

# **Rockingham County Adult Drug Court Program**

## **Participant Handbook**

Handbook Created – January 2011  
Last Revised – 02/29/2016

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## INTRODUCTION

The following information in this handbook is provided to individuals who are being considered as participants or have already been accepted into the Rockingham County Adult Drug Court (“RCADC”) Program (“Program”). This handbook is for those individuals to keep and refer to. Hopefully it will answer some questions about the Program and how the Program works. The RCADC Team evaluates the Program rules and requirements on a regular basis and this handbook is subject to change when the need arises.

While this is a challenging Program it provides an opportunity for individuals to work toward recovery. Reading and understanding the expectations of the Program should help individuals decide if the Program is the right fit.

If an individual who is being considered for this Program has a question on the expectations of the Program, the individual should direct the question to his/her lawyer.

If an individual has already been accepted into the Program, the individual should direct questions to the RCADC Probation Officer or a RCADC Clinician.

**The RCADC Team is committed to working with those individuals who choose to participate in the Program and who are willing to work toward making healthy lifestyle changes in his/her recovery.**

## WHAT IS THE PROGRAM?

The Program is specifically designed to help people who have addiction problems and have become involved in the criminal justice system. It is based on the national drug court model that has brought ongoing recovery, stability and success to hundreds of people.

In order to be admitted into the Program, the participant must be sentenced to probation or parole supervision. Thru probation/parole monitoring, the Program is able to detect those individual who are starting to fail their obligations or are engaging in criminal conduct. Because of the strict reporting requirements, those who miss work, don't return home, or fail to appear for counseling sessions are quickly detected. Participants will be expected to follow the rules of the Program and probation. The RCADC Team will be there for support, but each participant will ultimately determine his/her progress in the Program and in his/her recovery.

### **Program Description**

The Program is divided into 4 separate phases. Once a participant has been sentenced to complete the Program, the participant is required to fulfil the requirements of Phase I. Within 24 hours of sentencing, the participant must contact the RCADC Clinician and RCADC Probation/Parole Office ("PPO"). Contact information will be provided to the participant at sentencing. The RCADC Team will decide when the participant is eligible to advance from Phase I to Phase II, and then to Phase III, Phase IV, and eventual graduation. Please be aware that a participant can be terminated from the Program prior to successful completion, according to the rules outlined in this Handbook.

Each Program phase is approximately a 3-4 month; therefore, a participant could potentially complete the Program within 12 to 14 months. However, the amount of time spent in each phase can be longer based upon a participant's overall progress in the Program. For example, a participant could struggle in completing Phase I and in the end complete the Program in 20 months.

### **RCADC Team Members**

The RCADC Team is a collaborative team that includes the following members.

- Superior Court Judge
- Superior Court Clerk
- County Prosecutor
- Public Defender (Defense Attorney)
- Probation Officer from Rockingham County
- Rockingham County House of Corrections Officer
- Law Enforcement representative
- Treatment provider(s)
- Case manager(s)

The RCADC Team meets prior to each Drug Court session to review each participant's progress in the Program, and any other concerns or issues that may arise. Information shared will include compliance with Program and probation rules and treatment progress, as outlined in the Handbook. Potential incentives and sanctions will be discussed during this process. Communication among team members will take place throughout the week, if needed, via email or telephone calls.

The RCADC PPO, RCADC Case Manager(s) and RCADC Clinician(s) will work collaboratively to meet the identified needs of the participant. The RCADC Team will be responsible for monitoring all aspects of the participant's progress from intake to discharge planning. The RCADC Clinician will make referrals for psychological or psychiatric intervention. The RCADC Team assesses the participant in the areas of education, vocation, health, dental, psychological and/or substance use disorders. The RCADC Clinician will complete a thorough bio/social assessment of the participant, to identify particular areas requiring intervention (i.e. substance of choice, medical history, home/relationship environment, employment and/or education). The RCADC Team will also work with the participant to develop a life skills curriculum to reflect the participant's needs. The RCADC PPO will be responsible for supervision of the participant at home, in the community, and employment. Law enforcement will also be responsible for supervising the participant within the community.

## **RCADC PROGRAM RULES AND PROCEDURES**

The RCADC Team reserves the right to add, remove, or edit these rules and procedures when appropriate. These decisions will be based upon new research relevant to Drug Courts, information learned from conferences and trainings, and lessons learned through the Program.

### **Drug Court participants must follow these rules and procedures**

#### **General Rules**

1. A participant must not sell, distribute, transport, possess, use or be in the presence of any alcohol or drugs\* (\*except as provided for in the Medical Care Procedure section of the Handbook), including synthetic substances. Maintaining a substance free lifestyle is very important in the recovery process.
2. A participant must within 24 hours of sentencing (unless directed otherwise by the judge), contact the RCADC Clinician and RCADC PPO. Office hours and contact information for both entities are listed in Appendix A.
3. A participant is not permitted to travel outside of New Hampshire without permission from the RCADC PPO.
4. A participant must maintain residency within Rockingham County while in the Program.
5. A participant will be expected to live in a residence that is approved by the RCADC PPO. Overnight spent elsewhere are only permitted after the name and address of the occupants of the alternate housing are provided to the RCADC PPO and permission is granted.
6. A participant cannot live with nor have an intimate relationship with another participant while in the Program.
7. A participant who is ordered to complete community service hours must complete the required hours at a non-profit or governmental agency and provide written proof of the completed hours on the RCADC form provided to the participant. Documentation from an agency that is signed by a participant's family member will not be accepted. The RCADC PPO will verify that the completed community service hours noted on the form are valid.

8. A participant will be required to sign an acknowledgement and waiver of rights form agreeing to participate in the Program. A participant must also sign other paperwork, such as release of information form to allow the RCADC Team to share necessary participant information.
9. If a participant is ordered to attend a non Drug Court hearing, the participant will be required to provide written proof of the court hearing to the RCADC PPO, including the time of release.
10. A participant must attend all scheduled group and individual treatment sessions. A participant must also attend all required self-help meetings.
11. A participants must timely complete all assignments, and if ordered, present them during court or in treatment.
12. A participant is required to be on time to all Program related obligations. If a participant expects he/she will be late for a probation or court obligation, the participant must immediately contact the RCADC PPO. If a participant expects he/she will be late for treatment, the participant must immediately contact a RCADC Clinician. A twenty-four (24) hour advance notice is required if a participant needs to reschedule an individual therapy session. Failure to provide a 24 hour notice (except in cases of emergency), will be treated as a missed individual therapy session for that week, and will result in a court sanction. What constitutes an emergency will be at the discretion of the RCADC Clinician. Group sessions cannot be rescheduled; therefore if a participant misses a group session, it will result in a court sanction.
13. If a RCADC Team member suspects that a participant is impaired during a Drug Court session, the RCADC PPO reserves the right to order the participant into protective custody.
14. A participant must show respect for the court and appear appropriately dressed for all Drug Court proceedings. Tank tops, sweat pants, hats, shorts, flip flops, T-shirts with offensive or demeaning graphics or language or any clothing that promotes alcohol or drugs are not allowed. A participant must also dress appropriately for RCADC probation and treatment requirements. While participants may dress more casually, t-shirts with offensive or demeaning graphics or language and any clothing that promotes alcohol or drugs will not be allowed. Specific dress code concerns will

be addressed with the participant at probation and the treatment agency, as necessary.

15. A participant must have reliable transportation to all Program obligations and may not rely on other participants for transportation. **At the discretion of the RCADC Probation Officer**, participants in Phase II, Phase III, and Phase IV **may** be allowed to ride together to RCADC Program requirements including court, probation, and treatment. Prior to the participants riding together, each participant must obtain verbal permission from the RCADC Probation Officer. If participants violate this rule, both participants will receive a court sanction.
16. A participant is not allowed to lend money to or be involved in any business transaction with another participant.
17. A participant must not have contact (in-person, phone, text, email, Facebook, Instagram, etc.) with another participant. The only exception is in-person contact during group treatment or court sessions, and contact should be only as needed.
18. A participant must not eat or ingest any foods with poppy seeds or hemp.
19. A participant who absconds from the Program will be subject to arrest. The RCADC team will consider the length of the time absconded when considering the recommended level of sanction or termination.

### **Probation/Reporting Procedures/Drug Testing Rules**

20. A participant must report directly to the Exeter Probation/Parole Office upon release from any House of Correction (“HOC”) incarceration. If a participant is released on a morning that a participant is to attend Phase I treatment at 9 a.m., the participant must report to treatment first and after completion of treatment, report to probation. If the participant is released from HOC after probation business hours, including weekends and holidays, the participant must report to probation the following business day and treatment as previously scheduled. Office hours and holiday schedule of the Exeter Probation/Parole Office and treatment are listed in Appendix A of the Participant Handbook.
21. A participant in Phase I, Phase II, and Phase III must report to the Exeter Probation/Parole Office every Monday for a weekly check-in (between 8 a.m. and



10:30 a.m.). Participants in Phase IV will be directed when to report by the RCADC PPO.

22. Participants in all Phases can expect to have to submit to daily, random drug tests (“UA”). The participant will be assigned a color for UA testing and will be instructed to telephone a specified number each morning. If the participant’s color is called, the participant must report to testing as directed.
23. A Participant must call the Rockingham County HOC (603-679-9464) each morning to determine if his/her assigned color has been called. When a participant’s color has been called Monday through Friday and Sunday, the participant must report to the Exeter Probation/Parole Office as directed to complete the UA. (See page 13 for probation office hours on Monday – Friday; Sunday hours will be as directed.) When a participant’s color has been called on a Saturday or a holiday, he/she needs to report to the Rockingham County HOC between the hours of 8 a.m. and 1 p.m. to complete the UA. Random UA’s are conducted every day, including weekends and holidays. All questions about these procedures should be directed to the RCADC PPO.
24. A participant agrees to accept the UA results of testing conducted at probation. If a participant tests positive at probation for a non-approved substance, the test result will be treated as a positive and may lead to a sanction. Confirmation tests may be performed by another agency at the request of the participant; however, if the confirmation test is also positive, the participant will be charged a fee of \$40 (which will be added to his/her Drug Court balance). In addition, the participant may be more seriously sanctioned for dishonesty.
25. The following will be considered a positive UA: Testing positive for non-prescribed drug(s) or other illegal substances such as bath salts; Dilution of sample (adding liquid to the sample to achieve a drug concentration below the threshold); Adulteration (adding a chemical masking agent to the sample to inhibit the testing procedure); Substitution (replacing a participant’s sample with that of another); Refusal to produce a sample; inability to produce a sample of sufficient quantity; Refusal to produce a sample after 60 minutes; or Eating poppy seeds or hemp resulting in a positive UA.

26. A missed UA will be treated as a positive UA resulting in a sanction, unless the missed UA is excused by the RCADC Team.
27. A participant is required to submit to all random UA testing regardless of any scheduling conflict or other Program obligations. For example, if a participant has treatment scheduled and his/her color is called, the participant must ensure that both obligations are met.
28. A participant who is submitting to UA's thru his/her medically assisted treatment ("MAT") provider must report all test results to the RCADC PPO. All MAT UA's with a positive result, as defined by the Program rules, shall be treated as positive for Program purposes.
29. A participant who believes that he/she is too sick or incapacitated to report to probation must call the Exeter Probation/Parole Office and receive verbal permission from the RCADC PPO to be excused from reporting. If a participant cannot reach the RCADC PPO, he/she must call all other available Probation/Parole Officers until he/she reaches someone and is given verbal permission to be excused.

### **Medical Care Procedures/Rules**

30. A participant who has a medical situation that requires attention must acknowledge and communicate the following to the treating provider: A) He/she has a substance dependence issue; B) He/she is participating in the Program; and C) He/she should not be given or prescribed any narcotic medication unless medically necessary. The medical provider must be asked to complete the Medical Provider Notification Form given to the participant upon entry into the Program.
31. A prescription drug must be pre-approved by the RCADC PPO before being filled or consumed/administered **unless it is administered to the participant during a medical emergency**. A participant is also required to obtain pre-approval from the RCADC PPO prior to taking any over-the-counter medication, herbal supplements, dietary supplements, etc. (such as cough syrup, Benadryl).
32. If a participant is prescribed medication upon discharge from a hospital, the participant must obtain permission from the RCADC PPO before filling the prescription.

33. A participant will be required to sign necessary release(s) to allow the RCADC PPO and/or RCADC Clinician to consult with the medical provider(s) to confirm the treatment provided to the participant or obtain additional information about the participant's medical status.
34. A participant must schedule all medical appointments to avoid conflict with Program requirements. If an appointment is scheduled during a Program obligation, the participant must provide proof to the RCADC PPO that the medical visit was urgent. The proof must be provided at the request of the RCADC PPO but no later than the next meeting with the RCADC PPO or next court session.
35. A participant who misses more than two consecutive days of Phase I treatment due to a medical issue must provide written proof of medical treatment for that medical issue.
36. A participant is allowed to utilize MAT if documented as a medical necessity by a medical provider and approved by the RCADC Team. All questions relating to MAT must be directed to the RCADC Clinician.

### **TERMINATION FROM RCADC PROGRAM**

A participant may be terminated from the Program. The final decision to terminate a participant will be made by a judge after an evidentiary hearing. The participant has the right to legal representation at the hearing. The following behaviors could result in termination.

1. Undisclosed warrants, new arrests, conviction for a new crime, or the violation of the rules of probation.
2. Refusal to meaningfully participate in substance use treatment, withdrawal of release of information authorization, or a failure to authorize consent to release of information. Part of the treatment plan and rules of probation may require inpatient treatment. Failure to comply with the requirements of the recommended level of treatment.
3. Lying or dishonesty.

4. Failure to comply with the drug testing policy, residency requirement, or a court order.
5. Selling or attempting to sell drugs or encourage drug or alcohol use by other participants.
6. Falsifying or attempting to falsify UA's.
7. Use of any synthetic substances.
8. Use of violence or threats of violence directed at anyone.

**RCADC PROGRAM FEES AND OTHER FINANCIAL OBLIGATIONS**

Participants are required to pay a weekly fee while in Phases I, II, and III. The fee will be determined based on a participant's ability to pay and employment status. The fee MAY be up to \$30 per week. This charge is considered a Program fee, therefore a participant will be charged on a weekly basis regardless of attendance at treatment. Exceptions will be at the discretion of the RCADC Team. The following is the sliding scale fee/income bracket to assist a participant to determine the weekly fee.

Yearly Income	Weekly Fee
\$0 - \$15,000	\$10
\$15,000 - \$29,000	\$20
\$29,000 Or more	\$30

A participant who reaches thirty days of clean UA's (with no missed UA), will have his/her weekly fee reduced by \$5. The weekly fee will never be lower than \$5 per week. If a participant has a positive or missed UA after achieving a fee reduction, his/her weekly fee will be increased by \$5. Any question as to the participant's fee balance should be directed to the RCADC Clinician.

A participant's weekly fee will be suspended if he/she enters into a residential or institutional substance use treatment Program. In addition, if a participant is sanctioned to more than one month of incarceration or absconds for over one month, his/her weekly fee will be suspended. Upon the participant's return to the Program, the weekly fee obligation will resumed.

A participant's Program balance must be \$0 to graduate from the Program.

Participants shall be required to make payments toward any outstanding court fines and restitution.

Participants will be expected to apply for and maintain health insurance. A participant may seek assistance from his/her RCADC Clinician or Case Manager.

## **RCADC PROGRAM PHASES**

The Program has four phases. The RCADC Clinician will report to the RCADC Team on a weekly basis, giving a brief summary of the participant's progress in treatment. In addition, the RCADC Probation Officer will update the RCADC 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 RCADC Team. All participants will be notified of any such changes in a timely manner.

Treatment will be conducted by Keystone Hall. All probation requirements will be monitored at Exeter Probation/Parole in Exeter, NH. All Program hearings will take place at the Rockingham County Courthouse, Superior Court in Brentwood, NH. Services which are determined to be necessary, such as lifeskills, job searches, etc. may take place at other locations, as directed. General contact information for all three entities can be found in Appendix A.

### **Reporting Hours For All Phases**

General reporting times are listed below. Participants will be notified if any changes are made to these reporting times. Other arrangements may be made on an individual basis upon agreement with the RCADC PPO.

- Reporting hours at probation are Monday and Friday 8 a.m. to 10:30 a.m.; Tuesday, Wednesday, and Thursday 8 a.m. to 11:30 a.m. and 12:30 p.m. to 2:30 p.m.
- Reporting hours at the HOC on Saturday and holidays are 8 a.m. to 1 p.m.
- Reporting hours for Sunday will be as directed

### **Phase I (Approximately 3 - 4 months)**

Listed below are the **minimum** treatment, probation, and court requirements for Phase I (unless otherwise directed by the RCADC Team).

- Attend group therapy treatment, three times per week, 3 hours per group
- Attend individual therapy, one time per week, 45-60 minutes per session
- Attend case management as directed
- Submit to random, daily UA's [at the Exeter Probation/Parole Office (Mon – Fri, Sun) or Rockingham County HOC (on Saturday and holidays)]
- Report to Exeter Probation/Parole every Monday between 8 a.m. and 10:30 a.m.
- Attend Drug Court hearing at Rockingham County Superior Court in Brentwood, NH every Monday at 1:30 p.m.
- Attend five self-help meetings/activities (signatures to be obtained at each meeting/activity) – with 2 meetings/activities to be completed on Friday, Saturday, or Sunday – participant's other three meetings/activities can be participant's choice
- Comply with home visits and other rules of probation
- Identify of three pro-social supports
- Pay Program fees on weekly basis
- Adhere to curfew of 9 p.m. – 6 a.m., unless otherwise directed
- Be on time for all Program obligations
- Be honest about behaviors and activities
- Obtain 21 days of clean UA's
- Obtain a legal photo identification and carry it on your person at all times

### **Further Treatment Expectations**

- Contact pro-social supports
- Participate fully in group
- Timely complete homework assignments and presentations in group
- Create of Relapse Prevention Plan and update as needed
- Obtain approval of Phase II Advancement Application

## **Phase II (Approximately 3 - 4 months)**

Listed below are the **minimum** treatment, probation, and court requirements for Phase II, unless otherwise directed by the RCADC Team.

- Attend group therapy treatment, one time per week, 1.5 hours per group
- Attend individual therapy, one time per week, 45-60 minutes per session, unless otherwise directed
- Attend case management as directed
- Submit to random, daily UA's [at the Exeter Probation/Parole Office (Mon – Fri, Sun) or Rockingham County HOC (on Saturday and holidays)]
- Report to Exeter Probation/Parole every Monday between 8 a.m. and 10:30 a.m.
- Attend Drug Court hearing at Rockingham County Superior Court in Brentwood, NH every Monday at 1:30 p.m. until directed to report every other week
- Attend four self-help meetings/activities (signatures to be obtained at each meeting/activity) – with 2 meetings/activities to be completed on Friday, Saturday, or Sunday – participant's other two meetings/activities can be participant's choice
- Comply with home visits and other rules of probation
- Identify of three pro-social supports
- Pay Program fees on weekly basis
- Comply with payment plan for restitution and court fines
- Adhere to curfew of 9 p.m. – 6 a.m., unless otherwise directed
- Be on time for all Program obligations
- Be honest about behaviors and activities
- Obtain 30 days of clean UA's
- Obtain a legal photo identification and carry it on your person at all times
- Obtain high school equivalency diploma/certificate unless previously obtained or otherwise directed
- Obtain Driver's License, if eligible, unless previously attained or otherwise directed

- Seek/obtain employment if not already employed or enroll in an educational/vocational training program

### **Further Treatment Expectations**

- Continue daily contact with pro-social supports
- Further develop recovery support network (i.e. obtain phone numbers, call contacts, talk to people at meetings/activities)
- Attend different types of self-help meetings/activities (i.e. AA, NA, HA, Smart Recovery, church, yoga, educational classes, etc.)
- Timely complete homework assignments and presentations in group
- Participate fully in group
- Review and revise Relapse Prevention Plan
- Obtain approval of Phase III Advancement Application

### **Phase III (Approximately 3 - 4 months)**

Listed below are the **minimum** treatment, probation, and court requirements for Phase III, unless otherwise directed by the RCADC Team.

- Attend group therapy treatment, one time per week, 1 hour per group
- Attend individual therapy, one time per week, 45-60 minutes per session, unless otherwise directed
- Attend case management as directed
- Submit to random, daily UA's [at the Exeter Probation/Parole Office (Mon – Fri, Sun) or Rockingham County HOC (on Saturday and holidays)]
- Report to Exeter Probation/Parole every Monday between 8 a.m. and 10:30 a.m.
- Attend Drug Court hearing at Rockingham County Superior Court in Brentwood, NH every third Monday of the month at 1:30 p.m.
- Attend three self-help meetings/activities (signatures to be obtained at each meeting/activity) – days of participation can be participant's choice
- Comply with home visits and other rules of probation
- Identify of three pro-social supports
- Pay Program fees on weekly basis
- Comply with payment plan for restitution and court fines



- Adhere to curfew of 10 p.m. – 6 a.m., unless otherwise directed
- Be on time for all Program obligations
- Be honest about behaviors and activities
- Obtain 60 days of clean UA's
- Obtain a legal photo identification and carry it on your person at all times
- Obtain high school equivalency diploma/certificate unless previously obtained or otherwise directed
- Obtain Driver's License, if eligible, unless previously attained or otherwise directed
- Seek/obtain employment if not already employed or enroll in an educational/vocational training program

#### **Further Treatment Expectations**

- Continue daily contact with pro-social supports
- Timely complete homework assignments and presentations in group
- Fully participate in group
- Review and revise Relapse Prevention Plan
- Obtain approval of Phase III Advancement Application

#### **Phase IV (Approximately 3 – 4 months)**

Listed below are the **minimum** treatment, probation, and court requirements for Phase IV, unless otherwise directed by the RCADC Team.

- Attend individual or group therapy, every other week for the first two months and one time per month in the last month, or as directed by the RCADC Clinician
- Attend Phase I or II group one time per month
- Attend case management as directed
- Submit to random, daily UA's [at the Exeter Probation/Parole Office (Mon – Fri, Sun) or Rockingham County HOC (on Saturday and holidays)] or as directed
- Report to Exeter Probation/Parole once per week or as directed
- Attend Drug Court hearing at Rockingham County Superior Court in Brentwood, NH every fourth Monday of the month at 1:30 p.m. or as directed

- Attend three self-help meetings/activities (signatures to be obtained at each meeting/activity) – days of participation can be participant's choice
- Comply with home visits and other rules of probation
- Obtain a Program fee zero balance
- Comply with payment plan for restitution and court fines
- Adhere to curfew as directed
- Be on time for all Program obligations
- Be honest about behaviors and activities
- Obtain 90 days of clean UA's
- Obtain a legal photo identification and carry it on your person at all times
- Obtain high school equivalency diploma/certificate unless previously obtained or otherwise directed
- Obtain Driver's License, if eligible, unless previously attained or otherwise directed
- Seek/obtain employment if not already employed or enroll in an educational/vocational training program

Upon entry into Phase IV, a participant will be assigned a new color. That color will still be called at random, but on a less frequent basis. At any time during Phase IV, at the discretion of the RCADC PPO, a participant can be returned to his/her original color and required to submit to daily, random UA's.

#### **Further Treatment Expectations**

- Continue daily contact with pro-social supports
- Timely complete homework assignments and presentations in treatment
- Complete an aftercare plan
- Write recovery story since entering the Program
- Give presentation at graduation ceremony about Program experience and his/her recovery

## RCADC PROGRAM INCENTIVES AND SANCTIONS

Incentives and sanctions are used to assist the participant by rewarding healthy recovery choices/behaviors and decreasing high-risk choices/behaviors. When a participant has done particularly well in certain areas, he/she can expect to receive an incentive or reward. When a participant has not met requirements or violated a rule, he/she can expect to receive a sanction in order to disrupt the high-risk behavior. Incentives and sanctions will be given by the RCADC Judge, with input from the Team. Both incentives and sanctions are given as soon as possible and are individualized to the participant and his/her behavior. The list of incentives and sanctions below will be used as a guideline for the team and judge. Final decision and implementation of incentives and sanctions will be at the discretion of the judge.

Keep in mind that high-risk behaviors and sanctions may result in other “natural” consequences such as extended time to complete a phase or the total Program; loss of wages due to loss of work; and other family, job, or financial hardship.

A participant may be asked to list what incentives would have value to him/her. This is to personalize the incentives and further motivate a participant to engage in healthy recovery choices/behaviors. A participant may be required to increase the frequency, intensity or duration of treatment components (i.e. residential treatment, individual therapy, self-help meetings, etc.). When this occurs it should not be interpreted as a sanction, rather a response to treatment needs.

The RCADC PPO will have discretion on all arrest decisions.

The RCADC Team has developed a chip system for participants to earn certain incentives. If a participant meets the following requirements for one week he/she will earn a chip.

- Timely attend all treatment and probation obligations
- Attend all required self-help meetings and submit proof
- Payment of the minimum fee (Phase I - a minimum of \$1; Phase II and Phase III – a minimum of a \$5)
- Attend all UA testing and have negative UA results

Once a participant collects 4 chips, he/she will be given an opportunity to draw from the fishbowl to receive a further incentive (i.e. gift card, balance reduction, etc.).

Other incentives (i.e. being heard first at court, leaving court early, extension of curfew, etc.) can be earned throughout a participant's time in the Program. A participant may receive an incentive without first earning a chip.

### **Examples of Incentives and Sanctions**

Healthy recovery choices/behaviors that will result in incentives include:

- Progression between phases of the Program
- 1 week of negative urine screens
- 1 week of positive Program compliance
- Obtaining 30 days sober
- Obtaining employment
- Continued positive Program compliance
- Locating appropriate housing
- Completing educational program
- Appearing at treatment or UA's after release from incarceration

Incentives for healthy recovery choices/behaviors include:

- Applause/Recognition
- Being heard first in court
- Being allowed to leave court early
- Reduction of curfew
- Reduction in reporting requirements
- Fishbowl
- Reduction in fees and/or balance
- Medallion to recognize sobriety

High-risk choices/behaviors that will result in sanctions include:

- Missed treatment appointment, self-help meeting, probation appointment, UA, or other court ordered appointment
- Late for court, treatment, or probation obligations
- Failure to produce self-help meeting verification

- Failure to pay fines/fees/restitution/perform community service hours
- Lying, dishonesty
- Repeated positive UA's that indicate a pattern of significant use
- Tampering with a UA
- Dilution of a UA
- Association with another Program participant except during group treatment or other Program related activities
- Violation of a condition of probation
- Conviction for a new offense
- Giving a ride to another Program participant without each receiving pre-approval from the RCADC Probation Officer
- Use of prescription or over the counter medication without receiving pre-approval from the RCADC Probation Officer (except in a emergency situation)

Sanctions for high-risk choices/behaviors may include:

- Apology letter
- Research paper/Essay or other homework assignment
- Daily journaling log
- Community service hours
- Incarceration
- Increase UA testing
- Increase in probation reporting requirements
- Set back in Phase level
- Increase in curfew
- Attendance at additional court sessions
- Ankle bracelet monitoring
- Issuance of a bench warrant

## Appendix A- Contact Information

Address	Phone Number	Hours of Operation
Exeter Probation/Parole Office 8A Continental Drive Exeter, NH 03833  *RCADC PPO – John Clemons john.clemons@doc.nh.gov	Phone: 603-772-4730 Fax: 603-772-4763 *603-772-4730 ext. 109	Monday 8am – 4pm Tuesday 8am – 4pm Wednesday 8am – 5pm Thursday 8am – 4pm Friday 8am – 4pm
GNCA / Keystone Hall 91 Route 125 Kingston, NH 03848	Phone: 603-658-0138 Fax: 603-347-5469	Monday 8am – 4pm Tuesday 8am – 4pm Wednesday 8am – 4pm Thursday 8am – 4pm Friday 8am – 4pm
Rockingham County Superior Court 10 Route 125 Brentwood, NH 03833	855-212-1234	Monday – Friday 8am – 4pm
Rockingham County House of Correction 99 North Road Brentwood, NH 03833	Phone: 603-679-2244 Color Call: 603-679-9464	

**Holiday Schedule for Rockingham County Superior Court, GNCA / Keystone, and Exeter Probation/Parole Office** (office closed on these days) –

- New Year's Day
- Martin Luther King Jr./Civil Rights Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day (Court only)
- Veterans' Day
- Thanksgiving day
- Day after Thanksgiving
- Christmas Day

**Appendix B - Sample Participant Schedule for Phase I of the RCADC Program**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7am	Call Jail	Call Jail	Call Jail	Call Jail	Call Jail	Call Jail	Call Jail
8am	Exeter Probation (between 8AM – 10:30AM)						
9am		Phase I Group Treatment @ Keystone Hall (9:00AM – 12:00 PM)	Phase I Group Treatment @ Keystone Hall (9:00AM – 12:00 PM)	Phase I Group Treatment @ Keystone Hall (9:00AM – 12:00 PM)		UA @ HOC (report by 1pm)	
10am							
11am						Self-Help Mtg	
12pm				Individual Therapy @ Keystone Hall			
1pm	Drug Court Brentwood, NH						
2pm							
3pm							Self-Help Mtg
4pm							
5pm	Self-Help Mtg						
6pm		Self-Help Mtg					
7pm					Self-Help Mtg		
8pm							
9pm	Curfew 9pm-6am	Curfew 9pm-6am	Curfew 9pm-6am	Curfew 9pm-6am	Curfew 9pm-6am	Curfew 9pm-6am	Curfew 9pm-6am