Cobb County Drug Court

Participant Handbook

This handbook belongs to:

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The alcohol/drug screen phone number is:

(770) 499-7263

Cobb County Drug Court

30 Waddell Street

Marietta, GA 30090

Administration Phone: (770) 528-8567

Treatment Office Phone: (770) 528-1861

Fax: (770) 528-8588

Welcome to the Cobb County Drug Court

Welcome to the Cobb County Drug Treatment Court. This Handbook is designed to answer your questions about what is expected of you as a Drug Court participant. In addition to abiding by the program requirements laid out in the admission paperwork and this handbook, you must also follow the instructions and orders given to you by the judge and or any team members.

If you still have questions after reading this handbook, please contact your counselor or Drug Court Administration.

Introduction

Our program is based on the belief that addiction is a chronic and potentially fatal disease creating one of the most serious health and legal problems in the United States today. Our program is designed to improve the health of our participants, not only by addressing the immediate symptoms of their addiction but also by orienting participants to a new way of healthier living which can be continued for the rest of their life. We are confident that the Drug Treatment Court will help you learn how to make successful choices free of the influence of drugs or alcohol.

Our Mission Statement

The mission of the Cobb County Drug Court is to enhance public safety by targeting certain high risk Drug offenders for placement in an intensive program of treatment, judicial supervision, and individual accountability. The goal of the program is to reduce participant recidivism and enable participants to contribute to and function within the community.

Guiding Principles

We believe that if you follow these three guiding principles, you will succeed in this program:

1. **BE HONEST.** This is often the most difficult rule to follow. The Drug Court Team expects you to be honest in all areas of your life; you owe it to *yourself* to be honest in all areas of your life. Do not attempt to falsify records, conceal alcohol/drug use, or tamper with or dilute your urine. Eventually, you will get caught.
2. **SHOW UP.** Be on time for treatment, 12-step meetings, and Drug Court sessions. Show up mentally as well as physically; you will get out of this program what you put into it.
3. **DON'T WHINE!** You must understand that this is not an easy program. Over the next eighteen months to two years, you will have a lot of hard work to do, both to fulfill the Drug Court Contract and to address your substance abuse issues. To be fully engaged in your recovery and successfully complete this program, you will have to make sacrifices.

Important Documents

You are bound by your sentence and any exhibits attached to the sentence, any orders that were entered as part of your sentence, the Drug Court Participant Contract, all paperwork you completed as part of your application for Drug Court, this handbook, and any memos or other documents you are given by the Drug Court Team. Keep copies of all of your paperwork for your records.

Judge's Role

The Drug Treatment Court Judge has knowledge of the impact of substance abuse on the court system, the lives of participants, and the entire community. In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant 's progress.

The Judge has many responsibilities beyond Drug Treatment Court; therefore, his time is limited. Direct contact with the Judge and his office is ***prohibited*** beyond the courtroom setting. The Judge is not your case manager, personal attorney, or your legal advisor. The Judge attends non -court settings such as staffing to discuss possible candidates for the program and to determine appropriate, effective sanctions for program violations as well as incentives for continued compliance. Your attorney can schedule direct contact with the Judge through a formal court hearing.

Before your court hearing, the Judge will be given a progress report. The progress report will discuss your drug testing results, attendance, participation and cooperation in the treatment program, employment or other requirements that may have been imposed. The Judge may ask questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with incentives. If your progress reports show that you are not doing well, the judge will discuss this with you and determine future action, which may include a sanction, in order to help you remember your goals in the program.

Drug Court Team Members

In addition to the Judge, other members of the Drug Court Team include the:

Drug Court Administrator, who acts as the primary contact person in connection with all operations of the Drug Court, attends staffing and Drug Court sessions, maintains participant records, and provides oversight for treatment and probation services;

Drug Court Coordinator, is responsible for the admission process for all participants. Attends staffing and Drug Court sessions, maintains participant records, and provides oversight for treatment and probation services;

Drug Court Prosecutor, who attends staffing sessions to evaluate your progress through the Court, to identify potential candidates for the Drug Court, and to recommend appropriate sanctions and incentives. The Drug Court Prosecutor or his representative also attends Drug Court sessions;

Defense Attorney, who attends staffing sessions to evaluate your progress through the Court and to recommend appropriate sanctions and incentives. Once you enter the program, the obligations of your former attorney end, and it is the Drug Court Defense Attorney who speaks on your behalf at Drug Court staffing sessions; however, this person does *not* represent you in the traditional sense;

Sheriff's designated Drug Court Deputy, who provides accountability for your participation in the program by conducting unannounced field visits to your home and job and by participating in staffing sessions;

Drug Court Probation Officer, provides reports on compliance matters to the Drug Court Administrator; and attends Drug Court Sessions;

WestCare Treatment Specialist, who attends staffing and Drug Court sessions and offers input on your treatment progress and recommends appropriate sanctions and incentives.

Participant Responsibilities

Once accepted into Drug Court, you must obey **all** program guidelines. Each Phase and each individual will have specific requirements. The general guidelines are as follows:

- ***Refrain from using alcohol and/or drugs;***
  - ◊ Attend all Court and treatment sessions, and be on time;
  - ◊ Complete all random alcohol and drug screens;
  - ◊ Attend community based self help meetings as assigned;
  - ◊ Obtain a sponsor of the same gender;
  - ◊ Comply with all education and employment requirements;
  - ◊ Bring all assigned treatment materials to every group session;
  - ◊ Complete community service requirements and turn in documentation to the Drug Court Office weekly by Friday at 5 pm. **No faxes will be accepted**;
  - ◊ To know what your participant fees are at all times and to keep them current;
  - ◊ Do not enter any business whose primary function is the sale of alcohol;

- Do not associate with people who use or possess drugs;
- Make sure your children under the age of 18 years old are accompanied by a non-Drug Court participant at all times at the courthouse and/or treatment facility;
- Immediately report any contact you have with any form of law enforcement;
- Do not possess any weapons while in Drug Court, and do not carry any weapons on your person or in your vehicle at the courthouse, 12-step meetings, or any treatment facility;
- Inform all medical persons that you come in contact with that you are a participant in the Drug Court Treatment Program;
- Free expression of your thoughts and feelings is encouraged; however, violence, threats, or intimidation will not be tolerated. Extreme use of profanity is not acceptable;
- No facial or tongue piercing of any kind in Drug Court office or treatment;
- No flip flop or "thong" footwear in Drug Court office or treatment.

Courtroom Behavior and Rules

- Attend all scheduled Court appearances on time and immediately be seated in the courtroom;
- Do not talk in the courtroom during Drug Court proceedings;
- Do not bring food or drink into the courtroom, or chairs from the hallway;
- Do not chew gum/candy in the courtroom;
- **When addressing the Judge, answer the judge with a "yes" sir or "no" sir and speak clearly so the Judge and other Team Members can hear your responses to the court. Respect awards will be given for disrespectful behavior such as responding to the judge with a "yeah" for example. Keep your hands out of your pockets;**
- Remain in the courtroom until excused by the Judge. Do not leave the courtroom for **any** reason (including the bathroom);
- Dress appropriately for Court and treatment sessions. Appropriate dress means:
  - ◊ Do not wear shorts (even during summer);
  - ◊ No torn or ripped jeans;
  - ◊ No hats, caps, or bandanas;
  - ◊ No gang attire of any kind;
  - ◊ No phones, pagers or electronic devices in Court or treatment;
  - ◊ No sagging pants that hang below the waist;
  - ◊ No tank tops, T-shirt, muscle shirts, or crop-tops;
  - ◊ All shirts must have a sleeve **(Including females).** All males shirts must have a collar;

- ◊ No clothing advertising tobacco or alcohol products or attire with obscene words or pictures. anytime while in the program;
- ◊ **Have shirt tails tucked into pants**;
- ◊ No facial or tongue piercing of any kind in the Drug Court office or treatment;

- No flip flop or "thong" footwear .

Treatment

Each participant who is accepted into Drug Court will be required to attend treatment sessions located at the WestCare treatment facility in the courthouse complex. The treatment component of Drug Court is designed to provide a continuum of care during your recovery, rehabilitation, and reintegration into the community. To aid you in your treatment, each Phase of the Drug Court provides varying degrees of direct supervision and alcohol and drug screening. You will be required to attend treatment groups, family counseling sessions, individual treatment sessions, community based self help meetings, and case management meetings. As you successfully move through the Drug Court program, the intensity of these requirements will lessen and expectations for increased accountability in everyday life will increase.

Group Materials

You are expected to bring your group materials to each group. You are financially responsible for the replacement of any lost materials and will be sanctioned for anything that you do not have in group. Treatment is a vital part of the program and it is difficult to do without the proper materials.

Facility and Group Rules

All Drug Court-related activities and locations are an extension of the Drug Court. Your behavior should reflect this understanding at all times. This includes the treatment facility and parking lot, all other treatment locations, community service sites, special events, and any other function associated with Drug Court activity. Violations of program rules can result in sanctions and/or new criminal charges.

- ◊ No alcohol, drugs, weapons, or pocket knives will be brought to the facility.
- ◊ Groups will begin on time. You must be punctual, as tardiness will result in sanctions. You must attend and participate in the full session to receive credit.
- ◊ Confidentiality is a must. What is said in group stays in group! You can tell anyone what **you** say or do in group, but not what **others** say or do. There will be **significant consequences** to any violation to this rule.
- ◊ Attend a minimum of three (3) community based self help groups per week (with verification).
- ◊ Maintain relationship with permanent community based self help sponsor and meet with him/her face to face at least once weekly (with verification).
- ◊ The sponsor must speak with the counselor weekly by Wednesday 6 pm.
- ◊ Be respectful and attentive to peers.
- ◊ Free expression of your thoughts and feelings is encouraged; however, violence, threats, or intimidation will not be tolerated.

Extreme use of profanity is not acceptable.

- ◊ Leave group only in an emergency after notifying a treatment staff member.
- ◊ Dress code: no tank tops, shorts, or dark glasses. No clothing advertising alcohol or drugs is permitted. No flip flops or "thong" shoes allowed. All hats are to be removed once inside the building. Appropriate hygiene is to be maintained.
- ◊ If you exhibit behaviors of harm to yourself or others, confidentially will not apply, and the proper authorities and next of kin will be notified.
- ◊ Cell phones must be left in the car before entering the treatment facility. **They will be confiscated if they ring or beep.**
- ◊ No visitors allowed at the treatment facility unless attending a scheduled session.
- ◊ Smoking is not permitted anywhere in the vicinity of any building of the judicial complex. Cigarettes must be left in your car with your cell phones.
- ◊ No littering in parking lot or buildings.

◊ Phase 1 Requirements:

(minimum of **8 weeks, maximum of 12 weeks**)

1. Stay clean and sober; **Do not drink alcohol or use drugs.**
2. Attend on time and actively participate in all groups 5 days a week.
3. Complete all phase requirements with in 12 weeks. **Any participants who has not completed such requirements within that time will be subject to a sanction up to and including termination from the program**.
4. Attend weekly court sessions
5. Attend and document a minimum of three (3) community based self help group meetings each week. Attend at least five (5) until a sponsor is found or if you are without a sponsor for any reason.
6. Provide urine samples as required for drug screens. This will occur at random, at least 2 or 3 times per week.
7. Obtain a temporary or permanent **same gender** sponsor and **meet face-to-face** at least once weekly.
8. Provide documentation of a minimum of 32 hours per week of employment and keep regular attendance at work. If you are a full time student (minimum of 12 credits per semester/quarter) you must document continued enrollment and passing grades.
9. Have a minimum of 4 weeks without a jail sanction.
10. Family/Significant other must attend two (2) family groups.
11. **Must provide proof of GED or High School completion.**
12. Schedule and participate in assessment and individual sessions.
13. Complete and review all short term treatment plan goals with individual counselor as assigned.

14. Prepare and take the Phase 1 Orientation Test with and 80 % pass score.
15. Complete steps 1-7 of *Thinking For Good* curriculum .
16. Request a Phase up Challenge one (1) week prior to your phase up date.
17. Successfully complete level challenge and pass by 50% and 1 vote.

Phase 2 Requirements:

(minimum of 16 weeks, maximum of 20 weeks)

1. Stay clean and sober; **Do not drink alcohol or use drugs.**
2. Attend on time and actively participate in all groups **4 days** a week.
3. Complete all phase requirements with in 20 weeks. **Any participants who has not completed such requirements within that time will be subject to a sanction up to and including termination from the program**.
4. Attend weekly court sessions.
5. Attend and document a **minimum of three (3)** community based self help groups a week.
6. Provide urine samples as required for drug screens. This will occur at random, at least 2 times per week.
7. Obtain a **permanent** sponsor and contact him/her twice weekly and complete steps 1,2, & 3 with sponsor.
8. Be suitably employed and keep regular attendance at work.
9. Present Step 1, 2, and 3 assignments to group.
10. Family/Significant Other must attend family groups.
11. Complete all MRT (Moral Roconation Therapy) curriculum assignments. Complete the TABE (GED placement test) if applicable and begin classes as directed.
12. Have a **minimum of 6 weeks** without a jail sanction.
13. Successfully complete level challenge and pass by 50% and 1 vote.

Phase 3 Requirements:

(minimum of 20 weeks, maximum of 24 weeks)

1. Stay clean and sober; **Do not drink alcohol or use drugs.**
2. Attend on time and actively participate in all groups 3 days a week.
3. Complete all phase requirements with in 24 weeks. **Any** participants who has not completed such requirements within that time will be subject to a sanction up to and including termination from the program.
4. Attend court sessions on 1st and 3rd Monday of each month.
5. Attend and document a **minimum of three (3) 12 community based self help groups** each week.
6. Provide urine samples as required for drug screens. This will occur at random, at least 2 times per week.
7. Be in contact with sponsor at least twice weekly.
8. Be suitably employed and keep regular attendance at work. Complete Step 4 and 5 with sponsor.
9. Have a **minimum of 8 weeks** without a jail sanction. Successfully complete level challenge and pass by 50% and 1 vote.

Phase 4 Requirements:

(minimum of 12weeks, maximum of 16 weeks)

1. Stay clean and sober; **Do not drink alcohol or use drugs.**
2. Attend on time and actively participate in all groups 2 days a week
3. Complete all phase requirements with in 16 weeks. **Any participants who has not completed such requirements within that time will be subject to a sanction up to and including termination from the program.**
4. Attend court sessions on 2nd and 4th Monday of each month.
5. Attend and document a **minimum of three (3)** community based self help groups each week.
6. Provide urine samples are required for drug screens. This will occur at random, at least 2 times per week.
7. Be in contact with sponsor twice weekly.
8. Be suitably employed and keep regular attendance at work.
9. Complete Step 6, 7 & 8 with sponsor.
10. Participate in Phase 1 groups to mentor new participants of the same gender.
11. Have a minimum of **16 weeks** without a jail sanction.
12. You must complete all GED requirements and pass all sections of the test in order to progress to phase 5.
13. Successfully complete level challenge and pass by 50% and 1 vote.

Phase 5 Requirements:
(minimum of 22 weeks)

1. Stay clean and sober; **Do not drink alcohol or use drugs.**
2. Attend court sessions on the 1st Monday of each month.
3. Attend group at least 1 time per month **and** as directed by treatment staff.
4. Attend 12 community based self help groups at least 3 times a week and get meetings signed for monthly court appearance .
5. Provide urine samples as required for drug screens. This will occur at random, at least 1 time per week.
6. Pay all program fees by noon on the Friday before graduation.
7. Be in contact with sponsor (face to face) once a week.
8. Be suitably employed and keep regular attendance at work.
9. Complete 40 hours of Public Service with prior approval from the Court.
10. Have a minimum of **8 weeks** without a CSAI and **6 months** without a jail sanction.
11. Complete a graduation package 1 month before graduation.
12. Write a letter to your arresting officer and turn in your graduation package.
13. Schedule your exit interview 1 month before graduation.
14. Submit to your last drug screen at 9am on graduation day.
15. Must have your GED or diploma.

Requirements for Graduation

To graduate from the Drug Court program, you must meet the following requirements:

- Complete an application for graduation and schedule an exit interview one month prior to your expected graduation date.
- Successfully complete all Phases of the Drug Court and complete 40 hours of Public Service at an approved site in Cobb County.
- Pay in full all Drug Court program fees.
- Maintain sobriety. Positive and/or dilute screens during phase 5 may cause you to be moved back to phase 4.
- Complete all the requirements of your Drug sentence:

By the time you graduate from Drug Court, you will have developed a strong support system for your recovery and will be in a position to be an asset to the community.

Alcohol and Drug Testing

You will be alcohol and drug tested randomly throughout every phase of Drug Court. Methods of testing will include portable alcohol detection devices (such as a Breathalyzer) and urine analysis. When giving a urine sample, you will be observed by someone of the same gender to ensure freedom from errors or tampering.

- If you have a positive test in any phase, the Judge, based on recommendations from the Drug Court Team, will apply immediate sanctions, including, but not limited to, jail time to help you refrain from alcohol or drug use.

All diluted samples with a creatinine of 19 ng or below will be counted as a positive.

- If you miss a test, it will count as a positive (dirty) test.
- At the close of each time (except Sundays), no more chain of custody forms will be given out for ANY REASON after that time, you must produce within 2 minutes of entering the room, you will only have 2 attempts, and all screening will stop 25 minutes after the closing time.
- Failure to submit a specimen within 25 minutes of testing closing time will count as a positive test.
- You must call in to the alcohol/drug testing line each day to see if you are scheduled for a screen. The phone number for drug testing is (770) 499-7263.
- Each day's information will be available from 5a.m. to 4 p.m.
- All holidays will follow a Saturday testing schedule.

If for any reason you cannot access the alcohol/drug testing line or testing location, it is your responsibility to report to the treatment center during scheduled alcohol/drug testing hours.

Unless you are told to report elsewhere, alcohol/drug testing will be conducted at the treatment center.

Drug testing hours are as follows:

Monday	**Immediately following court. If you were not in court, you may come back between 3:30 –4:30 pm.**
Tuesday—Friday	**5-5:30 pm**
Saturday.	**8:00 a.m.**
Sunday	**8:45 a.m. (at work release)**

YOU CAN NOT REPORT AFTER THE ALLOTTED TIME. IF YOU SIGN IN AFTER THIS TIME AND THEY STILL LET YOU TEST, IT WILL NOT COUNT.

If you are required to appear for a test on a Sunday, you will report to the Cobb Sheriff's Office Work Release Center located at 1825 County Services Parkway, Marietta, Georgia 30080. Directions to this facility can be found in the back of this handbook.

You must be punctual and be prepared to submit a specimen during the specified time. **Tampering with or diluting a alcohol/drug screen can be grounds for termination from the Drug Court program.**

- Only one participant is allowed in the testing area at a time. A staff member must accompany you at all times during alcohol/drug testing.
- You must make sure that both your name and date are on the specimen bottle.
- You must indicate an admission or denial of alcohol/drug use when arriving at the treatment facility before a specimen is obtained.

  Honesty is a crucial component for recovery and for participation in the Drug Court program. Admitting that you have used drugs and/or alcohol will be considered by the Court when sanctions are imposed.
- You will not be allowed to leave the testing area or to drink excessive fluids until a specimen is rendered.
- You may not carry purses, coats, bags, etc. into the testing area.
- Shirt sleeves should be rolled up to the elbow, and you may be asked to remove additional clothing to ensure the validity of a specimen. You should lift your shirt to waist level and pants/underwear should be pulled to the knees before the specimen is obtained.
- The test cup must contain a minimum 1/3 level to be adequate for testing.
- You must make sure that the specimen bottle is closed properly. If a sample is not sealed properly then it is not testable and will be counted as a positive.

Dilute Drug Screens

Dilute drug screens occur when an individual drinks too much fluid / liquid of any kind in a short period of time, usually in an effort to flush their system of alcohol and drugs.

We encourage everyone to drink at least 8 ounce glasses of water each day to maintain a healthy body system. Your body will maintain homeostasis, an equilibrium, in which you take in fluids and excrete waste fluids in the urine according to your body's needs. This occurs normally in the absence of kidney disease.

Creatinine is a by-product of protein metabolism; any unused creatinine is dissolved in the urine as a waste product. It is easily measured in relationship to the amount of fluid in which it is dissolved. For drug screening purposes, there is no other reason to measure creatinine other than to be able to tell whether or not a person is trying to dilute their urine. The more fluid in urine, the less creatinine can be measured. The less fluid in urine, the more creatinine can be measured. The normal level of creatinine in urine ranges from 60 mg/dl to 300 mg/dl. A dilute urine sample means that the creatinine level is equal to or below 19mg/dl. The creatinine levels can change daily, but most people will have a "normal" value range for themselves most of the time.

Eating extra protein, exercising, and running have no significant effect on the creatinine level measured in urine due to the body's built-in equalizer, homeostasis. The only thing that affects a dilute sample is the amount of fluid taken in within a short period of time prior to providing the urine sample. If you are seeing results that show you are getting close to a

dilute sample, try to stop drinking any fluids 2-4 hours prior to providing the sample. Then resume your normal fluid intake. You should not "hold" your urine for a long time before giving a sample. This is not good for your bladder and will not have a significant effect on urine dilution. Try to avoid more than 1-2 cups of tea per day since tea is a diuretic. In other words, it causes your body to make extra urine and may throw off your normal body balance if taken in excessive amounts. This can lead to a dilute urine sample. Avoid products that claim to "beat a drug test". These usually are nothing but a diuretic in disguise.

If you have a medically diagnosed kidney disease, you will need to bring proper documentation from your physician that states specifically why you might test with dilute urine specimens. This should be done prior to admission into the program and may be a reason to exclude you from participation in the program.

If you have any questions or concerns, please discuss them with the court, your counselor, program manager, or program nurse, and your physician.

Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests are capable of detecting alcohol ingestion for significantly longer periods of time after a drinking episode. Because these tests are sensitive, in rare circumstances, exposure to non-beverage alcohol sources can result in detectible levels of alcohol. In order to preserve the integrity of the Drug Court testing program, it has become necessary for us to restrict and/or advise Drug Court participants regarding the use of certain alcohol-containing products.

It is ***YOUR*** responsibility to limit your exposure to the products and substances detailed below that contain ethyl alcohol. It is ***YOUR*** responsibility to read product labels, to know what is contained in the products you use and consumed and to stop and inspect these products.

BEFORE you use them. ***Use of the products detailed below in violation of this contract will NOT be allowed as an excuse for a positive test result. When in doubt do not consume*** **Cough syrups and other liquid medications:** Drug Court participants have always been prohibited from using alcohol containing cough/cold syrups, such as Nyquil®. Other cough syrup brands and numerous other liquid medications, rely upon ethyl alcohol as a solvent. Drug Court participants are required to read product labels carefully to determine if they contain ethyl alcohol (ethanol). All prescription and over-the-counter medications should be reviewed with your case manager before use. Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol containing cough and cold remedies are readily available at most pharmacies and major retail stores.

Non-Alcoholic Beer and Wine: Although legally considered non-alcoholic, NA beers (e.g. O'Douls®, Sharps®) do contain a residual amount of alcohol that may result in a positive test result for alcohol, if consumed. Drug Court participants are ***not*** permitted to ingest NA beer or NA wine.

Food and Other Ingestible Products: There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts (such as Ginko Biloba), could result in a

positive screen for alcohol or its breakdown products. Communion wine, food cooked with wine, and flambé dishes (alcohol poured over a food and ignited such as cherries jubilee, baked Alaska) must be avoided. Read carefully the labels on any liquid herbal or homeopathic remedy and do not ingest without approval from your case manager.

Mouthwash and Breath Strips: Most mouthwashes (Listermint®, Cepacol®, etc) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol can produce a positive test result. Drug Court participants are required to read product labels and educate themselves as to whether a mouthwash product contains ethyl alcohol. Use of ethyl alcohol-containing mouthwashes and breath strips by Drug Court participants is not permitted. Non-alcohol mouthwashes are readily available and are an acceptable alternative. If you have questions about a particular product, bring it in to discuss with your case manager.

Hand Sanitizers: Hand sanitizers (e.g. Purell®, Germex®, etc.) and other antiseptic gels and foams used to disinfect hands contain up to 70% ethyl alcohol. Excessive, unnecessary or repeated use of these products could result in a positive urine test. Hand washing with soap and water are just as effective for killing germs.

Hygiene Products: Aftershaves and colognes, hair sprays and mousse, astringents, insecticides (bug sprays such as Off®) and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol (or its breakdown

products) excessive, unnecessary or repeated use of these products could affect test results. Participants must use such products sparingly to avoid reaching detection levels. Just as the court requires Drug Court participants to regulate their fluid intake to avoid dilute urine samples, it is likewise incumbent upon each participant to limit their use of topically applied (on the skin) products containing ethyl alcohol.

Solvents and Lacquers. Many solvents, lacquers and surface preparation products used in industry, construction, and the home, contain ethyl alcohol. Both excessive inhalation of vapors, and topical exposure to such products, can potentially cause a positive test result for alcohol. As with the products noted above, Drug Court participants must educate themselves as to the ingredients in the products they are using. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. A positive test result will not be excused by reference to use of an alcohol-based solvent.

If you are in employment where contact with such products cannot be avoided, *you need to discuss this with your Case Manager*. Do not wait for a positive test result to do so.

Remember! When in doubt, don't use, consume or apply.

MEDICATION GUIDELINES

It is likely that most chemically dependent people will need medications, both prescription and over-the-counter, at some point in their recovery process. When this becomes necessary, any medication should only be taken as prescribed by their primary care physician in conjunction with their addiction specialist. If you have concerns about medications and over-the-counter products that are not listed in the guide, please consult your group therapist.

Please follow these guidelines:

1. Obtain a copy of "letter to my doctor". Report all medications to your therapist at orientation and during the program when prescribed.
2. **NO DRUG OF ANY KIND IS TO BE TAKEN WITHOUT PRIOR APPROVAL FROM THE TREATMENT STAFF.**
3. In case of an emergency, when treatment staff can not be reached (for example over night or on a weekend), medications given by an emergency professional may be taken, but within 24 hours, you must notify the treatment staff or court staff of the situation and medication taken. Bring proof of medical treatment and a copy of any prescription given or the actual bottle of medication to your treatment therapist on the next calendar day.
4. Take a copy of the "letter to my doctor" indicating you are unable to take mood altering medications on a routine basis to all of your physicians. Have them sign the form and return a copy to treatment. **This is important each time you see a new doctor and even**

in emergency cases so obtain several copies for use during the program.

5. Do not take herbal supplements and teas, diet aids, muscle building substances, power drinks, etc. while enrolled in the program. **These sometimes contain chemicals that will cause a positive test on a drug screen for certain individuals. Anyone taking these substances who tests positive will be sanctioned accordingly.**
6. Many foods, sauces, desserts, and soups contain alcohol or sugar alcohol. Some over-the-counter products, cold/allergy and cough medications, also contain alcohol and/or pseudo-ephedrine products and detromethorphan (DM). **All of these products are prohibited and may result in a positive drug test. Anyone taking these products who tests positive will be sanctioned accordingly.**
7. Most antibiotic medications may be taken without resulting in a positive drug screen. **LEVAQUIN**, a strong antibiotic medication, may cause a positive test result for some individuals and is, therefore, **NOT APPROVED** to take. Ask your doctor to prescribe an alternative medication.
8. Most antidepressant medications may be taken without resulting in a positive drug screen. **WELLBUTRIN**, a common antidepressant medication, may cause a positive test result for some individuals and is, therefore, **NOT APPROVED** to take. Ask your doctor to prescribe an alternative medication.
9. **MOST PRESCRIPTION PAIN MEDICATIONS ARE NOT APPROVED FOR ROUTINE USE.** Ask your doctor about using

NSAIDs, non-steroidal anti-inflammatory drugs. Motrin 800 mg is suggested for moderate to severe pain. All NSAIDs may cause gastro-intestinal problems and should be taken only with approval from your doctor.

10. Use of **SUBOXONE**, for pain management, **IS NOT APPROVED.**
11. Use of **Soma IS NOT APPROVED.**
12. Routine use of **ULTRAM**, for pain management, **IS NOT APROVED.**
12. Short-term use of **CAMPRAL**, for cravings, is approved.
13. **ZANTAC**, commonly used for stomach problems, may cause a positive drug test for some individuals and is, therefore, **NOT APPROVED.** Ask your doctor to prescribe an alternative medication.
14. Most beauty products, sprays, lotions, hand sanitizers, mouth washes, sore throat sprays, and tinctures contain alcohol or sugar alcohol. Use only alcohol-free products during the program.
    Anyone using these products who tests positive on a drug screen will be sanctioned accordingly.
15. Numbing injections given at a dental office are approved.
16. **Do NOT take Medications containing Phenylephirine, Pseudoepherine, or Dextromethorphan (DM).**

Please remember that these are guidelines to follow during the program. If you or your doctor have questions at any time, make sure you ask **BEFORE** using a product or taking medications.

These are Safe Medications to Take but MUST STILL BE APPROVED BEFORE TAKING

Pain/Headaches

Ansaid (flurbiprofen)
Arthrotec (diclofenac/ misoprostol)
Cataflam (diclofenac)
Celebrex (celecoxib)
Clinoril (sulindac)
Daypro (oxaprozin)
Dolobid (diflunisal)
Feldene (piroxicam)
Indocin/Indocin LA (indomethacin)
Lodine (etodolac)
Mobic (meloxicam)
Motrin (ibuprofen)
Naprosyn/Anaprox/Naprelan (naproxen)
Orudis/Oruvail

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Lodine (etodolac)
Mobic (meloxicam)
Motrin (ibuprofen)
Naprosyn/Anaprox/Naprelan (naproxen)
Orudis/Oruvail (ketoprofen)
Ponstel (mefanamic acid)
Relafen (nabumetone)
Tolectin/Tolectin DS (tolmetin)
Toradol (ketorolac)
Voltaren (diclofenac)

Migraine

Amerge (naratriptan)
Axert (almotriptan)
Frova (frovatriptan)
Imitrex (sumatriptan)
Maxalt (rizatriptan)
Relpax (eletriptan)

Pain Medications

Actron
ActivOn
Advil
Advil LiquiGels
Advil Migraine
Aleve
Aleve Arthritis
Aleve Liquid Gels
Anacin
Anacin Aspirin Free
Anacin-3
Aspirin
Bayer Aspirin
BC Arthritis Strength
BC Headache Powder
Bufferin
Doan's Backache
Ecotrin
Excedrin
Excedrin Migraine
Excedrin Tension Headache
HeadOn
Motrin IB
Orudis KT
Tylenol 8 Hour
Tylenol Arthritis Pain
Tylenol Extra Strength
Tylenol Go Tabs
Tylenol Menstrual Relief
Tylenol Rapid Release
Tylenol Regular Strength
Rimantadine
Tamiflu (oseltamivir)
Valtrex (valacyclovir)
Zovirax (acyclovir)

Allergy - Over the Counter

Claritin (loratadine)

Alavert (loratadine)

Tavist-1 (clemastine fumarate)

Zyrtec (cetirizine)

Allergy - Prescription Only

Allegra (fexofedadine)

Clarinex (desloratadine)

Nasacort/Nasacort AQ (triamcinolone)

Nasonex (mometasone)

Beconase/Beconase AQ

Vancenase/Vancenase AQ (beclomethasone)

Flonase (fluticasone)

Nasarel (flunisolide)

Rhinocort (busesonide)

Oral Care/Mouthwash

Mouthwash/Dental Care

Crest Pro Health Mouthwash

Oral-B Alcohol Free Mouthwash

PerioGard (chlorhexadine)

Gly-Oxide

Peridex (chlorhexadine)

Stomach Problems/Nausea/Dizziness

Diarrhea/Upset Stomach/Heartburn/Constipation

Alka Seltzer

Colace

Daisorb

Dulcolax

Fiber Con

Beano

Correctol

Donnagel

Ex-Lax

Gas-X

Imodium AD

Imodium Advanced

Lactinex

MaaloxMylanta

Mylanta

Mylanta Gas

Pepcid AC

Pepcid Complete

Pepto-Bismol

Phazyme

Prilosec OTC

Rolaids

Tagamet HB

TUMS

Zomig (zolmitriptan)

Nausea/Vertigo

Emetrol

Nauzene

Pepto-Bismol

Sedatives/Anxiety Agents

Warm Milk

Melatonin

L-Tryptophan

Anorexiants, Stimulants and Weight Control

Alli (orlistat)

Slender Now

Slim Fast Optima

Slim Fast Powder/ Shakes

Slim Mint Gum

Xenical (orlistat)

Pseudoepherin*Allergies/Cough/Cold/Flu*

Cough & Cold

Airborne

Cepacol Sort Throat Spray

Chloraseptic Logenges

Cold Eze Zinc Lozenges

Halls Cough Drops

N'ICE

Ayr Nasal Spray (saline mist)

Robitussin Chest Congestion (alcohol free)

Robitussin Honey Cough Drops

Sucrets Defense

Tylenol Chest Congestion (alcohol free)

Vicks 44 Sore Throat Spray

Vicks Cough Drops

Zicam

Amantadine

Cepacol Sore Throat Lozenges

Chloraseptic Daily Defense

Chloraseptic Spray

Fisherman's Friend Cough Drops

Mucinex

Ocean Nasal Spray (saline mist)

Ricola Cough Drops

Robitussin Cough Drops

Sucrets Cough Drops

TheraFlu Chest Congestion

Vicks 44 Sore Throat Lozenges

Vicks Casero

Vicks VapoRub

Antivirals

Famvir (famciclovir)

Schedule

The Drug Court Team meets for staffing every Monday at 8:00 a.m. in order to prepare for Court that morning. Drug Court convenes at 10:00 a.m. and lasts until 12 p.m. You should plan to arrive no later than 9:45 a.m. Please keep in mind that Drug Court sessions are open to the public, but staffing is not. Group treatment schedules vary depending on what phase you are in .

Drug Court will convene at 9:30 a.m. on graduation days which are the 1st Monday of every month. **Everyone is expected to be in court on time, no excuses.**

Attendance

As a participant in Drug Court, you are required to attend all assigned Drug Court sessions and all assigned treatment sessions (group, individual, and/or family). Failure to attend as required will result in progressive sanctions including, but not limited to, a warrant being issued for your arrest.

Special requests to be excused from Drug Court sessions and/or treatment sessions must be approved in advance by the Drug Court Judge and Team.

The following procedure must be followed:

1. All requests are to be submitted in writing (in person, not via fax) by Thursday to your counselor or Phase 5 to the Drug Court office. **It is your responsibility to submit the request in time to have it considered at the next regular staffing session.**

2. Doctors appointments are not a valid reason to miss any of your sessions.
3. You must be present in court for your request to be approved.

Only ***legitimate*** excuses will be considered. Birthdays, anniversaries, vacations, and concerts are not considered legitimate reasons for missing Court or treatment. In the event of a sudden life threatening illness and/ or death in the immediate family, you may proceed as needed. ("Immediate family" includes your spouse, children, siblings, parents, and grandparents **only**.) Contact a Drug Court Team member by phone the next business day, and obtain proof of relationship, medical records, or an obituary to be submitted upon your return to the program.

No leave requests will be granted until you are in Phase 3 of the program.

Residency

You are required to maintain residency in Cobb County during the duration of your time in Drug Court. **Before moving** to a different address within the county, you must complete a change of residence request form and get approval for such change from the Drug Court Team.

Curfew

While you are in Drug Court, you will be placed under a curfew. Unless you are specifically told otherwise by the Judge, **your curfew is midnight to 6 a.m.** During the hours of your curfew, you will be expected to be at your primary residence. Violating curfew will result in sanctions. Requests to be out after curfew, whether for work or other purposes, must be approved by the Drug Court Team.

Employment

You are required to maintain approved employment or be enrolled in school full-time throughout the Drug Court program.

Only jobs with reportable income will be approved. That means that your employer must take taxes out on you and "cash only" jobs will **NOT** be approved.

If you are in business for yourself, you must turn in copies of quarterly paid taxes for proof.

Failure to have and maintain a job will result in sanctions. If you enter the program without a job, you will be given 2 weeks to look for employment before ordered to "daily report". During this time, you must provide the Drug Court Office with sufficient proof that you are *actively* searching for a job. Daily reporting consist of the following:

1. Tuesday and Wednesday, you will do 8 hours of community service.
2. Thursday and Fridays, be at the Drug Court office at 8:30 a.m.;
3. **BE ON TIME**. You will be given 1 hour of community service for every minute you are late past 8:30 a.m.
4. **Be dressed and ready for interviews;**
5. Obtain a Job Seeking Form and make 8 contacts daily;
6. Your form must be completely filled out and returned to the Drug Court office the next day or by 5 pm on Fridays.
5. Once you secure employment, you must still complete 8 hours of community service daily until you **BEGIN EMPLOYMENT**.

Work or school verification must be turned in to the deputy **the first Monday of every month, regardless of whether or not it is your phase's day to attend court**. If you do not turn it in on this day, then you are ordered to start daily reporting the following morning, **NO EXCEPTIONS** until proof of employment and/or school is verified. Everyday that you do not daily report, you will be ordered to complete **8 hours** of community service for non-compliance. Employment verification can be a current paystub or a letter from your employer on their letter head. For school a letter on the school's letter head or a current copy of your school schedule.

Incentives Program

You will receive one voucher per achievement below. The voucher can be redeemed for either one (1) vacation day or 5 hours public service. All request must be placed by Thursday to their counselors.

- Phase up
- All A's on report card
- Receive GED or High School diploma
- 1 year clean
- Speaking engagement for the court

You may also earn a **FAST PASS** Incentive for any positive notable behavior in the program. A FAST PASS gives you the opportunity to jump to the front of the drug testing line but is only valid for one use and must be presented at time of use.

***Any jail sanction will result in a forfeit of all incentive vouchers earned.**

Drug Court Fees

As a condition of participation in Drug Court, you are required to pay all program fees. Accepted forms of payment are cash, money orders, cashier's check. Personal checks or credit cards are not permitted. If you would like to pre-pay your program fees, you are free to do so.

Prior to making your first payment, you will be given a fee card that shows your name and case number. To ensure that your payment is properly credited towards your Drug Court program fee (as opposed to your fines), you must present this fee card to the clerk when making your weekly payment. There will be a $5 charge for a lost fee cards.

Failure to pay program fees will result in sanctions. If your fees are over $100 on the day of court, you have until 2:00 pm to pay your fees and MUST provide proof of payment to the drug court office by that time or you will be ordered community service. If your outstanding **fees exceed $100**, you will be required to complete and provide proof of **eight(8) hours** of community service that will be due by Friday with proof in the Drug Court office. Faxes will not be accepted. Failure to complete your community service will result in your community service being doubled.

If your outstanding fees exceed $300, <u>you must pay below $300 before the start of court session</u> or you will be incarcerated until your fee balance is paid to zero.

<u>All Drug Court program fees must be paid in full before 2 pm in order to be eligible for Phase transition, vacation, and graduation from the program.</u>

Scholarships

A one time scholarship up to $500 may be award based on financial need. Interested applicants must turn in a monthly budget and 3 months worth of household income and bills to the Drug Court Office.

Community Service

It is your responsibility to check the Community Service Log weekly to see if you are on it. It is your responsibility to find a suitable place to complete your community service within Cobb County. You can not complete community service at your place of work. Proof of community service must be documented on the company letterhead and turned into the Drug Court office by 5 pm on Fridays. Anything turned in (or slide under the door) will not be excepted and your original hours will double.

Sanctions

◊ Sanctions will be imposed by the Judge if you violate program rules. Examples of the types of behaviors that can result in sanctions include, but are not limited to: Positive alcohol/Drug test results;

- ◊ Submitting a tainted or diluted urine sample;
- ◊ Failure to take a scheduled urine test;
- ◊ Unexcused absences from Court and/or treatment;
- ◊ Bad attitude;
- ◊ Failure to appear in Court or for other scheduled appointments; Tardiness to Court, treatment, or scheduled appointments; and/ or other non-compliance issues.

The severity of the sanction will depend on the severity of your offense and your prior history of violations. Examples of sanctions that may be imposed include, but are not limited to:

- ◊ A verbal or written reprimand from the Judge;
- ◊ Additional community service hours;
- ◊ Increased reporting to the Drug Court Office;
- ◊ Home confinement;
- ◊ Adjustment in curfew;
- ◊ Electronic monitoring (at participant's expense);
- ◊ Confinement in Work Release Program;
- ◊ Straight confinement time;
- ◊ Regression in Phase; and/or
- ◊ Other sanctions as deemed appropriate.

Sanctions can include jail time. In the event that jail time is required for your program violation, **you must make sure that your children, if you have any, will be supervised while you are in custody**. Child neglect will not be tolerated, and the Drug Court Team will involve the Department of Family and Children Services when necessary. If you know you will be going into custody, be sure to bring your properly labeled prescription medications with you when you appear in Court. Also, if you drove to Court before being taken into custody, make arrangements to have your vehicle retrieved for you. Do not leave your vehicle unattended while you are in jail.

Treatment will not be used as a sanction; however, it is possible that your violation of program rules indicates that a treatment adjustment is needed. Examples of treatment adjustments include, but are not limited to:

- ◊ Increased case management with your treatment clinician;
- ◊ Increased treatment attendance and/or individual sessions (at participant expense);
- ◊ Increased community based self help meetings;
- ◊ Regression in treatment Phase; and/or
- ◊ Placement in a recovery residence or in-patient treatment facility.

Community Service as an Alternative to Incarceration (CSAI)

You may be sanctioned for various infractions in the program but most often for not completing your ordered community service. You may choose to serve your CSAI hours in jail immediately. You must work **BOTH** CSAI days to receive credit and must make up any group missed. You will be held back in treatment for this sanction according to which phase you are in.

1. **Start Times** On the first day you are scheduled to work in the C.S.A.I. program you are to report to the COBB COUNTY CORRECTIONAL INSTITUTE, located at 1877 County Services Parkway, Marietta, GA, no later than 6:30 A.M. for orientation and to update the medical questionnaire. Each day thereafter you may report no later than 7:00 A.M. Each day the program will conclude and you will be released no later than 4:00 P.M., but not earlier than 2:00 P.M.
2. **Tardiness** will not be acceptable. Participants reporting to the program later than fifteen (15) minutes after the start times, will not be allowed to work on that day and be considered as an unexcused absence.
3. **Absences** Once participation in the program has begun you are to report each day of each weekend and the C.S.A.I. program is scheduled until the Court's sentence is satisfied. Any absences from the program will be considered as UNEXCUSED unless authorized by the Court. Absences due to illness must be documented by a doctor or health care facility. All medical excuses are to be approved by the Court.

4. **Apparel** Clothing worn by participants must be suitable for outside labor. Participants must wear long pants, NO SHORTS, shirt, socks and shoes. Shirts may be long or short sleeve. Shirts cannot be sleeveless, revealing, provocative or expose the shoulders or midriff. Work type boots are preferred, however, participants may wear tennis shoes as long as they are substantially sound. Socks must be worn. No flip flops, sandals or other open toed shoes will be allowed.
5. **Tobacco** No tobacco products are allowed. All tobacco products found in the possession of participants will be confiscated and destroyed.
7. **Valuables** All jewelry, money and other personal items will be confiscated but returned at the end of the day. Do not bring these items to this program. If necessary bring only enough money for transportation to and from the Correctional Institute.
8. **Lunch** A sack lunch will be provided. DO NOT bring food or drink to the program.
9. **Alcohol and Illegal Drugs** No alcoholic beverages or illegal drugs are to be brought on the premises of the Cobb County Correctional Institute or to the C.S.A.I. program. Any participants exhibiting signs of alcohol or illegal drug use will be immediately removed from the program and instructed to report the incident to Court. All participants may be subjected to test of their breath, urine or other bodily substances for alcohol or illegal drugs and if the test is positive the participant may be held at the Correctional Institute until, at the discretion of the Supervising Corrections Officer, he or she may be safely released. All positive tests will be promptly reported to the Drug Court office and the Judge.

10. **Behavior** Correction Officials, at their discretion, may remove a participant from the C.S.A.I. program for inappropriate behavior. All participants are expected to treat all Corrections personal, supervisors and other participants with courtesy and respect. Profanity is not allowed nor is casual conversation between participants. Physical contact with the public is prohibited. All participants are expected to follow immediately the reasonable instructions of Correction Officials or the work crew supervisor. Participants are not to leave the assigned work site.

Vacation

Vacation days from the program are very similar to job polices and must be earned. No vacation request will be approved until phase 3. All job related requests will be treated as vacation requests. Much like the job world, you only get so much vacation and need to budget them accordingly. You may be ordered to obtain an out of town drug test at your expense and or to attend local drug court programs and community based self help meetings. Vacation requests must be approved in advance by the entire team and must be submitted in writing.

After Phase 3 you will be awarded 5 vacation days for the entire Program. You will still be charged fees during your vacation.

You must also be at a zero balance to travel. You must appear for Drug Court on the day your request is being considered. The Drug Court Judge will inform you at that time whether your request has been granted. (Even if your Phase is not required in Court on that date, you must be present in Court to receive the decision.)

GED/High School Diploma

You must complete all GED requirements before phase 5 transfer. Make sure that Court Administration has a copy of your completion and/or passing scores before beginning the phase 5 transfer process.

No online programs will be accepted unless the test is taken in person at a court approved testing site. List of sites:

1. The Center of Family Resources— 770 428 2601
2. Cobb County Adult Education Center— 678 594 8011
3. Cobbworks—770 528 4617
4. Marietta Church of God 770 971 4232
5. New Hope Gospel Ministries—404 933 6163
6. South Cobb Library 678 398 5828
7. North Metro Technical College—770 387 4032
8. Department of Technical & Adult Education—404 679 1621
9. Atlanta Technical College 404 225 4468
10. AFPLS Central Library—404 679 1621

Directions to the Cobb County Jail/Work Release

The Cobb County Jail is located at 1825 County Services Parkway, between Austell Road and Powder Springs Road, approximately 4.5 miles southwest of the Marietta Square.

If you are coming from Atlanta, take I-75 north to Windy Hill Road, exit #260. At the top of the ramp turn left onto Windy Hill Road. Proceed west approximately 6.4 miles on Windy Hill Road, which will dead end into Austell Road. Turn right on Austell Road and proceed to the next traffic light at County Services Parkway. Turn left onto County Services Parkway. Proceed on County Services Parkway approximately one mile. The Cobb County Jail entrance will be on your right. The sign will be marked "The Cobb County Adult Detention Center."

If you are coming south from Cartersville, take I-75 south to the North Marietta Parkway, exit #265. Turn right at the bottom of the ramp. Proceed approximately 5.3 miles to County Services Parkway. Turn left onto County Services Parkway. Proceed on County Services Parkway approximately ½ mile. The Cobb County Jail entrance will be on your left. The sign will be marked "The Cobb County Adult Detention Center." If you are coming from South Cobb, go north on Austell Road. Turn left onto County Services Parkway. Proceed on County Services Parkway approximately one mile. The Cobb County Jail entrance will be on your right. The sign will be marked "The Cobb County Adult Detention Center."

Work Release Program

Participants may be ordered into the Work Release Program at any time during the program. You must comply with all work release policies in addition to drug court. You will be financially responsible for board fees and bus passes. If you fall behind in your work release fees, you will be sanctioned. You will be required to attend court weekly while in work release. You will be required to work in Cobb County only and all travel request will be denied. The Drug Court Team will determine when you will be released from work release, so please do not put in a request.

Policy Changes/Handbook Revisions

From time to time, this handbook will be revised and policies will change. In between handbook revisions, you will receive memos updating you regarding such changes. Please feel free to ask questions if you are ever unsure about a rule or policy. It is always best to err on the side of caution instead of guessing and later finding out the hard way that you were wrong.

Sick Policy

If you are unable to attend court or group due to sickness, you must have a doctor's note or be approved by treatment or court administration staff. You must speak directly with staff 2 hours prior to group starting in order to be excused. If you have a doctor's excuse it must be obtained **before** your group/court time is scheduled to begin.

You must always present the "letter to the physician" to any medical personnel prior to medical treatment. If you fail to do so, you will be sanctioned.

Request and Phase Change Process

All requests must be in writing on a "Special Request" or "Phase change" form and turned into your counselor by group time on Thursday only. Late requests will **NOT** be accepted. You must be in court to hear the decision of your request or it will not be granted.

Parking At Court

Parking near the court house complex is always a challenge. Please make sure that you pay attention to where you are parking because most lots are reserved with a hefty violation fine. Please also allow time for parking challenges as this will **NOT** be a valid excuse to be late.

Weather

The drug screen line will always be the direct line of communication for any court or group closing.