



# SAN FRANCISCO COLLABORATIVE COURTS

## **Drug Court Participant Handbook**

**Guidelines and Program Information**

May 2019

# Welcome to San Francisco Drug Court

**Participating in San Francisco Drug Court means you have made two decisions:**

- **You acknowledge there is a challenge in your life that involves substances.**
- **You want to move forward toward positive change with goal of recovery.**

It is not easy to start your journey towards recovery. This path might be challenging and stressful, but it can also be empowering and lead to meaningful change.

Drug Court is an intensive program that combines court supervision and substance use treatment. Drug Court is a voluntary program. You may choose to leave Drug Court at any time and return to criminal court.

The Drug Court team is an experienced, multicultural, and compassionate group of professionals who will support you to meet your goals. The Drug Court team includes a Judge, District Attorney, Public Defender, Probation Officer, and Drug Court Treatment Center (DCTC) Case Managers.

**Drug Court utilizes a multi-faceted approach. The program consists of:**

- Frequent appearances before the Drug Court Judge
- Participation in DCTC programming
- Regular attendance of a community recovery and/or self-help group
- Other treatment groups that fit your needs
- Random drug testing

## **DCTC Clinical Assessment and Individual Treatment Plan**

Participation in Drug Court requires an initial assessment by DCTC Case Managers to determine DCTC clinical eligibility, level of care service needs, and a treatment plan that includes a variety of services. You will work with your DCTC Case Manager to complete the assessment and develop a personal treatment plan that fits your needs and matches your goals. We understand the treatment adjustments can occur throughout your time in Drug Court.

## **Attending Court**

On the days that you come to Court, your DCTC Case Manager will share information about your progress with the Drug Court team. If you are on probation, the Adult Probation Officer will report on your compliance.

If you are **in custody**, Court is held in Department 23 at the Hall of Justice, 850 Bryant St at 9AM Monday, Tuesday, and Thursday.

If you are **out of custody**, Court is held at 575 Polk Street between Elm and Polk St at 2PM on Monday and Thursday. You must arrive on time and clear security to enter the courthouse.

## **General Expectations of Drug Court**

- Be on time for all court dates, treatment, and case manager/probation appointments.
- Follow your treatment plan.
- Complete drug testing as required.
- Tell your DCTC Case Manager about prescription medicines you are taking and show documentation from your doctor.
- Remain arrest free.
- Stop using all drugs and alcohol in order to graduate.
- Make victim restitution payments, or pay fines and fees, if required.
- Complete all four phases.

## **Drug Court Treatment Center**

The **Drug Court Treatment Center** (DCTC) and treatment groups are held at 555 Polk Street next door to Court.

### **General expectations of behavior:**

- Be respectful of staff and of each other.
- Do not bring any weapons, drugs or alcohol on-site.
- If you are under the influence, you may be asked to leave for the day.

**If you are in Outpatient Treatment, you must:**

- Attend treatment and support groups as indicated in your treatment plan to support your recovery and personal goals. Your DCTC case manager will inform you of treatment options.
- Attend court as required.
- Attend a minimum of three (3) approved recovery oriented community meetings per week and bring your attendance sign in sheet to court.
- Complete drug testing as required.

**If you are in Residential Treatment or Residential Step Down, you must:**

- Actively participate in the treatment program and follow all rules of the program.
- Stay in your treatment program. Call your DCTC case manager with any problems or questions.
- The treatment program will provide weekly updates to your DCTC Case Manager including your progress in treatment and results of your drug tests.

## **Drug Testing Information**

Drug testing is central to the Court’s monitoring of your compliance. If you have questions regarding drug testing, please contact your DCTC Case Manager.

Drug testing is held on a random basis, one to three times per week.

Testing occurs on Monday, Wednesday or Friday during the following hours:

**9:00 a.m. – 12:30 p.m.**

**2:30 p.m. – 4:15 p.m.**

- The Judge may order additional drug testing outside of the days and times listed above and you will need to show up for testing as indicated.
- Failure to test is recorded as a “no show” and will be counted as a **positive test**.

### **Drug Testing Procedures**

- Testing is observed by DCTC Staff. You may request a different staff person to observe your test.
- All test results are reported to the Drug Court Team.
- Tampering or falsifying a drug test will lead to sanctions with the Court. Multiple tampers may result in a remand or termination from the program.

## Incentives and Sanctions

Drug Court will support your positive progress for doing well. Drug Court will also hold you accountable for certain negative behaviors and for violating Drug Court rules.

**Incentives** are rewards that you receive for good performance in Drug Court.

### **Good performance in Drug Court means:**

- Reducing or eliminating substance and/or alcohol use.
- Arriving on time for court and DCTC case manager and/or probation appointments.
- Following the Judge's orders.
- Following the requirements of the Drug Court Treatment Center.
- Participating in Treatment groups; following your treatment plan
- Maintaining a positive attitude toward others and in your own treatment.
- Actively seeking stable housing in a sober environment.
- Seeking a job, or volunteering in the community.
- Enrolling in school to graduate from high school, college or a vocational training program, or obtaining your GED.
- Making payments on restitution or fine and fees if applicable.

### **Incentives rewards include:**

- Receiving public praise and recognition for your achievements.
- Choosing from the *fishbowl* for prizes.
- Decreasing frequency of court appearances.
- Decreasing treatment demands when recommended by the treatment providers.
- Reducing your fines and fees.
- Getting permission to go outside the county or state for a special occasion.
- Other incentives rewards as arranged with your DCTC Case Manager.
- Promoting you to the next phase of treatment with gift card and certificate.

**Sanctions** are consequences given to a participant who chooses not to comply with the Drug Court program. **Sanctions are always about supporting you to change your behavior toward achieving your recovery goals.**

**Sanctions in Drug Court are given when:**

- Repeated positive tests for drugs, alcohol, or other mood-altering substances.
- Missing or being late for Court hearings, treatment, or probation appointments.
- Breaking the DCTC rules, county jail rules, probation conditions, or the rules of your other treatment programs.
- Not engaged in treatment or participating in treatment groups.
- AWOL or leaving treatment or residential treatment programs without Court approval.
- Violating “stay away” or other protective orders.
- Failing to provide a drug test as indicated or providing a falsified sample.
- Getting arrested.

**Sanctions include:**

- Writing a letter to the Court and the Judge.
- Coming to Court more often.
- Staying longer in your current phase.
- Community service or SWAP (Sheriff’s Work Alternative Program)
- Time in Jail.
- Termination from Drug Court.

# Drug Court Phases

**Drug Court has four phases that lasts approximately 8 to 24 months.** You will move from one phase to the next when you complete the requirements of that phase.

## **Phase One: Establish the Foundation for Recovery**

### **Requirements for Outpatient Treatment Program**

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Begin to reduce and eliminate substance and/or alcohol use.
- Test substance free from *primary drug of choice* for a minimum of **30 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.

### **Requirements for Residential Treatment Program**

- Actively participate in the treatment program and follow all rules of the program.
- Participate in a step down or outpatient program when you have completed residential treatment.
- Continue to drug test as indicated.
- Keep your DCTC Case Manager informed of any changes to your treatment.

### **Participant must complete phase advancement application and petition to Drug Court to advance to the next phase:**

- Describe your progress during this phase and some of the challenges you encountered.
- Describe why recovery and treatment is important to you.
- List your accomplishments in this phase and explain why you feel ready to progress to the next phase.
- List your treatment goals for the next phase.

## **Phase Two: Find Positive Ways to Change Your Life**

### **Requirements for Outpatient Treatment Program**

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Begin to reduce and eliminate substance and/or alcohol use.
- Test substance free for a minimum of **45 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.
- Works towards obtaining a sponsor or other community mentor.
- Works on plan for source of income if not working or have benefits.
- Work on plan for stable residence if not housed.
- Work on plan for employment, school/education, vocational training, or volunteering if not already engaged.
- Maintain in good standing with the Probation Department.

### **Requirements for Residential Treatment Program**

- Actively participate in the treatment program and follow all rules of the program.
- Participate in residential step down or outpatient treatment when you have completed residential treatment.
- Continue to drug test as indicated.
- Keep your DCTC Case Manager informed of any changes to your treatment.

### **Participant must complete phase advancement application and petition to Drug Court to advance to the next phase:**

- Describe your progress during this phase and some of the challenges you encountered.
- Identify what you need to support your recovery and explain how you will get those needs met to support your recovery.
- List your accomplishments in this phase and explain why you feel ready to progress to the next phase.
- List your treatment goals for the next phase.

## **Phase Three: Embrace Recovery and Wellness**

### **Requirements for Outpatient Treatment Program**

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Test substance free for a minimum of ***60 consecutive days*** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.
- Obtain your sponsor or other community mentor.
- Obtain source of income if not working or have benefits.
- Have plan for stable residence if not housed.
- Have plan for employment, school/education, vocational training, or volunteering if not already engaged.
- Maintain in good standing with the Probation Department.
- Identify a support system of clean & sober people and community activities.
- Complete your Wellness Recovery Action Plan with your DCTC case manager.

### **Requirements for Residential Treatment Program**

- Actively participate in the residential treatment program and follow all rules of the program.
- Participate in residential step down or outpatient treatment when you have completed residential treatment.
- Continue to drug test as indicated.
- Keep your DCTC Case Manager informed of any changes to your treatment.

### **Participant must complete phase advancement application and petition to Drug Court to advance to the next phase:**

- Describe your progress during this phase and some of the challenges you encountered.
- Describe the importance of outside support and explain how you have strengthened your support system.
- List your accomplishments in this phase and explain why you feel ready to progress to the next phase.
- List your treatment goals for the next phase.

## **Phase Four: Continued Recovery and Assessment**

### **Requirements for Outpatient Treatment Program or for Residential Step Down Treatment Program**

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Test substance free for a minimum of **90 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.
- Consistently meet with your sponsor or other community mentor.
- Have a stable source of income.
- Have stable living situation.
- Have employment, school/education, vocational training, or volunteering.
- Maintain in good standing with the Probation Department.
- Have a support system of clean & sober people and community activities.
- Update your Wellness Recovery Action Plan with your DCTC case manager if needed.
- Complete any obligation regarding restitution, fines, or fees.

### **Participant must complete graduation advancement application and petition to Drug Court at least 4 weeks prior to requested graduation date:**

- How is your life different now as compared to when you first started Drug Court? What changed?
- What are some challenges you will have after Drug Court and how do you plan on dealing with those challenges?
- Explain why you are ready to graduate now and not at a later date.
- What are your motivations are for staying sober and what your plans after graduation?

### **After you are found to be eligible for graduation:**

- Attend the exit seminar with your after care plan.
- Attend your DC graduation.

## Graduation

There is a big difference between being sober and being in recovery. We want you to be fully into the recovery process before you graduate. This requires a deeper healing process of change in your life. This process requires help from others. Reach out to your case manager, your sober support system, other community resources, and chosen family members that help promote your recovery. Stay firm in your commitment to remain clean and sober, and surround yourself with people, places, and things that will help promote your goal.

Graduation is a time to celebrate your accomplishments. You may invite your family, friends, and support community to join you at your Drug Court graduation.

### **Legal Benefits of Completing Drug Court**

When you successfully complete Drug Court, your probation may be terminated early, your charges may be reduced, or your case may be dismissed. Please discuss the possible outcome of your case with your attorney including any outstanding legal issues. Outcomes vary based on your particular legal situation.

## Drug Court

### Agreements to Review with Case Manager or Defense Counsel

I have been asked to give consent for my participation in Drug Court and agree to the following:

I understand that my Treatment Providers will share information about my progress, treatment plan, attendance, and participation in the program to the Judge and will be sharing information during Case Conferencing with member of the Drug Court Team. In order to remain in the program, I must allow my treatment providers to speak to and provide updates to the Drug Court Team.

I agree to follow the treatment plan designed with me by Drug Court and represented members of the Treatment team.

I agree to follow the program rules that are presented to me for outpatient treatment program and/or residential treatment program where I receive treatment.

I agree to not tamper with urinalysis testing and will show up for testing during days and times indicated by treatment staff or by the Judge.

I will follow the expectations and conducts of behavior set forth by the Drug Court Treatment Center and other programs or services that I need to attend as part of Drug Court and of my treatment plan.

Participation in the Drug Court Program is VOLUNTARY. I am free to withdraw from it at any time. I understand that the information that is discussed by the treatment team, the Attorneys, and the Judge cannot be used against me at any time if I cease to participate in this treatment court.

Date of Review: \_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Client's Name (Printed)

\_\_\_\_\_  
Reviewers Signature

\_\_\_\_\_  
Reviewers Name (Printed)