

Monday, June
22nd, 2020

at 12PM

TREATMENT COURT STEERING COMMITTEE

A SUBCOMMITTEE OF THE CRIMINAL JUSTICE
COLLABORATING COUNCIL COMMITTEE

Door County
Government
Center
Chambers Room
(C102), 1st floor
421 Nebraska Street,
Sturgeon Bay, WI

AGENDA:

1. Call Meeting to Order
2. Roll Call
3. Adopt Agenda
4. Approve Minutes from last Meeting:
March 10, 2020 Treatment Court Steering Committee
5. New Business:
 - a. Treatment Court program updates
 - b. Review of Treatment Court Policies and Procedures Manual
 - c. Review of Treatment Court Participant Handbook
6. Matters to be placed on a future agenda or to be referred to a Committee, Official or Employee
7. Set next meeting date
8. Adjourn

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person in the Peninsula Room (C121) 1st Floor Government Center (please note public in-person has limited capacity and is on a first come, first served basis).

To attend the meeting via computer:

Go to:
<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=ee7aa4c05a0aabfff9b706b00624c58f0>

Event password: June22tcs2020

To connect via phone:
Call: 1-408-418-9388
Access Code: 146 410 5020

Deviation from the order shown may occur

In compliance with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of County Clerk at 920-746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted: _____, 2020 by _____

Door County Treatment Court Steering Committee Minutes
(A Subcommittee of the Criminal Justice Collaborating Council Committee)

Meeting held Tuesday, March 10, 2020

Jury Assembly Room of the Door County Justice Center
1209 South Duluth Avenue, Sturgeon Bay, WI

Note: These minutes are subject to review and approval of the Treatment Court Steering Committee

1. **Kelsey Christensen called the meeting to order at 8 a.m.**
2. **Present:** Judge David L. Weber, Colleen Nordin, Joe Krebsbach, Donna Altepeter, Alyssa Liebergen, Shannon Lauder, and Kelsey Christensen.
3. **Adopt Agenda for this meeting:** Motion by C. Nordin, second by Judge Weber to adopt the agenda. Motion carried by unanimous voice vote.
4. **Approve Minutes from Last meeting: February 21th, 2020**
Motion by C. Nordin, second by D. Altepeter to approve minutes. Motion carried by unanimous voice vote.
5. **New Business:**
 - a. **Wisconsin Association of Treatment Court Professionals (WATCP) Annual State Conference Session Registration:**
Individuals attending the conference (C. Nordin, J. Krebsbach, D. Altepeter, and Judge Weber) reviewed the break out sessions for each day and which session each individual would like to register for.
 - b. **Treatment Court program updates:**
Judge Weber informed committee that the League of Women's Voters is putting on an event April 18th, 2020 regarding Treatment Courts. The event will start with a speaker followed by a panel discussing Door County's Treatment Court. Judge Weber stated that he, C. Nordin, T. Sternard, and D. Altepeter agreed to participate on that panel.
 - c. **Review of Treatment Court Policies and Procedures Manual:**
Committee reviewed and approved updates from February 21th meeting. Committee completed further updates in the policies and procedures manual to be reviewed and approved at next meeting, April 1st. Updated manual to be attached in April 1st agenda packet.
6. **Matters to be placed on future agenda:** None.
7. **Next Meeting Date:** The next meeting will be April 1, 2020 at 12:00pm

8. **Adjourn:** Motion by Judge Weber, second by C. Nordin to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 10 a.m.

Respectfully submitted by,
Kelsey Christensen
Court Services Coordinator



DOOR COUNTY ADULT TREATMENT COURT

POLICIES AND PROCEDURES MANUAL
DRAFT 3/10/2020

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DRAFT

INTRODUCTION

Treatment Courts are built upon a unique partnership between the criminal justice system and the Alcohol Other Drug Abuse (AODA) treatment community, one which structures treatment intervention around the authority and personal involvement of a single Treatment Court Judge. Treatment Courts are also dependent upon the creation of a non-adversarial courtroom atmosphere where a single Judge and a dedicated treatment court team of court officers and staff work together toward a common goal of breaking the cycle of drug abuse and criminal behavior. Because of the unique problems and opportunities that present themselves in working with drug-involved criminal offenders, treatment and rehabilitation strategies must be evidence based and must therefore recognize:

Substance abuse users are most vulnerable to successful intervention when in the crisis of initial arrest and incarceration; therefore, intervention must be immediate and up-front.

Preventing gaps in communication and ensuring offender accountability are critically important. Therefore, court supervision must be highly coordinated and very comprehensive.

Substance use disorders are longstanding, debilitating, and insidious conditions; therefore, treatment must be long-term and comprehensive.

Substance use disorders seldom exist in isolation from other serious problems that undermine rehabilitation, so treatment must include integration of other available services and resources such as educational and vocational assessment.

Relapse and intermittent advancement are part of the recovery process, so progressive sanctions and incentives must be integral to the Treatment Court strategy.

MISSION STATEMENT

The mission of the Door County Treatment Court is to use an evidence-based judicial process to enhance public safety and restore sober, productive, and law-abiding citizens to the community.

GOALS AND OBJECTIVES

Goals	Objectives	Activities	Measures of Impact/Outcome
<i>What are the long-term goals of the program/court?</i>	<i>What are the steps or intermediate goals that will support achievement of the long-term goals?</i>	<i>What is the program doing or what services are being delivered to help meet the program goals and objectives?</i>	<i>What measures will be used to determine whether or not the program is meeting the goals and objectives?</i>
1. To reduce recidivism rates for nonviolent offenders and increase public safety.	A. Complete development and begin implementation of the Treatment Court program.	Hire Coordinator by January Consistent meetings of Treatment team to work on procedural processes.	Finalize Policy and Procedure Manuals by April of 2020 Complete MOUs and have all parties sign by April 2020 Coordinator to be trained in use of COMPAS by March 28 th , 2020.
	B. Identify 10-15 participants during the first year to screen and accept into the program.	Referrals made to program by DA and PD Completion of COMPAS for each eligible individual referred Individualized assessment for Tx needs and readiness Review of each case by the treatment team and determination of acceptance/rejection based on established criteria.	Accept 10 – 15 individuals into the program by Dec. 2020. 75% of all COMPAS assessments completed within 10 business days from date of referral 90% of AODA assessments within 10 business days of referral from Coordinator. 100% of assesses individuals reviewed by the full team.
	C. Have accepted participants begin the treatment court program.	Plead guilty or no-contest to charges and accept conditions of treatment court	70% of eligible and referred individuals join the program.

<p>2. To reduce prison and jail populations.</p>	<p>A. To provide eligible participants a treatment court option as an initial alternative to a sentence in jail or prison or as an alternative to revocation of probation.</p>	<p>Provide individualized treatment for participants.</p> <p>Completion of Moral Recognition Therapy (MRT) – behavioral treatment curriculum.</p> <p>Random Drug Screening as per policy.</p>	<p>40% decrease in re-offenses as compared to the three previous years CCAP convictions of each participant.</p> <p>50% reduction of jail days served as compared to others with similar charges not participating in the program.</p>
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<p>3. Identify Door County revenue sources and/or cost saving that could account for program sustainability.</p>	<p>A. Determine the number of reduced jail bed days by participants.</p>	<p>Track the number of jail bed days stayed by all participants who enter the program.</p> <p>Determine potential income available for renting out DC jail beds days based on the days calculated.</p>	<p>Each January, the coordinator will tabulate the bed days that were ordered but not serviced by participant in the previous year.</p> <p>Calculate a cost savings based on Sheriffs rate per day.</p>
	<p>B. Track other areas of impact on County budget, such as child placement costs avoided, decrease in police contact, and avoided DA involvement.</p>	<p>Identify have a clear case that would involve an out of home placement of a child either in Kinship or Foster Care placement</p> <p>Review contact by police in the 12 months prior to arrest and time in program.</p>	<p>At the end of each year, determine the cost savings in other areas by multiplying the number of days stayed by the costs of care per day following the participants completion of the program.</p> <p>Calculate decreased number of contacts by all treatment court participants for each year.</p>
	<p>C. Expansion of participant/ treatment options to include a Mental Health and/or OWI Court.</p>	<p>After twelve months of operation, explore alternative court options based on case data. Determine if and what type of court expansion would best serve Door County.</p>	
	<p>D. Explore alternative options for Treatment Court revenues.</p>	<p>Treatment Court Team will do marketing and outreach to make community members aware of the program and the benefits.</p>	<p>Receive any additional support from entities outside of county government</p>

TREATMENT COURT TEAM MEMBERS

The Door County Adult Treatment Court team, also known as the Treatment Court Team, shall consist of the following:

- A Circuit Court Judge
- A Court Services Coordinator
- A Probation and Parole Agent
- A representative from the District Attorney's Office
- A representative from the Public Defender's Office/Defense Attorney
- Treatment Personnel
- An Evaluator
- A representative from Law Enforcement
- A representative from the employment community
- A representative from the recovery community

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Current Treatment Court Team members include:

David Weber, Judge, Branch 2 Circuit Court, Door County
Colleen Nordin, District Attorney, Door County District Attorney's Office
Tara Teesch, Public Defender, State Public Defender's Office
Alyssa Liebergen, Corrections Field Supervisor, Wisconsin Department of Corrections
Kim Bridenhagen, Agent, Probations and Parole, Wisconsin Dept. of Corrections
Sara Siefert, Agent, Probations and Parole, Wisconsin Dept. of Corrections
Tammy Sternard, Sheriff, Door County Sheriff's Office
Joe Krebsbach, Director, Door County Health and Human Services
Donna Altepeter, Behavior Health Manager, Door County Health and Human Services
Kelsey Christensen, Court Services Coordinator, Door County Adult Drug Treatment Court
Stephen Seyfer, Program Evaluator, Retired School Superintendent

STAFFING

Treatment Court is held weekly on Mondays at 1pm. The Treatment Court judge presides over all Treatment Court proceedings, except as ordered by the Court.

A closed staffing of the Treatment Court Team shall occur for the one hour immediately preceding Treatment Court. At the staffing, the Treatment Court Team advises the Treatment Court Judge of the progress or any violation of each Treatment Court participant.

During the first year the team also meets once a month to discuss program development. In these meetings the program evaluator ensures that the Treatment Court program adheres to best practices, addresses inclusivity, and is keeping with the Treatment Courts key components. For additional oversight on program standards, the Treatment Court team also meets with the Treatment Court Steering Committee every other month.

ROLES AND RESPONSIBILITIES OF TREATMENT COURT TEAM MEMBERS

Each team member has a responsibility to attend all Treatment Court Team staffing's, meetings, and Treatment Court hearings. It is important each team member maintains ongoing communication and shares information and participant progress with all Treatment Court Team members in a timely fashion. During each staffing, each team member recommends appropriate sanctions and incentives. In keeping with best practice, team members are also expected to work together to achieve Treatment Court goals, comply with grant and state regulations, and maintain confidentiality of each participant in the Treatment Court.

ROLE TITLE	RESPONSIBILITIES
COORDINATOR	<ul style="list-style-type: none"> • Evaluate potential participants for eligibility • Conduct assessments and intake • Make referrals for programming as needed • Verify & monitor participant compliance with program and treatment requirements • Collect all relevant information and distribute at Treatment Court team meetings • Coordinate and monitor all Treatment Court drug testing • Gather and input data for evaluator • Monitor data management system • Supervise day-to-day operations • Maintain a confidential file on each participant • Monitor budget and financial management • Review policies and practices and monitor need for changes • Facilitate team/staff meetings • Set agenda for meetings • Act as community liaison • Help coordinate funding sources/Grant Writing/Grant Management
DEPARTMENT OF CORRECTIONS	<ul style="list-style-type: none"> • Provide community supervision of each participant • Complete COMPAS assessment if not already completed • Make referrals to community resources • Carry out drug testing per standard DOC policy • Perform home/school/employment visits • Monitor compliance through meetings with collateral contacts • Monitor and encourage participant's compliance with programs • Impose sanctions and rewards • Work with DA's office and Defense Attorney to identify potential participants for Alternatives to Revocation • Gather data for the evaluator

DISTRICT ATTORNEY'S OFFICE	<ul style="list-style-type: none"> • Review potential participants for eligibility • Make referrals to Treatment Court • Maintain a non-adversarial role during Treatment Court proceedings • Ensure compliance with State law • Negotiate and complete plea agreements on behalf of the State • Educate peer professionals on effectiveness of program and changes in state law that affect the program • Act as community advocate for effectiveness of program • Make recommendations for charging and/or sentencing after revocation if the participant is terminated from the program • Work with Defense Attorney and DOC to identify potential participants
EVALUATOR	<ul style="list-style-type: none"> • Evaluate process and outcomes • Give information to help improve the Treatment Court and make it more successful • Help facilitate team understanding of areas needing improvement • Set up evaluation process – what and how information will be collected and maintained, how analyzed, etc.
JUDGE	<ul style="list-style-type: none"> • Preside over courtroom proceedings • Explain legal rights, options, and program requirements at orientation and confirm them with each participant as they enter the program • Impose appropriate incentives and sanctions • Review treatment progress and address it directly with the participant in Court, considering the recommendations of the Treatment Court Team • Supervise Treatment Court administration • Ensure compliance with Treatment Court program rules by participants • Provide final decision in outcome of participant's progress or termination
LAW ENFORCEMENT REPRESENTATIVE	<ul style="list-style-type: none"> • Assist DOC in home visits and checks on participants • Allow for incarcerated participants to attend treatment and jail services as requested by the participant and the Treatment Court Team • Facilitate Treatment Court attendance and supervision for incarcerated participants
PUBLIC DEFENDER'S OFFICE/DEFENSE ATTORNEY	<ul style="list-style-type: none"> • Discuss pros and cons with potential participant before entering Treatment Court • Review cases for potential legal issues • Discuss resolution of case with District Attorney before entering Treatment Court • Remain accessible to participant • Advocate for fair process

	<ul style="list-style-type: none"> • Be prepared to practice a different kind of law in non-adversarial manner • Facilitate representation for the participant in termination proceedings if eligible • Work with DA's Office and DOC to identify potential participants
TREATMENT PROVIDER	<ul style="list-style-type: none"> • Provide treatment using evidenced based practices • Conduct and verify assessments and referrals as needed • Monitor progress of participant through Stages of Change • Establish rapport with participant • Ensure signing of all confidential releases required for communication with Treatment Court Team • Coordinate/Advocate for pro-social activities
EMPLOYMENT COMMUNITY REPRESENTATIVE	<ul style="list-style-type: none"> • Provide participant educational and vocational resources where necessary • Oversee participant's vocational and educational programming • Serve as liaison between Treatment Court and employment community
RECOVERY COMMUNITY REPRESENTATIVE	<ul style="list-style-type: none"> • Connect participants to recovery-supportive resources that are instrumental to sustaining recovery • Serve as a liaison to formal and informal community supports, resources, and recovery-supporting activities

TARGET POPULATION

The Door County Treatment Court targets high-risk and high-need, non-violent offenders where there is reasonable evidence the offender's criminal activity is connected directly to the ongoing, habitual abuse of substances. Due to the nature of the substance abuse, and participants' past criminal history, the Treatment Court targets offenders who require more intensive focus on treatment, monitoring, and judicial intervention.

All participants have equitable access, without any prejudices towards a person's race, socioeconomic standing, ethnic origins, gender, sexual orientation, physical ability, any other protected class, and inability to pay restitution or programs fees or inability to perform community service. To ensure the Treatment Court complies with these standards, the program evaluator addresses any team member's concerns, and helps to identify any intrinsic bias. In addition to the evaluator, Treatment Court Team also allows for checks and balances, and is encouraged to hold each other accountable.

ELIGIBILITY AND DISQUALIFICATION CRITERIA

ELIGIBILITY

In order to qualify offenders must meet the following criteria:

- Must be a resident of Door County and remain a resident throughout their Treatment Court programing
- Have a moderate to severe substance use disorder diagnosis and need for treatment
- Substance use cannot be limited to alcohol
- 17 years or older
- Must score medium to high risk on the COMPAS assessment for general recidivism and high criminogenic needs.
- Current felony drug offense or drug-related property offense (e.g. felony theft, forgery)
- Cannot have an offense or history of an offense that would identify them as an enterprise drug trafficker
- Non-violent crime with no history of violence

The Door County Treatment Court Team recognizes substance use disorders contribute to a wide variety of criminal acts. As a result, the program will focus on substance use related offenses not only drug offenses. Individuals who have both substance use disorders and a general mental health disorder are eligible. Adult offenders assessed as high risk and high need with a substance use disorder are eligible for the program.

DISQUALIFICATIONS

Potential candidates meeting the following criteria will be ineligible for admission to the Door County Adult Treatment Court Program:

- Nonresident of Door County
- 16 years or younger
- Mild Substance Abuse Disorder diagnosis
- Serious debilitating mental illness diagnosis
- COMPAS assessment score of general recidivism risk of low and COMPAS assessment score of criminogenic need scales of low
- The individual has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm
- The individual has been charged with or convicted of an offense in a pending case, and during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious bodily harm
- The individual is a registered sex offender or has any pending charges related in nature

REFERRAL PROCESS

Referrals to the Door County Treatment Court can be made by either the assigned prosecutor, the defense attorney, or the defendant (if unrepresented by counsel). A referral is made after the criminal charges are issued, but before the defendant has entered a plea of guilty or no contest.

The Department of Corrections may also refer an individual who is currently on supervision and may be facing revocation as a form of an alternative to revocation (ATR). This type of referral should be made prior to the decision to revoke.

Ideally, a referral should be received early on in the court process and prior to a plea of guilty or no contest so if the defendant is accepted into treatment court, the individual may begin the program as soon as possible. It is anticipated the average wait from referral to admission is approximately 30-60 days from the filing of criminal charges or referral from Department of Corrections.

SCREENING AND ASSESSMENT PROCESS

Once a referral is made to the Door County Treatment Court, the treatment court coordinator conducts a risk-based assessment utilizing the Correctional Offender Management Profiling Alternative to Sanctions (COMPAS) tool. The COMPAS tool addresses individualized information specifically designed to determine -criminogenic risk and needs of the individual referred. The Treatment Court accepts participants into the Treatment Court program that score medium to high criminogenic risk with high needs.

The treatment court coordinator also uses the UNCOPE screener tool for additional AODA qualifications. The UNCOPE screener tool consists of six questions that provide a quick means of identifying risk for abuse and dependence for alcohol and other drugs. Two or more positive responses indicates possible abuse or dependence and the need for further assessment. The participant must have a score of 2 or above on the UNCOPE to be referred to a certified AODA counselor.

Once referred to an AODA counselor, the counselor completes Level of Care Inventory (LOCI) to identify readiness for treatment and determine the individual's level of care for their substance use. The AODA counselor also ensures the individual meets the requirement for diagnosis for a moderate to severe substance use disorder.

ADMISSION PROCESS

Once the above assessment process is complete, the coordinator brings the information to the Treatment Court Team to staff eligibility and appropriateness of an individual's admission into Treatment Court. If the individual meets all the eligibility requirements, the team will come to a consensus to admit the individual into Treatment Court. Should the team have a disagreement of admission, the judge will have final say over the individual's admission. The District Attorney's office also retains the right to veto individuals from participation.

Upon approval from the Treatment Court Team, the individual then enters a plea of guilty or no contest. With that plea, individuals are placed on probation and Treatment Court participation becomes condition of probation.

STATUS HEARINGS

Treatment Court is a priority and is a specialized, separate court that operates on a weekly basis and is dedicated to the assessment, treatment, and supervision of participants. The Treatment Court judge presides over all Treatment Court proceedings. Treatment Court is held in Branch 2 on Mondays and begins promptly at 1pm. The Treatment Court Team meets prior to court at 12pm for staffings. During each Treatment Court Hearing, the Treatment Court Judge discusses the case with each Treatment Court participant and any relevant party. Sanctions or interventions are imposed for any violations. If sanctions are imposed, law enforcement is available to take participants into custody if necessary.

All Treatment Court participants must attend scheduled times, unless otherwise excused by the Treatment Court Judge or Treatment Court Coordinator. Participants are required to stay for the entire court hearing unless given prior approval to leave early. Tardiness to Court is not tolerated and may result in a sanction. Participants' statements or comments made in Treatment Court may not be used against him/her.

PHASE STRUCTURE

Each of the 6 phases have requirements necessary to complete prior to advancing to the next phase. In addition to the individualized phase requirements, the following are requirements expected of participants during each phase:

- Remain honest with Treatment Court Team members and service providers
- Maintain strict compliance with random alcohol and drug testing at least twice a week throughout the entirety of the Treatment Court
- Participate and be engaged in recommended treatment plans, as determined by the treatment provider
- Adhere to random home and employment visits as determined by DOC policies and procedures
- [Complete Rule of 40 sheet weekly](#)
- Participate and complete Moral Recognition Therapy (MRT)

PHASE ONE	
CHANCE: Acute Stabilization	
<i>The minimum requirements for the successful completion of Phase One are as follows:</i>	
Length of phase:	A minimum of 60 days
Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court weekly • Meet weekly face-to-face with Treatment Court Coordinator and Probation Agent • Create a case plan with probation agent to address people, places and things.

	<ul style="list-style-type: none"> • Engage with treatment • Address housing issues, if needed • Obtain medical assessment, if needed • Attain of health insurance if lack health insurance • Maintain total abstinence for a minimum of 14 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) • Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 30 consecutive days <p>Phase 2 Application must be submitted to the court services coordinator for phase advancement.</p>
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PHASE TWO CHALLENGE: Clinical Stabilization <i>The minimum requirements for the successful completion of Phase Two include all of the following requirements:</i>	
Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court weekly • Meet weekly face-to-face with Treatment Court Coordinator and Probation Agent • Review case plan with Probation agent • Continue to address people, places and things • Continue addressing medical needs • Identify other needs • Enroll in recommended We Are Hope, Inc. program, if needed • Obtain a budget assessment • Attend a minimum of 2 support group meeting per week • Establish a payment plan for court fines and restitution, if any was ordered • Develop housing plan to obtain or maintain housing • Maintain total abstinence for a minimum of 30 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) • Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 45 consecutive days <p>Phase 3 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE THREE

CHOICE: Pro-Social Habilitation

The minimum requirements for the successful completion of Phase Three include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court bi-weekly, unless the team determines more court support is appropriate• Meet bi-weekly face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent• Review Case Plan with probation agent and establish prosocial activities• Maintain stable housing• Demonstrate healthy people, places and things• Attend a minimum of 2 support group meetings per week• Develop Relapse Prevention Plan• Must be employed or in some vocational or educational program• Maintain total abstinence for a minimum of 45 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 45 consecutive days <p>Phase 4 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE FOUR

CHANGE: Adaptive Habilitation

The minimum requirements for the successful completion of Phase Four include all the following requirements:

Length of phase:	A minimum of 90 days
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Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court monthly, unless the team determines more court support is appropriate • Meet twice per month face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent • Completion of MRT- Criminal Thinking group • Attend a minimum of 2 support group meetings per week • Provide support person signatures weekly • Must be employed or in some vocational or educational program • Participate in prosocial activities • Maintain stable housing • Establish payment plan with the Clerk of Court and/or DOC and be paying • Maintain total abstinence for a minimum of 60 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) • Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 60 consecutive days <p>Phase 4 Application must be submitted to the court services coordinator for phase advancement.</p>
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PHASE FIVE	
CARE: Maintenance	
<i>The minimum requirements for the successful completion of Phase Five include all of the following requirements:</i>	
Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court monthly, unless the team determines more court support is appropriate • Meet once per month face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent • Develop a continuation care plan with AODA treatment provider • Attend a minimum of 1 support group meeting per week • Provide support person signatures weekly • Maintain employment or enrollment in school • Show ability to remain committed participation in prosocial activities • Make consistent payments of court monetary obligations • Maintain total abstinence for a minimum of 90 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) • Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 90 consecutive days

	Phase 6 Application must be submitted to the court services coordinator for phase advancement.
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PHASE SIX	
COMPLETION: Pre- Graduation	
<i>The minimum requirements for the successful completion Phase Six include all of the following requirements:</i>	
Length of phase:	A Maximum of 30 days
Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court as directed by court services coordinator • Demonstrate an achieved understanding of personal problems of addiction, criminal behavior, and relapse prevention • Maintain gainful, consistent employment or sufficiently involved in a vocational or educational program • Be able to show improved stable living arrangements and healthy interpersonal relationships as determined by the Treatment Court Team • Maintain total abstinence for a minimum of 30 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) • Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 30 consecutive days <p>Graduation application must be completed and approved by the Treatment Court Team within 30 days of starting Phase Six</p>

GRADUATION

Upon successful completion of all six phases, including the payment of all assessed fees, completion of community service hours, and upon recommendation of the Treatment Court Team, the Team shall declare the participant a graduate of the Door County Adult Treatment Court. Each graduate then participates in a graduation ceremony honoring the completion of all established graduates. The court service coordinator notifies graduates of graduation ceremony date and time.

Graduation ceremonies are held to celebrate each graduate’s dedication and completion of program requirements. Each graduate is presented with a certificate and letter of completion by the Treatment Court Team. Upon graduation, all Treatment Court Program Graduates have the option to continue in the Continuing Care Phase of the program.

CONTINUING CARE PHASE

The optional Continuing Care Phase is the duration of the graduate's remaining time on probation and for a maximum of six months. The purpose of the phase is to assist recent graduates during the transition period as they continue to develop healthy practices to maintain long-term sobriety. In this phase, graduates agree to keep the following commitments:

- Maintain complete sobriety from drugs and alcohol
- Meet at least once per month with the treatment provider, or as recommended by provider
- Attend at least one recovery meeting each week
- Meet with the probation agent as directed by the agent
- Maintain stable housing
- Maintain a weekly work/school schedule
- Meet with the court services coordinator once per month
- Complete no more than one UA per month (optional)

INCENTIVES AND SANCTIONS

The Door County Treatment Court utilizes positive reinforcements to assist participants to learn new skills and make positive behavioral changes. Incentives for positive behavior changes are used to promote sustained behavior changes. Participants receive program rules and expectations as part of their participant handbook. Rules are consistent and are swiftly enforced with graduated incentives and sanctions to encourage participants positive compliance with the program.

The Treatment Court Team collaborates to provide advice on incentives and sanctions but the Judge makes the final decision concerning imposition of incentives and sanctions. Incentives and sanctions are discussed on an individualized basis during Treatment Court Team staffings. If an urgent need arises, the coordinator schedules an emergency Team meeting. The coordinator records all incentives and sanctions received for each participant in the Northpointe computer system.

Certain behaviors are expected of each Treatment Court participant while in the program. These behaviors increase the likelihood of successful completion from the Treatment Court program. They include:

- The individual taking responsibility for their own behavior (both good and bad)
- No Probation rule violations
- No new arrests or criminal charges
- Attend substance use support groups
- Attend and complete other community programming
- On-time and present for all Treatment Court proceedings
- Obtain and maintain employment and residential stability
- No unexcused missed appointments with probation agent, coordinator, treatment providers
- Positive reports from collateral sources (spouse, parent, employer, etc.)
- If applicable, attend school and obtain HSED/GED
- Pay financial obligations as directed and in full

- No missed or positive drug or alcohol screens
- No verbally or physically abusive or threatening behavior
- Maintain a well-kept home with no contraband
- Maintain clean personal appearance
- Promotion to next phase
- Completion of community service hours
- If applicable, take all prescribed medications
- Obtain Driver's License
- Identify self as a Treatment Court Participant to Police if stopped for any reason
- Identify self as a Treatment Court Participant to all health care providers

INCENTIVES

Incentives for maintaining sobriety and abiding by the conditions of the Treatment Court Program and Probation may include, but are not limited to, the following:

- Having a treatment team invested in the participant's success
- Positive feedback/praise from the Judge, TX team member, or family member
- Early Up in Court
- Applause in Court
- Special acknowledgement for maintaining sobriety & other accomplishments
- Increased privileges
- Lowered reporting standards with the Coordinator and Probation Agent
- Before and after pictures
- Education about community resources
- Phase acceleration
- Early termination from probation
- Phone cards
- Ride vouchers
- Graduation ceremony
- Gift Certificates
- Fish Bowl drawings for appearance and extra slips

A participant's appearance in Treatment Court qualifies them for one entry into the fish bowl drawing. Each participant has the opportunity to write their name on a slip of paper to be placed in the fish bowl. They may receive additional entries for good behavior as determined by the Treatment Court Team. At the end of each court session, one entry is drawn from the fish bowl to win a gift certificate.

SANCTIONS

Any Violations of the rules and phase requirements of the Treatment Court may result in the imposition of sanctions as determined by the Treatment Court Team and imposed by the Judge. The Treatment Court Team may individualize sanctions as deemed appropriate. Sanctions may include, but are not limited to, the following:

- Verbal warning
- Admonishment by the Judge or a Treatment Team member
- Letter of apology
- Curfew
- Limitation or decrease in privileges
- Essays
- Journaling
- Peer review
- Community service hours
- Take away driving privileges
- Electronic Monitoring (EMP)
- Increased supervision and/or drug or alcohol testing
- Repeat a program phase
- Disciplinary custody
- Imposition of Jail Time
- Increased group or treatment participation
- Inpatient treatment placement
- Termination from the program
- Extension of or Revocation of probation

TERMINATIONS

The Door County Treatment Court shall make termination decisions in accordance with best practice standards. Such decisions may result from a public safety concern, repeated non-compliance with program requirements, or an inability of the Courts to provide the necessary treatment needs of the participant. Treatment Court participants may be terminated for commission of a violent crime, absconding from the program for more than four weeks, evidence a participant is dealing drugs, evidence a participant has been involved in threatening, abusive or violent verbal/ physical behavior towards anyone, or any other grounds seen fit from the Treatment Court Team.

Any Door County Treatment Court Team member may make an oral motion to begin the termination process. Once the oral motion has been made, the Treatment Court Team meets with the participant to gather further information prior of voting or beginning the motion for termination.

At the formal motion for termination, the team agrees on the recommendation and appropriateness for termination. Termination proceedings may only begin if a majority of the team members consent in favor of termination. Following the consent in in favor of termination, a written motion to terminate is filed with the Treatment Court Judge by the District Attorney's Office. In most cases, a hearing is conducted to ensure the participant's due process rights are protected.

A participant may be terminated immediately without notice or the right to be heard if the motion for termination is based on a participant absconding for four or more consecutive weeks, probation revocation, or the inability to physically participate in Treatment Court due to incarceration in another jurisdiction. In such cases, the Treatment Court judge shall sign an Order Granting Motion to Terminate

and transfer the case to Branch One Circuit Court for further proceedings. A participant shall be considered an absconder when his or her activities and whereabouts are unknown to the treatment court coordinator, and supervising probation agent.

A participant may choose to not contest termination. If the participant waives the right to be heard, the judge shall sign an Order Granting Motion to Terminate and transfer the case to Branch One Circuit Court without further proceedings.

VOLUNTARY REMOVAL

A Treatment Court participant does not have the option to withdraw the Treatment Court Program. Successful completion of or expulsion from the Treatment Court Program are the only acceptable means to leave the Treatment Court Program.

TREATMENT SERVICES

All Treatment Court participants receive individualized assessments, recommendations, and treatment plans. Based on the assessments, the participants are placed in the appropriate level of care. Door County Health and Human Services (DHHS) provides four levels of treatment including; individual counseling, primary treatment group (one time per week), Intensive Outpatient (IOP) (three times per week) and Relapse Prevention Group (one time per week). All DHHS counselors are trained to utilize Motivational Interviewing and Person-Centered therapies. The primary models are Cognitive Behavioral and Rational Emotive Therapies. The Matrix Model is used in the IOP.

COMMUNITY SUPERVISION

All participants in the Door County Treatment Court must be on community supervision with the Department of Corrections (DOC). The DOC agent engages in the DOC standard service for case management for each participant based off of the DOC's policies and procedures and the agent's assessment. The agent also has the ability to utilize drug and/or alcohol screens for participant's necessary per policies and procedures, in addition to the random testing done through the Treatment Court. The DOC agents participate at each Treatment Court team meeting and status hearing.

DRUG AND ALCOHOL TESTING PROTOCOL

Door County Treatment Court participation requires random drug and alcohol testing to determine compliance with the rules of the Treatment Court Program. Tests are random and occur a minimum of two times per week throughout the participant's entire program. In keeping with best standards, testing is done at the Door County Jail and observed by trained jail deputies. Utilizing the Door County Jail for testing allows for complete randomization, including nights and weekend testing times.

Positive tests can be challenged for verification and confirmation at the participant's request. Participants will be required to pay for this additional cost. Notifications informing participants of the time frame in which they are to report for testing that day are sent through text messages. Probation agents and treatment providers may also provide drug and/or alcohol screening as necessary per DOC policies and procedures. Participants may also be required to utilize monitoring devices where necessary. Use of monitoring devices will be based on participants alcohol and drug use history.

PROGRAM FEES

~~Treatment Court participants are charged with a fee that includes costs associated with assessments, fine and court fees, and drug and/or alcohol testing costs. Participants are responsible for restitution if applicable. If the participant is required to have any monitoring equipment, that is an additional fee. Participants on probation are required to pay normal supervision fees as determined by DOC policies and procedures. It is also the participant's responsibility to pay for their treatment costs as determined by the treatment provider. The Treatment Court coordinator assists the participant with the application process to health insurance to assist with treatment costs.~~

There is no additional fee to participate in Treatment Court. However, participants are responsible for the cost to contest an alcohol or drug screen. Participation in Treatment Court also does not alter the cost for the following:

- Court fines and fees
- Treatment cost as determined by the treatment provider
- Supervision fees as determined by DOC policies and procedures
- Restitution where applicable

During the participant's time in Treatment Court the participant is required to work with the coordinator to ~~establish a budget and arrange a~~ payment schedule. Establishing a payment schedule happens during Phase Two. If at any point a participant is facing financial hardship, the coordinator works with the participant to suspend fees or set up a minimal fee schedule until the participant is in a better financial situation. The coordinator also assists the participant with the application process for health insurance to assist with treatment costs. Participants are also given the opportunity to complete community service hours to assist in payment of program costs as directed by the judge.

PARTICIPANT RIGHTS AND GRIEVANCE PROCEDURE

Every Treatment Court participant has a right to utilize the Grievance Policy should a participant have a complaint or feel their rights were violated. The Grievance Procedure is as follows:

Step 1 : -Verbal Discussion

The participant must request a meeting to discuss the matter with the ~~c~~Court ~~S~~ervices ~~C~~oordinator within five business days after the incident occurs. The court services coordinator will provide the participant with a written decision or solution within 14 days. If the participant is not satisfied with the

decision or solution of the ~~Court Services Coordinator~~ court services coordinator, the participant may proceed to Step 2.

In the event that the grievance is against the court services coordinator, then the participant is to make a request to Department of Health and Human Services to meet with a client rights specialist.

Step 2 :-Written Complaint

If the participant did not achieve a resolution in Step 1, the participant must put the complaint in writing within five business days following Step 1 and submit the written complaint into the Treatment Court ~~Judge~~judge. The Treatment Court ~~Judge~~judge will make a formal written decision to the participant within 14 business days. This decision is final and the ~~Court Services Coordinator~~court services coordinator will also be included in the written response.

What if the complaint is about the coordinator??

CONFIDENTIALITY

Every Treatment Court participant's identity and privacy will be protected and consistent with federal confidentiality laws (42 United States Code (USC) Section 2990dd-2, and the regulations implementing these laws at 42 Code of Federal Regulations (CFS), Part) and Wisconsin Law. Treatment Courts and confidentiality laws are designed to achieve the shared goal of encouraging those with addictions to alcohol and/or drugs to obtain and remain in treatment. The Door County Adult Treatment Court can only function if information is shared among team members.

If a situation exists in which Treatment Court practices conflict with confidentiality laws, the law prevails. Treatment Court will eliminate any unnecessary conflict by obtaining the participant's consent for information disclosure. The participant will be asked to sign a waiver authorizing the transfer of information among all participating agencies.

Valid consent from a participant allows the use of information in a matter that would otherwise violate federal regulations regarding confidentiality. Individuals referred to alcohol and/or drug treatment programs by the criminal justice system do not have a right to revoke their consent until successful completion of the program. Participants must be informed their consent is irrevocable but not permanent.

The participants should have an opportunity to consult with a lawyer before signing the form.

Whoever presents the form should thoroughly review it with the participant. If the participant cannot understand or read English, a translator will assist. Typically, the Court Services Coordinator obtains signed copies of confidentiality forms and consent to disclose private information forms. The Court Services Coordinator maintains copies of all signed forms in each participant's Treatment Court File.

Regulations require the participant be advised, orally and in writing, that federal law protects the confidentiality of treatment records. The notice must cite Section 290dd-2 and the implementing regulations (Sections 2.1 through 2.67 of Title 42 of the Code of Federal Regulations) and state:

1. Treatment information is ordinarily kept confidential;

2. It is a crime to violate this confidentiality requirement, which the participant may report to the authorities;
3. Federal law does not protect information relating to crimes committed on the premises of the program, crimes against program personnel, or the abuse or neglect of a child or and individual over the age of 60.-

The participant may be asked to re-execute the consent. The re-execution should occur as soon as the court is satisfied the participant is not suffering from any effects of being under the influence of alcohol, other drugs, or the withdrawals associated with drug use. ~~Routine re~~Re-execution will happen annually as well as is required when a new entity joins the Treatment Court Team.

Title 42, Section 2.31(a) of the Code of Federal Regulation lists nine elements that must be included in a written consent:

1. The specific name or general designation of the problem or person permitted to make the disclosure
2. The name or title of the individual or the name of the organization to which disclosure is to be made
3. The name of the Door County Adult Treatment Court participant
4. The purpose or need for the disclosure
5. How much and what kind of information is to be disclosed
6. The signature of the patient, or when required for a patient who is incompetent or deceased, the signature of a person authorized to sign under § 2.15 in lieu of the patient
7. The date which the consent was signed
8. A statement that the consent is subject to revocation at any time except to the extent that the program or person which is to make the disclosure had already acted in reliance on it. Acting in reliance includes treatment services in reliance on a valid consent to disclose information to a third-party payer
9. The date, event, or condition upon which the consent will expire if not revoked before. This date, event, or condition must insure that the consent will last no longer than reasonably necessary to serve the purpose for which it is given.

NOTE: The eighth element, concerning the revocation of consent, should not be included in consent forms in criminal Treatment Courts but it must be included in juvenile and family drug court waivers. *See 42 C.F.R. § 2.35.*

Federal confidentiality law and regulations protect any information about a client if the client has applied for or received any alcohol or drug related services from a program that is covered under the law. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment or referral for treatment. The restrictions on disclosure apply to any information that would identify the client as an alcoholic or other drug abuser, either directly or by implication. The general rule applies from the time the client makes an appointment. It applies to clients who are mandated into treatment as well as those who enter treatment voluntarily. It also applies to former clients or patients. The rule applies whether or not the person making an inquiry already has the information, has other ways of getting it, has some form of official status, is authorized by State law, or comes armed with a subpoena or search warrant.

Information that is protected by Federal confidentiality regulations may always be disclosed after the client has signed a proper consent form. The regulations also permit disclosure without the client's consent in several situations, including medical emergencies, program evaluations, and communications among program staff. Clients who refuse to sign consent forms permitting essential communications can be excluded from treatment or provided treatment temporarily in the hope that resistance to signing the consent forms will evaporate as treatment proceeds.

All members of the Treatment Court Team must hold information discussed during pretrial interviews, assessments, Treatment Court Treatment Team meetings, Treatment Court status hearings, and treatment sessions in confidence.

No test results or statements made by participants during the above mentioned proceedings, other than pleas of guilty or statements made at termination hearings, shall be admissible against participants in any prosecution other than in Treatment Court proceedings to prove a violation of Treatment Court rules, to establish grounds for termination of a defendant from the Treatment Court program, or to prove a violation of probation based upon termination of a defendant from the Treatment Court program. However, evidence which is discovered either routinely in the course of a criminal investigation, shall not be inadmissible because such evidence is also disclosed or discovered during pretrial interviews, assessments, treatment, or Treatment Court proceedings.

Evaluations, researchers, personnel from other courts, and other individuals requesting visiting the Treatment Court Team meetings and Treatment Court hearings are to place a request at least one week in advance with the Court Services Coordinator for review with the Treatment Court Team. If the individual is approved for visitation, the person is required to sign a confidentiality agreement that is kept on file by the Court Services Coordinator.

TREATMENT COURT STEERING COMMITTEE

An important part of the implementation and maintenance of the Door County Treatment Court Program is the creation of a Treatment Court Steering Committee to assist and oversee the process of designing an effective Treatment Court. The Treatment Court Steering Committee is a sub-committee of the Door County Criminal Justice Collaborating Counsel Committee. The Steering Committee will discuss program and policy and address necessary needs such as rewards and sanctions, evaluation, legal issues, public relations, and treatment team needs.

Members of the Steering Committee include [the Treatment Court Judge, Evaluator, Court Services Coordinator, as well as representatives from:](#)

- ~~David L. Weber, Branch 2 Circuit Court Judge, Door County~~
- ~~Colleen Nordin, District Attorney, Door County District Attorney's Office~~
- ~~Tara Teesch, Public Defender, State Public Defender's Office~~
- ~~Alyssa Liebergen, Corrections Field Supervisor, Wisconsin Department of Corrections~~
- ~~Tammy Starnard, Sheriff, Door County Sheriff's Office~~
- ~~Joe Krebsbach, Director, Door County Health and Human Services~~
- ~~Donna Altepeter, Behavior Health Manager, Door County Health and Human Services~~
- ~~Stephen Seyfer, Retired School Superintendent~~

- [Kelsey Christensen, Court Services Coordinator, Door County Health and Human Services](#)

FORMS

MEMORANDUMS OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING DOOR COUNTY TREATMENT COURT PROGRAM

This memorandum of understanding is made by and between the Door County Treat Court Program, Department of Health and Human Services, Department of Corrections, District Attorney's Office, Public Defender's Office, Sheriff's Office, Sturgeon Bay Police Department, and State of Wisconsin Circuit Court.

The parties to this agreement agree that the following should be the mission of the Treatment Court: ***"The mission of the Door County Treatment Court is to use an evidence-based judicial process to enhance public safety and restore sober, productive, and law-abiding citizens to the community."***

The parties to this agreement support and endorse the goals and mission of Treatment Court in order for participants to eliminate future criminal behavior, improve the quality of their lives and the well-being of the community. In keeping with best practice, the parties to this agreement are also expected to work together to comply with grant and state regulations, and maintain confidentiality of each participant in the Treatment Court.

For this program to be successful, cooperation must occur within a network of systems in order to facilitate and achieve the mission of Treatment Court. To achieve this the parties to this agreement, recognize that each has a responsibility to attend all Treatment Court Team staffings, meetings, and Treatment Court hearings. The parties agree to ongoing communication and the sharing of information and participant progress with all parties to this agreement in a timely fashion. During each staffing, each team member recommends appropriate sanctions and incentives.

THEREFORE, IT IS AGREED THE FOLLOWING SHALL BE THE INDIVIDUAL AGENCY RESPONSIBILITIES AND STAFF COMMITMENTS:

THE DEPARTMENT OF HEALTH AND HUMAN SERVICES:

TREATMENT PROVIDER:

1. Provide treatment using evidenced based practices
2. Conduct and verify assessments and referrals as needed
3. Monitor progress of participant through Stages of Change
4. Establish rapport with participant

5. Ensure signing of all confidential releases required for communication with Treatment Court Team
6. Coordinate/Advocate for pro-social activities

Ethical Considerations

- The Treatment Provider must keep its integrity to the client
- The Treatment Provider must have a valid release of information executed before sharing patient information
- The Treatment Provider only needs to share information that is pertinent to court requirements (i.e.; attendance, testing results, where client is in treatment, changes in client treatment)

COURT SERVICES COORDINATOR:

1. Evaluate potential participants for eligibility
2. Conduct assessments and intake
3. Make referrals for programming as needed
4. Verify & monitor participant compliance with program and treatment requirements
5. Collect all relevant information and distribute at Treatment Court team meetings
6. Coordinate and monitor all Treatment Court drug testing
7. Gather and input data for evaluator
8. Monitor data management system
9. Supervise day-to-day operations
10. Maintain a confidential file on each participant
11. Monitor budget and financial management
12. Review policies and practices and monitor need for changes
13. Facilitate team/staff meetings
14. Set agenda for meetings
15. Act as community liaison
16. Help coordinate funding sources/Grant Writing/Grant Management

Ethical Considerations

- The Coordinator must be knowledgeable of each team members ethical boundaries and how they are incorporated into the treatment court

THE DEPARTMENT OF CORRECTIONS:

1. Provide community supervision of each participant
2. Complete COMPAS assessment if not already completed
3. Make referrals to community resources
4. Carry out drug testing per standard DOC policy
5. Perform home/school/employment visits

6. Monitor compliance through meetings with collateral contacts
7. Monitor and encourage participant's compliance with programs
8. Impose sanctions and rewards
9. Work with DA's office and Defense Attorney to identify potential participants for Alternatives to Revocation
10. Gather data for the evaluator

Ethical Considerations

- The Probation Officer must make decisions to protect public safety
- The Probation Officer must inform the court of non-compliance with judicial orders in a timely manner

THE DISTRICT ATTORNEY'S OFFICE:

1. Review potential participants for eligibility
2. Make referrals to Treatment Court
3. Maintain a non-adversarial role during Treatment Court proceedings
4. Ensure compliance with State law
5. Negotiate and complete plea agreements on behalf of the State
6. Educate peer professionals on effectiveness of program and changes in state law that affect the program
7. Act as community advocate for effectiveness of program
8. Make recommendations for charging and/or sentencing after revocation if the participant is terminated from the program
9. Work with Defense Attorney and DOC to identify potential participants

Ethical Considerations

- The Prosecutor must make decisions to protect public safety
- The Prosecutor must advocate for the victims' interest

THE PUBLIC DEFENDER'S OFFICE:

1. Discuss pros and cons with potential participant before entering Treatment Court
2. Review cases for potential legal issues
3. Discuss resolution of case with District Attorney before entering Treatment Court
4. Remain accessible to participant
5. Advocate for fair process
6. Be prepared to practice a different kind of law in non-adversarial manner
7. Facilitate representation for the participant in termination proceedings if eligible

Ethical Considerations

- The Public Defender must demonstrate integrity to the client
- The Public Defender must protect attorney/client privilege
- The Public Defender must insure the client's due process rights are protected

DOOR COUNTY SHERIFF'S OFFICE AND STURGEON BAY POLICE DEPARTMENT:

1. Assist DOC in home visits and checks on participants
2. Allow for incarcerated participants to attend treatment and jail services as requested by the participant and the Treatment Court Team
3. Facilitate Treatment Court attendance and supervision for incarcerated participants

Ethical Considerations

- Law Enforcement must protect public safety
- Law Enforcement is sworn to uphold the law and serve their community

THE DOOR COUNTY CIRCUIT COURT:

JUDGE:

1. Preside over courtroom proceedings
2. Explain legal rights, options, and program requirements at orientation and confirm them with each participant as they enter the program
3. Impose appropriate incentives and sanctions
4. Review treatment progress and address it directly with the participant in Court, considering the recommendations of the Treatment Court Team
5. Supervise Treatment Court administration
6. Ensure compliance with Treatment Court program rules by participants
7. Provide final decision in outcome of participant's progress or termination

Ethical Considerations

- The Judge must show impartiality
- The Judge must be aware of ex parte communication
- The Judge must demonstrate judicial authority
- The Judge must not give up their final decision-making authority
- The Judge must recognize constitutional rights and follow appropriate legal processes

EVALUATOR:

1. Evaluate process and outcomes
2. Give information to help improve the Treatment Court and make it more successful
3. Help facilitate team understanding of areas needing improvement
4. Set up evaluation process – what and how information will be collected and maintained, how analyzed, etc.

EMPLOYMENT REPRESENTATIVE:

1. Provide participant educational and vocational resources where necessary
2. Oversee participant’s vocational and educational programming
3. Serve as liaison between Treatment Court and employment community

RECOVERY COMMUNITY RESPRESENATIVE:

1. Connect participants to recovery-supportive resources that are instrumental to sustaining recovery
2. Serve as a liaison to formal and informal community supports, resources, and recovery-supporting activities

CONFIDENTIALITY

All parties agree assigned participants of their respective agencies shall attend all scheduled Treatment Court staffings and Treatment Court meetings. They shall maintain the confidentiality of the details and content of the Treatment Court Team discussions, and the votes of the individual Treatment Court Team members. No Treatment Court Team member shall disclose this confidential information to any third person absent agreement by the majority of the Treatment Court Team members, or pursuant to court order. No agency or Treatment Court Team member shall disclose confidential information regarding participants without the consent of such participant and approval of the Treatment Court Team.

AGREEMENT MODIFICATIONS

Any individual agency wishing to amend/modify this agreement will notify the Treatment Court Team. The Treatment Court Team will address the issue(s) for purposes of modifying/amending the issue(s). The issue(s) will be decided by consensus (if possible) or by simple majority.

TERMINATION OF AGREEMENT

Individual agencies contemplating termination of their participation in this agreement shall first notify the Treatment Court Team of their concern. The Treatment Court Team will attempt to resolve the problem to ensure continuation of the Treatment Court. If unable to resolve the problem, the individual agency or department can exercise its right to terminate this agreement by notifying all other agencies in writing a minimum of 90 days prior to such termination.

DHHS - TREATMENT PROVIDER _____ DATE _____

DHHS – COURT SERVICES COORDINATOR DATE

DEPARTMENT OF CORRECTIONS DATE

DISTRICT ATTORNEY’S OFFICE DATE

PUBLIC DEFENDER’S OFFICE DATE

DOOR COUNTY SHERIFF’S OFFICE DATE

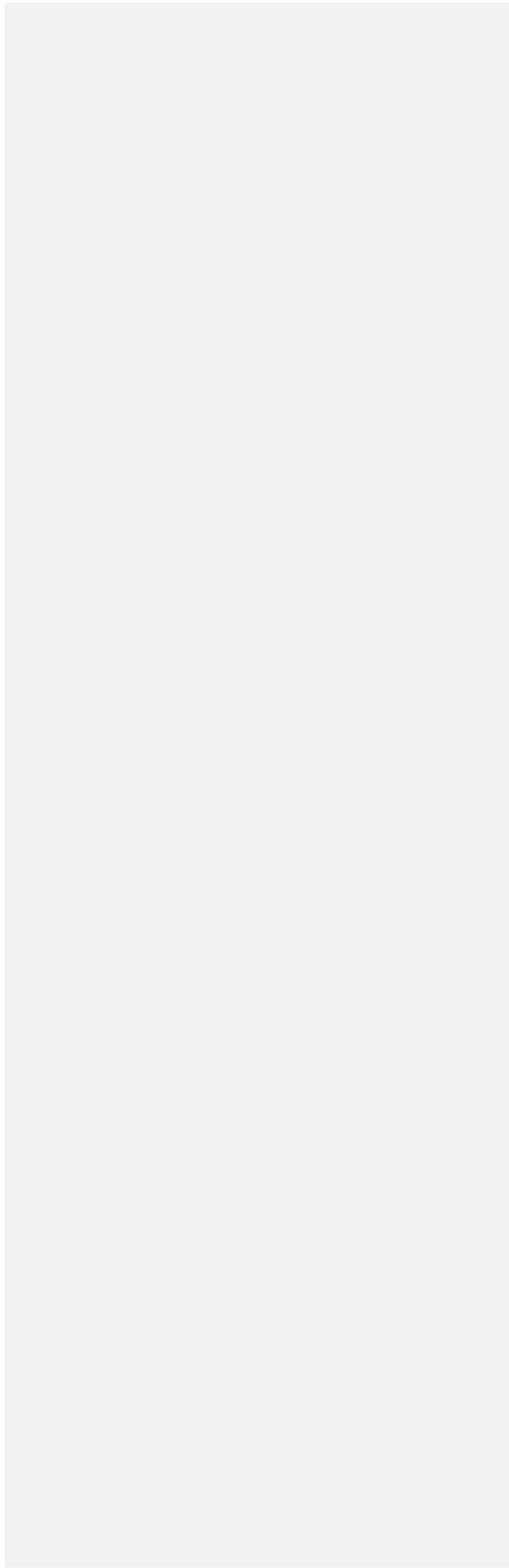
STURGEON BAY POLICE DEPARTMENT DATE

CIRCUIT COURT JUDGE DATE

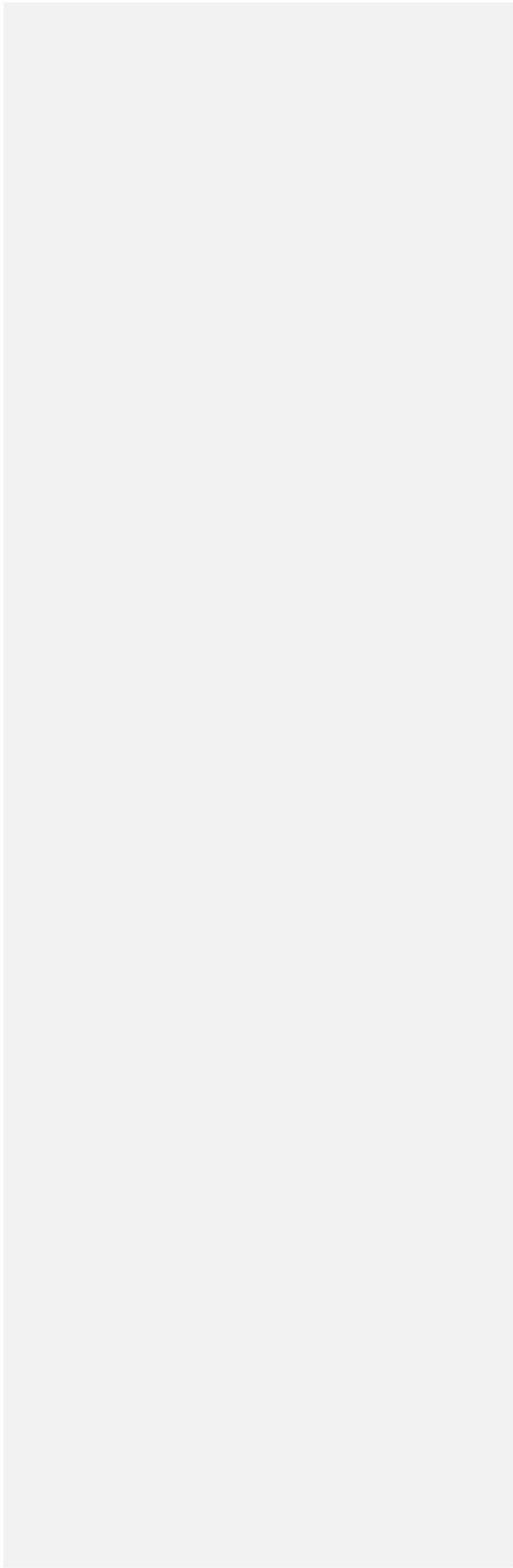
EVALUATOR DATE

EMPLOYMENT REPRESENTATIVE DATE

RECOVERY COMMUNITY REPRESENTATIVE DATE



DRAFT





DOOR COUNTY ADULT TREATMENT COURT

INTRODUCTION TO THE TREATMENT COURT PROGRAM

Property of:

If found please return to:
Court Services Coordinator
Door County Sheriff's Office
1201 S. Duluth Ave, Door County, WI 54235
(920) 746-5669

**This handbook was created by the
Door County Treatment Court Team**

UPDATED 3/13/2020

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WELCOME TO THE DOOR COUNTY TREATMENT COURT PROGRAM

This handbook is designed to answer questions, address concerns, and provide overall information about the Treatment Court Program. As a participant, you will be expected to follow the instructions given by the judge in Treatment Court and comply with the treatment plan developed for you by the Treatment Court Team. This handbook will detail what is expected of you as a Treatment Court participant and review general program information. All participants are encouraged to share this handbook with family and friends.

TREATMENT COURT PROGRAM OVERVIEW

Door County Treatment Court is a treatment-based alternative to jail, prison, and the standard probation model. The justice system works cooperatively with the Department of Human Services and other services to provide each participant with all the possible tools needed to get into recovery, stay in recovery, and lead a productive, crime-free life. The key components of the Door County Treatment Court Program include:

- **Immediate intervention.** The sooner a person is placed in treatment following a crisis, the more successful the outcome. In Treatment Court, an individual can move from referral or other court action to Treatment Court and treatment in as little as two weeks. More common adjudication processes typically take several months.
- **Voluntary entry.** Participants who decide to enter and voluntarily commit to a program are more likely to succeed.
- **Sanctions and rewards.** Participant accountability is an important piece to recovery and continues success. Incentives for participants include court appearances, gift certificates, recognition of success, graduation to the next phase of the program, and much more. A system of graduated sanctions may include reduced privileges, community service, and increased UA tests.
- **Rule of 40.** Participants are expected to demonstrate 40 hours of productive activity each week. A form which appears similar to a Time Card is provided each week to the participants. The participants need to fill the form out accounting for how they spend their days. It is expected that each participant attends 2 recovery focused meetings a week, has employment or is seeking employment, is engaged in community service, or attending school.
- **Program Phases.** The Treatment Court Program is divided into 6 phases in order to provide short-term goals for the participants to meet. Short-term goals are developed for individuals to have a better chance of success. Participants meet regularly with the Treatment Court judge to review their progress and address positive/negative behaviors. As the participant successfully completes a phase, he/she is rewarded by continuing in a less intensive program.
- **Graduation.** The graduation portion of the Treatment Court is the final phase of the program, designating the end of the intensive program and the beginning of the continuing care phase.
- **Continuing Care.** The optional continuing care phase is designed for the participant to continue in their recovery with continued contact with the Treatment Court Team.

SOME DEFINITIONS

Assessment: To gather information about your drug and alcohol use and lifestyle to find the best treatment for you.

Court Services Coordinator: The person who monitors your progress during the program to make sure that all Treatment Court requirements are satisfied.

Confidentiality: The requirement not to discuss specific names and personal information learned during treatment and court sessions with anyone outside of the treatment group or court.

Counselor: The person who provides you treatment services, in group and individual sessions, and gathers information about your efforts.

Defense Attorney/Public Defender: The person who represents you and provides legal advice and information as to your legal options. This attorney or another attorney will be present at all court hearings and staffing's.

District Attorney/Prosecutor: The person who represents the State of Wisconsin and is responsible for ensuring community safety.

Treatment Court Judge: The judicial officer who directs court each time you attend and talks with you about your efforts.

Treatment Court Team: The group of professionals, including the judge, coordinator, counselor, public defender, district attorney, probation officer, law enforcement representative, recovery representative, and employment representative, that provide both legal and treatment oversight of your case.

Drug Testing: You will receive randomized text messages notifying you that you must go to the Door County Jail and submit to a breathalyzer and urine drug screen. Any failures to test or diluted drug tests are considered positive drug tests by the Treatment Court team. Test happen a minimum of 2 times per week throughout your entire program.

Incentives: The rewards the Treatment Court judge gives you for following the program rules.

Sanctions: The negative responses the Treatment Court judge uses when you do not follow program rules as directed.

Treatment Court Team Staffing: At the Treatment Court Team Staffing your progress will be reviewed and decisions regarding the use of an incentive or sanction will be made. The individuals involved in the staffing are all members of the Treatment Court Team.

Support Groups: A group that provides support and an opportunity for personal growth in your new drug-free lifestyle. Examples include Alcoholics Anonymous, Narcotics Anonymous and SMART Recovery.

Treatment: Counseling that you will attend during your entire time in the program. This may include residential treatment, intensive outpatient substance abuse counseling, standard outpatient substance abuse treatment, relapse prevention, individual counseling, anger management, domestic violence counseling, mental health treatment, cognitive therapy, aftercare treatment or any other counseling that may be appropriate for you.

TREATMENT COURT TEAM

The Treatment Court judge serves as a lead partner in the Treatment Court Team and presides at all team staffing's and all court sessions. The judge and other team members make all decisions regarding your participation in the Treatment Court program based upon information from the various team members, providers, and other support services. In addition to the Judge, the team is made up of:

- A Circuit Court Judge
- A Court Services Coordinator
- A Probation and Parole Agent
- A representative from the District Attorney's Office
- A representative from the Public Defender's Office/Defense Attorney
- Treatment Personnel
- An Evaluator
- A representative from Law Enforcement
- A representative from the employment community
- A representative from the recovery community

TREATMENT COURT HEARINGS

Treatment Court is held in Branch 2 on Mondays from 1pm to approximately 2pm. As a participant in this program, you are required to appear in the Treatment Court hearings on a regular basis. **Missing a Treatment Court Hearing may result in a warrant being issued for your arrest.** Prior to each court session, the team meets at a staffing to review your case and your progress report. This report will discuss your drug testing results, attendance, participation and cooperation with treatment, and compliance with the Treatment Court Rules.

During your court appearance, the judge may ask you questions about your progress and discuss any problems you may be experiencing. You must speak directly with the Treatment Court judge concerning your progress. You are responsible for your own behavior. Please be on time and remain seated and quiet while the court is in session. **Cell phones must be off during court sessions.** Continued non-compliance will result in sanctions.

Any participant appearing at Treatment Court must be dressed in appropriate courtroom attire. Treatment Court participants may not wear gang attire or any apparel indicating drugs or alcohol, inappropriate logos or alterations. Participants may not expose their midriff, cleavage or underwear. In addition: HATS may not be worn. SHOES must be worn. PANTS must be full-length, may not be cut-off, and must be worn at the waist. DRESSES AND SKIRTS must be appropriate. The Treatment Court Team will counsel participants who do not dress appropriately. Continued non-compliance will result in sanctions.

ELIGIBILITY STANDARDS

The court services coordinator and probation agent will interview each potential candidate referred for possible participation in the program. The proposed participant will participate in any assessments requested by staff, treatment providers, or others involved in the screening process. The court services coordinator and probation agent will make a recommendation to the Treatment Court team, who will either admit or deny the application. The Treatment Court participant must voluntarily agree to abide by the Treatment Court Program rules.

Potential candidates meeting the following criteria will be considered for admission to the Door County Treatment Court Program:

- Must be a resident of Door County and remain a resident throughout their Treatment Court programming
- Have a moderate to severe substance use disorder diagnosis and need for treatment
- Substance use cannot be limited to alcohol
- 17 years or older
- Must score medium to high risk on the COMPAS assessment for general recidivism and high criminogenic needs.
- Current felony drug offense or drug-related property offense (e.g. felony theft, forgery)
- Cannot have an offense or history of an offense that would identify them as an enterprise drug trafficker
- Non-violent crime with no history of violence
- Proposed participant has no existing warrants or pending charges.

TREATMENT COURT SUPERVISION

As a Treatment Court participant, you are required to appear in Treatment Court on a regular basis. At each appearance, the judge is given a progress report prepared by your treatment team regarding your drug test results, attendance, and participation in treatment. The judge may ask you questions about your progress and discuss and specific problems you have been experiencing. If you are doing well, you will be encouraged to continue with the program and work with your treatment team toward graduation. If you are not doing well, the judge will hold a discussion with you and the Treatment Court Team to determine further action. If you commit program violations (i.e. missed or altered UA tests, failure to attend individual or group counseling, failure to attend treatment groups), the court will impose sanctions. With repeated violations of program expectations or a failure to progress satisfactorily, the court may impose the ultimate sanction of discharge from the program. Failure to appear in court on the date and time you are scheduled could result in a warrant being issued for your arrest and you will be placed in custody.

PROCESS FOR TERMINATION

The Door County Treatment Court shall make termination decisions in accordance with best practice standards. Such decisions may result from a public safety concern, repeated non-compliance with program requirements, or an inability of the Courts to provide the necessary treatment needs of the participant. Treatment Court participants may be terminated for commission of a violent crime, absconding from the program for more than four weeks, evidence a participant is dealing drugs, evidence a participant has been involved in threatening, abusive or violent verbal/ physical behavior towards anyone, or any other grounds seen fit from the Treatment Court Team.

Any Door County Treatment Court Team member may make an oral motion to begin the termination process. Once the oral motion has been made, the Treatment Court Team meets with the participant to gather further information prior of voting or beginning the motion for termination.

At the formal motion for termination, the team agrees on the recommendation and appropriateness for termination. Termination proceedings may only begin if a majority of the team members consent in favor of termination. Following the consent in in favor of termination, a written motion to terminate is filed with the Treatment Court Judge by the District Attorney's Office. In most cases, a hearing is conducted to ensure the participant's due process rights are protected.

A participant may be terminated immediately without notice or the right to be heard if the motion for termination is based on a participant absconding for four or more consecutive weeks, probation revocation, or the inability to physically participate in Treatment Court due to incarceration in another jurisdiction. In such cases, the Treatment Court judge shall sign an Order Granting Motion to Terminate and transfer the case to Branch One Circuit Court for further proceedings. A participant shall be considered an absconder when his or her activities and whereabouts are unknown to the treatment court coordinator, and supervising probation agent.

A participant may choose to not contest termination. If the participant waives the right to be heard, the judge shall sign an Order Granting Motion to Terminate and transfer the case to Branch One Circuit Court without further proceedings.

PROGRAM RULES

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

1. **Always be honest.** The Door County Treatment Court was established to combine AODA treatment with a criminal justice approach to give you the best opportunity to change. However, this will take your best effort and truthfulness on your part.
2. **Do not use or possess any alcohol or other drugs.** Sobriety is the primary focus of the Treatment Court Program. Maintaining a drug free lifestyle is the most important aspect of your Treatment program.
3. **Attend all ordered treatment sessions.** This includes individual and group counseling, education sessions and recovery groups. If you are unable to attend a scheduled session, you MUST contact the court services coordinator.
4. **Report to your probation agent as directed.** If you have any problems making an appointment, contact your probation agent immediately. Some meetings with your probation agent will be conducted in your home.
5. **Be on time.** You are expected to be on time for court and your treatment sessions. If you are late for treatment, you may not be allowed to attend your counseling session and will be considered non-compliant. Contact your treatment provider if there is a possibility that you may be late.
6. **Do not make threats toward other participants and staff, or behave in a violent manner.**
7. **Act and dress appropriately for court and treatment sessions.** Act appropriately when in the courtroom. You are expected to respect the judge and all Treatment Court personnel. As a participant you will be expected to wear a shirt or blouse, pants, dress, skirt, or shorts of reasonable length. Clothing bearing drugs or alcohol themes or promoting or advertising drug or alcohol use is considered inappropriate. Sunglasses are not to be worn inside the courtroom or treatment center unless medically required. Speak with your Treatment Court Team if you need assistance with clothing selection. Eating, chewing gum, or talking out of turn is not allowed in the courtroom.
8. **Avoid any premises where the primary purpose of the business is the sale of alcohol.**
9. **Attend all court sessions as ordered.**
10. **Maintain your residence in Door County throughout the length of the program.**
11. **Follow the treatment plan as directed by the Treatment Court Team.**
12. **Do not violate the law.** If you engage in any criminal act, you can expect termination from the program and prosecution for the pending charges.
13. **Tell your probation agent and court services coordinator within 48 hours if you move or change your telephone number or disconnect your telephone.**
14. **Tell your probation agent and court services coordinator within 48 hours if you change your employment.**
15. **Prior to traveling you must obtain permission from the Treatment Court Team.** You are required to fill out a Relapse Prevention Plan prior to all travel to be approved by the Treatment Court Team.

16. **Submit randomized breathalyzer and urinalysis testing upon request.**
17. **I understand that I will be required to pay for Treatment Court programming and services.** This includes court fines and fees, treatment cost as determined by the treatment provider, supervision fees as determined by DOC policies and procedures, and restitution where applicable.
18. **Understand that you may not opt out of the Treatment Court Program.** While admission to the Treatment Court is voluntary, once enrolled, participants cannot leave the program unless they graduate or are terminated.
19. **Obey all traffic laws and pay outstanding traffic fines.** Do NOT drive a vehicle if you do not possess a valid driver's license. Participants who drive without a valid license may be expelled from the program.

ALCOHOL AND DRUG TESTING

Door County Treatment Court participation requires random drug and alcohol testing to determine compliance with the rules of the Treatment Court Program. Tests are random and occur a minimum of two times per week throughout the participant's entire program. In keeping with best standards, testing is done at the Door County Jail and observed by trained jail deputies.

Positive tests can be challenged for verification and confirmation at the participant's request. You will be required to pay for this additional cost. You are notified of the time frame in which you are to report for testing that day through text messages. Probation agents and treatment providers may also provide drug and/or alcohol screening as necessary per DOC policies and procedures. You may also be required to utilize monitoring devices where necessary. Use of monitoring devices will be based on alcohol and drug use history.

PHASE STRUCTURE

The Door County Treatment Court Program will consist of 6 phases followed by an optional Continuing Care Phase. Participants will be asked to complete an application for phase advancement for each phase. The Treatment Court Team will review the application and determine if a promotion to the next phase is appropriate.

Each of the 6 phases have requirements necessary to complete prior to advancing to the next phase. In addition to the individualized phase requirements, the following are requirements expected of participants during each phase:

- Remain honest with Treatment Court Team members and service providers
- Maintain strict compliance with random alcohol and drug testing at least twice a week throughout the entirety of the Treatment Court
- Participant and be engaged in recommended treatment plans, as determined by the treatment provider
- Adhere to random home and employment visits as determined by DOC policies and procedures
- Complete Rule of 40 sheet weekly
- Participate and complete Moral Recognition Therapy (MRT)

PHASE ONE

CHANCE: Acute Stabilization

The minimum requirements for the successful completion of Phase One are as follows:

Length of phase:	A minimum of 60 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court weekly• Meet weekly face-to-face with Treatment Court Coordinator and Probation Agent• Create a case plan with probation agent to address people, places and things.• Engage with treatment• Address housing issues, if needed• Obtain medical assessment, if needed• Attain of health insurance if lack health insurance• Maintain total abstinence for a minimum of 14 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 30 consecutive days <p>Phase 2 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE TWO

CHALLENGE: Clinical Stabilization

The minimum requirements for the successful completion of Phase Two include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court weekly• Meet weekly face-to-face with Treatment Court Coordinator and Probation Agent• Review case plan with Probation agent• Continue to address people, places and things• Continue addressing medical needs• Identify other needs• Enroll in recommended We Are Hope, Inc. program, if needed• Obtain a budget assessment• Attend a minimum of 1 support group meeting per week• Establish a payment plan for court fines and restitution, if any was ordered• Develop housing plan to obtain or maintain housing• Maintain total abstinence for a minimum of 30 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 45 consecutive days <p>Phase 3 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE THREE

CHOICE: Pro-Social Habilitation

The minimum requirements for the successful completion of Phase Three include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court bi-weekly, unless the team determines more court support is appropriate• Meet bi-weekly face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent• Review Case Plan with probation agent and establish prosocial activities• Maintain stable housing• Demonstrate healthy people, places and things• Attend a minimum of 2 support group meetings per week• Develop Relapse Prevention Plan• Must be employed or in some vocational or educational program• Maintain total abstinence for a minimum of 45 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 45 consecutive days <p>Phase 4 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE FOUR

CHANGE: Adaptive Habilitation

The minimum requirements for the successful completion of Phase Four include all the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court monthly, unless the team determines more court support is appropriate• Meet twice per month face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent• Completion of MRT- Criminal Thinking group• Attend a minimum of 2 support group meetings per week• Must be employed or in some vocational or educational program• Participate in prosocial activities• Maintain stable housing• Establish payment plan with the Clerk of Court and/or DOC and be paying• Maintain total abstinence for a minimum of 60 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 60 consecutive days <p>Phase 5 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE FIVE

CARE: Maintenance

The minimum requirements for the successful completion of Phase Five include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court monthly, unless the team determines more court support is appropriate• Meet once per month face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent• Develop a continuation care plan with AODA treatment provider• Attend a minimum of 1 support group meeting per week• Provide support person signatures weekly• Maintain employment or enrollment in school• Show ability to remain committed participation in prosocial activities• Make consistent payments of court monetary obligations• Maintain total abstinence for a minimum of 90 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 90 consecutive days <p>Phase 6 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE SIX

COMPLETION: Pre- Graduation

The minimum requirements for the successful completion Phase Six include all of the following requirements:

Length of phase:	A Maximum of 30 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court as directed by court services coordinator• Demonstrate an achieved understanding of personal problems of addiction, criminal behavior, and relapse prevention• Maintain gainful, consistent employment or sufficiently involved in a vocational or educational program• Be able to show improved stable living arrangements and healthy interpersonal relationships as determined by the Treatment Court Team• Maintain total abstinence for a minimum of 30 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions)• Have no unexcused absences from Treatment Court sessions and scheduled services/appointments for a minimum of 30 consecutive days <p>Graduation application must be completed and approved by the Treatment Court Team within 30 days of starting Phase Six</p>

GRADUATION

Upon successful completion of all six phases, including the payment of all assessed fees, completion of community service hours, and upon recommendation of the Treatment Court Team, the Team shall declare you a graduate of the Door County Adult Treatment Court. Each graduate then participates in a graduation ceremony honoring the completion of all established graduates. The court service coordinator notifies you of the graduation ceremony date and time.

Graduation ceremonies are held to celebrate each graduate's dedication and completion of program requirements. You are presented with a certificate and letter of completion by the Treatment Court Team. Upon graduation, you have the option to continue in the Continuing Care Phase of the program.

CONTINUING CARE PHASE

The optional Continuing Care Phase is the duration of your remaining time on probation and for a maximum of six months. The purpose of the phase is to assist you during the transition period as you continue to develop healthy practices to maintain long-term sobriety. In this phase, you agree to keep the following commitments:

- Maintain complete sobriety from drugs and alcohol
- Meet at least once per month with the treatment provider, or as recommended by provider
- Attend at least one recovery meeting each week
- Meet with the probation agent as directed by the agent
- Maintain stable housing
- Maintain a weekly work/school schedule
- Meet with the court services coordinator once per month
- Complete no more than one UA per month (optional)

INCENTIVES AND SANCTIONS

INCENTIVES MAY INCLUDE:

- Promotion to next Phase
- Praise from the Judge in court
- Having your case called first
- Gift certificates
- Reduction in certain program requirements
- Early dismissal from court session
- Certificates of accomplishment
- Candy
- Sobriety tokens
- Movie passes
- Haircuts
- Fishbowl drawings
- Early completion from program
- Graduation/Early completion of Probation

SANCTIONS MAY INCLUDE:

- Increased reporting to court and/or case manager/probation officer
- Increased drug testing
- Writing, reading or other assignment
- Curfew
- Community service hours
- Extension of current phase or phase demotion
- Jail time
- Behavior contact
- Revocation to prison

FORMS

TIPS ON HOW TO SUCCEED

1. BE HONEST. HONESTY IS ESSENTIAL TO TREATMENT COURT.
2. Keep all your appointments and make all court appearances. Keeping appointments is as important as coming to court.
3. You will be busy with appointments and court dates, so put all of your appointments in the calendar that has been provided to you. You must bring your calendar to all meetings and court appearances.
4. Plan your schedule (work, school, treatment) in advance.
5. If you have a problem making early morning appointments and court appearances, go to bed early and buy an alarm clock or set your cell phone alarm. Excuses are not tolerated.
6. Know your treatment schedule.
7. If you absolutely cannot make an appointment, **CALL BEFORE**, not after.
8. Plan ahead. If transportation is a problem, have back-up plan to get to where you have to be. Failure to have adequate transportation is not an excuse.
9. Keep all of your paperwork. Do not throw anything away.

IMPORTANT PHONE NUMBERS:

Court Services Coordinator: _____

Defense Attorney: _____

Probation Officer: _____

Treatment Provider: _____

Support persons: _____

Employment/vocational support: _____

TREATMENT COURT “RULE OF 40” EXPECTATIONS



As part of the Treatment Court program, participants are required to follow the “Rule of 40”. This consists of each participant providing verification of 40 hours of productive activity in the past week. This verification will be submitted to the court services coordinator on a weekly basis. Rule of 40 tracking sheets will be provided to participants.

**If participants do not have tracking sheets, it is their responsibility to develop one or request one from the coordinator.*

The following will meet criteria for the “Rule of 40”:

Education

Treatment (*Actual hours spent in treatment*)

Exercise (*No more than 1 hour per day will be counted*)

Community Service (*Actual hours worked with verification of hours sheet completed*)

Job Search (*Must submit printed application or have job search site sheet. Each application will be approved for 1 hour of credit*)

Work (*actual hours worked*)

Recovery focused meetings (*i.e. AA, NA, SMART, , etc.*) (*Actual time spent IN meeting. Each meeting will be approved for 1 hour of credit*)

Treatment Court Attendance (*Each appearance will be approved for a minimum of 2 hours*)

Drug Testing (*Each will be approved for 1 hour*)

Time spent meeting/speaking with support person (*support person **must** verify by signing sheet*)

Program Homework

Meditation/Relaxation/Journaling/Reading (*Approved 1 hour per day*)

Appointments with coordinator and probation officer (*Approved for .5 hours*)

Food Pantry/Community Assistance (*Approved for a Maximum of 2 hours per visit*)

Medical Appointments/Legal obligations

Church

Church/Community group or meeting (*non-AODA related*) (*Actual time spent IN activity*)

Cleaning (*Approved for .5 hours per day*)

Cooking (*Approved for .5 hours per day. Cooking and eating the home-cooked family meal together will count for an hour*)

Learning an instrument or trade

Positive family engagement –where applicable (*i.e. reading a book to your child, family chores and/or non-screen time activities together, etc.*)

What is not approved?

Shopping, cooking, cleaning, laundry, errands, vehicle maintenance, going out to eat, etc. If it seems to have consumed majority of your day, your hours will be cut. Use your discretion, if it is recovery focused and you are still not sure, ASK!

Sheets must be turned to court services coordinator on Thursday of every week.

You must attend 2 support meetings each. If you are missing a meeting, you are expected to make it up by your next court appearance. (i.e. you only attended 1 one week, you must present with 3 attended the following week.)

If participant is in jail, they are expected to complete 7 hours of offered programming each week and provide verification.

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RULE OF 40 WORKSHEET

Day	Activity Description	Time Completed	Total Hours
Wednesday _/_/_	_____ _____ _____	_____ _____ _____	
Thursday _/_/_	_____ _____ _____	_____ _____ _____	
Friday _/_/_	_____ _____ _____	_____ _____ _____	
Saturday _/_/_	_____ _____ _____	_____ _____ _____	
Sunday _/_/_	_____ _____ _____	_____ _____ _____	
Monday _/_/_	_____ _____ _____	_____ _____ _____	
Tuesday _/_/_	_____ _____ _____	_____ _____ _____	
		Total Hours =	

Court Services Coordinator Signature: _____ Date: _____

Other positive things I did to maintain a drug/alcohol free lifestyle:

Describe one positive thing that has happened this week:

Meeting Log:

DAY	DATE	TIME/LOCATION OF SUPPORT MEETING	TOPIC	SIGNATURE
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				

Support Person Log:

SUPPORT PERSON NAME	DATES AND TYPE OF CONTACT	PHONE	SIGNATURE

Therapist Log:

DAY	DATE	TYPE OF THERAPY	SIGNATURE
THURSDAY			
FRIDAY			
MONDAY			
TUESDAY			
WEDNESDAY			

Supervision Signature: _____ Date: _____



DOOR COUNTY TREATMENT COURT PARTICIPANT CONTRACT

1. I, _____ with a birth date of _____ and an address of _____ have entered a guilty or no contest plea in case number _____ to wit; violation of _____
I understand that by entering into this Treatment Court contract, I am bound by the terms of my sentence as follows:
2. I understand that the validity of this contract is conditioned upon my eligibility for the Treatment Court Program. If at any time after the execution of this agreement and in any phase of the Treatment Court Program that I am, in fact, ineligible to participate in the program, I may be immediately terminated from the program and revocation or sentencing proceedings, as the case may be, would be resumed. I will not be allowed to withdraw my previously entered plea of guilty or no contest unless my ineligibility is based on facts or information that should have been known to the prosecutor prior to Treatment Court admission or upon Constitutional grounds.
3. I understand that participation in Treatment Court involves a minimum time commitment of 14 months and may include an aftercare component consisting of up to an additional 6 months.
4. I understand that during the entire course of the Treatment Court Program, I will be required to attend court sessions, treatment sessions, submit to random testing, and remain substance free, sober, and law-abiding. I agree to abide by the rules and regulations imposed by the Treatment Court team. I understand that if I do not abide by these rules and regulations, I may be sanctioned or terminated from the program.
5. I understand that sanctions may include time in custody, increased treatment episodes, increased testing, community service, and other such sanctions as may be deemed appropriate by the Treatment Court Team.
6. I agree to cooperate in an assessment for planning an individualized treatment program adequate to my needs. I understand that my treatment plan may be modified by the treatment provider or the Treatment Court Team as circumstances arise, and I agree to comply with the requirements of any such modifications.
7. I understand that I will be required to pay for Treatment Court associated costs: including court fines and fees, treatment costs as determined by the treatment provider, supervision fees as determined by DOC policies and procedures, and restitution where applicable. I will work with the Court Services Coordinator to establish a budget and payment schedule.
8. I understand that I could be ordered community service hours for any unexcused missed therapy appointment. I understand that a medical excuse or note will be needed from the therapist indicating I called and rescheduled the appointment. I understand that the hours will need to be completed within two weeks from accruing the sanction in Treatment Court. I understand that if this sanction is not completed within the allotted time, I will spend a day in jail.

9. I understand that I will be tested for the presence of drugs and alcohol in my system on a random basis according to procedures established by the Treatment Court Team, treatment provider and Department of Corrections. I understand that I will be given a location and time to report for my drug and alcohol test. I understand that it is my responsibility to report to the assigned location at the time given for the test. I understand that if I am late for a test, or miss a test, it will be considered positive and I may be sanctioned.
10. I understand that substituting, altering, or trying in any way to change my body fluids for purposes of testing will be grounds for immediate termination from Drug Court. Tampering with urine samples or using another person's urine is a misdemeanor and may be subject to new charges.
11. I understand that participating in Treatment Court requires me to be drug and alcohol free at all times. I will not possess drugs or alcohol (including Marijuana), or drug or alcohol paraphernalia. I will not associate with people who use or possess drugs, nor will I be present while drugs or alcohol are being used by others.
12. I agree to be drug and alcohol tested at any time by a police officer, probation officer, treatment provider, or at the request of the court or any agency designated by the court.
13. I understand that I may not possess any weapons while I am in Treatment Court. I will dispose of any and all weapons in my possession, and disclose the presence of any weapons possessed by anyone else in my household.
14. I agree to inform any law enforcement officer who contacts me that I am in Treatment Court.
15. I understand that throughout my participation in Treatment Court urine analyses will be observed by trained personnel.
16. I understand that I may not work as a confidential informant with any law enforcement agency while I am in Treatment Court, nor may I be made or encouraged to work as a confidential informant as a condition of my full participation in Treatment Court.
17. I understand that during the course of Treatment Court, at any given time, observers may be in attendance. I also understand that all observers are required to sign a confidentiality form verifying the seriousness of participant confidentiality and their acceptance to abide by the agreement.
18. I may not participate in Treatment Court if I am currently an affiliated gang member.
19. I will inform all treating physicians that I am a recovering substance user and may not take narcotic or addictive medications or drugs. If a treating physician wishes to treat me with narcotic or addictive medications or drugs, I must disclose this to my treatment provider and obtain specific permission from the Treatment Court Team to take such medication.
20. I agree to be responsible for what goes into my body that may affect drug test results. Before taking medications of any kind, I will check with the pharmacist to ensure that it is non-narcotic, non-addictive, and contains no alcohol. I will pre-register any and all medications (prescribed or over-the-counter) with my treatment provider and Treatment Court.
21. I agree that I will not leave any treatment program without prior approval of my treatment provider and Treatment Court Team.

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