

Monday,
June 29th, 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:
June 22, 2020 Treatment Court Steering Committee
5. New Business:
 - a. Treatment Court program updates
 - b. Review of Treatment Court Participant Handbook
 - c. Review of Phase 1 Packet and Phase Up Application
6. Matters to be placed on a future agenda or to be referred to a Committee, Official or Employee
7. Next Meeting Date: July 27, 2020 at 12 p.m.
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=ee22aed796f321cb495106850b4f97eb5>

Event password: June29tcs2020

To connect via phone:

Call: 1-408-418-9388

Access Code: 146 219 0235

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 Monday, June 22, 2020
Government Building - Chambers Room (C102), 1st floor
421 Nebraska Street, 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 12 p.m.**
2. **Present:** Judge David L. Weber, Colleen Nordin, Joe Krebsbach, Donna Altepeter, Tammy Sternard, Andrew Nieman, Tara Teesch, Stephen Seyfer, and Kelsey Christensen.
3. **Adopt Agenda for this meeting:** Motion by D. Altepeter, 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 J. Krebsbach, second by Judge Weber to approve minutes. Motion carried by unanimous voice vote.
5. **New Business:**
 - a. **Treatment Court program updates:**
With the change of the state court system due to COVID-19, committee members have been able to watch other Treatment Courts virtually to see how they are running their programs right now. A. Neiman and T. Teesch updated that DOC and Public Defenders office remain closed. All contact is done over the phone or virtually. K. Christensen discussed a personalized Treatment Court Standards training for Door County Treatment Court by the Department of Justice. K. Christensen will provide date and training details at a later date.
 - b. **Review of Treatment Court Policies and Procedures Manual:**
Committee reviewed and approved final updates from March 10th, 2020 meeting. Committee approved K. Christensen to send Policies and Procedures Manual to DOJ for review.
 - c. **Review of Treatment Court Participant Handbook:**
Committee completed updates in the participant handbook to be reviewed and approved at next meeting, June 29th. Updated handbook to be attached in June 29th agenda packet.
6. **Matters to be placed on future agenda:** None.
7. **Next Meeting Date:** Set next meeting for June 29th, 2020 at 12pm.
8. **Adjourn:** Motion by S. Seyfer, second by J. Krebsbach to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 1:50 p.m.

Respectfully submitted by,
Kelsey Christensen
Court Services Coordinator



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 6/22/2020

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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. A Treatment Court Team member that ensures your constitutional rights are protected and generally advocates for your stated legal interest. This person does not represent you on your case, but may represent you if you have a termination hearing.~~

District Attorney/Prosecutor: ~~The person who represents the State of Wisconsin and is responsible for ensuring community safety in criminal proceedings and advocates on behalf of public safety, victim interests, and holding you accountable for meeting your obligations in the program.~~

Treatment Court Judge:

~~The Circuit Court Judge who presides over all court appearances and who administers sanctions and incentives based on your progress.~~

~~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 notifications notifying you that you~~ ~~informing you must go to go~~ 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. Tests 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, group therapy, ~~anger management, domestic violence counseling,~~

mental health treatment, cognitive therapy, aftercare treatment or any other counseling that may be appropriate for you.

Court Programing: Anger management, domestic violence counseling, Moral Recognition Therapy, financial counseling, parenting classes, or any other programming that may be appropriate for you.

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TREATMENT COURT TEAM

The Treatment Court judge serves as a lead partner in the Treatment Court Team and presides ~~at~~over 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 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
- 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 and court services coordinator as directed.** If you have any problems making an appointment, contact your probation agent and court services coordinator 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, unless receiving court approval related directly to employment.**
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. Obey all laws, including traffic laws. Do NOT drive a vehicle if you do not possess a valid driver's license. 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~~ alcohol and drug testing upon request.**
17. **~~I understand that I will be required to pay.~~ Pay for required 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
- 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. • 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?

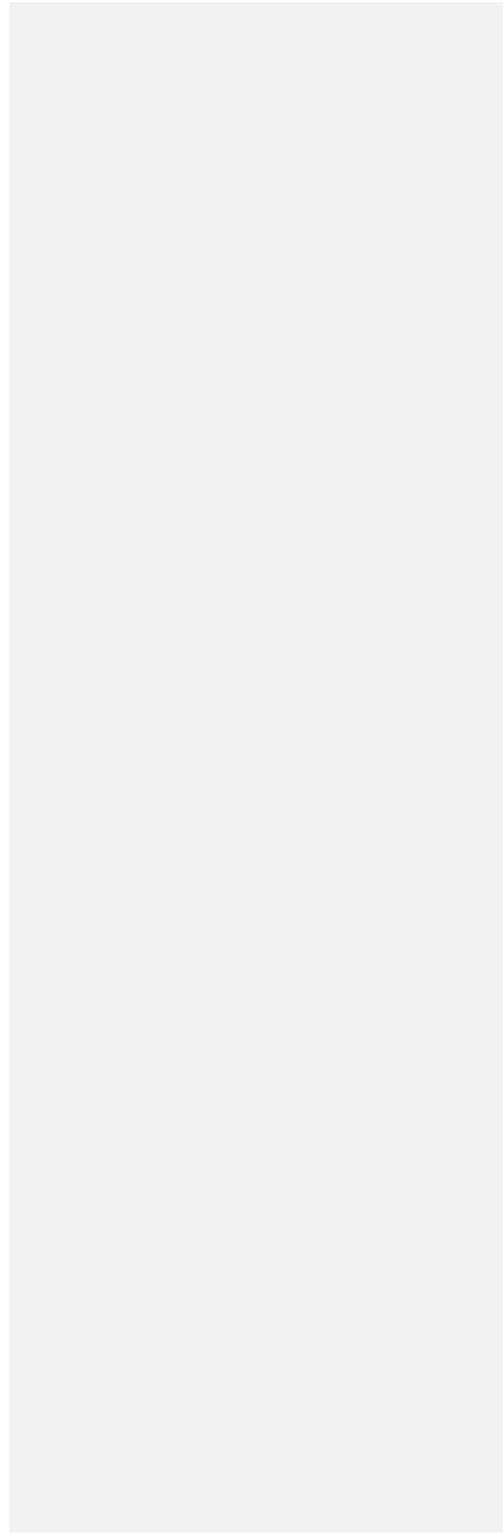
Shopping, errands, vehicle maintenance, going out to eat, etc. If it seems to have consumed majority of your day, your hours will be cut. Use your discretion, if it is recovery focused and you are still not sure, ASK!

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: _____

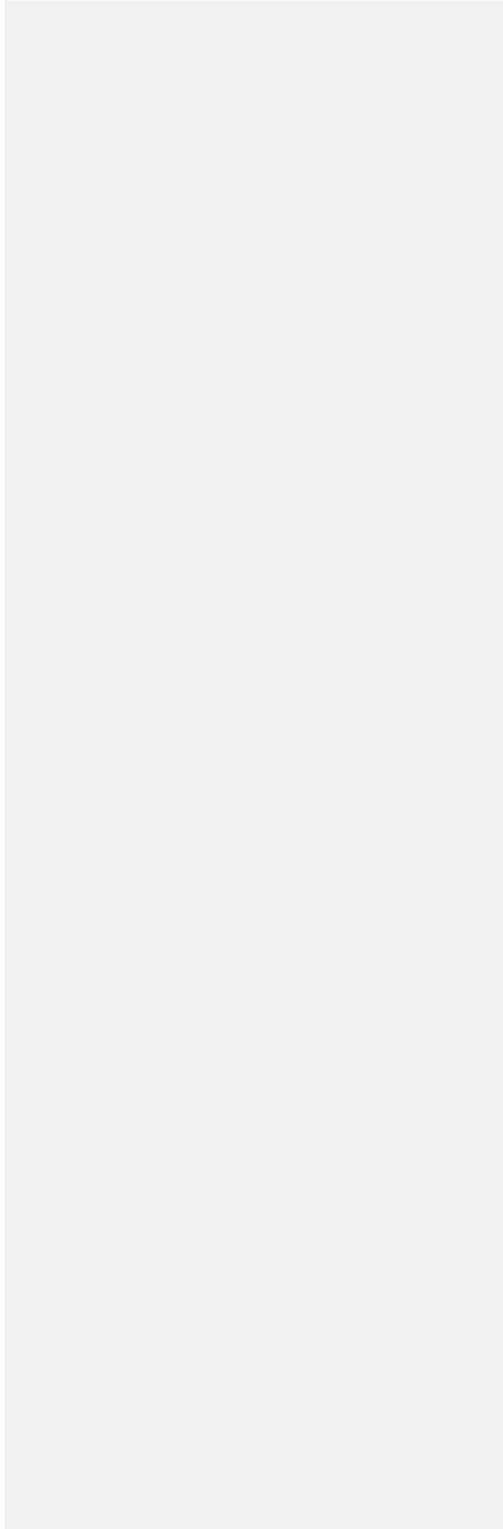
DOOR COUNTY TREATMENT COURT PARTICIPANT CONTRACT

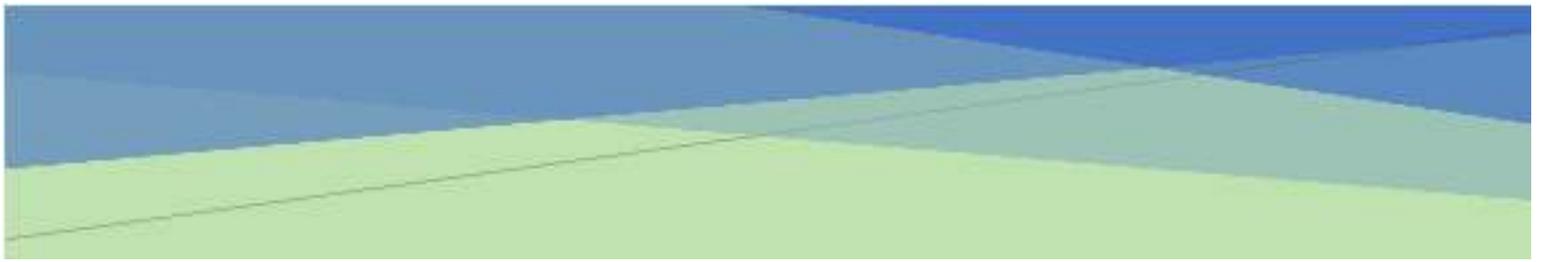


1. I, _____ with a birth date of _____ and an address of _____ have entered a guilty or no contest plea in case number _____ to wit; violation of _____
I understand that by entering into this Treatment Court contract, I am bound by the terms of my sentence as follows:
2. I understand that the validity 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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PHASE ONE PACKET

DOOR COUNTY TREATMENT COURT

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

PHASE ONE: CHANCE

"One chance is all you need." -Jesse Owens

CONGRATULATIONS AND WELCOME TO PHASE ONE!!

This book will help you to successfully complete Phase One of your Treatment Court Program. In this phase you have the opportunity to take a chance on a new life, commit to trying something new, be honest, and trust in the process. If you have any questions along the way, please reach out to the Court Services Coordinator.

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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. • 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>Application must be made to the court for phase advancement.</p>

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 and court services coordinator as directed.** If you have any problems making an appointment, contact your probation agent and court services coordinator 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. Speak with your Treatment Court Team if you need assistance with clothing selection.
8. **Avoid any premises where the primary purpose of the business is the sale of alcohol, unless receiving court approval related directly to employment.**
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.** Obey all laws, including traffic laws. Do NOT drive a vehicle if you do not possess a valid driver's license. 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 alcohol and drug testing upon request.**
17. **Pay for required 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.

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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: _____

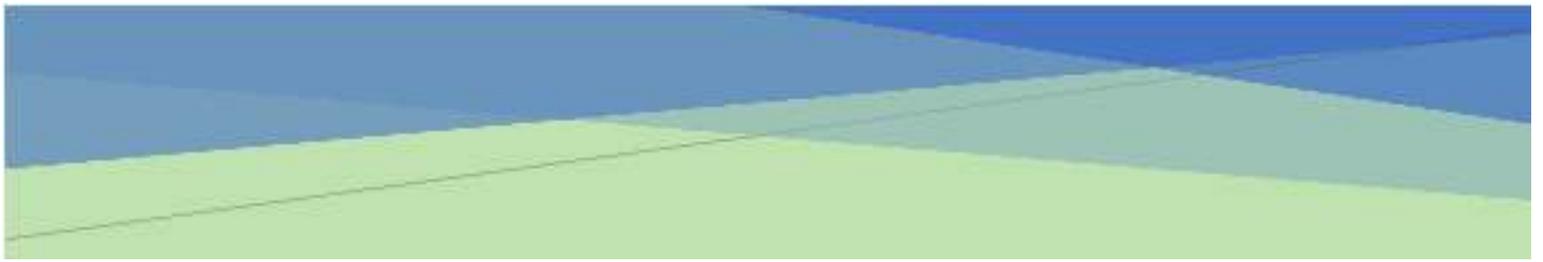
Defense Attorney: _____

Probation Officer: _____

Treatment Provider: _____

Support persons: _____

Employment/vocational support:



APPLICATION FOR PHASE TWO

Door County Treatment Court

Complete and turn into Court Services Coordinator

**Please see the Court Services Coordinator if you need assistance completing the application*

NAME: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

DATE TURNED IN: _____

PHASE TWO APPLICATION

In order to phase up you must have met all the requirements of Phase One.
Please review those prior to completing this application.

Have you been in Phase 1 for a minimum of 60 days? Date contracted into program: _____

You must have a minimum of 14 consecutive days of sobriety. Sobriety date: _____

Are you engaged in treatment and attending regularly?

Counselor verification signature: _____ **DATE:** _____

Are you in compliance with supervision?

Probation verification signature: _____ **DATE:** _____

Name three things you learned from treatment that will assist you in maintaining a substance free life?

Prior to this period of sobriety, what was your longest period of sobriety and when?

Are you currently employed? Yes or No

If yes, where are you employed?

If no, what are your plans for future employment?

Are you currently enrolled in school or vocational training? Yes or No

If yes, where are you attending?

What type of degree or training are you enrolled in? _____

Describe 3 accomplishments you achieved during this phase.

What are you most proud of during this phase?

List all of the incentives have you received during this phase?

Do you think these incentives were beneficial? Yes or No

If not, what type of incentives do you think would be beneficial? _____

Describe any violations you have had during this phase, what you learned from them, and how you have changed your behavior.

What type of sanctions did you receive during this phase? _____

If jail was a sanction, how many days total did you serve during this phase? _____

Do you think these sanctions were beneficial in changing your negative behavior? Yes or No

Explain: _____

What obstacles did you face in this phase and what is your plan to deal with these challenges for the next phase?

List 3 specific goals for this next phase and how you plan to accomplish these goals?

Why do you believe you should be advanced to the next phase?

Based on the above, I respectfully request that the Treatment Court Team approve my application for phase advancement.

Participant signature _____ Date submitted _____

This application has been approved by: _____

Signature: _____ **Date approved:** _____