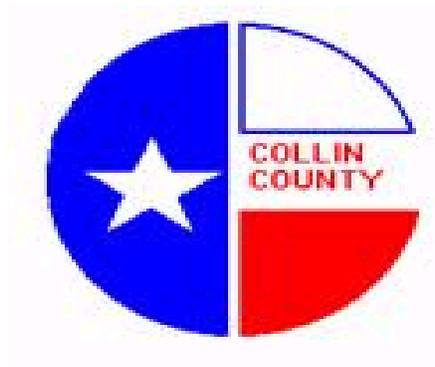


# ***COLLIN COUNTY COURT AT LAW NUMBER ONE***

**DWI/DRUG COURT PROGRAM**

**PARTICIPANTS' HANDBOOK**



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Welcome to the Collin County DWI/Drug Court Program. This handbook is designed to answer questions, address concerns and provide overall information about the DWI/Drug Court Program. As a participant, you will be expected to follow the instructions given in DWI/Drug Court by the Judge and comply with the treatment plan developed for you by your treatment team. This handbook will provide you with a general description of what is expected of you as a DWI/Drug Court participant. Participants are encouraged to share this handbook with family and friends.

## **PROGRAM DESCRIPTION**

The Collin County DWI/Drug Court Program is a court-supervised, comprehensive treatment collaborative for non-violent offenders. This is a voluntary program that includes regular court appearances before a designated DWI/Drug Court Judge. Treatment, which includes alcohol/drug testing, individual and group counseling, and regular attendance at self-help meetings (such as Alcoholics Anonymous or Narcotics Anonymous), is provided through the combined effort of the Probation Department and the Health Care Agency's Division of Alcohol and Drug Abuse Services. The program's length, determined by each participant's progress will be no less than 12 months. (Ongoing aftercare services will be available to all graduates).

Following arrest, depending on your eligibility, you may be offered DWI/Drug Court on the pending charges. A defense attorney or your private counsel will advise you of your choices and discuss the DWI/Drug Court Program with you. Entry into the DWI/Drug Court Program is voluntary but will require that you enter a guilty plea. You will be placed on formal probation for a period of twelve (12) to eighteen (18) months. You will be instructed to immediately report to the Probation Department following your plea. While on probation, you will be ordered to comply with specific terms and conditions. You will be assigned to a probation officer who will be responsible for providing supervision and enforcing probation terms and conditions. Probation supervision will include unannounced home visits during which both you and your place of residence are subject to search and may include random alcohol/drug testing. In addition, local law enforcement officers may assist your probation officer in your supervision. Your defense counsel will continue to represent you throughout your participation in DWI/Drug Court.

Successful completion and "graduation" from the program may result in early termination of Probation and/or the opportunity to serve jail sentence through electronic confinement. Failure or discharge from the program will result in imposition of the suspended sentence.

DWI/Drug Court is operational in Collin County at the University Drive Courts Facility as a pilot. The DWI/Drug Court Judge will oversee your progress and have full jurisdiction of the entire process. Final determination of entry into the program shall only be made by the Judge with input from the District Attorney, Defense Counsel, Probation, court team, treatment provider, and law enforcement.

## **BENEFITS OF THE PROGRAM**

The most important benefit of this program is that it benefits you. If you complete the program, you will be on the road to a successful, alcohol/drug-free life. Your family, friends and employer will see a new you – a person who is clean, sober, reliable and responsible.

1. If you are accepted into the DWI/Drug Program, your fine and jail sentence are probated. As a result, you may avoid serving any time in jail and also save hundreds or thousands of dollars in fines.

2. If you are accepted into the DWI/Drug Program, your community service requirements are waived so that you may concentrate on attending any required counseling and support meetings.

3. After satisfactory completion of one year in the Program, you will be discharged and receive a graduation certificate. If your probation term was greater than one year if you qualify, you will be switched to a non-reporting probation and only meet with your probation officer every two months for the balance of your term. You will still be subject to the random UA call in.

4. In most repeat DWI cases the law provides that you must install a "deep lung device" or "DLD" on your motor vehicle for up to two years after conviction of a second DWI offense. We have a company that has given us reduced rates. If you are in the program, your monthly monitoring fee is substantially less. If you enter the program and are making satisfactory progress, once you have completed one half of the term of your probation, you will be allowed to remove this device from your motor vehicle. If you test positive during the remaining term of

your probation you will be required to have the deep lung device reinstalled on your motor vehicle.

5. A person who enters the program will have his/her TX driver's license suspended for the minimum period of time authorized by law and you will be given credit against any period of suspension for refusing to take the breath test. A person who enters into the program will be granted an "Occupational Driver's License" or "ODL". The filing fee of \$236.00 will also be waived. However, you will have to pay \$14.00 for two certified copies, one for your records and one to be sent to the Texas Department of Public Safety in Austin.

## **DWI/DRUG COURT SUPERVISION**

As a DWI/Drug Court participant, you will be required to appear in DWI/Drug Court on a regular basis. At each appearance, the Judge will be given a progress report prepared by the Probation Department with input from treatment regarding your alcohol/drug test results, attendance and participation. The Judge may ask you questions about your progress and discuss any specific problems you have been experiencing. If you are doing well, you will be encouraged to continue with the program and work with your treatment team (Probation, HCA) toward success. If you are not doing well, the Judge will discuss this with you and the treatment team and determine further action. A program violation, including but not limited to a missed, positive or tampered test, tardiness or failure to attend individual or group counseling, self-help meetings, etc., will result in a court-imposed sanction. (See **SANCTIONS** on page 18.) With repeated violations of program expectations, and/or a failure to progress satisfactorily, the Court may impose the ultimate sanction of discharge from the program and imposition of sentence.

Failure to appear in court on the date and time you are scheduled could result in a warrant being issued for your arrest and you being placed into custody. If you cannot appear in court as scheduled, you must notify the Court prior to the missed court appearance. If you have any questions regarding your court appearances, you may contact your attorney.

Warrants and/or new arrests may result in your being terminated from the DWI/Drug Court Program and the imposition of sentence. However, any new arrest which results from placing others in danger (e.g., domestic violence, a DWI, etc.) will result in termination from the

program and imposition of sentence. Other violations which could result in termination include missing alcohol/drug tests, demonstrating a lack of response to program interventions by failing to cooperate with treatment and violence or threats of violence directed at the treatment team or other clients. All decisions regarding termination from the Program will be made by the DWI/Drug Court Judge.

## **DWI/DRUG COURT PROGRAM RULES**

As a DWI/Drug Court participant, you will be required to abide by the following rules:

1. Do not use or possess any drugs or alcohol.

Sobriety is the primary focus of this program. Maintaining an alcohol/drug free lifestyle is very important in your recovery process. This may include over-the-counter medications and alternative treatments typically found in health food stores. You must notify your treatment team of any prescription or over the counter medication you are taking.

2. Attend all ordered treatment sessions.

This includes individual and group counseling, educational sessions, as well as other events (e.g., DWI/Drug Court graduation) and self-help meetings. If you are unable to attend a scheduled session, you must contact your treatment provider. Although notifying your treatment provider generally, will not excuse your tardiness or absence, it will allow the counselor to consider special circumstances that might be involved.

3. Report to Probation Officer as directed.

You must comply with all conditions of probation as directed by your probation officer. You must also notify your probation officer prior to any change in residence. If you have any problem making an appointment, contact your probation officer immediately.

4. Submit to Alcohol and Drug Testing.

You must be prepared to provide a urine sample at each visit to treatment provider and Probation. If you are unable or fail to provide a monitored sample, a technical positive test result will occur as well. You must notify your treatment team of any prescription or over the counter medication you are taking. You must submit to a breathalyzer test upon request by Probation, treatment provider or law enforcement.

5. Be on time for all appointments including court appearances.

If you are late for a counseling session, you may not be allowed to attend that session and you will be considered non-compliant. Contact your treatment provider counselor if there is a possibility you may be late. If you are late for court you may receive a sanction or the Judge may issue a bench warrant.

6. Do not make threats toward other participants or staff or behave in a violent manner.

Violent or inappropriate behavior will not be tolerated and will be reported to the Court. This may result in termination from the DWI/Drug Court Program.

7. Dress appropriately for court and treatment sessions.

As a participant, you will be expected to wear a shirt or blouse and pants, dress or skirt of reasonable length. Shoes must be worn at all times. Clothing bearing alcohol or drug related themes or promoting or advertising alcohol or drug use is considered inappropriate. Sunglasses are not to be worn inside the court or treatment center unless medically approved. Hats are not appropriate. Speak with your treatment team if you need assistance with clothing.

8. While in court, remain seated and quiet at all times.

It is very important to observe appropriate behavior in court for the benefit of yourself and others present.

9. Comply with all requirements of each phase.

## **PROGRAM FEES**

There is a program fee for the DWI/Drug Court of \$400.00. Arrangements can be made to pay this fee out. As a participant on formal probation, you will also be required to pay the cost of probation supervision or as directed by the Court based upon ability to pay. Payments will be made directly to the Probation Department. The treatment provider will assess your ability to pay for counseling services and charge a sliding scale fee for treatment services. No one will be refused services due to an inability to pay.

## **TREATMENT PROCEDURES**

Your treatment will be provided through a team approach with the combined resources of the Probation Department and treatment providers. The treatment team will assess what level of treatment will best meet your needs and recommend to the DWI/Drug Court Judge that you receive either outpatient or residential treatment. If you are admitted to a residential treatment

program, your treatment plan will include the requirements of that program. Upon release from a residential program, you will return to out-patient status with the treatment facility and continue with the DWI/Drug Court program for a minimum of three months to assist you with the transition. If you are not admitted into a residential treatment program, a multi-component, outpatient program has been developed through treatment providers which include:

### **Treatment Plans**

Based on the Substance Abuse Evaluation, you and your therapist, following an overall assessment of your needs, will develop an “initial” treatment plan. The plan will act as a guide for your initial treatment phase and within it, you will set goals, select methods for meeting those goals, and develop target dates for achieving those goals. The plan will be maintained by your treatment team and will be updated as you progress through the program.

### **Alcohol and Drug Testing**

You will be randomly tested through the entire treatment process. During the program, testing will be required on a completely random basis. The DWI/Drug Court Judge will have access to all alcohol/drug test results including any failures to test, and may order an alcohol/drug test at any time. Tampering with any test will be deemed a positive test and may result in termination. Although, relapse may occur in recovery, a positive or "dirty" test will result in a court imposed sanction. The Judge will review your overall performance in the program.

### **Counseling**

Substance abuse counseling comprises two separate formats: individual, and group. As part of your treatment plan, you will be required to participate in both types of counseling. Together they are designed to develop self-awareness, self-discipline, and coping mechanisms necessary to maintain a clean and sober lifestyle. You will also be required to attend the Alcohol and Recovery group and an eight week Relapse Prevention Course or any other Specialty Group offered at the treatment facility. Specialty groups run eight to twelve weeks and may include Anger Management, Assertiveness Training, Parenting, or any other topic your treatment provider recognizes as needed to serve the DWI/Drug Court population. Your attendance at both

individual and group counseling sessions will be reported to the Judge as part of your progress report. You must have prior permission from your counselor to be excused from a counseling session.

### **Self-Help Meetings**

Attendance will be required at self-help meetings such as Alcoholics Anonymous and/or Narcotics Anonymous. The frequency of attendance requirement is determined by your progress in the program and your phase level. Attendance is an important part of your recovery process to help familiarize you with the self-help philosophy, and help you develop levels of trust to learn and create social bonds with other recovering addicts. Your treatment team will provide you with information regarding the time and location of self-help meetings and will also direct you to special interest and recovery events in the community. You must provide proof of attendance to your health care counselor and probation officer, prior to each court appearance. The program requires you to have a sponsor and work the steps of your self-help program. Repeated failures to attend self-help meetings or falsifying of self-help meeting cards may result in termination from DWI/Drug Court.

### **Case Management**

Case Management services are provided by the treatment team and are a result of a continuous assessment of your needs. These services are provided to facilitate your effort to successfully complete this Program as well as become a productive member of society. Services may include:

- Detoxification Referrals
- Residence Referrals
- Psychological Evaluation
- Psychiatric Evaluation
- Employment Search
- Education Referrals
- Perinatal Education and Support Services (i.e., parenting classes, etc.)

<b>TREATMENT PHASES</b>
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The DWI/Drug Court Treatment Program is a three-phase, highly structured, out-patient treatment program lasting a minimum of 12 months. Individual progress will vary. Each phase consists of specified treatment objectives, therapeutic and rehabilitative activities, and specific requirements for advancement into the next phase. The components and requirements for advancement from each phase are described below.

### **Orientation - Indoctrination, assessment, and assimilation**

During Orientation, you will be assigned a Probation Officer and a Health Care Counselor who will provide you with an overview of the program. Your needs will be assessed and addressed by this “treatment team.” Your progress will be closely monitored by the treatment team and reported to the Judge. Each Phase requirements include:

- Group therapy session(s)
- Alcohol/Drug testing
- Attendance at self-help meetings
- Reporting to the Probation Officer
- Additional case management services as determined by the treatment team (Detoxification, employment search, psychiatric and/or psychological evaluation)
- Court appearances
- Curfew at the discretion of the court

### **Phase I - Treatment Plan Development**

**Length: a minimum of 90 days**

In Phase I your treatment plan will be developed by you and your probation officer. Together with your probation officer, you will formulate personal achievement goals in addition to treatment plan goals (GED, vocational/educational counseling, psychotherapy, exercise, anger management, parenting skills, etc). Phase I requirements include:

1. Attend individual therapy sessions a minimum of two sessions monthly and one group therapy session weekly or as may be prescribed by the treatment provided;
2. Alcohol/drug testing a minimum of 1 time per week minimum (drug test patch and immediate result alcohol/drug tests to be used at the treatment team’s

discretion) and 2 random alcohol/drug tests per week, or as may be determined by the treatment team;

3. Attend self-help meetings a minimum of 2 times per week or 2 hours per week;
4. Seek self-help sponsor or mentor;
5. Report to your Probation Officer weekly or as determined;
6. Remain clean & sober and seek participation in recreation/fellowship that emulates these qualities;
7. Additional case management services as may be determined by the treatment team;
8. Formulate personal program goals in conjunction with the treatment team (GED, vocational/educational counseling, psychotherapy, exercise, anger management, parenting skills, etc.);
9. Attend court 1 time per week or as determined by the DWI/Drug Court Judge;
10. Be employed or actively seeking employment or enrolled in an educational program;
11. Curfew at the discretion of the Court.

**Advancement Criteria:**

- Maintained 4 weeks of sobriety;
- No positive alcohol/drug test results (including missed, tampered tests or diluted tests) for 90 consecutive days;
- No new law violations for 90 consecutive days (excluding infractions and minor traffic violations);
- No unexcused absences from scheduled services for 21 consecutive days
- Employed or positive response to vocational/educational goals;
- Documentation of required minimum attendance at self-help meetings for a minimum of 90 days;
- Must have a self-help sponsor;
- Demonstration of a positive adjustment to treatment;
- Submittal of a written Phase II advancement request; and

- Schedule repeat offender program or Batterer's Intervention Program as may be determined by the treatment team.

## **Phase II - Ongoing treatment**

**Length: a minimum of 120 days**

In Phase II, your treatment plan will be updated by you and your counselor to identify your treatment goals and objectives. Counseling and meetings will focus on areas that are challenging for you and identifying ways of coping with stressful situations. Phase II requirements include:

1. Attend individual therapy sessions bi-monthly or as determined by your treatment counselor;
2. Alcohol/drug testing a minimum of 1 time per week minimum (drug test patch and immediate result alcohol/drug tests to be used at the treatment team's discretion), and random alcohol/drug tests per week, or as may be determined by the treatment team;
3. Attend self-help meetings a minimum of 2 times per week;
4. Seek self-help sponsor or mentor.
5. Report to your Probation Officer weekly or as determined;
6. Remain clean & sober and seek participation in recreation/fellowship that emulates these qualities;
7. Additional case management services as determined by the treatment team;
8. Ongoing reviews and updating of treatment plan;
9. Employment and/or educational goal setting;
10. Bi-monthly court appearances as determined by the DWI/Drug Court Judge;
11. Be employed or actively seeking employment or enrolled in an educational program;
12. Complete repeat offender program or Batterer's Intervention Program as may be determined by the treatment team;
13. Pay 50% of court costs and fees;
14. Curfew at the discretion of the Court; and
15. Attend MADD panel.

## **Advancement Criteria:**

- 8 weeks Sobriety;
- No positive alcohol/drug test results (including missed or tampered tests) for 120 consecutive days;
- No new law violations for 120 consecutive days (excluding infractions and minor traffic violations);
- No unexcused absences from scheduled services for 30 consecutive days;
- Employed or actively pursuing vocational/educational goals;
- Continued documentation of attendance at no fewer than 2 self-help meetings per week and with a sponsor for a minimum of 90 days;
- Continue to demonstrate a positive adjustment to ongoing treatment;
- Verbal expression of understanding of self-help concepts;
- Progress toward treatment plan goals; and
- Submittal of a written Phase III advancement request.

**Phase III – Stabilization/Mentoring/Achievement/Graduation**  
**Length: a minimum of 120 days**

Phase III will address your ongoing recovery needs including maintaining total abstinence from all alcohol and drugs. The focus will be on daily living skills. This phase is designed to support you in your return to the community as a productive and responsible member. Phase III requirements include:

1. Attend one or more group therapy sessions per week and one individual session monthly as determined by the treatment counselor;
2. Alcohol/drug testing a minimum of 1 time per week (drug test patch and immediate result alcohol/drug tests to be used at the treatment team's discretion), or as may be determined by the treatment team;
3. Attendance at self-help meetings twice per week encouraged to maintain a sponsor or mentor;
4. Report to your Probation Officer as instructed;
5. Remain clean & sober and seek participation in recreation/fellowship that emulates these qualities;
6. Other case management services as determined necessary by the treatment

team;

7. Ongoing review and updating of treatment plan;
8. Maintain full-time employment and/or progress toward an educational goal;
9. Maintain stable living environment;
10. Attend Court 1 time per month;
11. Become a mentor to a new DWI/Drug Court participant as approved by your treatment team;
12. Participation in community service as determined by the DWI/Drug Court Team (minimum of eight hours);
13. Pay balance of court costs and fees;
14. Curfew: Midnight

**Graduation Criteria:**

- 5 months sobriety;
- Acceptable level of sobriety (to include no positive alcohol/drug tests, including missed and tampered tests, for a minimum of 120 consecutive days) as determined by the treatment team;
- Obtained gainful, consistent employment or sufficiently involved in a vocational/educational training program as determined by the treatment team;
- Maintained consistent attendance at all court appearances and treatment team appointments;
- No unexcused absences from scheduled services for 45 consecutive days;
- Achieved stable living arrangements and healthy interpersonal relationships as determined by the treatment team;
- Achieved an understanding of personal problems of addiction, criminal behavior, and relapse prevention as demonstrated through a written graduation application;
- Definitive aftercare plan which may include self-help meetings, HCA outpatient counseling, group attendance at former contract residential program, or active participation in DWI/Drug Court Alumni Association;

- Fulfillment of goals as stated in your individual treatment plan or positive progress toward appropriate long-term life goals;
- Proof of completion of required community service hours;
- Proof of attendance at all other events or courses as required by the DWI/Drug Court Judge;
- Proof of completion of GED/diploma or an approved equivalent program as required by the DWI/Drug Court Judge;
- Proof of payment of balance of all costs and fees.

### **OTHER PROGRAM REQUIREMENTS**

Your DWI/Drug Court Judge may require you to fulfill other program goals such as attending community college courses, attending civic/cultural events, and/or participating in an exercise program. Further, the DWI/Drug Court Judge may impose additional conditions of probation such as a curfew. The DWI/Drug Court Judge will inform you of any additional requirements and your attorney, probation officer and HCA counselor will clarify such requirements.

### **SANCTIONS**

If you fail to comply with the Treatment Program, the DWI/Drug Court Judge may, at his/her discretion, order one or more of the following:

- Admonishment from the Court
- Increased alcohol/drug testing
- Writing an essay on a DWI/Drug Court related topic which must be read aloud at your HCA group meeting
- Working at the county animal shelter
- Increased participation in self-help meetings
- Increased participation in individual and/or group counseling sessions
- Increased frequency of court appearances
- Community service hours in addition to those required by the program
- Demotion to an earlier program phase

- Commitment to community residential treatment
- Incarceration
- Formal probation violation
- Expulsion from program and imposition of sentence
- Continuous alcohol monitoring device
- Completion of Driver's Safety Course
- Attendance/Observation at Court as directed by the Judge
- Completion of a Time Management Class

### **EDUCATION, VOCATION AND EMPLOYMENT PROGRAMS**

Recovery from substance addiction means becoming a self-sufficient and productive, responsible member of the community. During the treatment program, participants are expected to maintain full time employment, or alternatively, involvement in an educational or vocational training program. Your counselor will work to assist you in obtaining an assessment of your needs and skills and will refer you to the proper agencies for education, training and job placement.

### **SOCIAL SERVICES**

Upon your entry into the DWI/Drug Court Program, your treatment team will assess your housing, transportation, family and general living needs, and when appropriate, refer you to a local, state and/or county agency for assistance.

### **GRADUATION**

Once you have successfully completed the criteria for each Phase (as described in the Treatment Phases section beginning on page 10), you will advance to the next level and eventually be a candidate to graduate from the DWI/Drug Court Program. It will be necessary for you to submit an application to the treatment team to be considered for graduation. In the application it will be necessary to discuss your progress toward the goals you initially set and why you believe you have met the graduation criteria. The final decision for advancement from each phase as well as for graduation eligibility is determined only by the DWI/Drug Court Judge.

Your family will be invited to join you as the Judge congratulates you on successfully completing the DWI/Drug Court Program and achieving your goal to establish an alcohol/drug-free life.

## **CONFIDENTIALITY**

Your identity and privacy will be protected consistent with Federal Regulations and State laws (i.e., 42CFR, Part 2; Health & Safety Code Sections 11812(c), 5328, and 45CFR, Parts 160 and 164). In response to these regulations, policies and procedures have been developed which guard your confidentiality. You will be asked to sign a waiver authorizing the transfer of information among all participating agencies. An identification number will be assigned to you that will be used in all research and evaluation activities to safeguard your identity.

## **CONCLUSION**

The DWI/Drug Court Program has been developed to help you achieve total abstinence from alcohol and illicit and illegal drugs and all criminal activity. The program is designed to promote self-sufficiency and to return you to the community as a productive and responsible member. The program is voluntary and is your personal choice. The Judge, the court staff and the treatment team are present to guide and assist you, but the final responsibility is yours. You must be motivated to make this change and commit to an alcohol/drug free life.

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 DWI/Drug Court Program, please feel free to ask your treatment team. Important DWI/Drug Court telephone numbers have been listed at the end of this handbook for easy access. Also, a month-at-a-glance calendar and a Self-Help Meeting Attendance Record Sheet have been included in this handbook for your convenience. Good luck to you.

