending upon my behavior, authorize the Drug Court Program and its affiliate to release any of this confidential information which is or will come to be in their possession, either written for verbal for the purpose of coordinating treatment efforts with those in the criminal justice system. I am aware that I will be unable to revoke this consent if sentenced to participation in treatment through the Drug Court Program by the criminal justice system until such requirement has been removed by the criminal justice system.

Consent is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. This release consent will remain in effect until: I have completed the Drug Court Program – or – there has been a formal and effective termination or revocation of my release from the Drug Court Program.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

This information has been disclosed to you from records protected by Federal confidentiality Rules (42CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.