

# CARVER COUNTY DRUG TREATMENT COURT PROGRAM

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## PARTICIPANT HANDBOOK



CARVER  
COUNTY

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## Carver County Adult Drug Treatment Court Team

Name	Team Role	Agency	Phone Number
The Honorable Michael D. Wentzell	Treatment Court Judge	MN 1 <sup>st</sup> Judicial District	
Mikaela Hunley	Coordinator	Carver County Court Services	O: 952-361-1332 C: 612-459-6553
Kayla Fahey	Probation Agent	Minnesota Department of Corrections	C: 612-756-2749
Kelly Small	Prosecutor	Carver County Attorney's Office	O: 952-361-1400
Michael Budka	Public Defender	MN Public Defender's Office	O: 952-361-3813
Jamie Meyer	Chemical Health Assessor	Carver County Health and Human Services	O: 952-361-1613
Pete Lavanger	Treatment Provider	NorthStar Regional	O: 952-361-1158
Warren Campbell	Certified Peer Recovery Support	NorthStar Regional	C: 612-284-5098
Chezni Rang	Clinical Social Worker	First Street Center – Waconia	O: 952-442-3073
Jennie Pinnow	Jail Re-Entry Coordinator	Carver County Court Services	O: 952-361-1848
Sergeant Patrick Schwarzhoff	Law Enforcement Officer	Carver County Sheriff's Office	O: 952-361-1863
Lieutenant Tony Kjorstad	Law Enforcement Officer	Chaska Police Department	O: 952-448-4200

### WELCOME

This handbook is designed to answer your questions and help you successfully complete the Carver County Drug Treatment Court (CCDTC) program. Treatment court is an alternative to the traditional criminal justice system that provides lifesaving treatment to justice-involved individuals with substance use and mental health disorders. Court includes intensive probation supervision, chemical dependency treatment, and regular meetings between you and the Court. In this program, there is a closer working relationship between treatment and the criminal justice system than is typically seen in the courts. It is a great opportunity for those who wish to change circumstances in their lives and break the cycle of drug abuse/dependency. **It is your responsibility to read the entire handbook and contracts and ask questions about anything you do not understand.**

## OVERVIEW

The Drug Treatment Court Team is made up of several people who will be working with you and each other during your time in the Drug Court Program. The team is made up of the following individuals: a Judge, a Prosecutor, a Public Defender, a Coordinator, a Probation Agent, Law Enforcement Officers, a Chemical Use Assessor, a Treatment Provider, a Jail Re-entry Coordinator, a Clinical Social Worker, a Peer Recovery Support, and a Program Evaluator. The Team is committed to providing you with support and encouragement as you find your way towards a life of long-term recovery.

This is a voluntary program for people who meet the eligibility criteria. You make the choice about whether or not this program is for you. However, when you decide to participate in the program, the program requirements become mandatory and you must follow the recommendations of the CCDTC Team and the Judge's orders. If you follow the program, including being honest with yourself and others, you will see positive changes in your life as you progress through each phase.

**Show up, try hard, and be honest.** If you follow these basic principles, you will be on the right track to successfully completing the program. We understand change is not easy. It takes hard work and a strong commitment to maintain a life in long-term recovery. We believe in you and we are here to help you. We will surround you with the necessary tools, treatment, supports, and services that will help you be successful. We will provide you a level of structure, hold you accountable for your actions, and provide you encouragement for your good choices. However, we cannot do the work for you. If you ever are struggling in the program, ask for help. We want to hear from you. We want you to succeed. We look forward to seeing you achieve your goals and make positive changes in your life.

## SCREENING AND ELIGIBILITY

1. Be 18 years of age and older.
2. Be a Resident of Carver County or lives within the identified geographical service area:
  - a. The identified geographic service area includes Carver County, Scott County, Mcleod County, Sibley County, Eden Prairie, Excelsior, St. Bonifacius, Shorewood, and Minnetonka south of Highway 7 and west of Highway 169.
  - b. If an individual is homeless or has no permanent address, the CCDTC Team will review individual circumstances on a case-by-case basis to determine if residential qualification can be met.
3. Pass a public safety screening conducted by the Prosecutor and Law Enforcement.
4. Screens as high risk/high need utilizing the Risk and Needs Triage (RANT).
5. Assessed with a moderate to severe substance abuse disorder as determined by the MN Comprehensive Chemical Health Assessment.
6. Charged with a new felony offense and/or pending a felony probation violation.

## **MISSION**

The Carver County Drug Treatment Court (CCDTC) will improve public safety, reduce recidivism, and lower the overall cost to society by holding high risk/high needs individuals in the criminal justice system accountable for their actions while also promoting a lifestyle of long-term recovery. Carver County Drug Treatment Court will facilitate access to substance abuse and mental health treatment and is a collaborative effort between the criminal justice and community-based services.

## **COURT STAFFINGS**

The treatment court team meets prior to each court hearing to review and discuss participant progress and to consider the actions it should take to improve their outcome in the program. Staffings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month from 8:30am to 9:30am prior to Court Hearings. The team discussion covers such topics as drug testing results, attendance at scheduled services and support meetings, participation and cooperation in treatment and mental health services, program compliant and non-compliant behaviors, achievement of goals and milestones, team observations and insights, and recommendations. Team members provide input to the Judge on sanctions, incentives, and therapeutic responses. Staffings are closed to the public.

## **COURT HEARINGS**

CCDTC is held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 10:00am at the Carver County Justice Center. The Carver County Justice Center is located at 604 E. 4<sup>th</sup> Street, Chaska, MN 55318. It is the participants responsibility to find transportation to and from court hearings, office visits, drug testing and treatment on the days they are required to appear.

Participants in Phases 1, 2, and 3 of the CCDTC program are required to attend court twice monthly while Participants in Phases 4 and 5 of the CCDTC program are required to attend court once a month on the 2<sup>nd</sup> Monday of the month. Participants in the program will be required to attend court hearings and to stay until the completion of the hearing. Participants will be called up to speak with the judge during court, the Judge will review participants progress since the last court hearing. Participants will be asked questions and will have the chance to talk to the Judge for a few minutes to discuss progress in the program and share any successes or concerns depending on comfort level. Treatment Court hearings are held on the record and open to the public. Supportive family members and friends are encouraged to attend.

## COURTROOM RULES

- Show up, try hard, and be honest.
- Arrive 9:45am, court begins at 10:00am.
- Wait in the hallway near the doors to the courtroom until you are instructed by a team member to enter.
- Speak clearly and directly when addressing the Judge, Treatment Court Team members and court personnel. Do not interrupt when the Judge is speaking.
- Do not talk while other participants are addressing the court.
- All weapons are banned in the courtroom.
- All cell phones must be turned off while court is in session.
- You may not text, talk, play or browse on your phone during the court proceeding. If you are found to be using your phone during court, it will be taken from you and returned to you after court.
- Sleeping in court is prohibited.
- No chewing gum, drinking, eating, or using smokeless tobacco while in the courtroom.
- No Profanity in court.
- Do not leave your children unattended in the courts building.
- Stay until court ends, unless instructed otherwise.

## DRESS CODE

- Wear appropriate court apparel. Clothing should be clean and neat. Jeans and t-shirts are permitted.
- Clothing must not display inappropriate writing or pictures, including references to sex, violence, drugs, or alcohol or gangs.
- Do not wear clothing that has holes in them, which exposes your abdomen or underwear or clothing that is see-through. No short shorts or miniskirts or plunging necklines. No flip flops.
- Baseball hats, stocking caps, knit caps and bandanas may not be worn in court.
- Sunglasses may not be worn in court, unless the participant suffers from a visual disability.
- If you have questions regarding what is appropriate to wear during court appearances or office visits, ask your Probation Agent or the Coordinator.

## GENERAL DRUG COURT RULES

1. Participation in Drug Court requires honesty, good faith in effort and accountability.
2. You are required to follow all directives and orders of the Court and probation. Not doing so will be considered a major rule violation and can result in consequences. If at any time you have questions about a directive or order it is your responsibility to contact probation or the Court and obtain further clarification.
3. You are required to attend all court hearings that are ordered. If you have a question or need clarification it is your responsibility to contact probation or the Court in order to meet all your obligations.
4. Obey all state laws, federal laws and local ordinances.
5. You must have prior approval for overnight stays away from your home of record. An overnight is considered any time you are away from home past your curfew. An Overnight Request Form must be completed in advance and submitted to probation for review.
6. Out of State Travel requires prior approval from probation and CCDTC Team approval. Please request a form from your probation agent.
7. An official picture ID is required within 30 days of being accepted into Drug Court. This must be shown to law enforcement officers upon request. If you do not have photo identification, please speak to the Drug Court Coordinator, who can get you the necessary paperwork to obtain one.
8. A telephone is required. You must immediately notify your probation agent if your phone number changes or is disconnected. If you lose your cell phone, inform your probation agent immediately. Your voicemail must be set up and available to receive messages at all times.
9. Participants are to make a good faith effort to pursue education, employment or volunteer work to the extent that these efforts do not interfere with overall treatment goals.

10. Any change in residence or employment must be discussed with your probation agent prior to the change.
11. Random home, school, work or field checks will be made at any time, day or night, without prior notice. You will be required to submit copies of your weekly schedule to probation.
12. Collateral contacts will be made by probation or their designee. This includes, but is not limited to, significant others, family, employers, physicians, therapists and treatment facilities. You are required to sign Releases of Information as a condition of your probation.
13. Do not associate with drug users or dealers. This includes being where using or dealing is actively going on or known to happen.
14. You shall not possess firearms at any time while in the program.
15. You are required to comply with any and all recommendations from your Diagnostic Assessment, such as attendance at therapy or other recommended programming. Any unexcused absences will be considered a program violation and could result in a consequence. In case of an emergency, you will need to contact your probation agent and treatment provider as soon as possible.
16. You are required to comply with any and all recommendations from your Chemical Comprehensive Assessments including attendance at treatment, aftercare and meetings. Any unexcused absences will be considered a program violation and could result in a consequence. In case of an emergency, you will need to contact your probation agent and treatment provider.
17. Local law enforcement will assist probation in your supervision. You are required to make yourself available to probation for compliance checks.
18. Any contact with law enforcement shall be reported to probation immediately.

Please reference the *Participant Agreement* for a list of all Carver County Drug Court program rules and expectations.



## **JAIL AND/OR EHM WITH CHEMICAL TESTING**

Depending on your current offense and prior record, you may have to serve some jail time and/or electronic home monitoring. The Judge will decide on the length of time you serve. The amount of time served will be different for everyone in the program.

## **CHEMICAL DEPENDENCY EVALUATION AND TREATMENT**

Upon being referred to the program, you will have to have a chemical dependency evaluation. You will be responsible for paying for the cost of treatment if you do not have insurance or behavioral health funding. It is up to you to make sure that your probation agent receives a copy of your evaluation. The treatment program you have to complete is based on your needs. Not everyone in the program will be going to the same type of treatment. You may have to do outpatient treatment, residential treatment, sober housing, or some combination. You will need to tell your treatment provider about your involvement in the drug court program. You will need to sign authorizations for release of information in order for the CCDTC team to receive updates about your progress. The CCDTC team and our treatment counselor will be in regular contact to discuss your progress in treatment and in court.

During your program participation, the need may arise to change the initial treatment plan to address newly identified issues and/or changing life events. Participants are required to comply with any changes to their treatment plans. The Drug Treatment Court reviews all recommendations to change your treatment plan to determine the likelihood that you will be able to complete the treatment objectives during the program. The CCDTC Team will make clear the expected timeline for your engagement with referrals and completion of newly identified treatment objectives.

## **CONFIDENTIALITY**

By agreeing to participate in the CCDTC program, you will be required to provide us with information that may otherwise be confidential. You will be required to sign appropriate waivers and release forms for the CCDTC team and your treatment providers.

## **COURT ORDERED ASSIGNMENTS**

Verification of any court ordered assignments or requirements such as community support group meetings, assigned worksheets, etc. must be submitted to your probation agent by 12:00pm Sunday each week.

## **COGNITIVE GROUPS**

You will be required to complete cognitive skills group after you have completed primary chemical dependency treatment and aftercare. This group consists of 24-26 sessions, and you will be required to attend group twice a week for 12 weeks or once a week for 24-26 sessions.

## **COMMUNITY SUPPORT GROUPS**

You are required to attend chemical health support group meetings. These meetings can be Alcoholics Anonymous, Women for Sobriety, Narcotics Anonymous, SMART Recovery, Celebrate Recovery, or other community-based groups that support you in sobriety. You must verify your attendance at these meetings with your probation agent weekly.

## **SPONSOR OR MENTOR**

It is a requirement that you obtain a sponsor or mentor to correspond with on a consistent, weekly basis. This person should be someone that has lived recovery experience and/or a person that can offer support to your recovery process. A sponsor/mentor is someone you can share things with, confide in, and can count on for support and accountability with your recovery journey. Current CCDTC participants may not officially sponsor or mentor other CCDTC participants to meet this requirement while they are both active participants in the program due to potential conflict of interest.

## **PROBATION AGENT MEETINGS**

Meetings with your probation agent will occur on a regular basis and are based on what phase of the program you are in. How often you meet with your probation agent may be decreased or increased, depending on your progress in the program. You will have contacts with your probation agent during scheduled and unscheduled visits, as well as during court sessions.

You and your probation agent will develop a case plan. Your case plan will help you set goals, select ways for meeting the goals, and develop target dates for achieving the goals. The plan will be reviewed on a regular basis and updated when necessary.

## **PEER RECOVERY SUPPORT PROGRAM**

The treatment court program partners with NorthStar Regional to offer services through a Certified Peer Support Specialist (CPRS). Peer support services assist with setting recovery goals, developing action plans, solving problems related to recovery such as finding sober housing, developing new positive relationships, and improving job skills. While participating in the CCDTC, the CPRS will provide direct 1-on-1 support to you, as well as facilitate connections to sober pro-social activities, community services and resources, advocacy, and support to develop and direct

your treatment and recovery process. The CPRS begins working with you upon your admission into treatment, through the entire treatment court program, and 3 months post-graduation from CCDTC.

## ABSTINENCE

1. You must remain drug and alcohol free while in the program.
2. You must **abstain from alcohol and all mood-altering substances** with the exception of lawfully prescribed medications authorized by a licensed and qualified medical professional based upon medical necessity with appropriate medical documentation. Mood-altering substances include, but are not limited to, alcohol, controlled substances and derivatives, illegal drugs, synthetic drugs, certain over the counter medications, substances known to be abused and/or marked not safe for human consumption.
3. You are encouraged to avoid using tobacco and caffeine; however, these are drugs which program participants are not barred from consuming in moderation.
4. The Court allows participants to use FDA approved Medication for Addiction Treatment (MATs) issued by a qualified medical professional with appropriate medical documentation.
5. Certain CBD products (which include, but are not limited to oils, food products, coffee, and makeup) may contain THC or may create false positives on drug screens. Therefore, participants must abstain from using all CBD products. If a participant uses CBD products and tests positive, it will be treated as a use for which the participant may be sanctioned.
6. Possession of any type of alcohol is strictly prohibited. Possession means to have on your person, in your home or vehicle. This includes any substances containing alcohol.
7. You are expected to create an environment that supports your ongoing sobriety. It is your responsibility to ensure that your residence(s) and personal areas are free from drugs, alcohol or drug paraphernalia.
8. You are not permitted to consume any items with poppy seeds.
9. Please see attachment *Prohibited Substance Use Contract* for additional information on substances that should be avoided while in the program.

## PRESCRIPTIONS AND OTHER MEDICATIONS

Your prescription medication use is closely monitored and subject to verification of medical need by your Probation Agent and the Court. The Court will not sanction you for using a substance, which has been prescribed or authorized by a licensed physician or medical provider, so long as you follow the guidelines in the Handbook. “Medications” for purposes of this police include all prescription, non-prescription, over the counter medications and supplements.

- You must notify your Probation Agent immediately (within 24 hours) if you are prescribed a medication that is mood altering or otherwise prohibited by the program.
  - You must advise the physician or medical provider of your status as a participant in the CCDTC program and in appropriate cases, that you have a history of problematic substance use or substance dependence.
  - The Prescription Use Form must be completed by your prescribing physician or medical provider when medications are administered or prescribed and submitted to the Probation Agent immediately.
  - You must sign a release of information allowing for the free flow of information regarding your medical condition and case status between the probation department, the prescribing/authorizing physician(s) or medical providers, should there be more than one, and the Court.
  - You must obtain and disclose all relevant information including supporting documentation substantiating your medical need for the prescription. Such documentation may include, but shall not be limited to, medical records and reports, physician notes, treatment plans, and prescription records.
  - You must provide the Court with supplemental statements from the prescribing/authorizing physician or medical provider documenting the ongoing need for the controlled substance and any changes to your prognosis or treatment plan every 90 days as deemed appropriate by the Court.
- You are responsible for notifying your Probation Agent if there are any changes to any medications you are using.
- You must report and list all medications you are taking on any drug screens.
- You must store all medications, in the original packaging that clearly identifies your name, physician’s name and the date the medication was filled.
- Probation may conduct random pill checks to confirm that you are taking your medication as prescribed.
- Misuse of medication or diverting medication for illegal purposes is a violation of the CCDTC program rules and is sanctionable.

- Outdated or expired prescription medication, including medication that is more than one year old or is not your current dosage, must be properly disposed of in accordance with State and Federal laws. Possession of outdated or expired medication is sanctionable.
- Failure to provide the completed Prescription Use Form(s), to disclose any and all medication to Probation, or to properly store any medication and dispose of outdated and expired prescription medication may result in a sanction.
- If you have questions about whether a substance is allowed to be used while in the program, it is your responsibility to contact your Probation Agent and verify with your medical provider and pharmacist to obtain additional clarification.
- Consequences are imposed for the non-medically indicated use of intoxicating or addictive substances, including alcohol, cannabis (marijuana) and prescription medications, regardless of the legal or illegal status of the substance.

### Approved Over-the-Counter Medications

The following medications are approved to take while in Drug Court. Please make sure to read any over-the-counter medication ingredients on the label prior to consumption to make sure there are not any mood-altering ingredients as listed on the ***Prohibited Substance Use Contract***. Do not take more than the dosage indicates on the label.

#### **Pain (CANNOT be PM formula)**

Advil        Tylenol  
Ibuprofen    Aspirin

#### **Vitamins**

Multivitamins or Prenatal Vitamins  
\*No sports additives/supplements

#### **Stomach**

Mylanta        Milk of Magnesia  
Pepto Bismol    Tums/Roloids

#### **Antacids**

Zantac    Prilosec  
Pepcid    Tums/Roloids

#### **Joint Pain**

Tylenol Arthritis  
Ben Gay Muscle Rub/Patches  
Icy Hot Muscle Rub/Patches

#### **Allergies (CANNOT be D/DM)**

Claritin    Benadryl  
Allegra    Zyrtec

#### **Flu Symptoms**

Thera Flu  
Alka-Seltzer

#### **Cold/Cough**

Delsym (non-alcohol/pediatric)  
Mucinex (cannot be D or DM)

## MEDICATION FOR ADDICTION TREATMENT (MATs)

Medication for Addiction Treatment (MAT) is an evidence-based substance use disorder treatment protocol that is part of a comprehensive recovery strategy. CCDTC understands that MAT is a necessary tool in the treatment of substance use disorders and can significantly improve outcomes for individuals struggling with substance dependency. Participants are encouraged to have a medical assessment and discuss with their provider if any of the available medications are appropriate for them and their recovery.

## MEDICAL MARIJUANA

Carver County Drug Treatment Court operates under the use of a federal BJA Grant. Because of this, BJA grantees are prohibited from using federal funds to support programs or activities that violate the *Controlled Substance Act, 21 U.S.C. § 801, et seq*, regardless of local or state practices or laws. The drug court program must ensure that program participants are tested periodically for the use of controlled substances, including medical marijuana.

Carver County Drug Treatment Court prohibits the use of all THC and CBD products, including the use of medical marijuana and participants will be tested for such substances and their derivatives.

## DRUG AND ALCOHOL SCREENING RULES AND PROCEDURES

Random drug screens will play a significant role in your recovery. You will be tested throughout the duration of the program. It is your responsibility to make sure that you understand and comply with testing guidelines. If you do not feel that you fully understand, it is your responsibility to ask for clarification. Note: a missed, altered, or diluted test is viewed as a positive test by the Court.

Please see the attachment *Drug Court Random Testing Procedures and Prohibited Substance Use Contract* for additional random testing information.

1. You will be tested for drugs and alcohol randomly and upon suspicion according to the procedures established by the CCDTC team.
2. You will be tested for drugs and alcohol a minimum of twice per week.
3. Drug and alcohol testing will be performed on weekends and holidays.
4. If you are in residential treatment or intensive outpatient with lodging with NorthStar Regional, you must call an automated phone line every day, including holidays and weekends, to determine if you must provide a drug test that day. If you are required to

test that day, please notify your primary counselor or other available treatment staff and drug testing will be completed by NorthStar treatment staff. Drug testing times are determined based on which facility you are in:

- NorthStar Regional – Shakopee (Men): 10:00am – 3:00pm
  - NorthStar Regional – Chaska (Women): 10:00am – 3:00pm
  - NorthStar Regional – Sugar Creek (Men): 10:00am – 3:00pm
  - NorthStar Regional – Klein Mansion (Women): 10:00am – 3:00pm
  - NorthStar Regional Otsego (Men): 11:00am – 1:00pm
5. If you are in a different treatment program outside of the service area, testing requirements will be determined by the Drug Court team. It is your responsibility to make sure that your Probation Agent is receiving your drug testing results if you are being tested at an outside treatment program, or to report to other drug testing as designated by your Probation Agent.
  6. When living in the community (i.e. independent housing, sober housing), drug and alcohol testing will be performed by the **Minnesota Monitoring Cologne office at 101 Paul Ave N, Cologne, MN**. You must call an automated phone line every day, including holidays and weekends, to determine if you must provide a drug test that day.
  7. You are required to report for a drug test at the assigned location during the specific hours identified in the *Drug Court Random Testing Procedures* depending on your housing status.
  8. Instructions regarding the random testing procedures, including the call-in number, testing facility address and testing times will be provided to you by your Probation Agent.
  9. You must comply with all testing protocols set out by both Probation and the collection facility.
  10. It is your responsibility to report to the assigned drug testing location and at the correct time when ordered. If you are late for a test, miss a test, or leave the facility without providing a proper sample when ordered you will receive a sanction.
  11. You must present at each drug test with your government issued photo identification.

12. Each time you submit to a drug test, you are responsible for informing your Probation Agent and the collector of all current medications you are taking, including both prescription and over the counter medications.
13. When you report to a facility or are ordered in the physical presence of probation to provide a drug test, you must comply within one hour.
14. A trained staff person will directly observe the collection of your test samples.
15. You are responsible for what enters your body. Any positive drug test results due to drug or alcohol exposure could result in a sanction and/or a treatment response.
16. If you refuse to take a drug test required by the treatment court at any time, you will receive a sanction.
17. Ingestion of excessive amounts of fluids can result in a diluted urine sample. Your urine sample will be tested to ensure that your sample is not dilute. If your sample is reported by the laboratory as dilute, you will receive a sanction.
18. Substituting or altering your drug test specimen or trying in any way to modify your bodily fluids for the purposes of changing the drug screening results will result in a sanction.
19. If you attempt to falsely pass any drug test that includes, but is not limited to urine tests, breath/oral fluids tests, sweat tests, hair tests or nail tests that are legally authorized to be requested, it will result in a sanction.
20. You may be charged for the cost of the instant test, confirmation costs, or any other costs related to positive or diluted samples.
21. You have the right to contest the results of any positive drug screen through an additional confirmation at your request. If the confirmation test confirms a positive result, you will be held responsible for the cost of the confirmation test.

## **CURFEW**

There are curfew requirements depending on what phase of the program you are in, please see *Drug Court Phases* for the curfew hours for each phase of the program. Curfew extensions and passes can be granted by your probation agent or treatment court team. All requests must be discussed with your probation agent in advance. Depending on the type of request, a travel request form may need to be completed.



If you are in treatment with lodging and/or sober housing, any passes to stay outside of treatment or sober housing must be approved by probation as well.

## TRAVEL REQUESTS

All in-state or out of state travel requests, regardless of treatment facility travel/curfew rules, must be approved by your probation agent prior to travel. Please contact your probation agent to fill out the Travel Request Form a minimum of 2 weeks in advance so that the Drug Court Team can review your request for approval.

## RELAPSE TRACK

The CCDTC Team is aware that some clients may continue to struggle with their addiction after successfully completing the program and have developed a track to help assist participants to re-engage in their recovery if new use were to occur post-graduation. If a participant tests positive and/or admits to the use of alcohol or drugs resulting in a probation violation, the participant may be admitted into the CCDTC Relapse Track. Duration is a minimum of an additional 6 months, but may vary depending on treatment progress and recommendations, re-engagement in recovery/mental health services, meeting phase advancement requirements, and remaining length of probation. The CCDTC Relapse Track consists of the following requirements:

- Graduate will attend CCDTC twice a month in Phase 1, 2, and 3, and once a month in Phase 4 and 5
- Probation meetings will be increased
- Drug testing will be a minimum of twice weekly
- Graduate will need to complete an updated Comprehensive Chemical Health Assessment and follow all recommendations
- Complete relapse workbook/worksheets with treatment provider as required
- Comply with the CCDTC Relapse Track Participant Agreement
- Abide by the Phase rules and meet all criteria outlined in Phase Advancement Requirements
- Treatment Court fee of \$150

Note: Unless you are a previous CCDTC graduate re-entering on a probation violation and have been told you are on the Relapse Track of the CCDTC program, you will be admitted to the regular track and phase length of the program which is a minimum of 14 months.

## HOUSING REQUIREMENT

While participating in the Drug Court program, you will be required to obtain stable, sober, and supportive housing within the identified geographic service area which includes: Carver County, Scott County, Mcleod County, Sibley County, Eden Prairie, Excelsior, St. Bonifacius, Shorewood, and Minnetonka south of Highway 7 and west of Highway 169. This is required to graduate from the program. Participants who are in Phase 5 and nearing graduation may submit a request to the CCDTC Team for approval to obtain stable housing outside of the identified geographical service area. *Please see attached geographical service area map for more information.*

## DRUG COURT PROGRAM PHASES AND ADVANCEMENT

The Carver County Drug Treatment Court (CCDTC) is a five phase program with specific requirements in each phase in order for you to advance to the next phase of the program. You will need a minimum of 90 days of continuous sobriety in the final phase.

CCDTC takes a minimum of 14 months to complete, but can take anywhere from 18 to 24 months depending on your individual progress in the program. Participants are required to successfully complete each phase prior to graduation. The length of time that it takes for you to graduate from the program will depend on your individual progress and program adherence. The requirements of the program can and will be adjusted based on your performance in the program.

Participants must submit a written application and make an oral presentation to the Court in order to be considered for phase advancement. The Team will review the application for content and accuracy. Participants may be asked to resubmit all or parts of the application or may be delayed or denied phase advancements and/or graduation if all the requirements are not satisfied. Participants that fail to turn in their phase applications on time may have their phase advancement date extended to when the application is completed and turned in. Upon team approval of the phase application and satisfaction of all requirements, the participants receives a phase completion certificate and a CCDTC fee reduction depending on what phase you are advancing from on their phase advancement day in Court.

Requirements listed are general requirements for each phase, additional requirements can be added towards your phase advancement by the CCDTC Team, based off your compliance/behavior.

<b>PHASE 1</b> <b>Acute Stabilization, Assessment and Orientation</b>	
Length of Phase:	Minimum of 60 days, Minimum of 30 days for Relapse Track
Phase Requirements:	<ul style="list-style-type: none"> <li>✓ Attend court twice monthly.</li> <li>✓ Comply with drug and alcohol testing.</li> <li>✓ Abide by a curfew of 10:00 p.m. to 6:00 a.m.</li> <li>✓ Random checks by law enforcement or probation.</li> <li>✓ Attend two structured sobriety and accountability groups weekly, start changing people, places and things.</li> <li>✓ Develop a treatment plan with your treatment provider and develop a supervision plan with your probation agent; attend all probation visits as scheduled.</li> <li>✓ Maintain NorthStar Peer Support contact as recommended.</li> <li>✓ Complete a mental health diagnostic assessment, unless waived.</li> <li>✓ Acquire safe, sober housing.</li> </ul>
Advancement Criteria:	<ul style="list-style-type: none"> <li>✓ Treatment goals are established and identified and progress has been made toward meeting those goals.</li> <li>✓ No unexcused absences from scheduled services.</li> <li>✓ At least two consecutive weeks of demonstrated abstinence from the use of chemicals by taking and passing all tests. Schedule and attend mental health and chemical dependency intake appointments.</li> <li>✓ 15 consecutive days sanctions free.</li> <li>✓ Completion of all sanction obligations imposed during Phase 1.</li> <li>✓ Complete phase advancement sheet and have all treatment and mental health providers' acknowledge compliance with treatment plan.</li> </ul>

<b>PHASE 2</b> <b>Clinical Stabilization, Assessment and Orientation</b>	
Length of Phase:	Minimum of 90 days, Minimum of 30 days for Relapse Track
Phase Requirements:	<ul style="list-style-type: none"> <li>✓ Attend court twice monthly.</li> <li>✓ Comply with drug and alcohol testing.</li> <li>✓ Abide by a curfew of 10:00 p.m. – 6:00 a.m.</li> <li>✓ Random checks by law enforcement or probation.</li> <li>✓ Attend two structured sobriety and accountability meetings weekly. Demonstrate changing people, places and things.</li> <li>✓ Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled.</li> <li>✓ Maintain NorthStar Peer Support contact as recommended.</li> <li>✓ Create a vocational plan to complete a GED assessment and follow all recommendations (if applicable); if attending college, you must gain approval from the team to waive the employment requirement.</li> <li>✓ Obtain a mentor or sponsor to correspond with on a weekly basis. This individual cannot be a current Drug Court participant.</li> </ul>
Advancement Criteria:	<ul style="list-style-type: none"> <li>✓ Reside in stable, safe and supportive housing.</li> <li>✓ Demonstrate compliance with your treatment and case plan.</li> <li>✓ At least 30 consecutive days of demonstrated abstinence from the use of chemicals by taking and passing all tests.</li> <li>✓ Written phase advancement request completed by participant, if deemed eligible by probation agent and treatment providers.</li> <li>✓ Participant must be in compliance with program rules for at least 30 consecutive days.</li> <li>✓ Completion of all sanction obligations imposed during Phase 2.</li> </ul>

**PHASE 3**  
**Pro-Social Habilitation**

Length of Phase:	Minimum of 90 days, Minimum of 30 days for Relapse Track
Phase Requirements:	<ul style="list-style-type: none"> <li>✓ Attend court twice monthly.</li> <li>✓ Comply with drug and alcohol testing.</li> <li>✓ Abide by a curfew of 11 p.m. – 6:00 a.m.</li> <li>✓ Random checks by law enforcement or probation.</li> <li>✓ Attend two structured sobriety and accountability groups weekly. Demonstrate changing people, places and things.</li> <li>✓ Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled and follow the rules and recommendations of treatment.</li> <li>✓ Maintain NorthStar Peer Support contact as recommended.</li> <li>✓ Participate in a cognitive-based skills program such as Thinking for Change, Driving with Care, or other cognitive skill-based program if available and as directed by your probation agent.</li> <li>✓ Maintain or obtain full/part time employment unless otherwise approved by the Drug Court team.</li> <li>✓ Attend group and individual (if recommended) counseling sessions.</li> <li>✓ Participation in monthly pro-recovery recreational/social events.</li> </ul>
Advancement Criteria:	<ul style="list-style-type: none"> <li>✓ Meet all treatment goals as identified for recovery and life changes.</li> <li>✓ Sobriety for a minimum of 45 consecutive days. Sobriety for a minimum of 30 consecutive day for Relapse Track.</li> <li>✓ No unexcused absences from scheduled services for 60 days.</li> <li>✓ Written phase advancement request completed by participant, if deemed eligible by probation agent and treatment providers. Participant must be in compliance with program rules for at least 45 consecutive days.</li> <li>✓ Employed fulltime at least 30 days unless Drug Court team approved other vocational or educational plan.</li> <li>✓ Stable, sober, and supportive housing within the identified geographic service area which includes: Carver County, Scott County, Mcleod County, Sibley County, Eden Prairie, Excelsior, St. Bonifacius, Shorewood, and Minnetonka south of Highway 7 and west of Highway 169.</li> <li>✓ No sanctions for a minimum of 30 consecutive days prior to moving to the next phase.</li> <li>✓ Completion of all sanction obligations imposed during Phase 3.</li> </ul>

**PHASE 4**  
**Adaptive Habilitation**

Length of Phase:	Minimum of 90 days, Minimum of 30 days for Relapse Track
Phase Requirements:	<ul style="list-style-type: none"> <li>✓ Attend court monthly.</li> <li>✓ Comply with drug and alcohol testing.</li> <li>✓ Abide by a curfew of midnight – 6:00 a.m.</li> <li>✓ Random checks by law enforcement or probation.</li> <li>✓ Attend a structured sobriety and accountability group at least two times a week. Demonstrate changing people, places and things.</li> <li>✓ Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled and follow the rules and recommendations of treatment.</li> <li>✓ Maintain NorthStar Peer Support contact as recommended.</li> <li>✓ Cognitive skills training as directed by probation agent.</li> <li>✓ Attend group and individual (if recommended) counseling sessions.</li> <li>✓ Participation in monthly pro-recovery recreational/social events.</li> <li>✓ Establish a recovery network. Maintain pro-social activity.</li> </ul>
Advancement Criteria:	<ul style="list-style-type: none"> <li>✓ Meet all treatment goals.</li> <li>✓ Sobriety for 60 consecutive days. Sobriety for 30 consecutive days for Relapse Track. No sanctions for 45 consecutive days.</li> <li>✓ No unexcused absences from scheduled services for 60 consecutive days.</li> <li>✓ Written phase advancement request completed by participant. If deemed eligible by probation agent and treatment providers.</li> <li>✓ Must have steady employment or be pursuing educational goals; if needed, working towards GED and/or DL reinstatement.</li> <li>✓ Stable, sober, and supportive housing within the identified geographic service area which includes: Carver County, Scott County, Mcleod County, Sibley County, Eden Prairie, Excelsior, St. Bonifacius, Shorewood, and Minnetonka south of Highway 7 and west of Highway 169.</li> <li>✓ Completion of all sanction obligations imposed during Phase 4.</li> </ul>

**PHASE 5**  
**Continuing Care**

Length of Phase:	Minimum of 90 days, Minimum of 60 days for Relapse Track
Phase Requirements:	<ul style="list-style-type: none"> <li>✓ Attend court monthly.</li> <li>✓ Comply with drug and alcohol testing.</li> <li>✓ No curfew- must have any overnight stays approved via a pass request.</li> <li>✓ Random checks by law enforcement or probation.</li> <li>✓ Attend a structured sobriety and accountability group at least two times a week. Demonstrate changing people, places and things.</li> <li>✓ Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled and follow the rules and recommendations of treatment.</li> <li>✓ Maintain NorthStar Peer Support contact as recommended.</li> <li>✓ Cognitive skills training as directed by probation agent</li> <li>✓ Attend group and individual (if recommended) counseling sessions.</li> <li>✓ Establish Recovery Network. Maintain pro-social activity.</li> </ul>
Requirements for Graduation:	<ul style="list-style-type: none"> <li>✓ Treatment completion (continuing care sessions).</li> <li>✓ Sobriety for a minimum of 90 consecutive days. Sobriety for a minimum of 60 days for Relapse Track.</li> <li>✓ Sanctions free for at least 60 consecutive days immediately prior to graduation.</li> <li>✓ Approved aftercare plan stating how participant intends to maintain sobriety after commencement.</li> <li>✓ Continue educational/employment goals.</li> <li>✓ Obtained stable housing within the identified geographical service area. Housing outside of the service area may be approved on a case-by-case basis as participants near graduation and must be submitted to the CCDTC Team for approval.</li> <li>✓ Consistently implement behaviors that support long term abstinence and evidence of active involvement in the recovery community.</li> <li>✓ Completion of a graduation packet and relapse packet 30 days prior to anticipated graduation.</li> <li>✓ Complete an exit interview at least 30 days prior to graduation; a team member of participant's choosing will conduct the exit interview.</li> <li>✓ Completion of a round table discussion with the Drug Court team.</li> <li>✓ Approval of Carver County Drug Court team.</li> <li>✓ Completion of all sanction obligations imposed during Phase 5.</li> </ul>

## **GRADUATION**

On the day you graduate from the program, there will be a celebration in court for your accomplishment. We encourage you to bring family, friends, your sponsor, or any other people who have been supportive of you. There will be a ceremony to celebrate your graduation with cake and refreshments.

## **SOBRIETY DATES**

The Carver County Drug Treatment Court (CCDTC) recognizes that participants may have a personal sobriety date that differs from their confirmed sobriety date for purposes of the Court and supervision. For purposes of the Court and program phase advancement, the CCDTC Team requires that we have confirmed negative UAs to advance to each phase in the program. This may be different from your personal sobriety date.

The confirmed program sobriety date is determined by the first negative UA provided under CCDTC supervision and/or other pre-program verification by a facility. If you were to admit use, have a confirmed positive UA, a missed UA, diluted UA, or a tampered UA, any of these circumstances would restart the sobriety date tracking for purposes of phase advancement and could lengthen their time in a Drug Court Phase. If a sobriety date is reset due to any of these circumstances, your next Day 1 of Sobriety will be the day of your next negative UA. If a participant were to abscond from treatment court or go on warrant status, or have another significant event where sobriety could not be confirmed by the CCDTC Team, their sobriety date would also be reset until a negative UA could be obtained or other verification by a facility.

CCDTC will publicly recognize participants confirmed sobriety date during court hearings and incentivize these milestone dates with sobriety coins. Although we recognize confirmed sobriety dates in Court, the CCDTC Team also encourages participants to speak about their own personal sobriety dates if they choose to verbally, in continuing care plans, or in phase application questions.

## **INCENTIVES, SANCTIONS, AND THERAPEUTIC ADJUSTMENTS**

The Carver County Drug Treatment Court provides all participants with equal opportunity to earn incentives (rewards) or incur sanctions (consequences) for behaviors identified in advance. Participants are given the chance to explain their views on the facts as well as incentives, sanctions, and therapeutic adjustments that may be imposed. Participants are given a clear reason for why a certain consequence is or is not being given.



## Incentives

CCDTC uses incentives to encourage participants and reward successful progress. The following table contains a list of some behaviors or achievements that may result in a low, moderate, and high level of incentive for participants during the course of their participation in CCDTC.

Behaviors or Achievements	Potential Incentives
<ul style="list-style-type: none"> <li>• Sobriety achievement milestones</li> <li>• Mental health or substance use treatment achievements               <ul style="list-style-type: none"> <li>○ Completion of a treatment program</li> <li>○ Satisfying treatment goals</li> <li>○ Medication compliance</li> </ul> </li> <li>• Recovery achievements               <ul style="list-style-type: none"> <li>○ Obtaining sponsor/mentor</li> <li>○ Attending pro-social events</li> <li>○ Disassociation with negative peers</li> <li>○ Re-establishing family relationships</li> </ul> </li> <li>• Personal/Lifestyle achievements               <ul style="list-style-type: none"> <li>○ Securing stable housing</li> <li>○ Obtaining employment</li> <li>○ Obtaining drivers license</li> <li>○ Obtaining GED, advancing other education</li> </ul> </li> <li>• Meeting financial obligations               <ul style="list-style-type: none"> <li>○ Addressing medical issues</li> <li>○ Child support payments</li> </ul> </li> <li>• Service/Volunteerism               <ul style="list-style-type: none"> <li>○ Volunteering</li> <li>○ Community service</li> <li>○ Public speaking</li> </ul> </li> <li>• Facilitating transportation needs               <ul style="list-style-type: none"> <li>○ Assisting participants at treatment, UA's, Court, etc.</li> </ul> </li> <li>• Going above and beyond program expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Encouragement and praise from the Judge</li> <li>• Special recognition</li> <li>• Fast Pass – first to appear in court and get out of court early</li> <li>• Gift cards</li> <li>• Sobriety medallions</li> <li>• Certificate of achievement</li> <li>• Reduced participation fees</li> <li>• Movement to the next program phase</li> <li>• Reduced community restrictions/curfew</li> <li>• Reduced supervision requirements               <ul style="list-style-type: none"> <li>○ Fewer probation meetings</li> <li>○ Fewer court appearances</li> </ul> </li> <li>• Supervised social gatherings               <ul style="list-style-type: none"> <li>○ Hosted CCDTC Team events</li> </ul> </li> <li>• Written commendations</li> <li>• Travel privileges</li> <li>• Commencement ceremony</li> </ul>

## Fast Pass

A Fast Pass is a non-monetary court incentive which may be issued to a participant and redeemed at a future date elected by the participant upon notification to the Drug Treatment Court Coordinator. Participants that are currently in Phase 3, Phase 4, or Phase 5 are eligible for this incentive. A Fast Pass enables the bearer to have their treatment court case called first, instead of in the order of their court admission. Upon completion of their review hearing, the participant is dismissed from court and need not stay for the entire treatment court docket as is customary. Fast Pass recipients, the dates awarded, and the dates the Fast Passes are used will be monitored by the Drug Treatment Court Coordinator.

## Milestone Incentives

**Participants will receive the following phase advancement milestone incentives:**

- Completion of Phase 1: Certificate of Phase Completion
- Completion of Phase 2: Certificate of Phase Completion, \$25 Participant Fee reduction
- Completion of Phase 3: Certificate of Phase Completion, \$25 Participant Fee reduction
- Completion of Phase 4: Certificate of Phase Completion, \$50 Participant Fee reduction
- Completion of Phase 5/Graduation: Framed Certificate of Program Completion, \$50 Participant Fee reduction, Graduation medallion, graduation cake, and \$25 gift card

**Participants will receive the following sobriety milestone incentives:**

- 30 days of documented sobriety: Sobriety Coin
- 60 days of documented sobriety: Sobriety Coin
- 90 days of documented sobriety: Sobriety Coin
- 180 days of documented sobriety: Sobriety Coin
- 270 days of documented sobriety: Sobriety Coin
- 365 days of documented sobriety: Sobriety Coin
- 18 months of documented sobriety: Sobriety Coin
- 2 years of documented sobriety: Sobriety Coin

## Sanctions

Sanctions are negative consequences imposed as a result of disobeying a program rule or engaging in prohibited behavior/activity. Sanctions increase in magnitude after frequent infractions. Participants facing the possibility of a jail sanction are afforded access to their attorney and a fair hearing.

The following table contains a list of some behaviors and low, moderate, and high level sanctions that may be imposed on participants during the course of their participation in CCDTC. This is not a complete list of potential sanctions and other sanctions may be imposed at the discretion of the CCDTC Team.

Sanctionable Behaviors	Potential Sanctions
<ul style="list-style-type: none"> <li>• Dishonesty</li> <li>• Late/no show for court hearings</li> <li>• Curfew violations</li> <li>• Overnights away from home of record without approval</li> <li>• Unauthorized contact with known drug users</li> <li>• Contact with a person/place the CCDTC Team has previously restricted</li> <li>• Not attending support group meetings</li> <li>• Missing important appointments or treatment-related meetings</li> <li>• Being terminated/discharged from a program</li> <li>• Missing CWS or STS or not completing it by a deadline</li> <li>• Being asking to leave the STS work crew</li> <li>• Being present at an unauthorized location (such as a bar)</li> <li>• Not listing medications on UA form, disclosing them to the Team, and not providing the Prescription Use Form for medications</li> <li>• Being late or missing an ordered UA</li> <li>• Having a positive or diluted drug screen</li> <li>• Tampering with, altering, faking, or adulterating a drug screen</li> <li>• Failing to report contact with law enforcement to Probation Agent within 72 hours</li> <li>• New criminal charges</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning from the Judge</li> <li>• Essay or worksheet Assignments</li> <li>• Daily activity logs</li> <li>• Life skills assignments</li> <li>• Cost/benefit analysis</li> <li>• Thinking reports</li> <li>• Letters of apology</li> <li>• Daily check in with a team member</li> <li>• Community Work Service or Sentence to Service</li> <li>• Having to repeat programming or phases, imposing previous phase restrictions, phase advancement delay</li> <li>• Increased community restrictions/curfew</li> <li>• Increased supervision requirements               <ul style="list-style-type: none"> <li>○ More frequent court hearings</li> <li>○ Increased probation meetings</li> <li>○ Increased drug and alcohol testing</li> </ul> </li> <li>• Monetary fines or fees</li> <li>• EHM/Home Detention</li> <li>• Increase in treatment programming</li> <li>• Team Roundtable</li> <li>• Jail</li> <li>• Termination from CCDTC</li> </ul>

## Therapeutic Adjustments

Therapeutic adjustments are changes made to your treatment requirements to ensure that you are receiving the clinical and social services you need to be successful in the program. The changes are not intended to be sanctions (consequences). Examples of therapeutic adjustments include, but are not limited to, assessment for medications or therapy, motivational enhancement therapy to improve commitment to abstinence, increased attendance at support group meetings, and changes to the type of treatment you receive, which may include residential treatment.

## PROGRAM FEES

There is a \$600 Drug Court fee and your probation agent will assist you in setting up a payment plan. If you are terminated or choose to execute your sentence, you will be charged the entire \$600 fee. If you are in the CCDTC Relapse Track your Drug Court fee will be \$150, rather than \$600. As you advance through the program, there will be fee reductions provided as incentives for you meeting advancement requirements.

### Where to pay fees:

Your treatment court fee should be paid to Court Administration. Please tell Court Administration staff you would like the payment applied to your Drug Court fees, to ensure correct accreditation.

### Note:

You may also be required to pay a probation fee or other court fines that are separate from the Drug Court participation fee.

## SEARCH AND ARREST REQUIREMENTS

As a participant in Drug Court, you are required to submit your person, vehicle, electronic devices (cell phone, smart phone, computer, tablet, etc.) and place of residence or area to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice with reasonable cause by any peace officer, probation agent or Drug Court team member as authorized by your probation agent or the Court. Any law enforcement officer who observes a current participant of Drug Court in any of the following circumstances is authorized to arrest that individual:

- In violation of any criminal law
- Under the influence of a controlled substance or alcohol as directed by probation agent or the Court
- Possession of a controlled substance or drug paraphernalia
- As directed by the probation agent, the use of alcohol may result in an arrest

- In the presence of a person in possession of controlled substance(s) as directed by probation agent or the Court

## **DANGEROUS ANIMALS**

Animals living in the same residence as a participant must be secured as directed by law enforcement or the probation agent. The purpose of this rule is to keep everyone involved safe while participating and working for Drug Court.

## **CONFIDENTIAL RELIABLE INFORMANTS (CRIs)**

Drug Court participants will not serve as confidential reliable informants (CRIs) during their participation in Drug Treatment Court. This does not prohibit you from voluntarily sharing information with law enforcement.

## **GRIEVANCE**

If you have a grievance you would like to report regarding a Drug Court team member you may contact their direct supervisor or speak to the Drug Court Coordinator to fill out a Grievance Form.

## **TERMINATION FROM DRUG COURT**

New arrests\*, warrants or a violation of any aspect of your Drug Court/treatment plan may result in your termination from Drug Court. The Drug Court judge makes the final determination. Other violations, which may result in termination may include (this is not a complete list):

- Failure to cooperate with the probation agent or the treatment program
- Violence or threat of violence
- Repeated program violations over an extended period of time.
- Continued missed, altered or positive drug tests
- Absconded on warrant status for 60 or more days. The participant can reapply upon arrest and be readmitted subject to program availability, upon approval of the Drug Court team.
- Violations of law while in the program, which would have made the participant ineligible upon initial screening

*\* A new arrest does not automatically terminate a participant from the program.*

## **PROGRAM WITHDRAWAL**

Participants may knowingly and voluntarily withdraw from the Carver County Drug Treatment Court program at any time. Following the withdrawal, your case will be referred back to the regular criminal District Court docket and will proceed to appropriate disposition.

## **CONCLUSION**

The CCDTC Program has been developed to help you achieve abstinence from illegal drugs, alcohol, and all criminal activity. The program is voluntary and you choose to participate in it. The CCDTC team is there to guide and assist you, but the final responsibility to make the change is yours.

We hope this handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about the program, please feel free to contact one of the following team members:

- CCDTC Coordinator Mikaela Hunley: 952-361-1332
- CCDTC Probation Agent Kayla Fahey: 612-756-2749
- CCDTC Public Defender Michael Budka: 952-361-3813