

Rapides Drug  
Treatment Court Program

9<sup>th</sup> Judicial District Court

Alexandria, Louisiana

**CLIENT HANDBOOK**

## WELCOME TO CLIENTS

Welcome to the Rapides Drug Treatment Court Program which is a part of the Alexandria/Pineville Addictive Disorders Clinic. We are pleased you have become a member of our program and know you will soon be on the road to a clean and sober life.

Your participation in this program plays a vital role in your recovery. Therefore, we ask that you give it your best effort and total commitment. Together, we can make a difference in the outcome and your future.

Our primary purpose here is to provide a long term, graduated phase treatment program designed to treat chemical dependency in offenders referred by the Ninth Judicial District Court. You are not alone. You will meet other people who know what it feels like to be chemically dependent and who have experienced the legal consequences of their dependency.

This handbook is for your general information. We encourage you to share this information with your family and friends who support your recovery. The information may be changed in any manner periodically with prior notice to clients.

Most of your questions can be answered in this handbook, but if you have any other questions, please do not hesitate to ask any treatment staff member.

Again, we are happy to welcome you into the program and wish you every success in your recovery!

Sincerely,

Rapides Drug Treatment Court Program Staff

## PROGRAM PHILOSOPHY

Alcoholism and drug dependence are diseases with multiple causation which involve emotional, physiological, environmental, and maladaptive factors.

The Rapides Drug Treatment Court Program is an outpatient program for the rehabilitation of chemically dependent adults who are referred by the Ninth Judicial District Court.

The philosophy of the program is that, utilizing appropriate adaptive mechanisms, availing one of the resources of family, friends, community and treatment, and also structuring a suitable recovery environment, all people would be capable of living free from abuse of, or dependency on alcohol and/or drugs. This program is designed to mentally and emotionally rehabilitate most patients within a treatment period structured to meet their individual needs so that they will be able to successfully participate in outpatient treatment, and remain free from alcohol and/or other drugs. The treatment modalities used to accomplish this rehabilitation utilizes the concept which is similar to the methods used by most other recognized programs for substance abusers. Involved is the utilization of group, individual, and family therapy, the self-help programs of AA and NA and case management in a structured and disciplined environment.

For those patients, who, because of their long history of substance abuse involvement, experience withdrawal symptoms severe enough to interfere with daily living, a referral is made to a social or medical detoxification facility. Clients unable to maintain sobriety while participating in the program may require referral to an inpatient facility in order to provide some stability in which to cope with their substance dependency.

## WHAT IS A DRUG TREATMENT COURT?

A Drug Treatment Court is a special court given the responsibility to handle cases involving less serious drug-using offenders through a supervision and treatment program. These programs include frequent drug testing, judicial and probation supervision, drug counseling, drug treatment, education opportunities, and the use of sanctions and incentives. The judge has much more involvement in supervising drug court offenders than just placing an individual in a probationary or diversionary program for drug treatment.

## PARTNERSHIP

You have joined a unique partnership with the Judge, District Attorney, Probation Officer, and Treatment Professionals. The treatment team consists of a Program Director, Administrative Assistant, Social Workers, Counselors, case managers, and Self Help Facilitator and a drug screen tech. We are dedicated in helping you with assistance you will need for your recovery. Our responsibility to you is to do everything possible to help you make the necessary changes in order to remain clean and sober. You will be involved in the decision making process.

The Criminal Justice Community is wishing you great success with your recovery and is dedicated to working with you to make the necessary changes. They do not want to put you in jail! They have taken the risk to put this program together for you and support the decision you have made to enter this program.

## CONFIDENTIALITY

You have the right to confidentiality. No information may be released without your consent by staff. Confidentiality is also essential in group therapy. Anything that is discussed in group must remain within the confines of the group. No information pertaining to any client should be discussed outside of the group.

## EQUAL OPPORTUNITY

You have the right to be served in this program without discrimination as to sex, race, creed, color, religion, or national origin.

## SAFETY

Safety is everybody's responsibility. The staff of the Drug Court Program joins with you in a desire to prevent the tragedy, pain and economic loss of accidents. Please watch out for your own safety and that of others around you. Use common sense and take special care when going up and down steps and going to and from the building.

## SUPPLIES

You will receive a great deal of material in the form of printed handouts while you are a participant in this treatment program. It is our hope that you will find it helpful and that it will provide valuable information to you about the recovery process and drug addiction. We will do a good bit of work involving these materials during our group sessions. We ask that you purchase a **three-ring binder or folder** in which to keep your handouts. You will be expected to bring it with you to each group session. We also ask that you bring **pencils and/or pens** to write with; pencils might be preferable in case you should wish to erase anything you have written.

# PROGRAM DETAILS

## MEETINGS

You are expected to attend and participate in all required treatment groups. You are also required to present verification of attendance at all AA/NA meetings that are a part of your treatment plan. The number of required meetings are two per week. Regular attendance at these meetings will be seen as a measure of your recovery. Please keep in mind that you are expected to stay at these meetings for the entire time, not simply put in an appearance.

## URINALYSIS SCREENING

You are required to provide a urine sample on a random basis to monitor your abstinence. Specimens will be supervised by a same-sex staff member. If you request a confirmation by the lab the cost will be \$40. All clients here for DWI are required to pay \$22 every Monday for alcohol testing, etg, screening. This screen if positive is confirmed by ets at no additional cost at time of testing. If you are identified as a problem drinker you will also be required to pay for the etg testing fees. Urinalysis results will be documented and made available to the court. When your chart is opened, you will be assigned a drug screen color. It is your responsibility to call **everyday, including weekends and holidays**, to check the screening color for the day. If your color is announced for that day, you can screen between the hours of 4:00PM and 6:00PM. Listen to the entire message occasionally screening times may change. If you are unable to drug screen between these times, you must get permission from your counselor to screen earlier or later then the posted time. **A positive, diluted, missed or failure to produce a screen requires you to appear in court the next business day. You received an acknowledgment fee form when you received this handbook which provides details on fees and fines related to drug screening be sure to refer to this document for further details.**

## TREATMENT STAGES

### Pre-Contemplation Stage:

This stage meets four days a week with the possibility of an additional day for urinalysis screening only. The duration of Pre-Contemplation Stage depends on you, the client. Transition to the next stage is contingent upon regular attendance, two weeks clean urine drug screens, positive motivation and participation, and all assignments completed. Pre-contemplation last a minimum of 3 months.

Pre-Contemplation Stage will drug screen a minimum of 2 to 3 times a week.

### Contemplation:

This stage meets three days a week, 2 treatment group sessions and 1 group session for Big Book Discussion, with the possibility of an additional day for urinalysis screening only. The duration of Contemplation Stage, again, depends on you, the client. Transition to Preparation Stage is contingent upon ongoing negative urinalysis results, regular attendance, and expression of behaviors congruent with recovery. Failure to maintain objectives of this stage may indicate moving to a previous stage. Contemplation stage last a minimum of 4 months.

Contemplation stage will screen at least twice weekly

Preparation/Action Stage:

This stage meets two times per week with the possibility of an additional day for urinalysis screening only. The duration of Action State is approximately six months. To keep placement in Action Stage, regular attendance, ongoing negative urinalysis results, all fees paid and current, and identification of long term goals is required. Failure to maintain objectives of this phase may indicate moving to previous stages. Six months continuous sobriety is required entry into the maintenance stage. You have two months in preparation to develop your recovery plan. If you have not taken the initiative to do so you will be reassigned to the contemplation stage. Once you have developed your recovery plan you will move into the action stage. You will be in this stage a minimum of 4 months.

Action Stage will drug screen a minimum of 2 times a week.

Maintenance Stage:

This stage meets once a week with the possibility of additional days for drug screening. The duration of this stage is approximately one year. For a client to stay in this stage one must refrain from all temptations to return to old behaviors. Successful completion of this stage leads to graduation of the drug court program.

Maintenance Stage will drug screen a minimum of 1 time a week.

***Regular Treatment Group sessions will meet Monday - Thursday from 6:00 pm to 8:00 pm at the office of the Drug Court Treatment Program at 708 Washington Street, on the corner of Washington and Foisy Streets.***

Day group is a treatment group for those individuals working nights or have other issues attending night groups. If you need to attend this group see your assigned counselor or the person opening your case.

**This program is a two year program; however, depending on your individual progress you may remain in this program for a longer period of time. If the clinical staff believes you are not progressing as expected at one year you will be asked to attend staffing and discuss your progress with the staff to determine what may be done to assist you in your recovery.**

## STATUS HEARINGS

You are required to attend regular scheduled status hearings to notify the Judge of your treatment

progress. The Judge will receive a status report completed by the treatment staff in conjunction with each scheduled court date. Please check the bulletin boards, and at each group room, for hearing dates and other important announcements. Pre-contemplation attends status hearings once a week. Contemplation, Preparation and Action attends status hearings every two weeks. Maintenance attends once a month. Status hearings are held in a courtroom at the district court house. You will need to sign in at the front desk of the treatment facility and be in the court room no later than 8:30am. Status will be held on Thursdays unless otherwise notified.

## SANCTIONS AND INCENTIVES

**Sanctions** mean that if you fail to follow through with your responsibilities, there will be a response from the Judge. There is a wide range of sanctions available that the Judge could impose, ranging from verbal reprimand, jail time, extra fees, return to a lower phase, essays, community service, to dismissal from the program. See fee acknowledgement form for further details.

**Incentives** and rewards for responsible and positive behaviors. These rewards could range from public praise in court from the Judge to drawing from the fishbowl for items related to recovery, waived fines to advancements to the next treatment phase.

## PHYSICIAN PHYSICALS

Medical histories will be taken on each client as part of the intake process and each history is reviewed by our medical director. Should the director deem it advisable, a client may need to have a physical examination. You will then be directed to your case manager for a referral.

## CASE MANAGEMENT SERVICES

You will be assigned a case manager upon your chart opening to assist you to meet your identified needs and goals. Such assistance may be educational, employment, financial, housing, etc. . . You are required to be gainfully employed in order to graduate from the program. Your case manager can assist you in many ways from jobs skills training ,information on job openings, enrolling in educational facilities and other problems or needs you may encounter during your treatment and recovery process while at drug court.

## DISCHARGE

A client's completion of all treatment stages will result in a certificate of completion. If a client has done minimal work and only been compliant they will receive a certificate of attendance.

## CLIENT RULES & RESPONSIBILITIES

### DRESS CODE

Clients have a responsibility to dress and appear at the Drug Court office or in Court according to the standards of propriety, safety, and health. You will be asked to leave your group or appointment if you are wearing sexually provocative, obscene clothing, clothing displaying alcohol or drugs (language or symbols), clothing displaying violence (guns, knives, etc.) or any gang related clothing. The men must wear a belt. You may not wear hats, sunglasses or any body piercings, with the exception of ear piercings within reason, during groups, appointments or Status. Please use common sense in this matter.

### TARDINESS AND ABSENTEEISM

It is your responsibility to be on time for all treatment sessions. You will not be allowed to enter scheduled sessions if you are late, thus acquiring an unexcused absence. ***If you know you are going to be late, you must call and speak to the counselor for your group.*** The only absences that will be excused are for doctor appointments. To excuse an absence, there must be a written verification on medical letterhead. You are expected to be on time for Status Hearings, which means at the Court House by (8:15 a.m.), the day of Status.

## CONDUCT AND COURTESY

You are asked to take both the time and effort to be polite to everyone. You should show respect to staff and peers at all times.

## SMOKING AREAS

Smoking is prohibited inside the building where the Drug Court office is located. It is essential that all clients adhere to this policy. You may smoke on the side or the back of the building where butt cans are placed. **Please do not smoke in the front of the building.**

## PERSONAL TELEPHONE CALLS

Personal telephone calls will not be allowed on facility phones except in an emergency. Please make your phone calls elsewhere before or after treatment sessions and arrange for any needed transportation ahead of time. No use of the telephone is permitted without the permission of a staff member.

No Cell Phones are to be used in the Drug Court Building. If a cell phone rings or you talk on your cell phone in the building it will be taken from you and you will have to pay \$10 to get it back for the first offense.

## FEES and FINES

Clients will pay \$ 70:00 a month in Probation fees to drug court, and are not required to pay additional probations to the department of probation and parole, which are due by the 5<sup>th</sup> of every month. If you have difficulty paying this fee contact your case manager by the 5<sup>th</sup> and they will set up a payment plan and help you develop a budget is needed. You may also be fined for testing positive for certain drugs such as spice and bath salts. See fee acknowledgement document for further details.

## FOOD AND BEVERAGES

Food and beverages are not allowed during education or group sessions.

## PRESCRIPTION MEDICATION

Any medication prescribed by a physician or any over-the-counter medication needs to be reported to the treatment staff. Failure to do so could result in your receiving a positive urine screen which will result in response from the Judge. These are treated as a positive screen.

Mood altering prescriptions are prohibited, unless approved by the staff and the Medical Director., This includes Energy Drinks.

1. I understand I am responsible for informing and providing documentation **in advance** of all prescription medications I am taking. I am also responsible for notifying staff if there are any changes to the prescriptions. I will inform any health care provider of my substance addiction prior to them prescribing any medication. If the health care provider still chooses to prescribe a CDS, I will notify the Program Director or specific staff member **prior** to having the prescription filled or using any of the medication in order to discuss the effects on my recovery and my Drug Court participation.
2. I understand that I am required to get approval from the Program Director or specific staff member, in advance, of any over-the-counter medications I may be using and that they are to be non-addictive and not contain alcohol. I am also responsible for confirming with a pharmacy or medical professional that these medications are non-addictive and do not contain alcohol. I understand that using mood-altering medications, **prescribed or not**, could exclude me from participation in the program.
3. You will be given an information sheet on approved over the counter drugs as well as those which are not approved. When in doubt call.

## INCENTIVES & SANCTIONS

### **Incentives/Rewards:**

- Praise from the Judge at status hearings
- Drawing from fishbowl
- Reduction or removal of fines
- Awards during graduation

You may be rewarded for your performance during treatment. Rewards may be given for moving to the next stage, month of negative screens, demonstrating a sound recovery, good status reports, and other positive behaviors and attitudes.

### **SANCTIONS:**

#### **Pre-Contemplation:**

#### **Contemplation:**

#### **Preparation:**

Violation of any Rule	—1 <sup>ST</sup> OFFENSE:	3 days in jail, (minimum)
Violation of any Rule	—2 <sup>ND</sup> OFFENSE:	14 days in jail, (minimum)
Violation of any Rule	—3 <sup>RD</sup> OFFENSE:	21 days in jail, (minimum)
Violation of any Rule	—4 <sup>th</sup> OFFENSE:	30 days in jail, (minimum)

<b><u>Action:</u></b>	__1 <sup>st</sup> OFFENSE:	7 days in jail (minimum)
<b><u>Maintaince:</u></b>	__1 <sup>st</sup> OFFENSE:	7 days in jail (minimum),

and Demotion back.

A positive screen in any form must be sanctioned by above guidelines.

Other violations maybe sanctioned by community service or the writing of a report related to the violation. The re-instatement of fines may also be used as a sanction. All sanctions will be graduated as those above. T

2<sup>nd</sup> Violation: within a 90 day period, the Response will Double from the 1<sup>st</sup>.

5<sup>TH</sup> OFFENSE — staff to discuss termination; client to present case at staffing.

\*\*\*If client has any violation(s), then goes 3 months without another violation, sanction level is reduced to 1<sup>st</sup> offense.

These are minimum sanctions; actual sanction(s) may be more severe--up to and including termination. Actual sanction(s) will be based on clients' overall history and behavior.

\*\*\* Client can be Terminated at any time.\*\*\*\*



## IN THE EVENT OF A NATURAL DISASTER

In the case of a natural disaster, clients are expected to contact the Drug Court Office at 318-561-7575. If you are unable to reach the Drug Court Office at this number you can call the emergency cell phone at 318-446-2615. If due to the nature of the disaster, the drug court cell phone service to this area fails, you can reach us toll free at 1-800-510-4147 where you will hear a recorded message giving you instructions as to where you should report. The Drug court staff will make every effort to contact you if we have prior warning of a natural disaster. It is important that your counselor have current phone numbers where you can be contacted.

**No beepers or cellular phones are allowed!!**