

Hillsborough County North Adult Drug Court
Participant Handbook

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Introduction

Dear Prospective Participant,

You are being considered as a potential participant or have already been accepted into the Hillsborough County Drug Court (HCDC) Program. The HCDC Team is committed to work with those individuals who choose to participate in the program and who are willing to work toward making healthy lifestyle changes in their recovery.

This handbook is for you to keep. Please take the time to review the handbook, including Appendix D – “Starting Drug Court with a Clean Slate and an Open Mind.” Hopefully it will answer some questions about the program and how the program works. The HCDC Team evaluates the program rules and requirements on a regular basis and this handbook is subject to change when the need arises.

Reading and understanding the expectations of the HCDC Program should help you to decide if the HCDC Program is the right fit for you. This is a challenging program. If you are willing to make the commitment, we think you will find it well worth your effort.

If you have not already been accepted into the program and you have any specific questions or concerns, please direct those questions to your lawyer. If you have already been accepted into the program, please direct questions to the assigned probation officer, case manager or a treatment counselor. We look forward to your participation and success.

Sincerely,

Kenneth Brown
Presiding Justice

Mission of Hillsborough County Drug Court

The mission of the Hillsborough County Adult Drug Court (“Drug Court”) is to reduce recidivism and enhance community safety by providing participants whose chemical dependence has resulted in criminal behavior with treatment and community supervision. As an alternative to incarceration, this judicially supervised program will provide participants with the opportunity to promote their recovery to reduce crime, restore families, and successfully reintegrate participants into the community.

Program Description

The Hillsborough County Adult Drug Court provides intensive substance use disorder treatment and community supervision. Key components of the program include substance abuse treatment and case management; frequent, random drug testing through observed urine screens; frequent status hearings in front of the Drug Court Judge and team to report on compliance and progress; and the use of sanctions and incentives to promote positive behavioral change.

Participation in Drug Court

The Hillsborough County Adult Drug Court is a voluntary program for offenders who have met legal eligibility requirements and have been determined to be at high-risk to reoffend and in high-need of substance use disorder treatment through standardized screening tools.

It is important to understand that when you participate in Drug Court, you will be expected to meet all requirements of the Drug Court Program as well as adhere to your treatment plan, and that if you fail to do so, you will be sanctioned. To participate in the Drug Court, you must sign the Drug Court Special Acknowledgement and Waiver of Rights Form. Please take the time to review this handbook and the Acknowledgement and Waiver of Rights carefully with your attorney as you determine whether or not Drug Court is right for you.

To participate in the program, you will be required to authorize Drug Court team members (e.g. your therapist, case manager, and PPO) to share information about you, your treatment, and your progress with other members of the Drug Court team. You will also be required to authorize Drug Court team members (e.g. your therapist, case manager, and PPO) to share and obtain information from collateral treatment, health, and service providers in order to effectively coordinate treatment and services.

Background Checks

As a drug court participant your criminal background can and will be run on a regular basis to ensure there are no pending warrants in our system. If the team finds a warrant you may be subject to arrest or be required create, or maybe assisted in creating, an action plan on how to

resolve the warrant. The drug court will not supply a record check upon your request but can review it with your case manager. The drug court may run your record after completion of the program or termination from the program for statistical purposes.

Confidentiality

State licensing requires that your identity and privacy be protected. In response to these regulations, The Drug Court staff, its case managers and treatment providers have developed policies and procedures that guard your privacy. In accordance with the HIPPA Laws, you will be asked to sign Releases of Information. This disclosure of information is for the sole purpose of hearings and reports concerning your specific drug court case and is a mandatory requirement of Drug Court. Anonymous information regarding your case will also be given to Evaluators to aid in Program Evaluation.

Drug Court Team Members

The Drug Court consists of a multi-disciplinary team representing local law enforcement, criminal justice, and substance use treatment organizations. Team members, despite their unique roles, share the common goal of successful treatment completion and rehabilitation for each participant.

The Drug Court Team meets prior to each Drug Court hearing and reviews each participant's progress in treatment and compliance with program requirements. During this meeting, the team discusses appropriate incentives and/or sanctions to promote compliance and positive behavioral change. At this meeting, team members may also develop plans to address barriers to treatment and promote progress through therapeutic adjustments in treatment, case management service planning, and community supervision efforts. Team members communicate during the week as necessary, to promptly and effectively manage urgent issues that may arise.

Superior Court Judge – The Judge presides over the court proceedings and monitors the appropriate application of treatment, community supervision, sanctions and incentives, while maintaining the integrity of the court. The Judge is ultimately responsible for determining and imposing sanctions, including incarceration and/or termination.

Superior Court Clerk –The Clerk is responsible for scheduling all legal proceedings such as pleas and status hearings as well as processing all orders of the court.

County Prosecutor –The County Prosecutor's role is to promote community safety and ensure that justice is being served. In a collaborative way, the prosecutor monitors participant progress and makes recommendations regarding supervision, incentives and sanctions. The Prosecutor reviews all potential participants for legal eligibility upon referral.

Public Defender – The Public Defender’s role is to promote the legal rights of participants as well as advocate for the appropriate supervision, incentives, and sanctions to support the participant in his or her recovery and rehabilitation. The Public Defender, in her role on the Drug Court Team, does not represent a participant’s stated legal interests in an adversarial way in the courtroom, but rather works in a collaborative manner during staff meetings and court sessions by helping the team take account of the possible interests and legal rights of participants.

Probation/Parole Officer – The PPO is responsible for community supervision of participants and monitoring their compliance with Drug Court and probation requirements. The PPO works in a collaborative manner with the team and makes recommendations regarding treatment, incentives and sanctions.

Representative from Hillsborough House of Corrections – The representative from the Hillsborough House of Corrections serves as a liaison between the Drug Court team and the Corrections staff regarding the needs, behavior and comportment of participants who are incarcerated due to sanction, new arrests, and/or violations of probation. He also assists with facilitating incarcerated participants’ participation in drug testing to help prepare incarcerated participants to be successful upon release.

Police Officers – The Police Officers are liaisons between the Drug Court and their respective departments. They are responsible for disseminating information to their colleagues to support officers and participants in home visits and curfew checks as well as non-planned contacts. The police also provide important information to the Drug Court team regarding community and policing issues that could potentially impact the progress of any participant.

Treatment provider(s) – Therapists are responsible for providing assessment and treatment planning to participants as well as facilitating Intensive Outpatient Treatment, other substance abuse groups, and individual therapy. Therapists provide assessment and referral to substance abuse and mental health services not provided directly through the Drug Court such as inpatient treatment, partial hospitalization, psychopharmacological evaluation, psychological evaluation, and Medication-Assisted Treatment. The Therapist provides information and updates to the rest of the Drug Court team regarding a participant’s substance use treatment needs, mental health concerns, and adherence to treatment.

Case Manager (s) – The Case Manager works in a collaborative way with the participant and the treatment providers to provide assessment and service planning to support participants in their treatment and their long-term recovery. The Case Manager provides referral and linkages to other services and agencies in the community such as social services, housing, medical services, and educational programs. The Case Manager provides information and updates to the rest of the Drug Court team regarding the participants’ compliance with program rules, their overall progress toward goals, and any barriers they face.

Coordinator – The Coordinator, under the supervision of the Judge, is responsible for overseeing the Drug Court program, to ensure the program provides high-quality services in accordance with empirically determined best practice standards for Drug Courts and meets the requirements of grantors and contracts. The Coordinator also acts as a liaison with the Drug Court Steering Committee, to help engage the larger community in supporting Drug Court.

Evaluator-The evaluator is responsible for evaluating the effectiveness of the Drug Court Program through process, outcome, and cost-benefit analyses.

Community Advisory Committee – The Community Advisory Committee is a group of community members who engage the larger community in supporting the Drug Court through outreach and education.

Supervision

In order to be admitted into Drug Court, you will be sentenced to probation or parole supervision. You will be required to meet the conditions of your probation or parole supervision including but not limited to: remaining on good behavior (avoiding committing any local, state, or federal crimes), meeting curfews; obtaining any permissions needed from your PPO for housing, travel, or work; attending all scheduled meetings with your PPO; and the payment of any restitution, fines, or fees as ordered by the Court. Upon pleading into Drug Court, you must report directly to the Manchester Probation and Parole office at 60 Rogers Street, Manchester.

Your PPO will conduct both scheduled and unannounced home visits to provide accountability for you as well as to assess your living environment so that the team can help you to address any issues that could potentially impact your recovery and rehabilitation. Local Police Departments provide additional supports by conducting curfew checks.

Treatment

You will be assigned a Therapist. Your therapist will meet with you individually for assessment, treatment planning, and therapy on a weekly basis. In addition, an individualized treatment plan will be developed for you. You will immediately begin participating in your treatment plan.

As you make progress toward your individualized treatment plan goals, you will “step down” to treatment groups that meet less frequently and are designed to focus on the skills and changes needed for long-term recovery and rehabilitation. As part of your treatment plan, you may also participate in additional therapies including but not limited to psychopharmacological evaluation, Medication Assisted Treatment, behavior modification, or mental health treatment.

It is important to understand that your individualized treatment plan may require you to participate in an inpatient treatment program. If so, you will be required to complete an

application, be admitted to an inpatient treatment program, and meaningfully participate and successfully complete that program.

Failure to adhere to treatment recommendations, including referral to Inpatient Residential Treatment or compliance with their program rules, can result in sanctions as well as jeopardize your continued participation in Drug Court.

Case Management

You will be assigned a Case Manager. Your Case Manager will meet with you individually for assessment and service planning. Initially, you and your Case Manager will work to address and resolve issues that could present barriers to your engagement in treatment such as housing instability, medical issues, child care and children's needs, etc. As you make progress, you and your Case Manager will begin focusing on addressing long-term goals that support your continued recovery and rehabilitation such as education, work, financial management, and permanent housing.

Court Hearings

Drug Court is held every Tuesday morning in Courtroom 4. As a Drug Court participant, you will be required to appear in court on a regular basis. The frequency of your appearances will depend on the Drug Court Phase you are in and your compliance with Drug Court rules. Initially, you will be required to attend on a weekly basis.

During hearings, you will stand at the podium before the Judge to discuss your compliance with Drug Court rules and your progress toward your treatment goals. The judge will provide encouragement and constructive feedback, issuing incentives for positive behaviors and sanctions for failing to comply with rules or adhere to treatment.

Please demonstrate your respect for court by dressing appropriately, using appropriate language, avoiding conversation with others, and turning in your cell phone to the Bailiff prior to the hearing.

Drug Court is open to the public. We encourage you to invite members of your support network to court to understand your participation in this program, recognize your progress, and support you.

Program Phases

Drug Court has 5 phases. Participants will attend all scheduled treatment appointments and the treatment provider will report back to the HCDC Team on a weekly basis, giving a brief summary of the participant's progress. In addition, the assigned Probation/Parole Officer will update the HCDC Team regarding the participant's compliance with the rules of probation.

Requirements and expectations in each phase are subject to change at the discretion of the HCDC Team. All participants will be notified of any such changes in a timely manner.

Phase I (approximately 60 days)

Listed below are the minimum treatment, probation, and court requirements for Phase I.

- Follow the rules and participate in treatment as directed
- Attend court sessions weekly
- Follow the rules of supervision
- Attend case management - at least (1) time per week
- Attend Probation supervision appointments - at least (1) time per week
- Comply with home visits
- Submit to random drug testing at a time/location as directed by the Probation, Treatment, Case Manager, or the Court.
- Obtain legal photo identification within 30 days of program entry (carry on person at all times)
- Be on time for all appointments
- Be honest about behaviors and activities
- Curfew 9:00 p.m. to 6:00 a.m.

In order to advance:

- Be in compliance with above
- Have a minimum of 14 consecutive days sober

Phase II (approximately 90 days)

Listed below are the minimum treatment, probation, and court requirements for Phase II.

- Engage in and adhere to treatment as directed
- Attend court sessions bi-weekly
- Follow the rules of supervision
- Attend and be compliant with case management - at least (1) time per week
- Attend Probation supervision appointments as directed
- Comply with home visits
- Submit to random drug testing at a time/location as directed by the Probation, Treatment, Case Manager, or the Court.
- Be on time for all appointments
- Be honest about behaviors and activities
- End of the phase begin focus on Peer Support Group (i.e. 12 Step Group)
- Curfew 9:00 p.m. to 6:00 a.m.

In order to advance:

- Be in compliance with above
- Have a minimum of 30 consecutive days sober

Phase III (approximately 90 days):

Listed below are the minimum treatment, probation, and court requirements for Phase III.

- Engage in and adhere to treatment as directed
- Attend court sessions every three weeks
- Follow the rules of supervision
- Follow the rules of case management
- Attend Probation supervision and case management appointments as directed
- Comply with home visits
- Submit to random drug testing at a time/location as directed by the Probation, Treatment, Case Manager, or the Court.
- Be on time for all appointments
- Be honest about behaviors and activities
- Continue Peer Support Group(s)
- Establish sober network
- Establish pro-social activity
- Begin, attend and participate in Thinking for a Change or similar cognitive restructuring program that addresses criminal thinking.
- Where appropriate, get assessment and referral(s) for:
 - Education (i.e. GED)
 - Job Training
 - Parenting/Family Support
 - Stable Housing
- Curfew 10:00 p.m. to 6:00 a.m.

In order to advance:

- Be in compliance with above
- Have a minimum of 45 consecutive days sober

Phase IV (approximately 90 days):

Listed below are the minimum treatment, probation, and court requirements for Phase IV.

- Engage in and adhere to treatment as directed
- Attend court sessions monthly

- Follow the rules of supervision
- Follow the rules of case management
- Attend Probation supervision and case management appointments as directed
- Comply with home visits
- Submit to random drug testing at a time/location as directed by the Probation, Treatment, Case Manager, or the Court.
- Be on time for all appointments
- Be honest about behaviors and activities
- Continue Peer Support Group(s)
- Maintain sober network
- Maintain pro-social activity
- Complete Thinking for a Change
- Where appropriate, continue:
 - Education (i.e. GED)
 - Job Training
 - Parenting/Family Support
 - Stable Housing
- Develop continuing care plan
- Curfew as directed by the Court

In order to advance:

- Be in compliance with above
- Have a minimum of 60 consecutive days sober

Phase V (approximately 90 days):

Listed below are the minimum treatment, probation, and court requirements for Phase V.

- Adhere to treatment
- Attend court sessions monthly
- Follow the rules of supervision
- Follow the rules of case management
- Attend Probation supervision and case management appointments as directed
- Compliance with home visits
- Submit to random drug testing at a time/location as directed by the Probation, Treatment, Case Manager, or the Court.
- Be on time for all appointments
- Be honest about behaviors and activities
- Maintain sober network
- Maintain pro-social activity
- Maintain continuing care plan

- Where appropriate, maintain:
 - Education (i.e. GED)
 - Job Training
 - Parenting/Family Support
 - Stable Housing
- Mentor as requested
- Curfew as directed by the Court

In order to graduate:

- Be in compliance with above
- Have a minimum of 90 consecutive days sober

Incentives and Sanctions

We know that changing behavior can be difficult and so we want to support you in taking the actions needed that will lead to recovery and rehabilitation. Incentives are used as a way to support and reinforce positive behaviors that lead to recovery and rehabilitation. Incentives include such things as positive feedback from the Judge or the team, applause from your peers, and small tangible rewards such as chips or gift cards. Phase promotions, which are associated with more privileges such as later curfews, etc., are also incentives.

Similarly, sanctions are used to discourage negative or risky behaviors. When you fail to comply with rules or engage in a negative or risky behavior, you can expect to receive a sanction to discourage such behaviors. Incentives and sanctions are issued by the Judge, with recommendations from the Team. The final decision regarding incentives and sanctions will be at the discretion of the Judge.

Sanctions include such things as admonishment from the judge, written essay assignments, or an increase in community service or reporting requirements. It is important to understand that sanctions may also include being held temporarily in custody.

By agreeing to participate in Drug Court, you waive the right to a prompt hearing. It is important to understand that you may be held in custody until the next drug court hearing and that the court will not schedule a separate bail hearing.

Representatives of the Manchester Probation/Parole Office will have discretion as to whether or not a participant is arrested on a Violation of Probation, depending on the circumstances.

Healthy recovery choices/behaviors that will result in incentives include (but are not limited to):

- Progressing between phases of drug court program
- Progressing between phases of treatment
- One week of negative urine screens

- One week of positive program compliance
- Obtaining 30 days sober
- Obtaining employment
- Continued positive program compliance
- Locating appropriate housing
- Completing educational program

Incentives for healthy recovery choices/behaviors may include (but are not limited to):

- Applause/Recognition
- Being heard first in court
- Being allowed to leave court early
- Reduction in community service hours
- Reduction in reporting requirements
- Gas/phone/necessities gift card
- Reduction in fees
- Reduction in self-help meeting requirements
- Release from electronic monitoring
- Fishbowl
- Decrease in reporting to court
- Phase advancement / certificate
- Reduction of court fees, fines, and waiver of supervision fee

This list will be modified periodically upon agreement of the team. It is not meant to be exhaustive.

High-risk choices/behaviors that will result in sanctions include (but are not limited to):

- Missing treatment appointment, case management, self-help meeting, probation appointment or any other court ordered appointment
- Missing court session
- Missing Drug Testing
- Arriving late for court
- Failing to produce self-help meeting verification
- Failing to pay fines/fees/restitution/perform community service hours
- Lying, dishonesty
- Repeated positive drug tests that indicate a pattern of use
- Associating with other offenders with exceptions for group meetings or HCDC related activities
- Violating conditions of probation
- Re-arrest for a new offense

This list will be modified periodically upon agreement of the team. It is not meant to be exhaustive.

Sanctions for high-risk choices/behaviors may include (but are not limited to):

- Apology letters
- Admonishment by judge
- Observing Court
- Research papers/other homework assignments (e.g. essay on topic to be read publicly in court)
- Additional hours of community service hours
- Days in jail
- Increase in drug testing
- Increase in probation reporting requirements
- Increase in case management
- Being dropped to a lower Phase in the program
- Day reporting
- Electronic monitoring
- Attendance at additional court sessions
- Issuance of a bench warrant

This list will be modified periodically upon agreement of the team. It is not meant to be exhaustive.

Communication with the Team

It is important you are open and honest with the team at all times. This program cannot be effective unless the team understands what is going on with you. When you are honest about use, struggles, and challenges, then we can work with you on a plan to address the issues. Because of the importance of honesty, please understand that your sanction for a negative behavior will always be greater if you are dishonest about the situation.

It is important that you reach out to your team for support if you feel an urge to use. If you use do drugs or alcohol, we expect you to reach out and notify your therapist or Case Manager when you first have contact with them and no later than 12 hours after use. This may mean that you report your use in group, treatment, case management, or that you actively reach out to report by phone or text if you would not otherwise be meeting. By reaching out early, we can help support you in developing a plan to avoid continued relapse. When participants wait longer to admit use, they place themselves at risk for continued relapse. In addition, by not disclosing use in a timely fashion, it gives the appearance that a participant may be acting dishonestly in an attempt to avoid “getting caught”. Prior to any drug test, you are required to indicate in writing any use of prescription, OTC, or illicit drugs or alcohol within the last 14 days.

Police Contact

If you have police contact of any kind, you must report the contact immediately by phone to your PPO and your Case Manager.

You must keep your PPO, Case Manager, and Therapist informed of your current address and phone number at all times.

Texting

Many participants choose to communicate by text. When texting, please keep in mind that texts are not a secure, confidential way to communicate. Avoid using texts to communicate sensitive or personal information. Texts are better used for coordinating logistics – for example, scheduling a meeting or time to talk by phone. **Please note that your texts may not be received or returned immediately, especially outside of normal business hours.** For this reason, we expect you to *plan ahead*.

Emergency Situations

Therapists and Case Managers often may give you their cell phone number to facilitate communication. **However, it is important to understand that your voicemail or text message may not be received or returned immediately, especially outside of normal business hours.** Because of this, it is important that you *plan ahead* to give your team sufficient time to respond to your requests. **In any mental health emergency, call 911.**

Drug and Alcohol Testing

Throughout your participation in Drug Court, you will be required to participate in drug and alcohol testing. You will be tested on a random basis, several times per week, and you can expect that you may be tested on weekends and holidays in addition to weekdays. On any given day, you may be directed to test by a drug court team member even if your color has not been selected for testing that day.

For testing, you will be required to provide a urine sample. You will be observed when providing a sample to ensure that there is no tampering with the sample. There may be occasions when Drug Court team members will ask you to submit to breathalyzer testing or oral swabs in place of or in addition to providing a urine sample. You are required to follow their instructions to ensure the validity of the results.

Weekday Testing (Monday through Friday)

The HCDC partners with Averhealth for Drug Testing (*Note: You will be notified in advance of any holidays when the Averhealth Lab staff will be unavailable.* You will be assigned a pin and must call the “Averhealth Line” every morning after 6 a.m. to see if your pin has been selected for testing that day. Averhealth also maintains a website that shows the selected pin numbers each day (see Appendix A for contact information).

If your pin is selected, you must report for testing at Elliot Hospital Drug Court at 140 Tarrytown Road, Manchester, between 1:00 and 5:00 pm, Monday – Friday. Averhealth staff will monitor

the sample collection. You will be provided instructions on how to provide a sample by the monitor and will be expected to follow those instructions.

Weekend and Holiday Testing (Saturday, Sunday, Holiday)

If your pin is selected, you must report for testing at Elliot Hospital/Drug Court at 140 Tarrytown Road, Manchester, between 9:00AM – 12:00PM. Averahealth staff will monitor the sample collection. You will be provided instructions on how to provide a sample by the monitor and will be expected to follow those instructions.

If a monitor suspects that a sample has been tampered, substituted, or adulterated, he or she may give additional instructions in order to verify that the sample is legitimate. We have also instructed the monitor to document, in writing, any observations leading them to believe a sample is not legitimate as well as any failures to comply with directions.

Please be patient, cooperative and respectful when working with the monitors. Disrespectful or abusive behavior will not be tolerated and will result in a sanction. If you encounter any concerns when working with a monitor, you should speak to your Case Manager or the Drug Court Coordinator about the issue.

Prior to any drug test, you are required to indicate in writing any use of prescription, OTC, or illicit drugs or alcohol within the last 14 days; the monitors will collect the Testing Disclosure Form to pass along to Drug Court team members. It is not necessary to disclose use directly to the monitors; it is your responsibility to seek out your treatment team, in a timely fashion, regardless of whether your color is called to report any use AND then to document it prior to a drug test.

The Drug Court team will consider accommodations in the testing schedule ONLY for verifiable and valid reasons such as a work conflict or medical emergency. If you are considering a work schedule that conflicts with scheduled testing hours, you must obtain approval from the Drug Court team and pre-plan with your Case Manager as to how you will meet your testing obligations. You must obtain approval, 48 hours in advance, from your Case Manager to test at an alternate time due to an unexpected work conflict. The Drug Court team reserves the right to deny any request for accommodation due to scheduling.

Prescription and Over-The-Counter (OTC) medications may impact test results. For this reason, you must report any medication prescribed by a doctor and provide written documentation of this to both your therapist and Case Manager as well as abide by the OTC Medication Agreement Form (Appendix B). Failure to do so could mean that you could be sanctioned for a positive test.

Falsifying or tampering with a test is prohibited. We test for indicators that a sample has been diluted or adulterated. In addition to positive tests, the following situations are considered positive results:

- *Dilution* – Adding liquid to the sample or drinking excessive amounts of water to achieve a drug concentration below the threshold. Because there is no way to determine whether a dilution is intentional or accidental, and because research shows that the majority of dilutions are, in fact, intentional, we consider all dilutions to be positive tests. To avoid unintentional dilutions, avoid drinking excessive amounts of water or other beverages before testing.
- *Adulteration* – Adding a chemical masking agent to the urine to inhibit the testing procedure
- *Substitution* – Replacing your urine sample with an alternative sample.
- Failure to follow instructions by monitor to ensure the validity of the sample or test.
- Refusal to produce a sample or inability to produce a sample after 60 minutes.
- Inability to produce a sample of sufficient quantity for testing.
- Positive test results due to the ingestion of prohibited OTC medication or poppy seeds.

If you dispute the results of a screening test, you can request a confirmation test. Should the test confirm the positive results, you may be responsible for paying any associated lab fees and may receive sanctions for dishonesty.

Drug Court Rules

As a Drug Court participant, you are required to abide by the following rules. Failure to abide by these rules may result in sanctions, up to and including termination.

I. Substance Use

1. **You are required to completely abstain from the use of alcohol and any controlled drugs, including synthetic substances. You are prohibited from selling, possessing, distributing, transporting or being in the presence of any controlled drugs, including synthetic substances.** You are prohibited from possessing any alcohol.
2. You are required to comply with drug testing and the rules around drug testing. *(See Section on Drug and Alcohol testing for more information on this.)*
3. You are required to inform all your doctors, medical providers, dentists, emergency medical providers etc. that:
 - You have a substance use disorder
 - You are involved in the Hillsborough County Adult Drug Court.
 - You cannot take any narcotic medication due to your substance use disorder and your participation in the Drug Court.
 - You authorize your medical providers to communicate about treatment with the applicable members of the Drug Court team (Therapists, Case Managers, PPO) to

coordinate care. Note: you must sign a written Release of Information with the provider.

4. All non-emergency narcotic prescriptions must be pre-approved by your therapist at the Drug Court Program before being filled.
5. You must review and abide by the Over-the-Counter (OTC) Medication Agreement Form (see Appendix B) to avoid taking any over-the-counter products that can be misused or interfere with drug testing results. If you have any questions regarding OTC medication, you must speak with your treatment team in advance.
6. You are required to be upfront and honest about any alcohol or substance use that you engage in. This means being proactive and reaching out to your therapist and/or Case Manager to let them know of any slip or relapse as well as informing your IOP group in a timely manner (when you first have contact or no later than 12 hours after use). By being honest and upfront, team members and peers can help you develop a stronger plan to avoid slips or relapses in the future.

II. Residency and Living Arrangements

1. You must maintain permanent residency within the jurisdiction of the Hillsborough County Superior Court – Northern District while participating in Drug Court.
2. Your living situation and residence must be approved by your PPO and the Drug Court Team.
3. You must obtain prior permission from your Probation Officer to spend an overnight elsewhere. You must provide your PPO with the name and address of those you wish to stay with.
4. You are not permitted to travel outside of New Hampshire without prior permission from your PPO.

III. Association with other Drug Court participants

1. You are prohibited from associating or socializing with other Drug Court participants outside of drug court events (e.g. court or group) unless you have obtained prior permission from the Drug Court team. The purpose of this rule is to encourage participants to remain focused on their own progress and needs while in treatment and, especially in the early stages of recovery, to avoid putting themselves in potentially risky situations.

2. You are not allowed to stay or live with another Drug Court participant except under very specific circumstances (e.g. emergency shelters, sober living houses) as approved by the Drug Court team.
3. If you are related to or were involved in a past relationship with another Drug Court participant, you must inform the Drug Court team.
4. You are prohibited from engaging in an intimate relationship with another Drug Court participant except under very specific circumstances (e.g. co-parenting relationships) as approved by the Drug Court team.
5. You are not allowed to obtain a ride from or with another Drug Court participant, including to or from HCDC program functions such as court, treatment, or self-help meetings, unless you have prior permission from the Drug Court team specific to that situation.
6. You are not allowed to work with or for another Drug Court participant without prior authorization from the Drug Court Team.
7. You are not allowed to sell, buy, trade, or barter items with another Drug Court participant.

IV. Treatment

1. You are required to participate actively in treatment and adhere to your treatment plan.
2. You are required to attend your treatment and case management sessions, groups, or other treatment requirements as scheduled and be on time. If you need to reschedule an individual treatment or case management session due to an emergency or other unavoidable issue, you must provide 24 hour advanced notice. Rescheduling is at the discretion of the staff member based on their schedule, and the team will determine whether the reason for rescheduling is valid. Group sessions cannot be rescheduled.
3. You are required to complete all homework assignments by deadlines given.
4. You are expected to be respectful of peers and treatment providers to ensure a safe, supportive environment for all. Abusive or threatening language or behavior is prohibited.

V. Overnight / Furlough and Out of State Travel

1. You are not permitted to spend any overnights outside your residence unless you

have obtained prior authorization from your PPO and Case Manager after you have submitted the name and address of the person you will be staying with.

2. You are not permitted to travel outside of New Hampshire without permission from your PPO and Case Manager. They will bring the request to the team for approval. Make sure you give advanced enough notice for all the team member to weigh in on the decision.

Grievances

At times, you may disagree with a plan or how a particular situation has been managed by the Drug Court. We encourage you to speak directly with the team member(s) involved to discuss the situation. We believe that by discussing concerns directly, both parties have an opportunity to develop a stronger working relationship. Because of this, we will direct you to speak to the team member involved when you have a concern. We know that it isn't always easy to discuss issues that may involve strong emotions; if you feel uncomfortable speaking directly with the team member involved, you can ask that a team member who is not involved in the issue attend the conversation.

If you remain dissatisfied following the discussion, you should follow the policies and procedures outlined by that team member's organization/employer to address the issue.

Termination from Drug Court

Warrants, new arrests, and/or convictions, or a violation of any aspect of your treatment plan, case plan, and rules of probation and/or parole supervision may result in termination from the Drug Court Program.

Other violations, which could result in termination, include the following:

- Refusal of substance abuse treatment or voluntary withdrawal from the program. **Note:** Part of your treatment plan, case plan, and rules of probation and/or parole may require you to participate in inpatient treatment. Failure to comply with the requirements of the recommended level of treatment and the rules of treatment providers may result in termination.
- Refusal or failure to give consent to the release of information or the withdrawal of any release of information to outside providers of substance abuse treatment, mental health treatment, or other ancillary services.
- Lying or dishonesty
- Positive drug tests, use of any synthetic substances

- Failure to comply with the drug testing policy, housing policy, or any court order
- Any illegal activity, even if not arrested
- Falsifying or attempting to alter urine tests
- Violence or the threatened use of violence directed at anyone
- Attempts to encourage or support drug and alcohol use by other participants.
- Repeated non-compliance with Drug Court rules
- A new arrest/conviction of an offense that is defined as a violent offense
- Any attempt to sell or facilitate the sale of drugs or medications

The final decision to terminate a participant from Drug Court will be at the discretion of a Judge after an evidentiary hearing on the matter. Should you face termination, you have the right to have an attorney represent you at this hearing as well as the right to choose to have the hearing held by the judge presiding over the Drug Court team or an alternate judge.

Conclusion

This handbook outlines the basic principles, protocols and procedures of the Hillsborough County Drug Court Program. Should you have any questions along the way, please be sure to ask the appropriate Team Member. We want you to be successful during this program and far beyond your time with us. We recognize that it won't be easy, but we feel you are well worth it!

In support of your recovery and growth,
The Hillsborough County Drug Court Team

Acknowledgment

By signing this I acknowledge and agree to follow the rules contained in the Drug Court Handbook.

If I have any questions I will contact my case manager.

Signature

Date

Case Manager/Drug Court Staff

Date

=====

(Copy)

By signing this I acknowledge and agree to follow the rules contained in the Drug Court Handbook.

If I have any questions I will contact my case manager

Signature

Date

Case Manager/ Drug Court Staff

Date

APPENDIX A - CONTACT INFORMATION

Address	Phone Number	Hours of Operation
Manchester Probation/Parole Office 60 Rogers Street Manchester, NH 03103	603-656-6691	Monday 8:00 a.m. – 4 p.m. Tuesday 9:00 a.m. – 6 p.m. Wednesday 8:00 a.m. – 5 p.m. Thursday 8:00.a.m. – 4 p.m. Friday 8:00 a.m. – 4 p.m.
HCN Drug Court 140 Tarrytown road Manchester, NH 03103	603-663-4431 M-F 8-4:30	8:00 a.m. –4:30pm M-F
Hillsborough County Attorney’s Office 300 Chestnut Street Manchester, NH 03101	603-627-5605	Mon- Fri 8 a.m.- 5 p.m.
NH Public Defender 20 Merrimack Street Manchester, NH 03101	603-669-7888	Mon-Fri 8:00 a.m.- 5p.m.
Hillsborough County Department of Corrections (Valley Street Jail) 445 Willow St. Manchester, NH 03103	603-627-5620	Sat-Sun 8 a.m. to 1 p.m.
Hillsborough County Superior Court 30o Chestnut Street Manchester, NH 03101	855-212-1234	Mon-Fri 8.a.m.-4p.m.
Alex Casale Drug Court Coordinator	603-271-2030	

Drug Testing Line

Call between 6 am and 8 am

Avertest Toll-Free Line: 888-435-0265

APPENDIX B – OTC Medication Acknowledgement Form

Hillsborough County Adult Drug Court
OTC Medication Acknowledgement Form

I, _____, understand that as a participant in Drug Court, I cannot take certain over-the-counter (OTC) medications commonly used for cold, allergies, or cough.

I understand that I am prohibited from taking allergy/cold/cough medication/supplements that contains any of the following:

Alcohol
Pseudoephedrine
Dextromethorphan
Phenylpropanolamine
Doxylamine
Diphenhydramine
Creatine

I understand that examples of medication including such compounds include, but are not limited to:

Actifed	Dayquil	Sinutab
Benadryl	Dimetapp	Sudafed
Benylin	Neo-Synephrine	Tylenol Cold
Comtrex	Nyquil	Vicks 44D
Contac	Robitussin Sinus	Vicks 44M
Coricidin D	Sine-Off	Zytrec-D

I understand that it is my responsibility to ensure that any OTC medication I take does not contain the compounds listed above and understand that I should consult with a pharmacist about this as necessary. I understand that if I test positive due to taking any of these prohibited medications, it will be counted as a positive test and that I may be subject to sanctions.

I also understand that I must disclose any OTC medication taken when I complete the Testing Disclosure Form at any drug testing sample collection (urine screen).

Signature

Date

Clinician or Case Manager Signature

Date

**APPENDIX C - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS, DIVISION OF FIELD SERVICES
TERMS AND CONDITIONS OF ADULT PROBATION**

The terms and conditions of probation, unless otherwise prescribed, shall be as follows:

1. I will report to the Probation/Parole Officer at such times and places as directed. I will comply with the Probation/Parole Officer's instructions and respond truthfully to all inquiries from the Probation/Parole Officer.
2. I will comply with all orders of the Court, Board of Parole or Probation/Parole Officer, including any order for the payment of money.
3. I will obtain the probation/Parole officer's permission before changing residence or employment or traveling out of state.
4. I will notify the Probation/Parole Officer immediately of any arrest, summons or questioning by a law enforcement officer.
5. I will diligently seek and maintain lawful employment, notify my employer of my legal status, and support dependents to the best of my ability.
6. I will not receive, possess, control or transport any weapon, explosive or firearm, or simulated weapon, explosive, or firearm.
7. I will be of good conduct, obey all laws, and be arrest-free.
8. I will submit to reasonable searches of my person, property and possessions as requested by the Probation/Parole Officer and permit the Probation/Parole Officer to visit my residence at reasonable times for the purpose of examination and inspection in the enforcement of the conditions of probation and parole.
9. I will not associate with persons having a criminal record or other individuals as directed by the Probation/Parole Officer unless Specifically authorized to do so by the Probation/Parole Officer.
10. I will not indulge in the illegal use, sale, possession, distribution, transportation or be in the presence of controlled drugs, or use alcoholic beverages to excess.
11. I waive extradition to the State of New Hampshire from any state in the United States or any other place and I agree to return to New Hampshire if directed by the Probation/Parole officer.
12. The following special conditions are imposed by the Court, the Parole Board or Probation/Parole Officer.
 - A. ___ I will participate regularly in Alcoholics Anonymous to the satisfaction of the Probation/Parole Officer.
 - B. ___ I will secure written permission from the Probation/Parole Officer prior to purchasing and/or operating a motor vehicle.
 - C. ___ I will participate and satisfactorily complete the following program:
 - D. ___ I will enroll and participate in mental health counseling on a regular basis to the satisfaction of the Probation/Parole Officer.
 - E. ___ I will not be in the unsupervised company of (female/male) minors at any time.
 - F. ___ I will not leave the county without permission of the Probation/Parole Officer.
 - G. ___ I will refrain totally from the use of alcoholic beverages.
 - H. ___ I will submit to breath, blood or urinalysis testing for abuse substances at the direction of the Probation/Parole officer.
 - I. ___ I will comply with the house arrest provisions hereto attached.
 - J. ___ Other:

I understand that if I violate any of the conditions of my probation/parole I will be subject to arrest with the court revoking my probation and imposing a sentence of confinement, within the legal limits for the underlying offense no matter what sentence was originally imposed by the Court. I hereby certify that I have this date received a copy

of the rules and regulations of probation/parole. I have read and had read to me the rules and I fully understand and agree to comply with them.

Signed: _____

Probationer/Parolee

Witnessed this _____ day of _____, 20

Witness and Title: _____