



Cobb County
Veterans Accountability
and
Treatment
Court

Participant Handbook

Welcome to the Cobb County Veterans Accountability and Treatment Court (VTC). This Handbook is designed to answer your questions about what is expected of you as a VTC 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 VTC Administration.

This handbook belongs to:

Cobb County Veterans Court
32 Waddell Street
Marietta, GA 30090
Administration Phone: (770) 528-8568

Drug Screen line:
(678) 261-5869

Introduction

Cobb County Veterans Accountability and Treatment Court (VTC) seeks to divert eligible veteran defendants with substance dependency and/or mental illness that are charged with felony criminal offenses, to a specialized criminal court. The court substitutes a treatment problem solving model for traditional court processing. Veterans are identified through evidence based screening and assessments. The veterans voluntarily participate in a judicially supervised treatment plan that a team of court staff, veteran health care professionals, veteran peer mentors, and health care professionals develop with the veteran. At regular status hearings, treatment plans and other conditions are periodically reviewed for appropriateness, incentives are offered to reward adherence to court conditions, and sanctions for non-adherence are handed down. Completion of their program is defined according to specific criteria. Many will have their charges dismissed upon successful completions and others are assured of a non-incarcerative sentence upon completion.

Many veterans are known to have a warrior's mentality and often do not address their treatment needs for physical and psychological health care. Often those who are referred to the VTC are homeless, helpless, in despair, suffering from alcohol or drug addiction, and others have serious mental illnesses. Their lives have been spiraling out of control. Through this program, the veteran is offered the opportunity to regain stability in their lives, to have their families strengthened, to have housing for the homeless, and to have employment for the employable.

Welcome to the Cobb County Veterans Accountability **and Treatment Court**

Our program is based on proven national research and program models. Our program is designed to provide you with an opportunity to pursue treatment while productively addressing associated legal problems.

The Court is a partnership between the Judge, District Attorney, Defense Counsel, Probation, Law Enforcement, Treatment, and the community.

The program is typically 18 months in duration and consists of 4 phases. The goal of the program is to link you with mental health, and/or substance abuse treatment in addition to community resources that will allow you to live a healthy, productive life and reduce/eliminate future involvement with the criminal justice system.

You will be expected to complete and participate in numerous treatment-oriented activities. These may include: community support meetings, group or individual therapy, case management meetings, weekly court appearance, probation appointments (if applicable), and urine/breath/chemical drug testing.

All program participants can also expect to receive sanctions if they violate program rules or fail to achieve phase requirements. Possible violations include: missed appointments, failed or adulterated urine tests, and new arrests/charges. Sanctions may include: demotion in phase, community service, incarceration, or termination from the program. Participants who maintain positive participation in the program may receive appropriate incentives as well.

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 VTC Participant Contract, all paperwork you completed as part of your application for VTC, this handbook, and any memos or other documents you are given by the VTC Team. Keep copies of all of your paperwork for your records.

Judge's Role

Judge's Role:

In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant's progress.

The Judge has many responsibilities beyond Veterans 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.

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

Court Team Members

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

Coordinator, who acts as the primary contact person, attends staffing and court sessions, maintains participant records, and provides oversight for treatment and court services;

Prosecutor, who attends staffing sessions to evaluate your progress through the court, to identify potential candidates for the program, and to recommend appropriate sanctions and incentives. The Prosecutor or his representative also attends 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 VTC Attorney who speaks on your behalf at court staffing sessions; however, this person does *not* represent you in the traditional sense;

Sheriff's designated 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;

Probation Officer, who provides reports on compliance matters to the team; and attends court sessions;

Veteran Justice Outreach, who attends staffing and court sessions, provides the team with your treatment progress, coordinates veteran and treatment services, and recommends appropriate sanctions and incentives.

Participant Responsibilities

Once accepted into VTC, you need to follow **all** program guidelines. Each phase and each individual will have specific requirements. The general guidelines are as follows:

- ◇ Attend all Court appearances, Dr.'s appointments, treatment sessions, and any other appointments as assigned.
- ◇ Be on time for all appointments, treatment sessions, and court appearances .
- ◇ Take prescribed medications as they are prescribed.
- ◇ Participate in and successfully complete all recommended treatment.
- ◇ Attend Veterans Court each Friday.
- ◇ Abstain from using any illegal drugs, unapproved medications, or alcohol.
- ◇ Complete all random alcohol and drug screens.
- ◇ If directed, obtain a 12-step or community 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 Court Office weekly by Friday at 5 pm. **No faxes will be accepted.**
- ◇ Do not enter any business whose primary function is the sale of alcohol.
- ◇ Do not associate with people who use or possess drugs.
- ◇ Immediately report any contact you have with any form of law enforcement;
- ◇ Do not possess any weapons while in VTC, and do not carry any weapons on your person or in your vehicle.

- ◇ Inform all medical persons that you come in contact with that you are a participant in the VTC 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.
- ◇ You must keep the staff informed of your current address, phone number, and schedule.
- ◇ You must dress appropriately for treatment sessions and court appearances.

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 court proceedings.
- Do not bring food or drink into the courtroom.
- Do not chew gum/candy in the courtroom.
- When addressing the Judge, answer the judge with a "yes" sir/ma'am or "no" sir/ma'am and speak clearly so the Judge and other Team Members can hear you.
- 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), without permission.
- Dress appropriately for Court appearances. 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 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 male's shirts must have a collar;
 - ◇ No clothing advertising tobacco or alcohol products, drug paraphernalia, 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;
- ◇ No flip flop or "thong" footwear;
- ◇ Tatoos should be covered unless impossible to do so and no tight, short or low cut at the bust clothing.

Phase 1 Requirements (Orientation):

minimum of **3 months**

1. Stay clean and sober; **Do not drink alcohol or use drugs unless prescribed and confirmed on your treatment plan.**
2. Attend all appointments as assigned.
3. Take all medications as directed.
4. Attend on time and actively participate in all groups .
5. Complete all assignments on time.
6. Attend **weekly** court sessions.
7. Meet with your mentor **weekly**.
8. Attend a minimum of 3 12 step or community based self help meetings a week.
9. Meet with you sponsor weekly face to face and have your sponsor call the coordinator weekly by Thursdays at 5 pm.
10. Maintain safe and adequate housing.
11. Provide urine samples as required for drug screens.
12. Have a minimum of **2 weeks** sobriety and without a jail sanction.

Phase 2 Requirements (Engage):

minimum of **5 months**

1. Stay clean and sober; **Do not drink alcohol or use drugs unless prescribed and confirmed on your treatment plan.**
2. Attend on time and actively participate in all groups **as assigned.**
3. Complete all assignments on time.
4. Maintain medication compliance.
5. Attend **weekly** court sessions.
6. Meet with your mentor **weekly.**
7. Attend a minimum of 3 12 step or community based self help meetings a week.
8. Meet with you sponsor weekly face to face and have your sponsor call the coordinator weekly by Thursdays at 5 pm.
9. Find employment or enroll in the Vocational Rehabilitation program. If you are deemed unable to work, an appropriate application for assistance will be made and a productive use of time should be established.
10. Formulate personalized life goals to be presented to the treatment team.
11. Maintain safe and adequate housing.
12. Provide urine samples as required for drug screens.
13. Have a **minimum of 4 weeks sobriety.**
14. Have a **minimum of 4 weeks** without a jail sanction.

Phase 3 Requirements (Transition):
minimum of **4 months**

1. Stay clean and sober; **Do not drink alcohol or use drugs unless prescribed and confirmed on your treatment plan.**
2. Attend on time and actively participate in all groups as directed.
3. Complete all assignments on time.
4. Maintain medication compliance.
5. Attend court sessions on **1st and 3rd Friday of each month.**
6. Meet with your mentor **weekly.**
7. Attend a minimum of 3 12 step or community based self help meetings a week.
8. Meet with you sponsor weekly face to face and have your sponsor call the coordinator weekly by Thursdays at 5 pm.
9. Provide urine samples as required for drug screens.
10. Maintain consistent attendance at all appointment for medications, group, and community meetings as directed.
11. Maintain safe and adequate housing.
12. Maintain employment or be actively involved with Vocational Rehabilitation as directed.
13. Work on additional case management services as determined by the team.
14. Work toward achievement of individual life goals .
15. Have a **minimum of 8 weeks** sobriety.
16. Have a **minimum of 8 weeks** without a jail sanction.

Phase 4 Requirements (Maintain): **minimum of 6 months**

1. Stay clean and sober; **Do not drink alcohol or use illegal drugs.**
2. Attend on time and actively participate in all groups as directed.
3. Complete all assignments on time.
4. Maintain medication compliance. And ensure it is confirmed with the treatment team.
5. Maintain consistent attendance at medical and treatment appointments.
6. Attend court sessions on **2nd and 4th Friday of each month.**
7. Meet with your mentor **weekly.**
8. Attend a minimum of 3 12 step or community based self help meetings a week.
9. Meet with you sponsor weekly face to face and have your sponsor call the coordinator weekly by Thursdays at 5 pm.
10. Provide urine samples as required for drug screens.
11. Complete other case management services as determined necessary by the team.
12. Maintain safe and adequate housing.
13. Maintain predictable, and accountable schedule for 90 days through employments, vocational rehabilitation or volunteer services.
14. Have a **minimum of 6 months** sobriety.
15. Have a minimum of **16 weeks** without a jail sanction, and **8 weeks** without a CSAI.

16. Complete a program completion packet 1 month before ceremony.
17. Write a letter to your arresting officer and turn in with your program completion packet.
18. Schedule your exit interview 1 month before the ceremony.
19. Submit to your last drug screen at 9am on completion day.

Alcohol and Drug Testing

Lab hours

Monday—Thursday

9:00-4:30 (closed 11:30-1:00)

You will be alcohol and drug tested randomly throughout every phase of the program. 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 Veteran 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.
- Failure to submit a specimen within 25 minutes of testing closing time will count as a positive test.

You must be punctual and be prepared to submit a specimen when

requested. **Tampering with or diluting a alcohol/drug screen can be grounds for termination from the Veterans 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 Veterans 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.

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 detectable levels of alcohol. In order to preserve the integrity of the testing program, it has become necessary for us to restrict and/or advise 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 consume and to stop and inspect these products **BEFORE** you use them. ***Use of the products detailed below will be a 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:*** participants are prohibited from using cough/cold syrups containing alcohol, such as Nyquil®. Other cough syrup brands and numerous other liquid medications, rely upon ethyl alcohol as a solvent. Veterans 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. Veterans 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. Veterans 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 Veterans 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 Veterans 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, Veterans 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

Most everyone in the Veterans Court program will be required to take medications as prescribed. If you have concerns about medications and over-the-counter products that are not listed in the guide, please consult your case manager.

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". 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 APPROVED.**
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. 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)
misoprostol)

Cataflam (diclofenac)

Clinoril (sulindac)

Dolobid (diflunisal)

Arthrotec (diclofenac/

Celebrex (celecoxib)

Daypro (oxaprozin)

Feldene (piroxicam)

Indocin/Indocin LA (indomethacin)
Mobic (meloxicam)
Naprosyn/Anaprox/Naprelan (naproxen)

Ponstel (mefanamic acid)
Tolectin/Tolectin DS (tolmetin)
Voltaren (diclofenac)

Migraine

Amerge (naratriptan)
Frova (frovatriptan)
Maxalt (rizatriptan)

Pain Medications

Actron
Advil
Advil Migraine
Aleve Arthritis
Anacin
Anacin-3
Bayer Aspirin
BC Headache Powder
Doan's Backache
Ecotrin
Excedrin Migraine
HeadOn
Orudis KT
Tylenol Arthritis Pain

Lodine (etodolac)
Motrin (ibuprofen)
Orudis/Oruvail
(ketoprofen)
Relafen (nabumetone)
Toradol (ketorolac)

Axert (almotriptan)
Imitrex (sumatriptan)
Relpax (eletriptan)

ActivOn
Advil LiquiGels
Aleve
Aleve Liquid Gels
Anacin Aspirin Free
Aspirin
BC Arthritis Strength
Bufferin

Excedrin
Excedrin Tension Headache
Motrin IB
Tylenol 8 Hour
Tylenol Extra Strength

Tylenol Go Tabs
Tylenol Rapid Release

Tylenol Menstrual Relief
Tylenol Regular Strength

Allergies/Cough/Cold/Flu

Cough & Cold

Airborne

Cepacol Sore Throat Spray

Chloraseptic Lozenges

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

Rimantadine

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)

Tamiflu (oseltamivir)

Valtrex (valacyclovir)

Zovirax (acyclovir)

Allergy - Over the Counter

Claritin (loratadine)

Tavist-1 (clemastine fumarate)

Alavert (loratadine)

Zyrtec (cetirizine)

Allergy - Prescription Only

Allegra (fexofedadine)

Beconase/Beconase AQ

Vancenase/Vancenase AQ (beclomethasone)

Clarinex (desloratadine)

Flonase (fluticasone)

Nasacort/Nasacort AQ (triamcinolone)

Nasarel (flunisolide)

Nasonex (mometasone)

Rhinocort (budesonide)

Oral Care/Mouthwash

Mouthwash/Dental Care

Crest Pro Health Mouthwash

Gly-Oxide

Oral-B Alcohol Free Mouthwash

Peridex (chlorhexadine)

PerioGard (chlorhexadine)

Stomach Problems/Nausea/Dizziness

Diarrhea/Upset Stomach/Heartburn/Constipation

Alka Seltzer

Beano

Colace

Correctol

Daisorb
Dulcolax
Fiber Con
Imodium AD
Lactinex
Mylanta
Pepcid AC
Pepto-Bismol
Prilosec OTC
Tagamet HB
Zomig (zolmitriptan)

Donnagel
Ex-Lax
Gas-X
Imodium Advanced
Maalox
Mylanta Gas
Pepcid Complete
Phazyme
Rolaids
TUMS

Nausea/Vertigo

Emetrol
Pepto-Bismol

Nauzene

Sedatives/Anxiety Agents

Warm Milk
L-Tryptophan

Melatonin

Anorexiant, Stimulants and Weight Control

Alli (orlistat)
Slim Fast Optima
Slim Mint Gum

Slender Now
Slim Fast Powder/
Shakes
Xenical (orlistat)

**Do NOT take Medications containing Phenylephrine,
Pseudoephedrine, or Dextromethorphan (DM)**

Schedule

The Veteran Court Team meets for staffing every Friday at 8:00 a.m. in order to prepare for Court that morning. Court convenes at 9:00 a.m. and lasts until 10 a.m. You should plan to arrive no later than 8:45 a.m. Please keep in mind that Court sessions are open to the public, but staffing is not.

Group treatment schedules vary depending on what phase you are in and your treatment plan .

Attendance

As a participant in Veterans Court, you are required to attend all assigned 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 Court sessions and/or treatment sessions must be approved in advance by the Veterans 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 the coordinator. **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 Veterans 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 Veterans Court unless otherwise approved by the 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 Veterans Court Team.

Curfew

While you are in Veterans Court, you will be placed under a curfew. Unless you are specifically told otherwise by the Judge, your curfew is from 10 p.m. to 6 a.m. daily. 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 Veterans Court Team.

Incentives Program

You will receive one voucher per achievement below. The voucher can be redeemed for one (1) vacation day. All request must be placed by Tuesday and given 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

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

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;
- ◇ Failure to take medications as prescribed;
- ◇ 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 Accountability 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 Veterans 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 12-step meetings or community based self help;
- ◇ 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. 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, your Probation Officer or the program coordinator. Two unexcused absences will be cause for removal from the program. Absences due to illness must be documented by a doctor or health care facility. All medical excuses are to be approved by your Probation Officer or the program coordinator.
- 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. It is also recommended that participants bring work gloves and other inclement weather attire such as rain gear or jacket.
- 5. Tobacco** No tobacco products are allowed. All tobacco products found in the possession of participants will be confiscated and destroyed.
- 6. 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.
- 7. Safety Equipment** If required by the supervisor, participants must wear safety equipment such as goggles or hard hats which will be

provided.

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 their Probation Officer. All participants may be subjected to tests 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 Accountability 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 personnel, 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.

Participant Fees

As a condition of participation in Veterans 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 Veterans 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.

All VeteransCourt program fees must be paid in full before 2 pm in order to be eligible for Phase transition, vacation, and graduation from the program.

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 Veteran Court programs and 12 step or community 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 must appear for Court on the day your request is being considered. The 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.)

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.

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 Veterans 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 Veterans 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 the Coordinator by Thursday. You must be in court to hear the decision of your request or it will not be granted.

Transportation to 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 note that it is common to have train delays on or near the court complex. Please also allow time for challenges as this will **NOT** be a valid excuse to be late.