



**HENRY COUNTY
SUPERIOR COURT
DRUG COURT
PARTICIPANT HANDBOOK**

Superior Court of Henry County
One Courthouse Square
McDonough, GA 30253

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IMPORTANT NUMBERS

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nfeatherstone@co.henry.ga.us

Dept. of Community Supervision
Ofc. Sonja Worth
165 McDonough Parkway
McDonough, Georgia 30253
Phone: 770-954-2105
Fax: 770-954-2919
sonja.worth@dcs.ga.gov

Henry County Counseling Center
McIntosh Trail
139 Henry Parkway
McDonough, Georgia 30253
Phone: 770-898-7400
Fax: 770-898-7412

ADMISSION

You have been admitted into the Henry County Adult Felony Drug Court (“Drug Court”) Program. This Handbook is designed to provide general information about the program. As a participant, you will be expected to follow the instructions given in Court by the Judge and other members of the team and to comply with the treatment plan developed for you by the treatment provider.

This Handbook will detail what is expected of you as a participant. It will review general program information. It can by no means answer each and every situation which may arise. It is **YOUR RESPONSIBILITY** to ask questions for clarification when you are unsure of something. All phases of the program include changes in your lifestyle, in addition to substance abuse treatment with judicial oversight. For any questions about expectations, please ask the Coordinator.

OVERVIEW

The Drug Court is a minimum 20 month, five-phase intensive intervention program. This program will consist of court appearances before the Judge, law enforcement supervision, weekly drug testing, treatment, verifiable employment or community service, and attendance at community based support meetings. In order to advance through the phases and ultimately graduate you must maintain sobriety all competencies must be met. Any failure to do so will result in sanctions which will slow your progress in the program.

MISSION STATEMENT

The mission of the Drug Court is to provide to nonviolent offenders who are addicted to drugs:

- 1) Intensive judicial supervision
- 2) Clinical treatment
- 3) Community supervision

The purpose of this program is to enhance public safety, reduce recidivism rates and reduce taxpayer costs associated with this category of offender. The offender’s addiction, family, and social environment will be addressed with the goals of returning a sober, productive person to society, reuniting families and reducing the role of public assistance.

CONFIDENTIALITY

Federal and State law requires your identity and privacy be protected for medical treatment. In response to these regulations, the Drug Court has developed policies and procedures that guard your privacy. You will be asked to sign a Consent for Disclosure of Confidential Substance Abuse Information. This disclosure of information is for the sole purpose of hearings and reports concerning your specific Drug Court case. You are expected to respect others' privacy in your group and court sessions. Violations of this policy will be immediately sanctioned.

Please note that due to confidentiality of other participants, it is not proper for your family members or friends to call or come to any Drug Court facility unless they are coming for a court session or scheduled meeting. It is not appropriate to have others contact the Drug Court staff on your behalf to make appointments, reschedule appointments or convey any other information.

THE COURT TEAM

After sentencing, the Judge will make all subsequent decisions regarding your participation in the program with input from the Drug Court Team. In addition to the Judge, the Court Team consists of the following members:

- Court Coordinator
- Assistant District Attorney
- Assistant Public Defender
- Probation Officer
- Treatment Provider
- Law Enforcement
- Case Manager

DRUG COURT TEAM ROLES

Judge's Role

The Judge has knowledge of the impact of substance abuse on the court system, your individual lives, and the entire community. Therefore, the Judge is committed to the program's mission and works as a lead partner to ensure its success. In the courtroom, the Judge develops a professional, working relationship with you while monitoring your progress.

However, the Judge is not your case manager, personal attorney or legal advisor. Other than in court sessions, information provided to the Judge from you or your family must go through the Coordinator. The Judge is the final decision-maker and is responsible for monitoring your progress in the program. To do this, the Judge will award incentives and impose sanctions to guide your behavior to be a more productive member of society.

Coordinator's Role

The Coordinator has extensive knowledge and experience in the criminal justice system, court procedure and substance abuse treatment. The Coordinator acts as the primary contact person in connection with all operations of the Court. Additionally, the Coordinator's Office coordinates, monitors, evaluates and provides oversight for treatment and case management services. The Coordinator attends all scheduled court sessions, probation revocation hearings, staff meetings, and is responsible for collection of statistical information, compiling reports, and being the liaison between the Court and the Criminal Justice Coordinating Council and Administrative Office of the Courts. The Coordinator conducts the initial orientation for all participants and may assist in a substance abuse pre-screening to determine eligibility for the program.

District Attorney's Role

The District Attorney assigns an Assistant District Attorney (ADA) to the Drug Court Team. The ADA evaluates each eligible offender for referral to the Drug Court. The ADA presents each case to the Judge and facilitates entry into the program. Additionally, the ADA attends staffing to discuss possible candidates for the program, determine appropriate sanctions and incentives for current participants, and presents evidence to the Court in all hearings.

Community Supervision Role

Probation will keep track of compliance with the sentence imposed by the Court. You will be required to report to your Probation Officer as directed and provide proof of your completion of employment hours and/or community service, other logs of attendance as required, and the progress you are making in each phase of the program. You will pay your fines and supervision fees as ordered by the Court under direction of Probation. You will be drug screened by Probation as well as other Drug Court service providers. Your Probation Officer attends staffing to report progress. Your Probation Officer will be in constant communication with other court team members about your progress throughout the program.

Treatment Provider's Role

Your treatment provider is a mental health professional who is trained and educated in the treatment of alcohol and substance abuse. The treatment provider will determine the best treatment program for each participant. You will receive treatment to help you overcome your addiction. Your treatment provider will attend staffing to discuss your progress in the treatment process.

Public Defender's Role/ Attorney's Role

While your Defense Attorney's role in your case was completed upon sentencing, you may at any time access legal counsel on your own accord should you feel it is necessary. The Public Defender assigns an Assistant Public Defender (APD) to the Court Team. The APD is an integral part of the Drug Court team and, as it is the objective of the Court to respect your legal rights at all times, the APD will assist in participant waivers, contracts, and effectiveness of client care by advising the Client of rights and responsibilities. Additionally, the Assistant Public Defender attends staffing.

Law Enforcement's Role

Law Enforcement provides accountability in the community during your participation in this program. They may conduct random searches of your home and person and will provide surveillance to the Court. One of our goals is to build positive rapport between Law Enforcement and participants. Law Enforcement is also responsible for informing the Drug Court Team of any contact you have with law enforcement agencies in the community while you are a participant in the program.

STAFFING

Prior to each court session, the Drug Court Team will meet to familiarize themselves with your progress so they may discuss your progress with you during the court session. The Judge is informed of your drug testing results, attendance, participation and cooperation in the treatment program, account status, employment or other requirements. The Judge may ask you questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with incentives. If your progress reports show you are not doing well, the Judge will discuss this with you and determine future action, which could include a sanction in order to motivate you to meet the goals of the program.

COURT APPEARANCES

You are required to attend EVERY scheduled Court session. The Court will be in session as directed by the Judge. If you do not appear, a warrant will be issued for your arrest. If you have questions about any of your court appearances, you must contact the Coordinator.



COURTROOM DRESS AND BEHAVIOR

Your attendance in court is a mandatory and critical requirement of your participation in the program. Your behavior from the time you leave your automobile until you arrive in the courtroom should reflect positively on you and the Drug Court program.

You should wear appropriate clothing, which does NOT include shorts, jeans, t-shirts, tank tops, halter tops, hats, sunglasses or excessively baggy clothing. Clothing which advertises alcohol/drug use or products, or has offensive language is NOT allowed.

You must be on time. When you are late, you are to remain outside the courtroom, to be brought before the Judge after the regular session ends. Being late can subject you to sanctions. In the courtroom, once Court is in session, there will be NO talking, unless you are being addressed by the Judge or other Court Team members.

You may not sleep, read, write or use electronic equipment of any kind, including text messaging, while in Court. Absolutely NO cell phones, pagers or other electronic equipment shall be allowed in the courtroom unless it is turned completely OFF. Vibration mode is NOT acceptable. Confiscation of your equipment will occur and sanctions can be imposed for violations of this policy.

You must remain seated while in the courtroom at all times unless directed otherwise. Loud talking or inappropriate behaviors are NOT permitted. Public displays of affection are not permitted.

COURT PHASES

All values and lengths of times are minimums and may be increased at the discretion of the Judge and Drug Court Team.

Phase I – 2 months

Case Management:

- Meet with Case Manager 1x per week to discuss case management plan objectives.
- 20 hours per week employment, job training/job search, community service, GED classes, college or vocational school.

Treatment: 9 hours per week

- Attend scheduled groups Supervision and monitoring: 2x per week
- Attend at least (2) Individual Counseling Session per Month and cannot miss a session within 30 days prior to phasing up.
- Complete Step 1 NA/AA
- Complete all homework assignments from counselor
- Complete phase up project two weeks prior to phasing up.
- 12 Step and/or other community based/self-help support meetings: 3x per week, must have sponsor to proceed to next Phase

Supervision and monitoring:

- Drug Testing: 2-3x per week
- Court Attendance: Weekly
- Curfew: 6pm-6am (exceptions must be verified in writing and preapproved)
- For the last 30 days participant must maintain a rating of 2 or better on rating sheet. This will be determined by case manager/treatment team.
- Provide weekly reports to Probation

Phase change transitions can be delayed if participant is sanctioned in the last 30 days. If sanctioned, Treatment will meet with participant to examine root causes and formulate action plan. This will be monitored for 2 weeks to gauge progress and determine if more time is needed prior to phasing up.

Phase II- 3 Months

Case Management:

- Meet with Case Manager at least 2 x per month to discuss case management plan objectives.
- Attend 3 Verifiable Sober Social Events.
 - Ex. Paula Crane Center, GRTNA mtgs, 12-Step events, etc.
- 20 or more hours per week of employment, GED, job training, college or vocational school.

Treatment: 6 hours per week

- Attend scheduled groups Supervision and monitoring: 2x per week
- Attend at least (2) Individual Counseling Session per Month and cannot miss a session within 30 days prior to phasing up.
- 12 Step and/or other community based/self-help support meetings: 3x per week, must have sponsor to proceed to next Phase
- Complete all homework assignments from counselor.
- Complete Phase Up Project two weeks prior to phasing up.

Supervision and monitoring:

- Drug Testing: 2-3x per week
- Court Attendance: Weekly
- Curfew: 7pm-6am (exceptions must be verified in writing and preapproved)
- For the last 30 days participant must maintain a rating of 2 or better on rating sheet. This will be determined by case manager/treatment team.
- Provide weekly reports to Probation

Phase change transitions can be delayed if participant is sanctioned in the last 30 days. If sanctioned, Treatment will meet with participant to examine root causes and formulate action plan. This will be monitored for 2 weeks to gauge progress and determine if more time is needed prior to phasing up.

Phase III- 3 Months

Case Management:

- Meet with Case Manager at least 1x per month to discuss case management plan objectives.
- Attend 3 Verifiable Sober Social Events.
 - Ex. Paula Crane Center, GRTNA mtgs, 12-Step events, etc.
- 20 or more hours per week of employment, GED, job training, college or vocational school.

Treatment: 3 hours per week

- Attend at least (2) Individual Counseling Session per Month and cannot miss a session within 30 days prior to phasing up.
- Attend and participate in all scheduled groups and individual sessions
- 12 Step and/or other community based/self-help support meetings: 3x per week, must have sponsor to proceed to next Phase
- Complete all homework assignments from counselor.
- Complete and present Comprehensive Relapse Prevention Plan.

Supervision and monitoring:

- Drug Testing: 2-3x per week
- Court Attendance: 2x's per month
- Curfew: 8pm-6am (if employed full-time; exceptions must be verified in writing and preapproved)
- For the last 30 days participant must maintain a rating of 2 or better on rating sheet. This will be determined by case manager/treatment team.
- Provide weekly reports to Probation

Phase change transitions can be delayed if participant is sanctioned in the last 30 days. If sanctioned, Treatment will meet with participant to examine root causes and formulate action plan. This will be monitored for 2 weeks to gauge progress and determine if more time is needed prior to phasing up.

Phase IV- 6 Months

Case management:

- Meet with Case Manager at least 1x per month to discuss case management plan objectives.
- Attend 3 Verifiable Sober Social Events.
 - Ex. Paula Crane Center, GRTNA mtgs, 12-Step events, etc.
- 29 hours or more of employment.

Treatment: 3-5 hours per month

- Attend Individual Counseling 1x per Month.
- Attend and participate in all scheduled groups.
- Complete Relapse Prevention.
- Complete Phase Up Project two weeks prior to phasing up. Tell story to Phase I participants.

Supervision and monitoring:

- Drug Testing: 2-3x per week
- Court Attendance: 1x per month
- Curfew: 9pm-6am (if employed full-time exceptions must be verified in writing and preapproved)
- For the last 30 days participant must maintain a rating of 2 or better on rating sheet. This will be determined by case manager/treatment team.
- Provide weekly reports to Probation

Phase change transitions can be delayed if participant is sanctioned in the last 30 days. If sanctioned, Treatment will meet with participant to examine root causes and formulate action plan. This will be monitored for 2 weeks to gauge progress and determine if more time is needed prior to phasing up.

Maintenance Phase V- 6 Months

Case management:

- Check in with Case Management for 1x per month.
- Working 30-38 hours per week or enrolled full time in school.
- Complete service work project 1 month prior to graduation.

Treatment: 3 hours per month

- Highly suggest participant maintain contact with his sponsor with a minimal of 1 x per week.
- Attend Individual Counseling determined by treatment provider
- Meet with counselor 2 weeks prior to graduation to discuss if program criteria have been met.

Supervision and monitoring:

- Attend 3 Self Help/ Mutual Help/or 12 Step Meetings
- Drug testing: 1-2x per week
- Court Attendance: 1x per month
- Curfew: 9pm-6am (if employed full-time exceptions must be verified in writing and preapproved)
- Graduation can be delayed if participant is sanctioned in the last 120 days. This includes missing scheduled appointments with Case Manager and Counseling groups. You have 120 days clean drug screens.

FEES

Each participant will be required to pay a weekly fee of \$25. Fee should be paid no later than the Wednesday prior to Court. Only money orders will be accepted, **no cash or checks**. Unpaid fees can result in sanctions and prevent progress to the next phase.

ATTENDANCE AND EMERGENCY NOTIFICATION POLICY

Attendance at all scheduled meetings and appointments is a fundamental requirement of participating in Drug Court. Lack of transportation is not an acceptable excuse for the missing of any appointment. It is expected that you will attend all scheduled activities, court, group and probation meetings, and other appointments required by the Drug Court Team.

Henry County Adult Felony Drug Court On-Call Policy

The purpose of this policy is to provide continuum of care for our participants regarding specific issues that may arise in which the participant requires immediate guidance from coordinator/counselors during non-business hours.

The On-Call Phone line will be managed by the coordinator/counselors on a rotating basis and will be available to you **ONLY** during week nights, weekends, and holidays. Otherwise, you are required to contact your counselor and/or other drug court staff via their direct phone lines during regular business hours. If a message is left for counselors and/or staff, a return call will be made to you as soon as counselors and/or staff are available.

In the event that you need immediate attention, you should leave a detailed message including your name, circumstances, and a call back number where you can be reached. The on-call staff will then return calls in a timely manner. The on-call counselor will notify his/her supervisor and/or appropriate personnel immediately of any emergency calls that cannot be resolved via telephone contact.

PLEASE NOTE: The On-Call Phone is not for checking on, changing, or rearranging appointments with any counselor, staff, or probation/compliance officer; to inquire if group is scheduled; or other non-emergency matters to include last minute curfew extensions. These kinds of non-emergency calls can be sanctioned by the Drug Court Staffing Team.

The on-call coordinator/counselor can be reached at:

Ashley Stephens (404) 201-9070

Lasheika Kassa (678) 829-2557

Craig Ogilvie (770)-288-6223

- Even if you are unable to reach anyone, messages should be left to show intent.
- You must call unless it can be confirmed later that you were physically disabled and unable to make the call.
- Calls received from individuals unknown to the Court on your behalf will not be accepted.
- Any “no show” will be deemed as “non-compliance”.
- All absences will be reviewed by the Drug Court Team.
- Verification in writing must be presented at next contact visit from appropriate source confirming an emergency situation.
- Absences can result in sanctions and late arrivals to appointments can be considered as an absence. You have 30 minutes to return a team member’s call from the time they attempt to reach you. Failure to do so will be deemed “non-compliance”.

COMMUNITY SERVICE

In conjunction with treatment requirements, if unemployed, you are required to perform community service hours each week. You will be provided a list of approved community service opportunities by the case manager. Verification of community service hours should be turned in weekly to Probation.

CURFEW

You will have an assigned curfew time to be at your place of residence. Times will be determined by program phase and individual circumstances. Law Enforcement can at any time check on your compliance with curfew. Failure to comply will result in sanctions and/or jail time.

COMMUNITY BASED SUPPORT GROUPS

You will be required throughout the entire program to attend a minimum of three community based support/self-help/12-step groups per week. Once in the program, you will be strongly encouraged to maintain a support group sponsor in order to proceed to the next phase. Weekly attendance sheets should be turned in to Probation every week.

FRATERNIZATION

Unless given approval by the Court or a Drug Court Team member, Drug Court participants:

- are prohibited from any romantic involvement with any other Drug Court participant.
- are not allowed to provide transportation to any other Drug Court participant without prior approval.
- are not allowed to loan or ask for money, clothing or other personal items to any other Drug Court participant.
- are not allowed to perform, offer to perform or solicit professional, technical, or vocational services for any other Drug Court participant.

ALCOHOL/ DRUG TESTING

The Drug Court requires all participants to undergo random, observed drug testing on a consistent basis throughout the entire program. The frequency of drug testing may vary according to treatment phases and/ or sanctioning. Random requests will be required to present to the drug lab within 1 hour of request.

In the event the screening lab is closed due to weather, participants are expected to call the drug screen voicemail for instructions.

TOP TEN THINGS TO KEEP IN MIND:

- 1) During any of the program phases, a noted “Positive” on drug screen results may prevent progress to the next phase.
- 2) You will be observed by same-sex, court-approved personnel when producing a specimen.
- 3) Any attempt to dilute, modify, substitute, or alter specimens will be considered a positive test result.
- 4) A missed test will count as a positive test result.
- 5) Positive tests will result in sanctions.
- 6) Disputed positive results will be sent out for further confirmation. If the results are positive, you will be required to pay the drug testing fee.
- 7) At any time, probation, treatment staff, surveillance officers or any other team member may conduct an on the spot instant result drug screen. Refusal will be considered a positive.
- 8) Anyone suspected of water loading or trying to dilute their specimen may be required to remain at the screener’s location an additional hour, at which time they will be re-tested.

- 9) Failure to submit a specimen within 15 minutes of request will count as positive.
- 10) Alcohol is considered a drug, and you will be tested and sanctioned for use.

COMMUNITY SUPERVISION

As a participant in the program, you are required to submit your person, vehicle, place of residence or area to search and seizure of narcotics, drugs, alcohol or other contraband at any time of the day or night with or without a search warrant, with or without prior notice, and with or without probable cause by any peace officer or probation officer. Any law enforcement officer who observes a current participant in the program in any of the following circumstances is required to report that individual to the Court:

- Warrantless arrest with probable cause.
- Ingesting a controlled substance including alcohol.
- Being under the influence of a controlled substance, including alcohol.
- Possessing a controlled substance, paraphernalia or alcohol.
- Being in the presence of a person in possession of a controlled substance(s) where a reasonable person in a like position would conclude that drugs may be or are present.
- Not present at place of residence at time of curfew.

Participants detained in jail after arrest will be brought before the Judge for a hearing.

INCENTIVES, SANCTIONS and TERMINATION

As part of the Drug Court protocol, you will be closely supervised for compliance with all Drug Court policies and requirements. Compliance with these requirements will result in incentives, praise or individual “rewards” to acknowledge progress. Non-compliance with these requirements will result in sanctions, negative consequences imposed by the Drug Court. If a participant repeatedly exhibits any non-compliance with treatment they can be terminated from the program.

Incentives

Upon the recommendation of the Drug Court Team, you may be given rewards or incentives for compliant behavior. Common incentives are as follows (but not all inclusive):

- Promotion to next phase
- Credit towards community service hours
- Certificates of Graduation
- Curfew extensions

Minimum Sanctions

Sanctions differ from punishment. Generally, sanctions are applied as a reinforcement technique to redirect negative behavior. Some techniques used by the Court are as follows:

- Periods of incarceration
- Written assignments ordered by the Court
- Increase in community service hours
- Increase in probation report dates
- Stricter curfew times
- Addressing violation in court session
- Increase in frequency of alcohol/drug testing

Any Court Team member may suggest a sanction for a particular behavior. However, it is ultimately the Judge who will make the final determination and deliver the sanction.

Termination

Failure to comply with the program requirements may result in your termination from the program. If you are terminated from the program, you will appear before the Judge and your original sentence will be imposed.

Non-Compliance violations, which could result in termination, include, but are not limited to, the following:

- Missing and/or positive drug tests; altering/tampering with sample
- Repeated lack of program compliance, including failure to remain abstinent from alcohol and/or drugs
- Violence, threats or intimidation
- Failure to keep payments up to date

- New criminal/traffic offenses
- Any warrants or arrests

GRADUATION

Once you have successfully completed *all* requirements of the five phases of treatment, with no outstanding fees, and by recommendation of the Drug Court Team, the participant will be eligible for graduation from the Henry County Adult Felony Drug Court Program.

MEDICATIONS

No drug of any kind is to be taken without prior notice and approval of the Drug Court Team.

A list of medications that are commonly accepted will be given to the participant at orientation including a list of strictly prohibited medications. This list is not all inclusive and communication is required at all times if medications are sought or prescribed by a qualified physician.

You must tell your physicians, dentists, pharmacists, and all other persons that will be involved in the dispensing of medications to you that you are in recovery. You will be given a form to provide to your medical professional to sign acknowledging your participation in an addiction program.

COMMUNITY RESOURCES

Alcoholics Anonymous Central Office

127 Peachtree St. Suite 1310

Atlanta, GA 30303

(404) 525-3178

(404) 525-0047 fax

<http://www.atlantaaa.org>

Georgia Regional Service Committee of Narcotics Anonymous

P.O. Box 420615
Atlanta, GA 30342-0615
(770) 451-7373

www.grscna.com

CONNECTING HENRY

Susan Crumbley, Director 770-288-6230

Adult Education (GED):

Henry County High School	770-229-3176
in Partnership with Griffin Tech	
Connecting Henry, Inc.	770-288-6230
Domestic Violence Hotline	770-954-9229
Henry County DFCS	770-954-2014
Pregnancy Resource Center	770-957-8288

Food Resources:

Feed My People	678-565-7800
Helping In His Name Food Pantry	678-565-6135

Medical/Mental Health Resources:

Hands of Hope	770-507-1344
Henry County Health Department	770-288-6136
Henry County Counseling Center	770-898-7400
Henry Medical Center	678-604-1000

Financial Resources:

Salvation Army	770-957-8868
Samaritans Together	678-565-6526
St. Vincent de Paul	770-914-7600

There are many other resources available from your Case Manager.

NOTES
