DWI TREATMENT COURT
CLAY COUNTY ALTERNATIVE COURT

PARTICIPANT HANDBOOK

NOTE: **The information contained herein is subject to change. Please contact the Treatment Court Administrator, Regina Funk, at 816-407-3969 with any questions.**

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Services available within the community can be accessed through the QR code or websites

INTRODUCTION:

Welcome to the Clay County DWI Court. This Handbook will detail what is expected of you as a participant and will review general Program information. This is a treatment court intended for the participant to incorporate a process of change and transformation in their life to lead a life of recovery. Recovery is a process that begins with sobriety but goes beyond simple abstinence to encompass positive change in the following areas of one's life: physical, mental, emotional, and social. The participant is expected to address the underlying causes of addiction and learn how to make healthier choices for themselves which in turn leads to living a healthy life free of substances**. This program involves challenging old ways of thinking and learning new coping strategies and behaviors with the intended goal of building a purposeful, meaningful, and fulfilling life.** Participants will be expected to follow the instructions and to comply with the treatment plan developed for them in partnership with the treatment team. The main focus of the DWI Court is to assist the participant in becoming a sober and productive member of society. Honesty is stressed in all aspects of the program. It is important to remember that **this program is a condition of your probation. Failure to comply and/or complete the program could result in revocation of your probation**. This Participant Handbook will detail what is expected of you as a participant and will review general Program information. All participants are encouraged to show this to their family and friends.

The Court reserves the right to implement new and revised policies as the Program evolves.

Eligibility Criteria

1. Offenses must be non-violent, intoxication-related traffic offenses. Exceptions can be considered by the treatment court team.
2. Participant must reside in Clay, Platte, or Ray County to receive Tri-County Levy funds for treatment otherwise must be self-pay or seek treatment through the Veterans Administration.
3. Participant must be 18 years or older.
4. Participant must be able to meet all program requirements.
5. Participant must have no prior offenses that would compromise the safety of the community, participants or staff.
6. Current offense and participant's history must establish the necessity of treatment court program.
7. Participant cannot enter guilty plea to B or C felony DWI
8. Participant's current charge should not involve serious physical injury or death to another party.
9. Participant should not have a prior record of violence.
10. Participant cannot have a conviction for a sex offense.
11. Participant must complete screening by the DWIC Team
12. Participant must have approval of admission by the DWIC Judge

The DWI Court Judge will consider all available information and relevant circumstances in making the eligibility determination for admission and has final approval regarding any admission into the DWI Court Program.

PROGRAM OVERVIEW:

This is a court-supervised, comprehensive, and rigorous treatment program for Driving While Intoxicated offenders. The Program requires regular court appearances. It also requires participation in group and individual substance use treatment counseling, regular meetings with a probation officer, regular alcohol and other drug testing and regular participation in community-based recovery. The Program is monitored by the CLAY COUNTY DWI COURT team which consists of the judge, prosecuting attorney, defense attorney, court administrator, probation officers, treatment counselors, trackers, monitoring personnel, and drug testing personnel (collectively referred to as the treatment team). Each participant is also expected to obtain and maintain full-time employment and/or be actively involved in vocational or education programs by their graduation. If you are not employed, the Court is likely to require you to do community service. The Program length is a minimum of fourteen (14) months. **Each participant's progress will be evaluated by the treatment team to determine advancement within the Program, and the team will determine when a participant has completed each phase, as well as completion of the Program based on their performance and achievement of phase requirements. It is important to understand that every Participant taking part in the treatment court has traveled on a unique pathway and no two cases/probations are exactly alike. Do not compare your case to any other participant.**

The Clay County Prosecuting Attorney's Office will make the initial referral for the screening process. A background screening will be conducted by Probation and the Program Treatment Provider will complete a diagnostic assessment to determine if there is a diagnosis of substance use disorder. The judge will make the final recommendation regarding entry into the Program, before the guilty plea.

Discrimination based on race, religion, ethnicity, color, sex, gender identity, sexual orientation, national origin, age, or disability will not be tolerated and could result in termination of services. Physical or verbal abuse, threatening behavior, profanity, and unwanted physical contact are not allowed and may result in termination of services

DWI COURT SUPERVISION:

You will abide by all the standard conditions of Probation & Parole, in addition to the standard special conditions of Clay County. See Probation and Parole for conditions of probation.

You will be required to appear in Court on a regular basis. At each appearance, the Court will consider your progress including, but not limited to, alcohol and drug screenings, continuous alcohol monitoring/Ignition Interlock reports, attendance/participation in treatment and self-help support group meetings, meetings with your Probation Officer, and all other issues pertaining to your case. The Court may question you regarding your progress and discuss your specific problems. It is to your benefit to be open and completely honest. If you are doing well, the Team will encourage you to continue to participate and work with your Team toward successful completion. Sanctions may be imposed immediately for violations of program rules or poor performance. Repeated violations and/or failure to progress satisfactorily will result in termination from the Program.
In order to ensure that you are adhering to the rules, any and all Team members and all law enforcement officers have authority to:

1) contact you at any given time of the day or night at home or at work
2) enter and search your residence and vehicle
3) search your person and
4) require you to submit to alcohol and drug testing.

Failure to comply with directives will be considered a violation.

TRACKER VISITS:

PURPOSE

Evidence has shown that the presence and utilization of treatment court trackers significantly improve the outcome of treatment court programs. Treatment court trackers ensure that the rules governing treatment courts are being followed. The court trackers not only serve as the eyes and ears of the court and make it possible for the entire treatment court team to keep a pulse on the participants' environment outside of court and treatment, provide support and encouragement and assist the participants through the program while rebuilding community relationships with law enforcement.

TRACKER INFORMATION SHEET

The tracker form is to be filled out upon plea. You must be truthful on your tracker information sheet**.**

TRACKER GUIDELINES

Treatment court trackers are trained and expected to carry out their duties in a manner that protects each participant's confidentiality to the highest extent possible. Treatment court trackers may drive in unmarked cars, wear less conspicuous uniforms, and are legally bound to only share private information about treatment court with those team members involved with the treatment court program.

Trackers will avoid visiting a participant's work so as not to jeopardize their employment, with some exceptions. If the participant works after hours which would normally be during curfew, trackers will likely verify. A participant who has not been found at home over several attempts can also expect attempted contact at their employment.

HOME VISITS

During a home visit, you can expect:

- Search of your person for weapons and contraband
- A preliminary breath test for alcohol
- Search of your living space, vehicles, and other property
- Directives from the trackers about safety, such as keeping your hands visible

Trackers will be courteous in their interactions with you. They will do what they can to not disturb the placement and neatness of your belongings. They will be as respectful as possible with you, your friends and family, and your possessions.

If a tracker fails to contact you at home, they will most likely attempt to call you to determine your whereabouts and a good time to reach you at home. The tracker's phone number will come up on the caller ID as PRIVATE or RESTRICTED. They will attempt to call multiple times so as not to be confused as a soliciting caller. A business card or other note may be left at your door, with or without special instructions written on it.

The treatment court trackers are reasonable and understand that a possibility exists that you may not be home, and may be unable to answer your phone. Simply explain during your next interaction with them or your probation officer what was going on. Keep in mind, however, that after failed attempts, the trackers will make it a priority to make successful contact with you in person.

CURFEW CHECKS

Treatment court trackers may visit you at your home around curfew time to verify your compliance with curfew. Trackers will keep such visits as brief and unimposing as possible. The trackers may even try calling your phone before knocking or ringing the doorbell to avoid disturbing the other residents of your house or your neighbors.

OTHER INTERACTIONS

You may have 'accidental' interactions with court trackers, such as in restaurants or other public places. It is perfectly acceptable to greet and talk with trackers, or any other treatment court team members during chance encounters. Just be aware that even outside of treatment court events, conversations should be kept respectful and professional, and that confidentiality rules still apply.

CONFIDENTIALITY:

You will be required to sign a release of information that allows your treatment provider(s) to share information with the treatment team which includes the judge, prosecuting attorney, defense attorney, probation officer, treatment providers, law enforcement, and other departments listed (See the Consent to Release Information Form). Your privacy is respected and the team will make reasonable efforts to protect your identity.

Confidentiality is important to you and other members of the group's session. Information shared in the group should never be discussed outside of the group or the Treatment Court Program. Rule violations should be reported immediately.
This confidentiality does not extend to things said in the courtroom. Courtroom proceedings are public.

DRIVING:

DWI Treatment Court participants are not to drive in the program until given permission by the Treatment Court Judge.

The application process can begin in Phase 2. However, no privilege will be granted before the beginning of Phase 3. Those participants who are caught driving before they have gained this permission will face a jail sanction of up to 10 days in the Clay County Detention Center and will not be allowed to file for the LDP for 1 year after being caught driving.

LIMITED DRIVING PRIVILEGES:

CLAY COUNTY DWI COURT will consider limited driving privileges based upon the guidelines set forth by Court Operating Rule 26.05 – Required Elements of Plan of Operation. Contact your attorney for an explanation or advice on filing for a Limited Driving Privilege (LDP).

IGNITION INTERLOCK DEVICE REQUIREMENTS: Limited Driving Privilege and Reinstated Drivers Licenses

Clay County DWI Court Program participants will be required to install ignition interlock device with photo capability and GPS tracking on any vehicle owned or operated by the participant for **both Limited Driving Privilege and Reinstated Drivers Licenses**. The ignition interlock device vendor must be on the approved list of vendors for the Missouri Director of Revenue and on the approved DWI Court Program list. The participant must inform the interlock device vendor that the probation officer and treatment court manager will be the "Monitors" on the account. As monitors, they must have account access and copies of all notifications, violations and reports must be sent to them. (LDP will require a travel log however, a reinstated license does not)

COURT FEES AND OTHER COSTS:

The cost of participating in the DWI Treatment Court Program is $1500.00 or $300.00 per phase. The purpose of this fee is to offset program expenses. It is nonrefundable. If participation in the program exceeds 18 months, the participant will be required to pay $50 a month for the Program.

To make these fees more manageable for participants you will be set up on a payment plan that is due one year from your start date. You may be assessed additional costs and fees associated with this program that you will also be required to pay. These costs include Criminal case court costs, Treatment case court costs, restitution, recoupment fees and any services paid for by the program on your behalf (EX:UA testing, confirmation testing, patches, monitoring) MUST be paid. They are a condition of the program and failure to take care of these fees could affect your ability to successfully graduate. The probation officer will assist their clients in developing a payment plan. On your first court date of the month, you will be required to report to the Criminal Department of the Circuit Clerk's Office, prior to appearing before the treatment court judge, to make your scheduled payment or enter into the record that you will not be making the scheduled payment. You will then need to provide your receipt to the probation officer or provide an explanation to the Court for non-payment.

Please note that if you do not pay these fees by the time of graduation, the balance will be forwarded to a collection agency. This agency adds a $25.00 late fee and charges interest on the original balance and it is then eligible for tax offset against your tax return. The program will work with you, but timely communication is key. Do not wait until the week before your graduation to worry about your fees. The Court reserves the right to adjust the fees.

The program shall assist those participants who have shown financial inability to pay the fees and costs associated with the Program. You may reach out to the Treatment Court Administrator Regina Funk at 816-407-3969 if you need assistance.

REQUEST FOR ASSISTANCE:

The court administrator and probation officer monitor the participant's compliance with payments and updates the team as to whether or not the participant is making payments. If the participant has made no payments or has made minimal effort, the treatment court judge advises the participant that before he or she may be advanced, a hearing will be scheduled to determine his or her financial status.

- The financial status review hearing is scheduled before the participant is eligible to advance.
- The participant is directed by the treatment court judge to complete a financial worksheet and submit it to the PO for verification. The financial report details the participant's monthly income and financial obligations, e.g., court costs, restitution, rent or house payment, child support, medical insurance, school loans, title loans and

medical bills. Miscellaneous non-obligatory monthly expenses such as cable/satellite television, internet, movie or music subscriptions, etc., are also itemized.

- The PO verifies restitution and court costs assessed at the time of sentencing and the participant's income and obligations. The participant may be required to provide verification to the PO and/or the judge in the form of pay stubs, Medicaid and/or Medicare or insurance coverage, income tax returns, rent or mortgage receipts, Pay Day/Title loan contracts, Pell grants or other income or court ordered payments.
- At the scheduled financial status hearing, the judge reviews the participant's financial report. A copy is placed in the participant's electronic file.
- The judge uses the financial report to determine whether the participant is able to pay, or if the participant has such limited funds that he or she is unable to pay the full amount.
- If the participant has sufficient income to pay the treatment court fees, then the participant is advised that he or she must catch up or the amount of unpaid fees at graduation may be turned over to debt collection.
- If the judge finds that the participant has insufficient income to pay the treatment court fees, the judge executes an order waiving the treatment court fees in whole or in part, and the electronic file is updated.
- The participant is then advanced to the next phase.
- Four weeks before a scheduled commencement, the team meets to discuss the participants who have met the court, supervision and treatment requirements and are ready to graduate.
- The PO's contact the participants who still owe fees to see if the fees will be paid by the cut-off date (two weeks before the scheduled commencement). Participants who report the fees will be paid by the cut-off date are placed on the graduation list.
- If the income of a participant (one who was found previously to have sufficient financial resources) is reduced by 25% before commencement, the participant may request a hearing to have his or her fees reduced or waived. The financial status report is completed and verified by the PO before the hearing. The participant may be required to produce verification of the reduction.
- If the income of a participant (one who was found to have insufficient financial resources) increases by 25% before commencement, the court on its own motion may set a hearing to review the participant's ability to pay the treatment court fees. Fees that may be reinstated will never be more than the original assessed amount.
- The hearings for reduction, waiver or reinstatement of fees are held before commencement so that the participant may still graduate.
- Sanctions may be assessed if a treatment session is missed without prior approval from the treatment provider.

SATOP FEE:

You will be assessed for SATOP through Beacon Mental Health within the first thirty (30) days of entering the program. The amount due could be as high as $501.00 and will be based on the results of your assessment. This fee must be paid upon entering the program. If you are unable to afford these fees, you may qualify for a loan from the DWI Treatment Court, subject to funding availability. If you take out a loan from the Court program to pay these fees, you will be required to pay back the amount borrowed. This amount will be set up as a payment plan to help you manage the cost. These fees are not eligible for financial assistance.

DRUG TESTING FEE:

There is a **co-pay of $10.00 per urine/drug screen payable upon submitting a sample**. Additionally, there is a cost for confirmation testing on any positive test. The court will pay this cost upfront, and if your test is confirmed negative, then you will **NOT** owe the confirmation fee. If the test is confirmed positive, then the confirmation charge will be added to your fees. Some participants may be eligible to receive assistance to aid in drug testing fees. Your eligibility for this will be determined by Court.

No participant shall be denied the opportunity to advance or graduate within the program based solely on their inability to pay these court program fees. The Court shall consider the financial circumstances of each participant when considering the possibility of assistance so that each participant has an opportunity to complete the Court program.

ALCOHOL AND DRUG TESTING:

This program is based entirely on sobriety therefore, DO NOT POSSESS OR CONSUME ANY ALCOHOL OR OTHER DRUGS. **The use of alcohol and/or addictive substances is not tolerated in this program.**

Recovery is the primary goal of this program. Maintaining a substance-free lifestyle is important in your recovery process. If you are using prescription drugs for any medical reasons, you must provide proof to the treatment team **(See Medical Treatment/Prescribed Medications)**. It is your responsibility to provide information about any medication (prescribed and over the counter) that you are taking to your Probation Officer, and to ensure that they are appropriate for the program. If you are found to be under the influence of a substance, there will be consequences, including but not limited to sanctions, treatment, or other appropriate measures.

- **Do not use or possess any alcohol or other drugs.** This condition is fundamental to the successful completion of the program. Any over-the-counter or prescription medication must be reported to the treatment team for review. Abuse of prescription drugs will result in a sanction. Synthetic substances and any mood/mind-

altering substances are prohibited in the program. This includes products such as K2, Spice, or Bath Salts, as well as certain vitamins and other supplements. If you are unsure about the product, contact your Treatment Provider, or Probation Officer. All supplements should be checked by the Probation Officer for final approval.

- **Products containing alcohol:** Participants cannot use any product containing alcohol, including but not limited to mouthwash, perfume, breath strips, cough medicines (i.e. Nyquil), hand sanitizer, non-alcoholic beer and wine, herbal supplements (i.e. gingko biloba), flavoring extracts (i.e. vanilla), communion wine, flambé dishes (i.e. baked Alaska), colognes, body sprays or any other product containing alcohol will NOT be a valid excuse for a positive alcohol screen (UA or BA). Performance enhancing supplements and/or diet supplements are NOT allowed.
- **Designer Drugs:** All "designer" drugs that can be purchased legally, over the counter without a physician's prescription are strictly prohibited. **THIS INCLUDES KRATOM.**
- **Smoking:** All "smoking mixtures" (other than products specifically designated to contain tobacco) are strictly prohibited. This includes vaping.
- Any products sold or marketed under false pretenses with the warning "Not for Human Consumption" are strictly prohibited.
- Participants shall minimize frequency of use and exposure to solvents, lacquers, and insecticides. If contact with such products cannot be avoided due to employment reasons, the participant will need to discuss this with the Treatment Provider and Probation Officer. Exposure to such products will NOT serve as a valid excuse for a positive alcohol test (UA or BA).
- All cannabinoid products, synthetic or otherwise, are strictly prohibited. **THIS INCLUDES CBD OIL.**
- **Cannabis and THC Products.** The Clay County CLAY COUNTY DWI COURT Program does not permit the use of cannabis or THC products, including recreational marijuana, Delta 8, Delta 9, Delta 10, or CBD products. **You will be asked to waive your constitutional right to use those substances to be eligible for the CLAY COUNTY DWI COURT program**.
- **Missed UA:** Failure to appear for an alcohol and other drugs test is considered to be a violation and will be treated by the Court as such. Sanctions may include, but are not limited to, additional treatment sessions, jail time, and community service work. **It is important to note that missing a UA may delay advancement/graduation dates.**
- **Dilutes: Dilute samples DO count as a violation.** Participants shall not ingest excessive amounts of fluids in the time leading up to a drug or alcohol test. Consuming thirty (30) or more ounces of fluid within the two (2) hours of submitting a sample may result in a diluted urine specimen. Urine samples will be submitted to a laboratory that tests for creatinine levels. This will provide the Treatment Court team with an indication that the sample is dilute. Samples that are not within the normal creatinine level range

will be considered invalid. Upon the submission of a dilute sample, appropriate sanctions will be imposed. Sanctions may include but are not limited to additional treatment sessions, jail time, and community service work.

- **Tampering:** Attempts to submit a urine sample that has been tampered with or altered in any way will not be tolerated and in most cases will result in termination from the program.
- **Establishments and places that serve alcohol:** Participants are not allowed in bars or eating establishments that primarily serve alcohol.

The Treatment Court uses OSCA approved vendor, TOMO, to conduct drug testing for the DWI Court.

Reporting location:

TOMO
6060 N. Oak Trafficway
Gladstone, MO 64118
Call in Number: 1-800-494-1250
When to call: Any time after 5:00 A.M. (CST)- 4:59PM
Hours of operation: Monday-Friday, 6:00 A.M. - 6:00 P.M; Closed 1:30-2:30 P.M for lunch. Weekends and Holidays, 6:00 A.M. - 11:00 A.M.

It is up to the participant to be aware of TOMO's operating hours, and whether or not they are required to test on any given day. Plan accordingly. **Missed UAs are sanctionable and will delay advancement/graduation.** Please have your ID ready to present to the collector upon request.

The program uses daily random alcohol and other drug testing based on a call code system. Participants are assigned a call-in code and given a phone number to call every day after 5:00 A.M. The recording prompts the participant to enter a call-in code and the first four letters of their last name. After entering the required information, the recording advises the participant if they are required to report for a drug screen.

Things to **NOTE** regarding urinalysis testing:

- ✓ The participant is observed to ensure the validity of the test.
- ✓ Missed tests **ARE** considered violations and are subject to sanctions.
- ✓ Dilute tests **ARE** considered violations and are subject to sanctions
- ✓ Positive tests **DO** result in sanctions.
- ✓ Dilute, Positive, and Missed tests **MAY** result in a sanction that will delay advancement or graduation.

Additional urine drug testing and/or alcohol breath testing may be administered at the court or probation office. You must comply with the testing agency's rules.

Collection Process:

TOMO Drug Testing Direct Observation Procedure:

Once a participant begins the testing process, they will not be allowed to leave the Tomo office space. Specifically, once the collector escorts a participant to the collection area and the collection process begins, the participant must remain at Tomo until testing is complete or has been provided three opportunities to provide a specimen. If the three attempts cannot be completed prior to the office closing for lunch or at the end of the day, the test will be recorded as "UTP" Unable To Provide.

*This is the procedure for all observed collections as outlined in Federal DOT regulations 49 CFR Part 40 and OSCA Attachment F: Missouri Guidelines for Drug/Alcohol Collections

1. Client must lower pants and undergarments to mid-thigh
2. Client will raise shirt to above the naval
3. Client will turn a full circle to make sure no devices are visible
4. Client must provide a specimen in full view of the collector
    a. Collector must witness entire specimen exit the body
    b. Females must squat and cough on the descent to the toilet
    c. Start/stop method will be used during testing
    d. Long shirt sleeves will be pushed up to the donor's elbows
5. Collector will complete the testing process and seal the specimen in front of the donors.

- All urine samples are tested for a variety of drugs, as well as analyzed for temperature, specific gravity, creatinine, and other chemical markers, to ensure a valid urine specimen.
- **ALL TESTING STAFF ARE TO BE TREATED WITH RESPECT**. Sanctions may result in any reported inappropriate behavior in the testing facility.
- In the event a sample is determined to be positive for an illicit drug (including K2 or K4), unapproved prescription, or over-the-counter substance, this will be reported to the Court, the treatment agency, and supervision.
- If the participant declares inability to produce a specimen, they may be given water. If the participant fails to produce a specimen or if the sample is not of sufficient quantity to test, this will be reported to the Court, the treatment agency, and supervision and recorded as a failure to provide.

- Immediately after the specimen is collected, the staff will initial and attach a label listing the date and time of collection, and the name of the participant. The name, date, time, staff name, and testing type are logged. Each person who handles the specimen should sign a "Chain of Custody" form.
- In those instances where urine specimens are to be tested off-site, the same collection and testing procedures should be followed.
- Equipment used for testing will be used following the manufacturer's specifications to ensure accuracy and quality of testing.
- All samples with a positive result are confirmed by being sent for a Lab GC/MS.
- Specimens are immediately tested and, if necessary, re-tested or mailed to the contract laboratory. Urine specimens not immediately tested or re-tested will be stored according to the testing product manufacturer's recommendation.
- In the case where a participant disputes the fact that a positive test is valid, he/she may request confirmation. An independent lab will conduct this confirmation using Gas Chromatography/Mass Spectrometry (GC/MS) and other appropriate chemical testing protocols. If the results are confirmed positive, an additional sanction may be imposed for dishonesty to the Court, as well as, required to pay for the confirmation test.
- Participants are educated that drinking excessive amounts of fluids can result in a dilute urine sample. All urine samples will be tested to ensure the sample has not been diluted. If a dilute urine sample is produced it will be considered a positive test and will be reported to the Court, the treatment agency, and supervision as such.
- If a participant refuses to submit a urine sample it will be reported as a refusal to test, and this will be reported to the Court, the treatment agency, and supervision.
- If a participant is late or misses a test it will be considered a violation, and will be reported to the Court, the treatment agency, and supervision as such.
- The Treatment Court team will review a positive test in the context of the participant's overall performance in the program when considering the response. Frequent and ongoing positive or abnormal tests may result in increased or alternative treatment. **It is important to note that you are responsible for the substances that you put into your body, the people you choose to be around, and the situations you place yourself in. Ignorance is not considered a valid excuse.**

Assistance may be available for participants who are unable to pay the associated testing fees and who are determined by the Treatment Court team to meet Indigent Status.

MEDICAL AND DENTAL TREATMENT/MEDICATIONS:

Prescription Medication Policy

1. Participants will be prohibited from using or possessing any over-the-counter drugs or medications that are not on the list of approved medications without first obtaining approval from the treatment court.
2. Participants who must seek medical attention will be required to inform the treating physician that they are in recovery, in a treatment program and cannot be prescribed narcotic or addictive medications as take-home medications. This policy does not apply to any medication provided in an in-patient or emergent setting. Those medications are provided by medical staff and are not in the possession of the participant and shall be dispensed at the discretion and direction of the medical provider.
3. be required to execute a release of information enabling the prescriber to communicate with the treatment court team about the participant's progress in treatment and response to the medication. (The purpose of such disclosures is not to interfere with or second-guess the prescriber's decisions, but rather to keep the team informed of the participant's progress, to alert staff to possible side effects they should be vigilant for and report to the physician if observed, and to identify treatment barriers that need to be resolved)
4. Participants will be required to submit copies of all medical documentation within 24 hours of release from any physician or medical facility.
5. Verification of medications is required. You will be required to produce a copy of the prescription or the prescription bottle to the Probation Officer for verification. **Unless medically necessary, only bring your prescription medication once—when you report it to your Probation Officer. If your medication is within your possession, it is your responsibility while on-site at treatment. Follow your Probation Officer's directive.**
6. Participants will be required to submit the completed and signed Provider Report after each physician visit. (Form located at end of this handbook). Failure to provide a signed notice of participation may result in sanctions being imposed.
7. Participants may not be permitted to remain in treatment court if long-term use of a narcotic pain medication is determined to be medically necessary. These individuals may be deemed medically ineligible for the program. However, if the request is due to an injury or other medical condition, approval may be given for a limited amount of time and the participant placed in a suspended status during the course of treatment, as determined on a case-by-case basis.
8. Also recognized by the treatment court is the potential need for narcotic medications for mental health treatment for participants. The treatment court will allow, on a case-by-case basis, the use of certain narcotic mental health medications if no history of

substance abuse is known or reported. Individuals may be reviewed and may receive permission to continue the use of narcotic mental health medications for their mental health needs if deemed absolutely medically necessary by the prescribing physician, and then only if the physician agrees to supervise the administration of the medication.

Medication Assisted Treatment

Medically Assisted Treatment may be available upon request of the participant through a MAT licensed provider. The DWI Court supports and recognizes medication-assisted treatment as an appropriate part of treatment.

CASINOS OR GAMBLING ESTABLISHMENTS:

Participants may not visit any casinos or gambling establishments for any reason whatsoever.

COURT APPEARANCES:

As a Treatment Court participant, you will be required to appear in Treatment Court on a regularly scheduled basis. At each appearance, the team will review a progress report prepared by your treatment counselor and probation officer regarding your UA test results, attendance and participation in treatment, and attendance in support group meetings. The Judge may ask questions about your progress. If you are doing well, you will be encouraged to continue your progress in the program. You may be given incentives (a list is attached) and will be encouraged to continue to work with your treatment team toward graduation. If you are not doing well, the Treatment Court team will assess your status and determine further action as appropriate. If you commit program violations (for example: miss required UA's or have positive urine tests, fail to attend treatment sessions or scheduled sessions with the probation officer, fail to attend support group meetings, etc) the Court will hold a Violation Hearing and may impose sanctions (a list is attached). With repeated violations of program expectations and/or failure to progress satisfactorily, the Judge may impose the ultimate sanction of termination from the Treatment Court.

Failure to appear in Treatment Court on the date and time specified may result in a warrant being issued for your arrest. If you cannot appear in Court as scheduled, you must notify your probation officer as soon as possible. Warrants and/or new arrests may result in termination from Treatment Court.

At each court appearance, you should:

- Bring your written assignments if required.
- Bring your court folder.
- Dress appropriately for Court.

All DWI Treatment Court participants are required to attend Graduations. The DWI Court will hold graduations over the course of the year and are open to the public. You will be scheduled

for your graduation on the date that is closest to your completion of the program, upon agreement by the team, that you have completed the requirements of the treatment court**.** Graduations are considered court appearances and should be treated as such. You are required to dress appropriately and stay off your cell phone during the event. If you are a graduate, you will be required to prepare a speech, review it with your counselor and PO, and share it at your ceremony.

Court is held on Tuesday at 3:00PM for non-veteran cases and all Veteran DWI cases will report on Friday at 2:00PM. Court is held in the James Rooney Justice Center, Clay County Circuit Court, Division I Courtroom. Make sure you check your phase calendar for your scheduled appearance. Timing and location may be subject to change and you will be notified of any such change ASAP.

TRAVEL:

All Treatment Court Participants must be residents of Clay/Platte/Ray Counties. Participants are not to cross state lines without the permission of their Probation Officer. Participants may travel in the immediate Clay/Platte/Jackson County KCMO metro area. All other travel is at the discretion of the Probation Officer and requires their permission. Pay attention to your curfew.

YOU MUST SLEEP WHERE YOU LIVE:

You must obtain permission from the Probation Officer to change residence, or before allowing anyone else to live with you. You must also notify your Probation Officer if anyone moves out.

CURFEW:

Treatment Court Trackers may visit your home at curfew time to verify your compliance. Unless you are scheduled to work nights on that particular day or have permission from a member of the Treatment Court team for a special activity, you are expected to be in your place of residence between the hours of: 11:00PM – 6:00AM

Violations of your curfew may result in a violation, sanction, therapeutic adjustment, or supervision adjustment.

FORMS:

You will be given an application, Admission and History Form, Beacon Mental Health Services consent for the release of an information form annually, Agency releases of information, a Treatment Court contract, Confidentiality of Participant Information Form and THC Waiver. You are required to sign and return forms at your initial appearance at a Treatment Court session. You are encouraged to review the forms with your attorney before signing them, however, you are not required to do so.

ADVANCEMENT FORMS:
You will be given advancement forms in your court folder. It is your responsibility to prepare the advancement form ahead of any advancements to the next phase level. Please be reflective and fill out your application completely. This means you must answer the questions. This form will be due one week before your scheduled Court appearance. Failure to have your application in on time will delay your advancement and this may extend your time in the program.

LIFE SKILLS CLASSES:

You may be required to complete a life skills component or a series of classes during the program. The Treatment Court team may order attendance at a specific class or additional classes if deemed appropriate for you.

COMMUNITY-BASED SUPPORT GROUPS /PEER RECOVERY:

You will be required to develop a recovery network outside of your family and treatment court groups/programs. It is considered a key part of your recovery journey. This could include attendance in recovery groups, enrollment in classes, further education, sober activities, etc…. The possibilities are endless. It is possible that these activities may crossover with your pro-social activity requirements and a duel credit may be earned. Your PO/treatment team will have the final say on whether your activity qualifies for dual credit. You will also be required to identify a mentor/ sponsor/ person. Verification of participation will be required and should be submitted to your Probation Officer. It is important to note that the Officer may call to verify your attendance at any time.

ALUMNI GROUP:

The Northland Treatment Court Alumni Association is comprised of current and past members of the treatment court programs offered by Beacon Mental Health. They are in recovery and are available to aid you during your time in the program. They believe that treatment court changes the lives of its members, and they have a strong desire to support and encourage other members through this process. It is highly encouraged that you get involved. They have a unique perspective on the program because they have found success within it and are good resources for you as you navigate the program. You may be directed to attend a meeting of the Alumni Group during your time in the program. Meetings are held on the second Thursday of every month at Beacon Mental Health 6060 N Oak Trfwy Gladstone, MO 64118.

COMMUNITY SERVICE:

Community Service is a required part of the program. All participants are required to complete at least 40 hours of community service to be eligible for graduation from the program. Depending on the probation orders you receive at the time of your pleading into the court program, you may have additional hours to complete. All community service must be approved by your Probation Officer and should be discussed with them. Verification of completion will be required. It is important to note that the Officer will call to verify your completed service. Any

additional sanctioned Community Service hours are due by the date that the Judge orders them due. Failure to complete a sanction as directed by the Judge could result in additional sanctions.

PROBATION OFFICER MEETINGS:

You **must** attend all scheduled appointments with your assigned officer. Failure to do so may result in a violation. The probation officer can be reached at the following address and telephone number: Mo Probation and Parole: 910 Kent Liberty, MO 64068 Phone: 816-792-0793

SEARCH OF DWELLING, MOTOR VEHICLE, PERSON:

All participants must consent at any time to a search of their dwelling, motor vehicle, person, or any other property upon request of any law enforcement officer or risk termination from the program.

SHOCK INCARCERATION:

You may be required to serve shock incarceration (time in jail) for violating program rules while in Treatment Court. You may be charged jail board bill fees.

SUPPORT OF OTHER PARTICIPANTS:

Participants are expected to be supportive of others in the program, confront problems and dishonesty openly, and not become involved in situations or behaviors that could negatively affect someone else's recovery.

VIOLATIONS:

Failure to comply with the program guidelines and directives may lead to a violation being filed by your Probation Officer. The Treatment Court Judge may order **sanctions** based on the violation.

POSSIBLE VIOLATIONS: Violations can include, but are not limited to the following:

- Behavioral Issues (poor attitude and/or being disruptive)
- Providing a dilute/altered drug test
- Missing treatment Failing to engage in services
- Use of any illegal substances or alcohol
- Failing to follow Court instructions and/or Orders
- Missing Probation Check-Ins
- Lying or Lying by omission
- Missing drug test
- Frequenting casinos
- Missing Mental Health appointments
- Failing to attend scheduled events
- Misuse of prescriptions
- Being late or absent from Court
- Failure to observe curfew

EXAMPLES OF SERIOUS INFRACTIONS/VIOLATIONS THAT MAY RESULT IN IMMEDIATE REMOVAL/TERMINATION

- Driving
- New criminal offense/arrest
- Tampering/Falsifying drug tests
- Submitting falsified documents
- Threats of violence or violent behavior
- Failure to follow program directives

INCENTIVES, SANCTIONS, AND THERAPEUTIC ADJUSTMENTS:

Incentives

The Clay County DWI Treatment program recognizes the effort that it takes in attempting to improve behaviors, choices, and ultimately lifestyles. Incentives spotlight desired compliance and help to build trust between you and the Treatment Team. With that in mind, the DWI Treatment Court program recognizes markers of success even if in a small way. Some examples of behaviors/accomplishments that lead to incentives are included in the table below.

BEHAVIORS/ACCOMPLISHMENTS	POSSIBLE INCENTIVES/REWARDS
✓ 1 day clean/sober ✓ Assisting others ✓ Infraction/Violation free for 60+ days ✓ Maintaining sobriety ✓ Outstanding accomplishments ✓ Perfect attendance at all treatment sessions ✓ Phase completion/advancement	✓ Recognition by the Judge ✓ Adjusted curfew ✓ Early dismissal from Court ✓ Decreased supervision/Court appearances ✓ Permission to travel ✓ Gift card or approved activities ✓ Phase advancement

Sanctions

Sanctions are graduated and individualized. Sanctions are non-negotiable and are imposed to modify your behavior if you fail to comply with the program requirements. Sanctions are not intended to be fun and will, most times, consist of hard work such as community service, but can include shock time. Violations may also postpone your advancement, and slow down your progress in the program.

While sanctions may be viewed as punishment, the intention is to teach or inspire changes in behavior. Sanctions are not imposed arbitrarily and are imposed after detailed discussion among the team and between you and the Judge occurs. Sanctions are imposed on an individual basis. Other participants in similar circumstances may receive different sanctions for what appears to be the same infraction. You are viewed as an individual and thus, your progress, attendance, and history are considered at each occurrence.

EXAMPLES OF POSSIBLE SANCTIONS/RESPONSES

1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
✓ Community Service ✓ Admonishment from Judge ✓ Curfew ✓ Essay on a topic related to infraction ✓ Increased drug testing ✓ Keeping a calendar ✓ Reading Assignment ✓ Verbal and/or written apology	✓ Community Service ✓ Admonishment from Judge ✓ Court observation days ✓ Curfew ✓ Essay on a topic related to infraction ✓ Incarceration ✓ Increased drug testing ✓ Increased supervision	✓ Community Service ✓ Admonishment from Judge ✓ Fines ✓ Shock Time/Incarceration ✓ Increased supervision ✓ Peer Review ✓ Phase Extension ✓ Program removal

Therapeutic Adjustments:

Measures taken to increase the level of treatment or adjust the services being offered to you. These adjustments are intended to help you learn from your choices and avoid repeating them in the future. They are designed to improve the overall effectiveness and response to the treatment episode.

EXAMPLES OF TYPICAL BEHAVIORS THAT LEAD TO THERAPEUTIC ADJUSTMENTS
BEHAVIORS ✓ Admitted use of illegal substances or alcohol ✓ Admitted struggling/dealing with issues ✓ Failing to meet treatment plan goals ✓ Positive drug test ✓ Continued use of illegal substances or alcohol
RESPONSES ✓ Educational workbooks ✓ Essay on a specific topic ✓ Support group meetings ✓ Increased drug testing ✓ Inpatient treatment

	PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
Minimum Length	4 weeks	17 weeks	17 weeks	13 weeks	9 weeks
Court Appearances	Three Times Monthly	Twice Monthly Or As Directed	Twice Monthly Or As Directed	Once Monthly Or As Directed	Once Monthly Or As Directed
PO Meeting	Weekly Or As Directed	Weekly Or As Directed	Every 2 Weeks Or As Directed	Twice Monthly Or As Directed	Once Monthly Or As Directed
Tracker Supervision	Random Contact	Random Contact	Random Contact	Random Contact	Random Contact
Curfew	11:00 P.M. *	11:00 P.M. *	11:00 P.M. *	11:00 P.M. *	11:00 P.M. *
SATOP	Assessment And Attend	Attend And Complete.			
VIP			ENROLL	COMPLETE	
LDP & License Reinstatement		File request to release SATOP upon completion to DMH	File CV case for LDP with DOR **Reinstatements:** May apply if eligible **Ignition Interlock Device rules apply to both LDP & Reinstatement**	Set LDP hearing (6mo no positive alcohol/1yr no unlawful op veh/stable res/SR22 eligible) Court gives 30dys to get license/SR22 and interlock installed	
Drug & Alcohol Testing	Daily Call-In/As Directed	Daily Call-In/As Directed	Daily Call-In/As Directed	Daily Call-In/As Directed	Daily Call-In/As Directed
Treatment (Individual)	As Prescribed	As Prescribed	As Prescribed	As Prescribed	As Prescribed
Treatment (Group)	As Prescribed	As Prescribed	As Prescribed	As Prescribed	As Prescribed
Peer Recovery Groups	None Required	None Required	Once Weekly	2x Weekly	2x Weekly
Pro-Social Activities	None Required	None Required	Once Weekly	2x Weekly	3x Weekly
Alumni Meeting	As Recommended	As Recommended	As Recommended	As Recommended	As Recommended
Community Service			25 HOURS	15 HOURS	COMPLETE *
Program Fees	$300.00	$300.00	$300.00	$300.00	$300.00
TOMO Compliance (Minimum)	14 Consecutive Days	30 Consecutive Days	45 Consecutive Days	50 Consecutive Days	90 Consecutive Days
Full-Time Employment	None Required	Seek And Obtain	Maintain	Maintain	Maintain **
Phase Advancement	Complete Application To Advance To Phase 2.	Complete Application To Advance To Phase 3	Complete Application To Advance To Phase 4.	Complete the Application And Submit Remission Maintenance Plan To Advance To Phase 5.	Complete the Application, WRAP Plan And Write the Final Paper To Graduate. **

All program requirements are subject to change. Every participant's path through the treatment court is individualized based on his/her own needs and progress. READ THE HANDBOOK. This sheet is meant as a quick reference to the basic requirements of the program. It does not replace reading the manual and being aware of the complete rules of the DWI TREATMENT COURT.

See Probation Requirements

*Unless approved by PO

PHASE STRUCTURE FOR HIGH RISK/HIGH NEED

In order to progress to the next Program phase, participants must demonstrate progress and compliance with the treatment plan. Advancement from one phase to the next is based on individual progress and performance, and will be determined by a consensus of the DWIC team. The following are the minimum requirements of the Program; the DWIC Team may lessen the requirements as a reward for progress made by the Participant.

PHASE I – Acute Stabilization (Minimum of 4 weeks)

- Contact the testing facility daily for random urinalysis testing.
- No driving
- Weekly meetings with the Probation Officer or as directed.
- Complete treatment intake by the end of the first week in the program.
- Begin and comply with treatment
- SATOP assessment and attendance.
- Contact the Trackers
- Random contact by Trackers and Probation and Parole.
- Work with the Case Manager as needed/recommended.
- MAT assessment as needed.
- Address basic life needs/ assess recovery capital.
- Obtain medical assessment as recommended.
- Obtain Mental Health assessment as recommended.
- Install SCRAM for 90 days. (If not already installed or otherwise Ordered By Court)
- Court appearance at all DWI Treatment Court sessions, unless excused by the Judge.
- Curfew at 11:00 PM.
- First $300.00 program fee installment due

Phase II Advancement:
To advance participants are required to establish initial sobriety from alcohol and other drugs and have positive therapeutic gains as determined by the treatment team. **Participants shall have a minimum of 14 consecutive days of UA tests that are in adherence to the CLAY COUNTY DWI COURT and TOMO policy. This includes no missed UA, dilute, positive or failure to provide specimen results, to be eligible to phase up.** Participants must attend all group and individual sessions, comply with urinalysis testing, attend DWI Court as ordered by the Court, and pay their DWI Court fees monthly as directed by the Court. Finally, participants must submit and receive approval of the Phase Advancement Application.

PHASE II – Clinical Stabilization (minimum of 17 weeks)

- Contact the testing facility daily for random urinalysis testing.
- No driving
- Continue and comply with treatment.
- Weekly meetings with the Probation Officer or as directed and comply with supervision.
- Random contact by Trackers and/or Probation and Parole.
- Continue to address life skills/ assess and build recovery capital.
- Research and begin considering community-based recovery/Peer Recovery Meetings (AA/NA/Celebrate Recovery/LifeRing/ SMART Recovery/ SOS/Educational classes/Sober activities, etc…)
- Obtain and begin work with a mentor as recommended.
- Begin MRT as recommended.
- Attend and complete SATOP ** **See below**
- Contact the testing facility daily for random urinalysis testing.
- Court appearances at all DWI Court sessions, unless excused by the Judge.
- Curfew at 11:00 PM.

**** Failure to attend and complete SATOP may delay advancement.**

Phase III Advancement:
During the second phase, participants will stabilize in the program, continue to maintain their sobriety from all drugs, attend all therapy/group sessions as scheduled, have positive therapeutic gains as determined by the treatment team, continue compliance with urinalysis testing, attend DWI Court as ordered by the Court, and pay DWI Court monthly fees as directed by the Court. **Participants shall have a minimum of 30 consecutive days of UA tests that are in adherence to the CLAY COUNTY DWI COURT and TOMO policy (negative, non-dilute) excluding probation exempting during that time to be eligible to phase up.** Attendance at educational activities, employment, and/or community service is monitored in accordance with individual treatment goals. Pay Second installment of $300.00 program fee to the Court. Finally, participants must submit and receive approval of the Phase Advancement Application.

PHASE III – Adaptive Habilitation (minimum of 17 weeks)

- Contact the testing facility daily for random urinalysis testing.
- Comply with supervision through bi-weekly meetings with the Probation officer or as directed.
- Comply with treatment including MRT work.
- Peer Recovery (AA/NA/Celebrate Recovery/LifeRing/ SMART Recovery/ SOS/Educational classes/Sober activities, etc) 1x per week. Submit verification to PO.

- Demonstrate the changing of people, places, and things.
- Complete 25 hours of community service.
- Engage in employment, school, or vocation. ** **See note below**
- Continue to address life skills/ build recovery capital.
- Enroll in VIP *** **See note below**
- Complete Pro-Social/Self-Care activities a minimum of 1x a week and maintain a self-care log.
- Monthly court appearances.
- Random contact by Trackers and/or Probation and Parole.
- Curfew at 11:00 PM.

Phase IV Advancement:
During the third phase, participants will continue to follow treatment requirements and will address ongoing recovery needs, including maintaining total abstinence from all drugs, having positive therapeutic gains as determined by the treatment team, and paying DWI Court monthly fees as directed by the Court. The focus is on remission maintenance and providing support to function within the community as a productive and responsible citizen. The participant may begin to have fewer treatment sessions and participate more in peer recovery group activities/meetings in the community. **Participants shall have a minimum of 45 consecutive days of UA tests that are in adherence to the CLAY COUNTY DWI COURT and TOMO policy. This includes no missed UA, dilute, positive or failure to provide specimen results, to be eligible to phase up.** Pay Third installment of $300.00 program fee to the Court. Finally, participants must submit and receive approval of the Phase Advancement Application.

PHASE IV – Continuing Care (minimum of 13 weeks):

- Contact the testing facility daily for random urinalysis testing.
- Comply with Supervision through monthly meetings with the Probation Officer or as directed.
- Comply with treatment.
- Continue to demonstrate the changing of people, and places and meet recovery capital goals.
- Contact the testing facility daily and submit to random urinalysis testing.
- Complete 15 hours of community service required for graduation.
- Maintain employment, school, or vocation. **** See note below.**
- Completion of VIP. **** See note below**
- Peer Recovery (AA/NA/Celebrate Recovery/LifeRing/ SMART Recovery/ SOS/Educational classes/Sober activities, etc) 2x per week. Submit verification to PO.

- Complete Pro-Social/Self-Care activities a minimum of 2x a week maintain a self-care log and turn it in to PO.
- Monthly court appearances at 2nd court date of the month.
- Completion of Remission Maintenance Plan.
- Random contact by Trackers and/or Probation and Parole.
- Curfew at 11:00 PM

**** Unless excused by the Treatment Court on an individual basis.**
***** Failure to attend education courses on time may delay phase advancement.**

Phase V Advancement:
During the fourth phase, participants prepare for community transition and plan for possible participation in the Alumni Association after Graduation. Participants will continue to maintain sobriety from alcohol and other drugs, attend all classes comply with urinalysis, and pay DWI Court fees monthly as directed by the Court. Participants are encouraged to attend peer recovery activities/groups. **Participants shall have a minimum of 50 consecutive days of UA tests that are in adherence to the CLAY COUNTY DWI COURT and TOMO policy. This includes no missed UA, dilute, positive or failure to provide specimen results, to be eligible to phase up.** Pay Fourth installment of $300.00 program fee to the Court. Finally, participants must submit and receive approval of the Phase Advancement Application.

PHASE V – Recovery Maintenance (minimum of 9 weeks):

- Contact the testing facility daily for random urinalysis testing.
- Comply with Supervision through monthly meetings with the Probation Officer or as directed.
- Turn in the Remission Maintenance Plan to the court upon advancement to Phase 5.
- Comply with treatment.
- Demonstrate the change of people, places, and things and achievement of recovery capital goals.
- Completion of paper demonstrating positive change to be completed within 60 days of entering Phase 5.
- Engage in a Peer Recovery Group 3x a week, fill out a verification form, and turn it in PO.
- Monthly meetings with the Probation Officer or as directed.
- Contact the testing facility daily for random urinalysis testing.
- Maintain employment, school, or vocation. **** See note below**
- Complete Pro-Social/Self-Care activities a minimum of 3x a week maintain a self-care log and turn it in to PO.
- Monthly court appearances at 2nd court date of the month. Random contact by Trackers and/or Probation and Parole.

- Curfew at 11:00 PM

**** Unless excused by the Treatment Court on an individual basis.**
***** Failure to attend education courses on time may delay phase advancement.**

IMPORTANT NOTE: A positive, missed, or dilute UA result **WILL** result in a delay in advancement and/or graduation. In this situation, advancement/graduation will not be considered until any sanction that has been issued is completed, the required adherence time is met, and/or at the discretion of the team.

GRADUATION REQUIREMENTS:
Once you have completed all the criteria for each phase of the program, you will be considered for graduation. To graduate from the program, you MUST complete the following:

- Completion of all supervision phases of the program.
- Minimum of 420 days in the program.
- Completed treatment as required.
- **Participants shall have 90 days consecutive UA tests that are in adherence to the CLAY COUNTY DWI COURT and TOMO policy. This includes no missed UA, dilute, positive or failure to provide specimen results, to be eligible to phase up.**
- Been employed successfully for a minimum of 4 months or attending school full time, unless excused by the Treatment Court on an individual basis.
- Complete H.S.E certificate or job skills training as applicable.
- Child support payments, if any, are current and all arrearages have been paid or an approved payment plan established.
- Completed payment of the treatment court program fees and any criminal case fees. ***See Court Fees and Other Costs**
- Describe how lessons learned have led to establishing recovery capital in a final paper to be reviewed and presented at the ceremony.

Family and friends will be invited to join you in Court as the Judge congratulates you on your successful completion of the program and the achievement of your goal to establish a life of recovery.

TERMINATION CRITERIA:

You may be terminated from the DWI Treatment Court Program based on one or more of the following criteria:

1. Are arrested for a driving offense
2. A warrant is issued for their arrest or they are arrested for any offense.
3. Are charged with a new offense
4. Fail to secure or maintain full-time employment.
5. Fail to submit to a drug or alcohol test.
6. Provide or attempt to provide an adulterated, diluted or substituted sample.
7. Fail to cooperate with the treatment provider
8. Fail to make progress in the DWIC Program
9. Fail to follow the directives of the DWIC Team members
10. Exhibit violence or make threats of violence against any person
11. Fail to adhere to Program policies
12. Continue to use alcohol and/or drugs
13. Have medical problems that interfere with treatment
14. Failure to appear/abscond from treatment
15. Any other reason(s) as determined by the Court

Failure to complete the program may result in you being sentenced to prison. Final determination of termination from the DWI Court program rests solely with the judge.

Treatment Team Contact Information

Probation Office:
Jessica Drummond, Probation Officer Phone: 816-786-0614
910 Kent St., Liberty, Missouri 64068
Office: 816-792-0793 **Emergency: 1-888-869-3195**

Treatment Court Manager:
Regina Funk: 816-407-3969

Treatment Provider:
Beacon Mental Health
Shiloh Ray, Treatment Court Supervisor
6060 North Oak Trafficway, Gladstone, MO 64118
Office Number: 816-877-0497

Mental Health Services:
Beacon Mental Health Services, Inc.
Adrianna Mock, MS, LPC, NCC, Manager of Substance Use Services
Allan Odle, Court Monitor
3100 NE 83rd St., Suite 1001, Kansas City, MO 64119
Note: This is the same building as the Maple Woods Community College Fitness Center
Crisis Number: 1-888-279-8188
Office Number: 816-468-0400 Office Fax: 816-468-6623

Trackers from The Sheriff's Department:

Tommy St.John	Geoffrey Zimmerman
Jason Jarvis	Jeremy Fahrmeier
Lisa Zessin	
Shannon King	
Amber Bashear	

Emergency: 911

DWI Court Judge:
Judge Shane Alexander
Div I, 2nd Floor, 11 S. Water St.
Liberty, MO 64068

CLAY COUNTY DWI COURT CONTRACT - POST SENTENCING

Name: _____
Case No.: _____
Offense: _____

CLIENT RESPONSIBILITIES

1. I agree to enter the DWI Court Program, and by doing so I understand that in order to enter the DWI Court Program, I must waive my preliminary hearing and plead guilty to the above offense. I understand that I will then receive a _____ (SIS/SES). At that point, I will then be placed in DWI Court.

2. I understand that I must follow the rules of this program and the directives given to me by the judge, my probation officer, and my treatment providers. The rules of this program include the following:

   A. I must report to court when directed;
   B. I must report to my probation officer;
   C. I must participate in my treatment program;
   D. I must reside in the Clay, Platte, Ray tri-county area to receive Tri-County Levy funds for my treatment otherwise I will be self-pay or seek treatment through the Veterans Administration;
   E. I must obtain permission from the court prior to any change in residency;
   F. I must abide by my curfew set by the court; (SEE HANDBOOK)
   G. I must provide my probation officer with a phone number at which I may be reached. Furthermore, I must notify my probation officer within 48 hours of any change in my phone number.
   H. I must obtain permission from my probation officer, treatment team and the judge prior to leaving the Kansas City, Missouri metropolitan area for any reason.
   I. I must obtain and maintain employment as directed by the court. Furthermore, I must notify my probation officer of any change in my employment within 48 hours.
   J. If I do not already have a high school diploma or its equivalent, I must obtain a G.E.D. as directed by the court.
   K. I cannot possess, transport, or carry any firearm or other weapon as defined by statute.
   L. I must submit to urinalysis or any other drug detection test as directed by the court, my treatment providers, my probation officer or any law enforcement officer.
   M. I must submit to a breath test as directed by the court, my treatment providers, my probation officer or any law enforcement officer.
   N. I cannot possess or consume any alcohol, nor can I enter any establishment where alcohol is the primary item for sale.
   O. I understand that total sobriety is the primary focus of this program and that any usage of alcohol or drugs (prescribed or not prescribed) including but not limited to, THC, CBD, Adderall, Benzodiazepine, stimulants, etc., will not be tolerated.
   P. I must inform my health care providers of my participation in this Treatment Program, provide them with a copy of the “Notice of Participation”, request that they complete this form, and I will return the completed form to my probation officer and treatment provider. I must disclose all medication to them (prescribed or not prescribed) for approval prior to

taking and I must notify them within 24 hours of any changes in my medication and/or prescriptions.

Q. I cannot knowingly associate with any felon, or anyone possessing or using controlled substances without a prescription.

R. I must abide by all laws.

S. I must allow my probation officer and/or law enforcement officers designated by the court (Trackers), with or without additional law enforcement officers, to enter my residence at any time or to contact me wherever I may be to verify my compliance with the above rules.

T. I must complete 40 hours of community service as directed by my probation officer.

U. I understand that the program will last up to twenty-four months, depending upon my individual treatment program and my compliance with the above rules.

V. I agree to pay a court program fee of $1500 at $300 per phase and any addition fees assessed for, but not limited to, services, monitoring or sanctions, as directed by the court. Also, if my annual income is over 150% of the poverty level, I may be required to pay an additional amount based on my income level and determined on a sliding scale.

W. I understand that, for my safety and the safety of fellow program participants and/or the recovery community in general, I must honor the confidentiality agreement of this Program (SEE HANDBOOK).

X. I understand that my conduct and progress in my treatment program will be monitored by and discussed with all other members of the DWI court team, including the judge, the prosecuting attorney, and the sheriff, and that I must sign a consent form to that effect.

Y. I understand that upon the successful completion of my treatment with DWI court, I must attend the next scheduled DWI court graduation in order to successfully complete the DWI court program.

Z. I understand that my charges will not be discharged from probation until after I attend DWI Court graduation.

3. I understand that my failure to comply with the above rules and other directives of the court, my probation officer, or my treatment providers may result in one or more of the following sanctions:

A. Additional community service;
B. Shock time in the county jail;
C. A more strict curfew;
D. Electronic monitoring;
E. Increased treatment level;
F. Increased time in the program;
G. Sentencing on the above case;
H. Termination from the program;
I. Other sanctions as deemed appropriate by the court.

4. I understand that there are two ways to complete the DWI Court Program: graduation or termination.

5. **I understand that if I am terminated from the DWI Court Program, my conduct while in the program may be considered by the judge for the purpose of determining an appropriate sentence.**

CLIENT RIGHTS AND BENEFITS

1. I understand that while I am in the DWI Court Program, the criminal case pending against me will be stayed.

2. I understand that upon the successful completion of the DWI Court Program, the criminal case against me will be completed and I will be discharged from probation. I understand this will not happen until the judge discharges me from probation during a regular DWI Court appearance in court after graduation.

3. I understand that I may retain counsel of my own choosing to represent me in the criminal case pending against me and in any DWI court sanction or termination proceeding, and that if I cannot afford counsel the court will appoint counsel to represent me. I further understand that no sanction proceeding will be delayed to enable me to obtain counsel.

4. I understand that the court will appoint a Public Defender to advise me only on the DWI Court Program (unless the Public Defender has already been appointed to represent me on the underlying case).

5. I understand that if I am terminated from the DWI Court Program, anything I have said while participating in the program concerning my drug use cannot be used against me in the prosecution of my criminal case.

6. I understand that I will be rewarded for my success within the program. If I fully comply with the above rules, I will receive rewards when advanced to a higher level in the program. These rewards may include one or more of the following:

A. Greater time between court dates
B. A less restrictive curfew
C. Gift certificates to a local grocery store
D. Gift certificates to local department stores
E. Gift certificates to local restaurants
F. Gift certificates to local theaters
G. Travel pass

PARTICIPANT COPY

Clay County DWI Court (DWIC)
No Fraternization Policy

I am aware that the Clay County DWI Court program has a no fraternization policy.

I understand that means that I am not allowed to have any social contact with fellow DWIC participants outside of approved DWIC activities.

I am allowed to assist fellow participants with activities that are DWIC approved.
For example, I can give a fellow participant a ride to treatment, meetings or work as those are all approved activities.
However, I understand that I cannot engage in social activities with my fellow DWIC participants such as: going to the movies, sporting events or going out to dinner with a fellow DWIC participant.

Participant contact with another participant of the opposite gender, however, is not permitted for any reason unless each participant has received prior approval of the Court, through the participants' probation officer.

I understand that if I violate this policy, that it will be considered a violation of my probation which may result in a sanction being imposed by the Judge.
If I am not certain if an activity is allowed or not, I will seek permission through my probation officer before I engage in that activity.

_____DWIC participant/date

_____DWIC PO/date

_____DWIC counselor/date

CLAY COUNTY DWI COURT PROGRAM
7TH CIRCUIT

NOTICE OF PARTICIPATION

This is to verify that _____ is currently a participant in:
The Clay County DWI Court Program.

As a participant, s/he is required to inform you of their substance use history and any use of physician prescribed or over the counter medication is not allowed without the knowledge of the Court AND the monitoring and supervision by the treatment provider and/or probation officer.

The Court requests that you take this into account when prescribing or recommending medication. The undersigned participant and the Court greatly appreciate your consideration of these restrictions as you provide medical or dental treatment to this patient. Please feel free to contact the DWI Court Team-Probation Officer, Jessica Drummond at 816-792-0793 or Counselor at Beacon Mental Health 816-877-0497 to discuss any issues related to this patient and supervised treatment.

Signature of

Participant_____DATE_____

Signature of DWI Court Team
Representative:_____Date_____
_____

The Court requires that I provide proof that my medical care provider has received these instructions.

The Court requests that you sign below to ensure that the participant has fulfilled his/her responsibility to the Court and the medical care provider by disclosing this information. Thank you for your cooperation.

Attending Medical Care Provider (physician, nurse practitioner, dentist)

_____
PRINT NAME & TITLE

SIGNATURE & DATE _____

Clay County Treatment Court Admissions Quiz

1. TOMO offices close at 3 p.m. on weekends/holidays. **True/False**
2. A dilute UA is an accident and there will likely be no sanction. **True/False**
3. I need to ask my PO permission to travel out of state. **True/False**
4. I am required to install the RePath Application on my phone. **True/False**
5. I am required to call the UA hotline each day, seven days a week. **True/False**
6. Missing a UA is considered a violation and will cause a delay in my advancement/graduation. **True/False**
7. Vaping is allowed in the treatment court? **True/False**
8. I must be honest with myself and with the treatment team at all times. **True/False**
9. I am required to maintain my current address and phone number with the treatment courts. **True/False**
10. My probation officer is _____and his/her phone is_____.
11. I can go to casinos to gamble as long as I do not drink or do drugs. **True/False**
12. If I am sick, I can take medicine that a friend or family member gives me. **True/False**
13. It is okay to miss my UA without the prior approval of my Probation Officer. **True/False**
14. Skipping my treatment sessions or not being prepared for my treatment sessions is acceptable? **True/False**
15. I must dress appropriately for my court appearances. **True/False**
16. I am responsible for paying my treatment court fees promptly. **True/False**
17. I must have each of my doctors fill out the Notice of Participation form. **True/False**
18. What time is Phase 1 curfew? _____

This quiz must be completed and turned in at your first treatment court appearance.



Services available within the community can be accessed through the QR code or websites