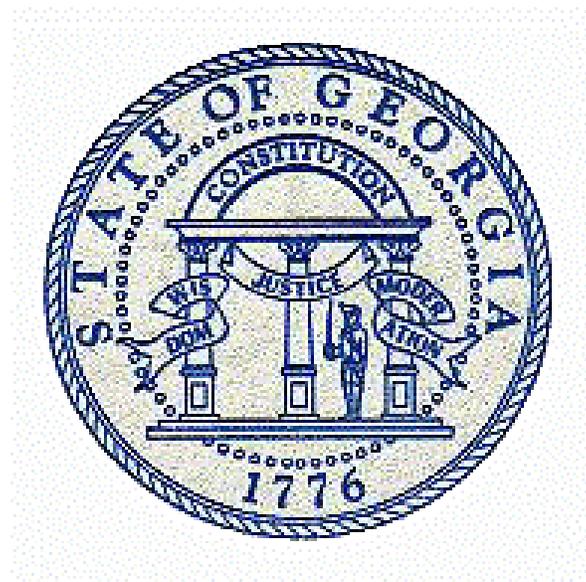


# **Forsyth County Drug Court**



# **Participant Handbook**

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Participants entering the Drug Court Program are expected to follow all the guidelines in this handbook.

# I. Introduction

The late Chief Judge Richard S. Gault first envisioned the Forsyth County Drug Court. He began research and preparations for the program well before his untimely death in 2003. As a way to honor and carry on the works of Judge Gault, newly appointed Chief Judge Jeffrey S. Bagley followed through in making the dream a reality by beginning the Drug Court in January 2004.

The Court is a partnership between the Judge, District Attorney, Probation, Law Enforcement, Accountability Courts Office, Treatment Provider, Drug Court Defense Attorneys, and Pretrial Services.

The program is a minimum of twenty-four months (not to exceed 3 yrs. without written explanation) and consists of five phases. It encompasses vocational, educational, and spiritual components in conjunction with providing substance abuse treatment. **Phase 1** provides an orientation to treatment along with urine drug screens, and weekly Drug Court appearances. **Phase 2** provides alternatives to criminal and addictive thinking and Moral Reconciliation Therapy with continued urine drug screens, and weekly Drug Court appearances. **Phase 3** provides socialization skills, relapse prevention, and group therapy, urine drug screens, and Drug Court appearances every other week. **Phase 4 and Phase 5** are transition phases back to the community and allow the client to act as a facilitator/mentor for newer participants. The participant attends group, urine drug screens and court as scheduled, and is a role model to the other participants.

This program provides early intervention and serves as a meaningful alternative to incarceration for the participant who can function in the community with support. It is our goal to improve the quality of life and reduce recidivism for participants in this program. Those who graduate will have a solid foundation to build upon in order to become productive members of our community.

## II. Important Numbers

Accountability Courts Office: 678-455-4780

Case Manager: Kendall Reid, [klreid@forsythco.com](mailto:klreid@forsythco.com)

Program Coordinator: Suzanne Stewart, [snstewart@forsythco.com](mailto:snstewart@forsythco.com)

Website:

<https://www.forsythco.com/Departments-Offices/Accountability-Courts/Drug-Court>

Emergency Phone (afterhours and weekends) 678-215-7672

Defense Attorney, Jenny Smith 678-809-7862  
[jennysmith@jennysmithlaw.com](mailto:jennysmith@jennysmithlaw.com)

Drug Screen Line 800-494-1250 or web check-in at  
[drugtestcheck.com](http://drugtestcheck.com)

### III. Court

#### A. COURTHOUSE BEHAVIOR

Your attendance in court is a critical condition of your participation in the Forsyth County Drug Court. Your behavior from the time you leave your automobile until you arrive in the courtroom should reflect positively on your Drug Court Program. This means **NO** standing on the front steps of the courthouse before or after drug court. Your attire should **not** include short shorts, tank tops, halter-tops, hats, sunglasses, flip-flops, open toed shoes, sandals, sleeveless shirts, clothes with holes, nor revealing, tight, or excessively baggy clothing. Additionally, you should **not** wear clothes displaying offensive language or advertising alcohol or other drugs. Loud and boisterous behavior is unacceptable. This behavior and attire is required for **ANY** time you are in the courthouse. **You must be punctual. Court is called to order on Tuesday afternoons at 3:00 p.m.** Once in the courtroom, conversations should be minimal. If you come into the courtroom visibly high, you will be held in contempt and could be sent to jail. You are to remain seated unless directed otherwise. You should not read or sleep in the courtroom. No food, drink, cell phones, or other distracting items are allowed. Any distracting cell phones in the courtroom will be confiscated. You are responsible for your guests and/or children regarding their dress and behavior.

When addressed by the Judge, you should stand and respond respectfully. **KEEP YOUR HANDS OUT OF YOUR POCKETS AT ALL TIMES!!** “Yes, sir” and “No, ma’am” are appropriate. Speak clearly and directly to the Bench and remain in front of the Judge until dismissed. **Violations of courthouse and courtroom behavior will result in sanctions.**

#### B. JUDGE’S ROLE

The Drug Court Judge has knowledge of the impact of substance abuse on the court system, the lives of participants, and the entire community and is, therefore, committed to the program mission and goals, and works as a lead partner to ensure its success. One way the Drug Court Judge leads is through assisting the treatment team in developing protocols and procedures for the program. In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant progress.

Your Drug Court Judge has many responsibilities beyond Drug Court, and thus his time is limited. **Direct contact with the Judge and his office should be avoided beyond the courtroom setting. The Judge is not your case manager, personal attorney, or legal advisor. Information from you and your family must go through the Accountability Courts Office or your attorney.** The Judge attends non-court meetings, such as staffing, to discuss possible candidates for the program and to determine appropriate, effective sanctions for program violations, as well as incentives for continued compliance. Such determinations are made using knowledge of addiction, relapse, and other factors (i.e., criminal history, gender, age, and culture) that may impact a participant’s success. Further roles of the Drug Court Judge are to advocate for Drug Court by creating community

interest and support for the program and to develop community resources to assist participants in their treatment.

### **C. CASE MANAGER'S ROLE**

The Drug Court Case Manager assists the Program's Coordinator with all duties. The Drug Court Case Manager advises the participants of their requirements and conditions. The Drug Court Case Manager maintains records of the participant program fee payments, residence, employment and other information. The Drug Court Case Manager manages all participant files and maintains updates. The Drug Court Case Manager can administer drug screens to test for drugs/alcohol.

### **D. PROGRAMS COORDINATOR'S ROLE**

The Programs Coordinator manages the daily operation and administration of the Drug & DUI Court Programs. This includes immediate oversight of staff interaction with participants, assistance with case management development and implementation, training and administration of the case management and drug screening/laboratory system, review of court documents, etc. The Program's Coordinator assists the Director and Assistant Director in developing, implementing, and supervising the office's policies and procedures.

### **E. PROSECUTOR'S ROLE**

Without the District Attorney's cooperation, those who have new charges pending would not be offered the opportunity to participate in the Drug Court Program and eventually have those charges dismissed. The Drug Court Prosecutor has many responsibilities to the Drug Court. While in the courtroom, the Prosecutor ensures each eligible offender is offered the option of Drug Court. Further, the Prosecutor presents each case to the Judge and facilitates entry into the Drug Court Program if appropriate. The Prosecutor attends staffing to discuss possible candidates for the program and to determine appropriate sanctions and incentives for current participants. Such determinations are made using knowledge of addiction, relapse, and other factors (i.e., criminal history, gender, age, and culture) that may impact a participant's success. In the event that you are terminated from the Drug Court, the Prosecutor will make recommendations to the Court regarding your sentencing. Another role of the Prosecutor is to contribute to efforts in community education and acquisition of community resources to aid the program. The Prosecutor educates peers, colleagues, and judiciary on the effectiveness of Drug Courts. **It is not appropriate to seek legal counsel from the staff of the District Attorney's Office.**

### **F. DEFENSE ATTORNEY'S ROLE**

The Drug Court Defense Attorney represents each participant in Drug Court who is not otherwise represented by counsel. The Defense Attorney's role is to evaluate the offender's legal situation and ensure their legal rights are protected. Additionally, the Defense Attorney effectively advises offenders of their legal rights, legal options, treatment options, program conditions, and possible sentencing outcomes while developing a relationship that promotes the offender's long term best interests. The Drug Court Defense Attorney also monitors participant progress and ensures the appropriate provision of

treatment and other rehabilitative services. The Defense Attorney attends staffing to discuss possible candidates for the program and to determine appropriate sanctions and incentives for current participants. Like the Prosecutor, the Defense Attorney also contributes to educating the community and assists in educating peers, colleagues, and judiciary in the effectiveness of Drug Courts. In the event you are facing termination from Drug Court, the Defense Attorney will represent you at subsequent hearings and, if necessary, advocate for you at sentencing. **It is not appropriate to seek legal counsel from the Drug Court Defense Attorney regarding matters unrelated to Drug Court.**

## **G. LAW ENFORCEMENT'S ROLE**

Law enforcement plays a major role in your opportunity to participate in the Drug Court Program. They have recommended you receive treatment, not jail. Law enforcement provides accountability for your participation in this program through weekly staffing and recommendations. They will also provide Fourth Amendment searches as needed. Your total honesty and cooperation with all law enforcement is essential to compliance with this program.

## **H. PROBATION OFFICER'S ROLE**

Some participants come into the program as a result of having a drug related violation while on probation. It is the responsibility of the Probation Officer to conduct the initial evaluation of these cases. If the probationer is determined to be a candidate for Drug Court, the Probation Officer refers the case through the District Attorney's Office. If the probationer is admitted into Drug Court, their progress is monitored by the Probation Officer who also reports back to the Probation Department. The Probation Officer keeps the Drug Court staff informed of the person's progress on probation, by attendance at weekly staffing and court sessions. In the role of community supervision of offenders, the probation officer contributes to community education and acquisition of community resources to aid the program. In the event a probationer is terminated from the Drug Court, the Probation Officer will make recommendations related to their case disposition.

## **I. SANCTIONS**

The Judge will impose sanctions on you for violating program rules. **If you have violated any program rule which would result in a sanction, you MUST be in court regardless of whether your phase is required to attend. If you fail to admit a violation that was not addressed by staff or the Court, when the violation is discovered, your sanction will be increased.** Failure to appear in court to receive a sanction will result in additional sanctions. If jail time is required for your program violations, you must make sure that all personal matters are attended to prior to court. This means you must make arrangements for childcare, vehicles, etc., if jail time sanctions are a possibility. Further, medications are to be in your possession when you come to court. Vehicles are not to be left unattended while you are incarcerated. You should expect to go to jail on Tuesday when the Judge imposes the sanction. In the event you are allowed to choose your report day for entering the jail, you must report on the date and time which you stated in Court. Failure to do so can lead to increased sanctions. Likewise, if you are ordered to complete community service work, you must complete it before Monday at noon and the forms must be turned in by that deadline.

## **Personal Contact Information**

### **Curfew**

While in Phases 1 and 2, you have a curfew of 11:00 pm. While in Phases 3, 4, and 5, you will have a curfew of 12:00 midnight. This means you must be home at the address on file for you. If you have verifiable work or other issues with being home for curfew, you must contact the Accountability Courts Office, in advance of violating curfew, and another curfew time may be set for you.

### **Housing**

Sanctions, including jail time, will result if the Accountability Courts Office does not have your current address. This residence is where you must be every day. You are not permitted to stay anywhere other than this residence apart from emergency situations, which must be approved by Accountability Courts staff.

**Notification of a change of address must be made to the Accountability Courts Office prior to the first date you wish to reside at the new address.** Participants who are on probation must get permission from the probation office (Department of Community Supervision – DCS) **prior** to moving. If a probationer wants to move out of Forsyth County, they must get permission from DCS **and** the Judge in advance.

### **Vehicles**

You must provide the Accountability Courts Office with information regarding the vehicle(s) you use for transportation. If you do not drive, you must provide information about the vehicle(s) you are transported in most often. This information must be provided within 2 business days of possessing or changing vehicles and must include the make, model, year, color, and tag number for the vehicle. Failure to notify the Accountability Courts Office of your vehicle information within 2 business days will result in sanctions that may include jail time.

### **Telephones/Cell Phones**

It is necessary for the Accountability Courts Office to be able to reach you at any time to notify you of program announcements, etc., and for the Defense Attorney to notify you of jail sanctions. You must provide and keep current a phone number where a message can be left on a voicemail, answering machine, or with a designated person (people). It is your responsibility to resolve any conflict that may prevent this situation. Failure to provide such a phone number may result in a sanction. It is also your responsibility to provide the passcode for your phone upon entry into the program and update as necessary.

### **Behavior and Contact Limitations**

If you purchase and/or use and/or possess alcohol, energy drinks, e-cigs, vapes, vape juices, synthetic drugs, CBD products, THC products, or designer drugs. (regardless of legality) while in this program, you will receive sanctions. All use of illegal drugs will be sanctioned.

You must avoid people or places of disreputable or harmful character. This includes, but is not limited to, people currently on felony or misdemeanor probation or on parole (other than those who are also participating in the Forsyth County Accountability Courts Programs), people in accountability courts in other circuits, people who are incarcerated in any jail or prison, people with felony convictions, drug users, drug dealers, as well as anyone under supervision of any judicial entity, or felony or misdemeanor release or bond. Requests for contact with anyone who may fall under these guidelines need to be turned in to the ACO no earlier than Phase 2 of the program and are subject to the approval of the drug court team. If you do want to request contact in Phase 2, please start this discussion with your case manager so a plan for contact can be established by the Accountability Courts. You will need to follow this plan for your request to be heard by the Judge in Phase 2. At no point in the program should participants donate or give money to each other. Any donations (including cash, money order, gift cards, etc.) should be approved through the Accountability Courts Office. All bartering or financial assistance should be approved by the Accountability Courts Office.

Participants are never allowed to enter into a romantic/physical relationship with another participant in the drug court program. Participants are never allowed to be in the home of another participant in the program, without specific permission from the Accountability Courts Office. In Phase 1, participants may not “pair off” with any other participant of the program including communication and association between or among two or more participants. Any such communication is limited to official drug court business, drug court requirements, and drug court approved events. Beginning in Phase 2, participants may hang out with others in any Forsyth County Accountability Courts who are in Phases 2 and above. Additionally, participants may not hang out together where alcohol is served (unless permitted by ACO such as bowling alley, etc.).

You are not allowed to be in an establishment where the primary purpose is alcohol or drug related or where food is no longer served. You are also not allowed to go to strip clubs, casinos, hookah bars or smoke shops. This is not intended as punishment but rather to encourage sobriety. Thus, the ultimate goal of drug testing is to provide accountability and confirmation of an individual’s progress towards recovery. If you have questions about where you cannot go, contact the Accountability Courts Office.

**You must report any and all contact with law enforcement to the Accountability Courts Office by the close of business the next business day.** For example, if your law enforcement contact occurs on Tuesday, you must notify the Accountability Courts Office by 5:00 p.m. on Wednesday. If contact occurs on the weekend, you must report it to the Accountability Courts Office by 5:00 p.m. on Monday. Arrests should be reported immediately. This does not apply to contact with the law enforcement officer assigned to Accountability Courts.

## **Jail Sanction Requirements**

If you are sanctioned for a drug screen violation or jailed for three days or more, you are required to report to the Accountability Courts Office no later than the first business day

following your release from custody. If you are released after 5:00 pm on Friday or over the weekend you must report on Monday morning at 9:00 am unless otherwise directed in court. Failure to report to the Accountability Courts Office will result in a sanction.

## **Community Service Work Information**

If you receive a community service work sanction, you must actually work the total number of hours assigned to you. **You will not be allowed credit for bringing your own equipment, driving your personal vehicle, time taking a “lunch break”, etc.** If Drug Court discovers you did not work the total hours ordered, increased sanctions may be ordered. Community service is due by Monday at noon. It is no longer necessary to schedule the community service work prior to completion and/or report to the probation office prior to starting your community service work. Community service work may only be completed at the approved locations listed on the community service worksheet.

### **Probationers**

For those also on **PROBATION**, you must complete all conditions of probation in addition to your Drug Court requirements, unless modified by Consent Order upon your entry into the program. If you have any questions, contact your probation officer.

**Anything you want counted for court must be turned in to the Accountability Courts Office by 12:00 noon on Monday for the week prior!!**

## **J. PROGRESSIVE SANCTIONS**

### **Failure to Pay**

Progressive sanctions will also be imposed for being behind in your finances. If you are over \$400 behind, you will receive 4 hours of community service the first week, the second week you will receive 8 hours of community service, the third week you will be required to complete a budget, and the fourth week you will be placed on a payment plan, if you qualify. If a payment plan payment is missed or insufficient, it could result in jail time. Failure to complete the budget will result in jail time. If placed on a payment plan by the Court and you need to deviate from that plan, you must make the request in advance, on a leave request form, and turn it in the Monday before you want consideration in Court.

## **K. INCENTIVES**

Program compliance and good behavior will be recognized by the Judge as an incentive to continue your recovery. Other tangible incentives may be awarded for outstanding progress. Examples of incentives are praise from the Judge, clapping from your peers, a trip to the Accountability Courts closet, candy bars, and/or other program perks.

Participants who do not receive any sanctions in the previous month will receive a “sanction free freebie,” which can be used to satisfy a sanction for limited, minor violations. If a participant accrues six freebies, they are required to be traded in for a gift card, extra leave, or \$25 fee credit.

Participants who need assistance with transportation may request Uber funds. Your Uber funds are considered monthly and are to be used sparingly. Your voucher is to be used only for trips to and from Accountability Courts activities. If you misuse your funds, any remaining balance will be suspended, and you will have to reimburse the ACO for all misused funds within 60 days. You will also not be eligible to request more funds for 60 days from the time of complete reimbursement.

The Judge has very limited ability to grant a temporary limited driving permit. You may request a limited permit through the Accountability Courts office once you reach Phase 2. There is a form in the lobby you must fill out and turn into the attorney before court. The Judge approves these on a case-by-case basis.

## **L. TERMINATION**

The Forsyth County Drug Court is committed to giving participants the opportunity to learn to live their lives drug free. However, your continued participation in the Drug Court Program is contingent on compliance with **ALL** program guidelines and regulations. Non-compliance can result in termination. Reasons for termination may include, but are not limited to:

1. Inability to remain clean and sober
2. Failure to attend and participate in groups
3. Threats or violence against peers or staff
4. Altering or tampering with drug screens
5. Committing a new offense (**all arrests must be reported to the Accountability Courts Office immediately**)
6. An accumulation of program violations
7. Chronic failure to pay program fees
8. Continued non-compliance to program guidelines
9. Repeated failure to treat staff and/or other participants with respect
10. Falsification of any documents (including but not limited to AA/NA sheets, medical information, etc.)
11. Failure to comply with Medical Leave
12. Early discharge, leaving, or being terminated from residential treatment

**We want every participant to succeed, and we consider termination the last resort.** However, our treatment resources are limited, and the Court may determine termination from the program is necessary. Be assured this option will be imposed only after all other possible avenues have been explored such as increased jail time, increased intensity and attendance in ongoing treatment, residential treatment, etc.

## **IV. Program Guidelines**

## **A. TREATMENT FACILITY**

All Drug Court activities and locations are an extension of the Bell-Forsyth Judicial Circuit's Superior Court. Your behavior should reflect that understanding at all times. This includes the treatment facility and parking lot, community service sites, special events, and any other function associated with Drug Court activity. Violations of program rules can result in sanctions and/or new criminal charges. All staff members of the Forsyth County Drug Court and the Treatment Facility are extensions of the Court, and you are expected to follow their instructions.

1. No alcohol, drugs, weapons, or pocketknives will be brought to these facilities.
2. Groups will begin on time! Participants must be punctual, as tardiness will result in sanctions. Participants must attend and participate in the full session to receive credit.
3. Use the restroom prior to group beginning. Participants will only be allowed to use restroom during group if urgent.
4. Confidentiality is a must. What is said here stays here! There will be severe consequences for any violation of this rule.
5. Participants are expected to share openly and honestly. Do not interrupt or cross talk with other peers while someone is sharing.
6. Free expression of participant's thoughts and feelings is encouraged; however, violence, threats or intimidation will not be tolerated. Extreme use of profanity is not acceptable.
7. Leave group only in an emergency after notifying staff.
8. No visitors allowed. Participants will be notified of scheduled exceptions to this rule. This includes children and pets. All rides waiting must do so in the front parking lot.
9. Smoking is permitted outside and away from buildings in designated areas. No tobacco products are allowed in the building.
10. No littering in parking lot or in building. Participants will be responsible for assisting in maintaining the cleanliness of the building. This includes cleaning up spilled drinks.
11. Destroying or defacing property will lead to sanctions.
12. Appropriate attire is required for all Accountability Courts-related activities. No clothing or accessories with alcohol or drug related logos should be worn at any time during Accountability Court functions. No crop tops or tight/revealing clothing is allowed.
13. No cell phones are to be seen, heard, or used during group. Participants will place their cell phones in the holder provided on the back of the door upon entry into group. (If participants violate this rule, their phone will be taken by the counselor and given to the coordinator or case manager.) \*\*No recording of any type on any device is permitted—includes all Accountability Court events.\*\*
14. No harassment will be tolerated!

## **B. ATTENDANCE**

### **Treatment**

As a participant in the Forsyth County Drug Court, you are required to attend all treatment groups and meetings as assigned. **You must be on time.** Being late to or missing treatment groups will result in sanctions from the Court. If you report to a treatment group late and are not allowed to enter the group, it is your responsibility to remain at the treatment center until group concludes. Do not continue to interrupt the group by asking questions, arguing, etc. At the conclusion of group, the facilitator will inform you if you need to provide a

drug screen or if you are free to leave. **Failure to show up at all or leaving before the facilitator excuses you will result in greater sanctions.**

If your group is working from a workbook, you **MUST** bring your workbook to group. Failure to bring your workbook to group or losing your workbook will result in sanctions.

If you enter into residential as a part of your Drug Court treatment requirements, you will be required to attend court quarterly. These dates will be provided to you as well as the residential facility. Upon return from residential, the participant shall return to the phase they were in when they left. After 30 days in that phase, the participant shall be evaluated by treatment to determine which phase is appropriate for treatment. This can result in moving to a higher or lower phase. If residential is successfully completed, upon meeting the measures required, they may still graduate in 24 months. If residential is not successfully completed, upon reentry into the program, the earliest available graduation date shall be determined.

### **Community Support-Prosocial Activities**

Beginning in Phase 2, you will be required to attend community support meetings (including but not limited to AA, NA, Smart Recovery, Celebrate Recovery, etc.).

**If you miss a community support group meeting or do not fill out your required attendance documentation correctly or completely, you will receive a sanction from the Court. Turning in documentation of attendance at a meeting you were late to or left early from will be grounds for termination.** Additionally, you may only receive credit for **ONE** AA/NA/community support meeting per day. If you are required to attend 2 or more meetings per week, they must be on different days. These meetings must be attended after the deadline for turning them in from the previous week and before the current week's deadline (unless otherwise instructed or approved). All community support meetings must be attended in person, virtual meetings are not allowed. This level of accountability ensures your commitment to recovery, the program, and our ability to identify program compliance. In Phases 3-5, you will be allowed to submit 1 Prosocial Activity per week in lieu of 1 community support meeting. Treatment will define with participants what constitutes a Prosocial Activity. This option can be suspended or removed by the ACO staff or Judge if inappropriate activities or documentation are provided.

### **Individual Counseling**

If you are ordered by the Court to attend individual counseling sessions, you must provide 24 hour advance notice to change/miss a scheduled appointment. Failure to do so will result in sanctions from the Court. Additionally, such mandated counseling sessions are ordered to continue until the Judge tells you otherwise. If you are attending voluntary individual counseling sessions and are more than 15 minutes late, your individual counseling becomes mandated until the Judge tells you otherwise. All participants must complete at least three (3) individual counseling sessions prior to moving into Phase 4.

## **Leave Requests**

Special requests to be excused from drug screens must be approved, in advance, by the Drug Court Judge. Leave requests are available as follows: Phase 1: no leaves available; Phase 2: two (2) leave requests available; Phase 3: two (2) requests available; Phase 4: two (2) requests available; Phase 5: two (2) requests available. In Phases 2 and 3 only one group may be missed per leave request. Phases 4 and 5 may not miss a scheduled group session while on leave. After any approved leave from Drug Court, you must report to screen the following day. If your return day is a Saturday and there are no called screens that day, report the next day also. If there are no called screens by Monday, report to the Accountability Courts Office by 9 am. It is your responsibility to tell the screener you are returning from leave. If your return day is a weekday and there is no called screen, report to the Accountability Courts Office by 9 am. No travel permit will be granted for participants to leave the country.

The following procedure must be followed to miss a drug screen:

1. All requests must be submitted by **12:00 pm on the Monday** before you plan to take they leave. The requests must be submitted in writing using forms which can be obtained from the Accountability Courts Office or staff and can be turned into the Accountability Courts Office or placed in the box located at the treatment facility. Probationers leaving the state must also obtain permission from their probation officer.
2. All requests must have verified documentation attached. (For example: doctor, school, work, or court letterhead explaining the situation and signed by a person in authority, including a contact phone number.)
3. The Drug Court staff will screen requests and, only if they are recommended, will be presented to the Drug Court Team and Judge for consideration.
4. The Drug Court Judge will inform you in court (the week of your leave) of the Team's decision regarding your request. (If your phase is not required to be in court on that date or you have any questions regarding your request, consult with the Drug Court Office.)

## **Medical Leave**

Medical leave must be approved in advance, if possible, and appropriate forms must be completed so you are aware of what is expected of you during such a leave. The participant is responsible for complying with all directions of the Accountability Courts Office while on medical leave, including, but not limited to, pill counts, weekly status reports, and updates from any doctor visits. Medical leave does not count as a leave request; however, your time in the Drug Court Program will be on hold while you are away. You may be required to attend court at the direction of the Drug Court staff during your leave. Additionally, your medical leave situation will be reviewed by the Drug Court Team at the six week point to determine if continued leave will be granted. Maternity leave is considered a medical leave, so you must follow the same guidelines. For medical leave questions/approval, contact the Accountability Courts Office.

## **Emergencies**

In the event of a sudden illness and/or death of immediate family, contact the Assistant Director on the emergency phone @ 678-215-7672. If the Assistant Director does not respond within 2 hours, proceed as necessary. It is your responsibility to contact the Accountability Courts Office the next working day and provide proof of relationship, medical records, or an obituary upon your return to treatment.

### **C. FINANCES**

Throughout your attendance in the Drug Court Program, you are required to contribute financially through program fees. You will be charged a monthly fee for treatment while in the program. This fee is charged and due on the first Monday of each month. However, you will be charged at a pro-rated amount for the time between your entry date and the 1<sup>st</sup> of the following month.

#### **Fees**

While you are in the program, you will be charged a monthly fee of \$200. This fee covers your treatment services (\$150) and program fees (\$50). Your payment is due on the 1<sup>st</sup> Monday of each month. If you enter the program between the 1<sup>st</sup> and the 15<sup>th</sup>, your first payment is due immediately. If you enter the program after the 15<sup>th</sup> of the month, your fees will be reduced to \$100 for the first month only. **Payments must be made in the form of a money order or cashier's check payable to Forsyth County Drug Court. Payments can be made at the Accountability Courts Office Monday-Friday between 8:30am and 5:00pm or placed in the designated boxes at the treatment facility.** Receipts will be available upon request. We encourage you to keep your receipts in the event an error occurs regarding your account. This is your responsibility.

**All payments must be made by 12:00 pm on Monday to be considered for Tuesday court.** A minimum payment is required before you can move to the next phase. For example, Phase 1 is a minimum of 3 months, so 3 months of fees must be paid before you can move to Phase 2. Failure to keep your fees paid will result in community service until your account is no more than two months in arrears. Progressive sanctions may be imposed if you do not pay your fees to move into the next phase. It is expected that your account will be paid in full monthly. If placed on a payment plan by the Court and you need to deviate from that plan, you must make the request in advance, on a leave request form, and turn it in the Monday before you want consideration in Court.

A minimum \$10 confirmation fee may be billed to your account if a contested drug test confirms positive by the laboratory. This fee can be up to and over \$250 depending on the drug tested for and the lab test necessary. You may be responsible for the entire cost of the test if the results are confirmed by the laboratory.

**If you have been in a residential facility as part of your Drug Court requirements, program fees continue to accrue even while you are in residential treatment. Treatment fees discontinue until you return to groups. You can request to return to community after you have been in a residential program a minimum of 6 months voluntarily or 12 months mandated. This request must be in writing and must explain the circumstances around your request and a plan for success should your request be**

**approved. (i.e. place to live and transportation) After successful completion of a residential facility, you will return to the phase you were in when you left. During the first 30 days, you will be evaluated by treatment to formulate a treatment plan and case management to determine which phase is appropriate for program progression.**

If your time in the program ends due to termination, discharge, graduation, or any other means, any credit toward your fees will not be reimbursed. You can request the credit to be put toward the fee arrearage of another participant. If you cannot meet your financial obligations, it is your responsibility to discuss your situation with the Drug Court Coordinator and develop a solution. Financial responsibility is considered an integral part of the recovery process.

### **Employment**

Employment is mandatory in this program unless you are a full-time student. Job verification is required to show the total of all hours worked per pay period. Sanctions will be imposed for failure to work and/or turn in job verification. You must notify the Accountability Courts Office within 24 hours of losing your job.

**You may not work in a bar or restaurant where alcohol is served, nor may you work in any establishment where the primary sales are alcohol, such as a package store. Additionally, you may not work where narcotics, dangerous drugs, or other mood altering substances are available unless otherwise approved by the staff in advance. You are also not permitted to start your own business once you have entered the program.** If you have any question about your place of employment, consult with the Accountability Courts Office.

**Check stubs, invoices, etc., are due on the 1<sup>st</sup> Monday of each month to show proof of employment of the previous month. You must submit all check stubs/timesheets received to show continued proof of work.** If you are unemployed, you must submit copies of applications to show your effort in obtaining a job. If you are paid by 1099, we require a letter from your employer stating their intent to file the 1099 on your behalf, as well as documentation of continued work. If you are self-employed, you must provide a copy of your business license/business setup documentation initially and then copies of checks, invoices, receipts, purchase of supplies, documentation of hours worked, etc., monthly to show continued work. This business must have been set up and active at the time of your entry into Drug Court. If you are in school, you must provide proof of continued enrollment through credit hours, class descriptions, schedule, grades, etc. All questions regarding employment verification should be directed to the Accountability Courts Office.

### **D. MEDICATION**

There are many reasons you may feel the need to use a variety of substances. *Pain* is the most common. Use of analgesics (pain-killers) or other narcotics are likely to cause relapse as these substances may lower your inhibitions and your ability to control impulsive action. You must be very cautious when you become physically ill, even with respiratory diseases (colds, flu, or pneumonia), as many drugs used to treat these conditions can also trigger

relapse. There are many compounds that may cause you to crave a drink/drug. It is difficult to remember which drugs to avoid; therefore, **all medications/substances you request to use must be provided to the Accountability Courts Office for inspection and approval prior to use. You must obtain approval for each subsequent event requiring the medication again. This includes all prescription medications, over-the-counter substances, including cough syrups and cold remedies, as well as any supplements/meal replacements. No prescription written by a physician who does not have a physical office or place of practice will be approved. Internet prescriptions will not be approved.**

It is your responsibility to alert your physicians of your substance dependence and involvement in the program and, when necessary, work with them to locate a safer, less addictive alternative. Participants must present the Physician Notification Form to doctors when prescribed medication and provide signed form to Drug Court or sanctions will be imposed. If you have a particular problem that requires certain medications, you should discuss it with the Accountability Courts Office. It may be that you are placed on medical leave and your time in the program is stopped until you are again drug-free. If you must visit the emergency room/quick care doctor (for an event that has occurred after 5 pm or on the weekend) with prescription medication approval necessary, you must utilize the emergency contact. All other medication approvals must be during regular business hours either in person or by office phone. You must provide documentation and proof of any medications administered or prescribed to you in any doctor's/dentist's office, emergency room, or quick care within 72 hours. You must also provide the Physician Notification Form and original prescriptions that you do not fill to the Accountability Courts Office for disposal within the 72 hours. All approvals will be noted on the appropriate form which must be signed by the participant the day of the approval or the next business day following approval by phone. Upon completion of taking approved prescription medications, the remaining medication and containers must be turned in to the Accountability Courts Office. Failure to turn in remaining medication and/or containers will be counted as unauthorized use.

**No substance of any kind is to be taken without prior permission of the Accountability Courts Office. Sanctions will be imposed for taking over-the-counter substances without permission. Do not use any substances containing alcohol, dextromethorphan or poppy seeds. You may not possess or consume any energy drinks.**

**You may not possess any mood-altering substance, whether purchased legally or illegally. Mood-altering medications/substances suggested or prescribed by a physician must be approved by the Accountability Courts Office. Failure to comply will likely result in jail sanctions. Regardless of the chemical compound, all use of designer drugs, synthetic marijuana, bath salts, kratom, vape juice, etc., will be sanctioned as a use.**

## **E. DRUG TESTING**

All participants are given instructions about the drug screen phone line upon entry into the program. For the duration of your participation in the Forsyth County Drug Court Program, it is your responsibility to check daily to see if you are required to drug test that day. Drug testing is performed on a random basis; therefore, a breath or urine specimen may be required at any time regardless of whether screens were called. **The phone number for drug testing information is 800-494-1250. The web check-in is drugtestcheck.com. You must check by phone or web between 4am-9am. If, for any reason, you cannot access this information by phone or internet, it is your responsibility to report to the treatment facility during scheduled drug testing hours. Refresh your screen when checking daily to ensure that you aren't looking at the previous day's instructions.**

All regular drug testing will be conducted at the Accountability Courts Office.

**Normal/regular testing times are daily, Sunday through Saturday, 6am-9am.** These times are subject to change. We reserve the right to screen you at any time for any reason.

You must be punctual and prepared to submit a specimen during the specified hours. **Late arrivals will not be allowed to test and failure to submit a specimen during testing hours will be considered a positive screen. If a screen is announced at group and not on the phone/website system, your 2-hour window begins at the start time for group. If you are late to group and not allowed in, it is your responsibility to determine if a screen was announced and, if so, utilize the 30 minutes following group to provide a specimen. Do not further disrupt group or more sanctions could apply!**

**Tampering with or diluting a drug screen can be grounds for termination from the Forsyth County Drug Court Program.** To limit the possibility of dilution, do not drink excessive fluids, do eat protein throughout the day, do restrict caffeine consumption, do slow fluid intake for a couple of hours before providing a specimen. Make these suggestions part of your normal day as you are subject to screening at any time.

Upon reporting for a drug screen:

- 1. You must indicate an admission or denial of use on the sign-in sheet prior to submitting the screen and grant permission for confirmation of results, if appropriate. This is a one shot deal. You must clarify admission at sign in including what substance(s) you used and when your last date of use was in order for this to count as an admission. Once you indicate denial, you cannot change your decision as far as sanctions are concerned. It is your responsibility to ensure staff is aware of any admission prior to providing the specimen. Honesty is a crucial component for recovery and participation in the Forsyth County Drug Court Program. Self-disclosure of use will be considered by the Court when sanctions are imposed.**
- 2. Only one participant is allowed in the testing area at a time. A staff member must accompany you at all times during drug testing.**
- 3. You must make sure you hand your specimen vial/bottle to the staff member and watch them put your label on the bottle/screen.**

4. You will not be allowed to leave the testing area or drink excessive fluids until a specimen is received. It is suggested you not drink excessive fluids two hours prior to screening.
5. A staff member of the same gender must always witness the sample being given.
6. You may not carry purses, coats, bags, etc. into the testing area.
7. Shirt sleeves should be rolled up to the elbow and pants should be below the knee. You may be asked to remove additional clothing to ensure the validity of a specimen.
8. You must wash your hands BEFORE providing the specimen.
9. The test cup must contain a minimum 1/3 level to be adequate for testing.
10. Follow the directions given to you by the screener as this list is not all inclusive.

Community service is not an excuse for being late to or missing a drug screen; nor is a drug screen an excuse for being late to community service.

## **F. FOURTH AMENDMENT WAIVER SEARCHES**

All participants are subject to a search of their person, place, residence, phones, vehicle or belongings, at any time, whether present or not, for any reason, having given such permission in the Drug Court Contract. Your failure or the failure of anyone with whom you reside to welcome entry for a search will result in sanctions or even termination. Therefore, it is imperative the Accountability Courts Office have your current address and contact information. Your rooms/home must be clean/neat enough to be searchable.

While in the Drug Court Program, you may not have ammunition or guns of any type (BB, paintball, etc.) in your home, car, or possession. There may not be alcohol of any kind or anything alcohol-related including, but not limited to, containers, devices, or marketing items in the residence where you reside or vehicle you occupy. **If you are in possession of any mood or mind-altering substance at the time of the search, you can be taken into custody immediately.** Additionally, you cannot reside or be present in a vehicle where e-cigs, vapes or vape juice is present. Additionally, you cannot possess at-home drug testing kits or adulteration kits. Sanctions will be imposed for violations. You may not attempt to or alert another participant of actual or perceived investigative activity by Drug Court Personnel or their agents (including, but not limited to law enforcement). If you do, jail sanctions are likely. You also may not clear any social media or electronic devices after they have been taken as part of a search. When a search is conducted, you may be asked to provide a urine or breath sample for drug/alcohol testing, the same rules apply to these tests as those performed at the treatment center. So, if you choose to admit to use, make sure to tell the officer before the screen is conducted. Admission after the specimen is collected will be treated as a denial for sanctioning purposes. If you have questions regarding Fourth Amendment waiver searches, contact the Accountability Courts Office.

## **V. Treatment**

### **A. GROUP**

**\*\* Participation is crucial to recovery. Be aware that you influence other members and can have either a positive or negative impact on their recovery process. Due to the importance of each person's recovery, being consistently disrespectful and distracting from the group leading to dismissal will result in sanctions.\*\* Each group facilitator has the authority to kick you out of group.**

## **B. SERVICES**

Upon entry into Drug Court, a treatment plan will be developed to address your needs utilizing information from your clinical assessment. This plan will be reviewed with you as necessary and at each phase move meeting. The goals/recommendations of the plan will be adjusted as goals are achieved and/or your needs change. Treatment and Drug Court staff will ensure you are provided access to services identified in your treatment plan. Such services could include individual counseling, marital/family counseling, mental health/co-occurring treatment, cognitive skills, anger management, in-patient/residential treatment, etc. Access or referral to ancillary services is also available. Ancillary services include but are not limited to employment counseling/assistance, medical/dental care, educational improvement, financial planning/budgeting, housing, etc. You may request such services at any time through your treatment counselor or Drug Court staff.

## **C. PHASE REQUIREMENTS**

Certain conditions must be met prior to your move from one phase to the next. These conditions are listed below for each phase. Any questions regarding these conditions should be addressed to the Accountability Courts Office. **Requests to move to the next phase must be submitted to the Accountability Courts Office or placed in the box located at the treatment facility by 12:00 pm on the Monday prior to your anticipated move date.** These forms can be obtained from the box at the treatment facility or Accountability Courts Office.

### **Phase 1: minimum 3 months**

1. Attend 3 group meetings weekly as required
2. Attend meeting with Case Manager as required
3. Complete life story
4. Provide at least 2 random drug screens weekly as directed
5. Obtain full-time employment or receive Judge's exemption
6. Pay a minimum of 3 months in fees
7. Begin process to obtain GED
8. Complete a minimum of 1 month without a missed, positive, or diluted screen
9. Complete a minimum of 4 weeks without a jail time sanction or from release from last jail sanction
10. Meet with Drug Court and/or treatment staff to review your treatment plan

### **Phase 2: minimum 6 months**

1. Attend 2 group meetings weekly as required
2. Provide at least 2 random drug screens weekly as required
3. Continue full-time employment, school, other activity approved by Judge
4. Attend and document one recovery support meeting per week

5. Obtain a sponsor, mentor, or peer recovery coach
6. Pay a minimum of 9 months in fees
7. Provide a copy of HS diploma/GED or results of GED pre-test taken after program entry. Participants without a GED or HS Diploma will need to meet with a counselor for GED assessment/plan or an alternative for advancement in career, school or training
8. Complete a minimum of 1 month without a missed, positive, or diluted screen
9. Complete a minimum of 4 weeks without a jail time sanction or from release from last jail sanction
10. Meet with Drug Court and/or treatment staff to review your treatment plan

**Phase 3: minimum 6 months**

1. Attend 2 group meetings weekly as required
2. Provide at least 2 random drug screens weekly as required
3. Continue full-time employment, school, other activity approved by Judge
4. Attend and document two recovery support meetings per week, may substitute 1 Prosocial Activity
5. Continue to work with your sponsor, mentor, or peer recovery coach
6. Pay a minimum of 15 months in fees
7. Take GED classes or other educational classes for educational advancement, as directed by Accountability Courts Office staff
8. Complete a minimum of 8 weeks without a missed, positive, or diluted screen
9. Complete a minimum of 4 weeks without a jail time sanction or from release from last jail sanction
10. Complete a minimum of 3 individual counseling sessions, if not completed prior to this phase
11. Meet with Drug Court and/or treatment staff to review your treatment plan

**Phase 4: minimum 5 months**

1. Attend 1 group meeting weekly as required
2. Provide at least 2 random drug screens as required
3. Continue full-time employment, school, or other activity approved by Judge
4. Attend and document 3 recovery support meetings per week or voluntary individual sessions, may substitute 1 Prosocial Activity
5. Continue to work with your sponsor, mentor, or peer recovery
6. Pay a minimum of 20 months in fees
7. Take and provide copy of GED results; if not passed, provide documented proof of studying
8. Complete a minimum of 3 months without a missed, positive, or diluted screen
9. Complete a minimum of 4 weeks without a jail time sanction or from release from last jail sanction
10. Meet with Drug Court and/or treatment staff to review your treatment plan

**Phase 5: minimum 4 months**

1. Attend 2 group meetings monthly as required
2. Provide at least 2 random drug screens as required

3. Continue full-time employment, school, or other activity approved by Judge
4. Attend and document 3 recovery support meetings per week or voluntary individual sessions, may substitute 1 Prosocial Activity
5. Continue to work with your sponsor, mentor, or peer recovery
6. Pay all fees in full (24 months)
7. Meet with treatment counselor for assessment and recommendations regarding further counseling
8. Pass GED or meet other educational advancement requirements
9. Complete a minimum of 90 days without a missed, positive, or diluted screen or use of unapproved substance
10. Complete a minimum of 3 months without a jail time sanction or from release from last jail sanction
11. Complete all graduation requirements 1 month prior to anticipated graduation date
12. Must not be placed on daily meetings within 4 weeks of technical end date
13. Meet with Drug Court staff and/or treatment provider to ensure all requirements have been met

#### **D. GRADUATION REQUIREMENTS**

Upon completion of Phase 5, you will be eligible for graduation. However, several requirements must be met prior to your graduation recommendation.

1. Write a letter to the Judge regarding your progress in the Drug Court Program, letter must be submitted to and approved by Accountability Courts Office, and must include the following:
  - Background: Life before Drug Court
  - Arrest situation
  - Reflections on Drug Court success
  - Reflections on Drug Court struggles
  - Plans/Goals for future: personal and recovery
2. Complete Giving Back Project
  - Project/Site to be approved by Accountability Courts Office
  - Minimum of 24 volunteer hours
  - Documentation must be verified by Accountability Courts Office
  - Submit to case manager a written summary of how/why project was chosen, feelings while completing project, personal reactions after project completion
3. All Drug Court/treatment fees must be paid in full or substituted community service work must be completed
4. Complete recovery plan with assistance of treatment staff and submit to case manager
5. Attend and document at least one Phase 1 group and tell your life story

6. Provide certification of having GED, high school diploma, or other educational improvement records
7. Complete a minimum of 90 days without a missed, positive, or diluted screen or use of unapproved substance; Complete a minimum of 3 months without a jail time sanction or from release from last jail sanction.
8. Must meet with Drug Court Case Manager or designated staff to review completed requirement.

After you have completed the above requirements, the Drug Court staff will recommend your graduation from the program to the Treatment Team. Successfully completing the Forsyth County Drug Court Program will result in your original charges being dismissed or your sentence being satisfied; or, if you are on probation, it will reflect satisfactory completion of that condition of your probation and possible early termination from probation or maximum benefits. This process will be facilitated by the District Attorney's Office or Probation Department and will be granted by the Drug Court Judge.