

# IBERIA PARISH DWI COURT OUTPATIENT CLINIC

A DWI COURT TREATMENT PROGRAM

16<sup>TH</sup> JUDICIAL DISTRICT COURT  
PARISH OF IBERIA  
NEW IBERIA, LOUISIANA



CLIENT HANDBOOK

LAST UPDATED 09/18/08

## *Welcome to Clients*

Welcome to Iberia Parish DWI Treatment Court Program. We are pleased you have become a member of our program and hope you will soon be on the road to a clean and sober recovery. This program plays a vital role in your recovery and, as a condition of your probation, deserves your best effort and commitment. Together, we can make a difference.

The primary purpose of our treatment program is to provide a long term, structured program designed to treat impaired drivers referred by the 16th Judicial District Court. Through the program you will learn better ways of coping with and adjusting to an alcohol and drug-free lifestyle and eliminate impaired driving.

This handbook is for your general information. We encourage you to share this information with family and friends who support your treatment and recovery. The information contained in this handbook may be changed periodically. Any changes that occur will be affected in our continuing efforts to improve the treatment program. Changes may occur without prior notice to you.

Most of your questions can be answered in this handbook, but if you have any other questions, please do not hesitate to ask your counselor.

Again, we are happy to welcome you into the program and wish you every success in your recovery.

Sincerely,

Lars Levy, LAC, RCS, NCAC II, CCGC  
DWI Court Administrative Director

Michael J. Vidallier, LAC/NCAC-1/CCS  
DWI Court Program Director

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# **I. INTRODUCTION**

## **PROGRAM PHILOSOPHY**

Alcoholism and drug dependency are regarded as diseases with multiple causation, which may involve emotional, physiological, environmental and maladaptive factors.

The Iberia Parish DWI Court is an outpatient program for the rehabilitation of impaired drivers and chemically dependent adults who are referred by the 16th Judicial District Court.

The philosophy of the program is that, utilizing appropriate adaptive mechanisms, availing oneself of the resources of family, friends, community and treatment, and also structuring a suitable recovery environment, all people would be capable of living free from abuse or dependency to alcohol or other drugs. The Iberia Parish DWI Court Outpatient Clinic is designed to mentally and emotionally rehabilitate most patients within a treatment period structured to meet their individual needs so that they should be able to successfully participate in outpatient treatment free from alcohol or other drugs. The treatment methods used are individual, group and family therapy; the self-help programs of AA/NA; and case management in a structured and consistently disciplined environment.

Some persons who have experienced a long history of alcohol and substance abuse may experience withdrawal symptoms severe enough to interfere with daily living; in those cases referrals to a detox facility, social or medical, will be made. Clients unable to maintain sobriety while participating in the program may require referral to an inpatient facility in order to provide some stability in which to cope with their substance dependency.

## **WHAT IS A DWI TREATMENT COURT?**

A DWI Treatment Court is a special court given the responsibility to handle cases involving alcohol and drug-using offenders through a supervision and treatment program. These programs include frequent drug testing, breath testing, judicial and probation supervision, group, individual, and family counseling, educational opportunities and the use of sanctions and incentives. The Judge has much more involvement in supervising DWI court offenders than just placing an individual in a probationary or diversionary program for alcohol and drug treatment. At any time during your participation, you could be terminated from the program and sentenced by the DWI Court Judge for not complying with the rules and treatment plan.

## **PARTNERSHIP**

You have joined a unique partnership with the Judge, District Attorney, Probation Officer, and Treatment Professionals. The treatment team consists of an Administrator, Program Director, Social Services Counselors, and Case Managers. We believe in recovery as the basic means of relief for all alcoholics and addicts. Our responsibility to you is to help motivate you to make the changes necessary to remain clean and sober. You will be involved in the decision making process.

The Criminal Justice Community is wishing you great success with your recovery and is dedicated to working with you to make the necessary changes. They have taken the risk and effort to put this program together for you and support the decision you have made to enter this

program. They do not want to put you in jail. Jail is a possible sanction after others have been exhausted.

## **CONFIDENTIALITY**

You have the right to confidentiality. Without your written consent, staff may not release any of your information. Confidentiality is also essential in group therapy. Anything that is discussed in a group meeting must remain within the confines of the group. No information pertaining to any client should be discussed outside of group.

## **FINANCIAL OBLIGATION**

You may be required to pay all or partial cost for participation in DWI Court after consideration of your financial circumstances.

Any DWI Court participant with court related financial obligations, i.e., child support, restitution, legal aid funds, crime victims' fund will make court approved payments on a regular schedule and provide staff with documentation of payments. Unless the Court orders a specific amount, payment schedules are to be established by the court and documented for the Judge's approval. If you cannot make the payment, discuss your situation with your probation officer and, if possible, other arrangements will be made. Failure to make timely payments may result in delaying your phase advancement or completion of the program.

You are required to pay for your drug testing at the clinic. This fee cannot be waived. It is in addition to your treatment fees, if any are assessed. Prior to graduation all DWI court and probation fees must be paid in full in order to graduate.

## **COGNITIVE BEHAVIORAL INTERVENTION**

### **Program Goals:**

#### **Phase I**

- Complete a comprehensive legal and clinical assessment.
- Produce a clearly documented plan of clinical service delivery.
- Provide clearly defined expectations of participation in the program.
- Develop clear and realistic short-term goals.
- Obtain full-time employment or enroll in an educational or job readiness program.
- Provide Phase I services:**
  - Psycho Educational groups 2x week
  - Individual Family Therapy Sessions - attendance at least 4x
  - Weekly Status Hearings
  - Random Drug Screens 2-4x week
  - Individual counseling at least 2x month. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
  - Family Individuals/Collaterals as needed
  - Educational/Vocational Monitoring every two weeks
  - Attend 3 AA/NA Meetings Weekly
  - Random Home Visits by the Compliance Officer
  -

## **Phase II**

- Achieve identified short-term goals.
- Implement a restructured lifestyle and practice behavioral changes.
- Teach and establish communication and coping skills.
- Identify, address, and educate client and family on relapse prevention.
- Maintain full-time employment or enroll in an educational or job readiness program.
- Provide Phase II services:**
  - Group Counseling at least 2x week
  - Individual Family Therapy Sessions - attendance at least 4x
  - Status Hearings every 2 weeks
  - Random Drug Screens 2-3x week
  - Individual counseling at least 2x month. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
  - Family Individuals/Collaterals as needed
  - Sponsor Letter 1x month
  - Education/Vocational Monitoring every two weeks
  - Attend 3 AA/NA Meetings Weekly
  - Random Home Visits by the Compliance Officer

## **Phase III**

- Assess clients' ability to generalize learned behaviors into home, work, and community arenas.
- Complete comprehensive follow-up assessment of educational and vocational needs.
- Establish clearly developed long-term goals.
- Slowly reduce intensity and duration of direct treatment services.
- Maintain full-time employment or enroll in an educational or job readiness program.
- Provide Phase III services:**
  - Group Counseling at least 1x week
  - Individual Family Therapy Sessions - attendance at least 3x
  - Status Hearings every 3 weeks
  - Random Drug Screens 1-3x week
  - Individual counseling at least 1x month. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
  - Family Individuals/Collaterals as needed
  - Sponsor Letter 1x month
  - Educational/Vocational Monitoring every two weeks
  - Attend 3 AA/NA Meetings weekly
  - Random Home Visits by the Compliance Officer

## **Phase IV**

- Provide support of independent lifestyle functioning with continuous court supervision.
- Allow for individualized, short-term, intensive treatment services as needed.
- Support the client in continued use of skills developed during intensive treatment process.
- Provide support and supervision to client utilizing learned techniques and behaviors.

- Achieve previously developed long-term goals.
- Reduce and eventually terminate treatment services to the client.
- Maintain full-time employment or enroll in an educational or job readiness program.
- **Provide Phase IV services:**
  - Attend Phase IV Therapy Groups (3 Sessions)
  - Individual counseling at least 1x month. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
  - Family Individuals/Collaterals as needed
  - Education/Vocational Monitoring every two weeks
  - Random Drug Screens 1-4x month
  - Sponsor Letter 1x month
  - Complete Continuing Care/Aftercare Plan
  - Status Hearings once a month
  - Attend Two AA/NA Meetings weekly
  - Random Home Visits by the Compliance Officer

### Aftercare

- Aftercare is the stage following Phase IV or graduation, when the client no longer requires services at the intensity required during primary treatment.
- A continuum of support of independent lifestyle functioning with continuous court supervision until client has paid all treatment and probationary fees.
- A forum in which clients may explore successes, obstacles, and day-to-day issues that confront them, receiving feedback and support from the group facilitator and other participants.
- Maintain full-time employment or enroll in an educational or job readiness program.
- **Provide Aftercare services:**
  - Attend Aftercare Groups
  - Individual counseling at least 1x month. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
  - Family Individuals/Collaterals as needed
  - Complete Continuing Care/Aftercare Plan and have Program Director signature of approval.
  - Random Drug Screens 1-3x month
  - Status Hearings once every two months
  - Random Home Visits by the Compliance Officer

## II. TREATMENT PHASES

### PHASE I ADVANCEMENT TASKS

#### I. ATTENDANCE

- Each client must complete 8 weeks (2 sessions per week total of at least 16 sessions) of Education/Experiential work as found on the lecture schedule. Failure to appear for these lectures (whether excused or unexcused) may affect a client's ability to advance to Phase II.
- Clients must attend 1 individual counseling sessions per month (with your assigned primary counselor or case manager).
- Clients are not allowed to miss groups, unless there is a medical reason for the absence. Any other reason for missing group must be pre-approved by your counselor. If you do not have a medical excuse or did not receive permission prior to your absence from group, the judge will impose sanctions.**

#### II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- Any positive drug screen/breath test will result in sanctions and possibly delay advancement to Phase II.
- Clients must remain sanction free for one month before advancing to Phase II.
- Maintain all conditions of probation including curfew and drug areas as well as bars, casinos, etc. (This will be monitored by Compliance Officer).

#### III. AA MEETINGS

- Clients must provide documentation of having attended 3 AA/NA meetings per week. Your AA sheets are due the *first* group meeting of each week. Clients may receive 1 signature from attending church. You must attend the entire meeting in order to receive credit for the meeting.
- During Phase I, clients are encouraged to attend Open AA Meetings. *Open* AA Meetings are meetings that are open to the general public.

#### IV. FAMILY ATTENDANCE

- Clients are required to have family attend individual family sessions with the primary counselor or case manager as scheduled. Clients must have a minimum of 4 documented family attendances in order to advance to Phase II. Family members must be **18 years old or older to attend**, unless pre-approved by your counselor.
- You are not allowed to have a client currently enrolled in Drug Court attend Family Group Sessions on your behalf.**

## V. EMPLOYMENT/EDUCATION

- Every client must get a full-time job or enroll in an educational program. Make an appointment with the Case Manager for job referrals and educational placement. Clients are given one month to gain full time employment once entering the program. Clients are not allowed to work offshore or have an offshore-type of work schedule during Phase I because you need to attend meetings and be available for drug testing etc. Talk with your counselor about this if you need more information.
- Clients needing to enhance their job performance skills may be referred to Job Readiness Class (refer to page 25).
- Clients going to school for less than 5 hours a day must obtain a part-time job.

## VI. FEES

- Clients must have a maximum balance of \$50.00 on their drug screen bill in order to advance to Phase II.

## VII. ASSIGNMENTS

- Complete written work on a “*Alcohol and Drug History.*”
  - This assignment must be checked by your counselor and marked as completed on the group roster in order to be eligible to advance to Phase II.

### PHASE II ADVANCEMENT TASKS

#### I. ATTENDANCE

- Each client must complete 16 weeks (2 sessions per week total of at least 32 sessions) and all assigned random drug screens. Failure to appear for these sessions (whether excused or unexcused) will affect a client’s ability to advance to Phase III.
- Clients must attend 2 individual counseling sessions per month (with your assigned primary counselor or case manager).
- Phase II will last a minimum of 16 weeks~32 sessions.
- Clients are not allowed to miss 2 groups in a row due to work, unless you are employed offshore. If you miss two groups in a row for work reasons, the judge will impose sanctions.**

#### II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- Any positive drug screen/breath test will result in sanctions and possibly delay advancement to Phase III.
- Clients must have at least 2 months drug-free or one month without any sanctions by the judge in order to qualify for advancement to Phase III.

### III. AA MEETINGS

- Clients must provide documentation of having attended 3 AA/NA meetings per week. Your AA sheets are due the *first* group meeting of each week. Clients may receive 1 signature from attending church. You must attend the entire meeting in order to receive credit for the meeting.
- Clients will be expected to obtain a 12-Step (AA/NA) Sponsor during Phase II. Clients must turn in a *sponsor letter* once a month.

### IV. FAMILY ATTENDANCE

- Clients are required to have family attend at individual family sessions with the primary counselor or case manager as scheduled. Clients must have a minimum of 4-documented individual family session attendances in order to advance to Phase III. If you have trouble getting your family to attend, talk with your counselor to find ways to get your family involved. Family members must be **18 years old or older to attend**, unless pre-approved by your counselor.
- You are not allowed to have a client currently enrolled in Drug Court attend Family Group Sessions on your behalf.**

### V. EMPLOYMENT/EDUCATION

- Clients must keep a full-time job or be enrolled in an educational program. Your Employment Case Manager can help you with job referrals and educational placement. Clients may have offshore jobs or have an offshore-type work schedule after 6 weeks of continuous success in Phase II. Clients' offshore privileges, however, are based on their participation in the program. You must sign an Offshore Contract with your counselor stating you understand the rules of working offshore and the procedure for making up missed groups and AA/NA meetings. Clients must notify their counselors before going offshore. Upon return from offshore, clients must provide a valid work excuse and return to treatment. Be aware that the Judge may take away offshore privileges if a client is not progressing, not following his or her program schedule, or not making progress in treatment. The goal of treatment is to recover from alcoholism and drug dependence, while a job is an important part of recovery, it can never be allowed to overshadow treatment. Clients may only work an offshore schedule of 7&7 or 14&7.
- Clients going to school for *less than 5 hours a day* must attain a part-time job.

### VI. FEES

- Clients must have a maximum balance of \$50.00 on drug screens bill in order to advance to Phase III.

## VII. TREATMENT ISSUES

- Each client will develop a plan for his/her recovery with the help of a Counselor. This plan will include short-term goals for each client's specific needs and plans. A minimum of 5 short-term goals must be identified and completed in order to advance. The Counselor will help the client in honestly identifying these goals.
- Maintain employment or school attendance (this will be monitored by Case Manager).
- Maintain all conditions of probation including curfew and drug areas as well as bars, casinos, etc. (This will be monitored by Compliance Officer).

## VIII. ASSIGNMENTS

1. Present "*Alcohol and Drug History*" in group.
2. Complete written work on "*Consequences I've paid due to my use of alcohol and/or other chemicals*" and present in group.
3. Complete written work on "*15 ways my alcohol and/or drug use has negatively affected my family or loved ones*" and present in group.
4. List "*Personal Defense Mechanisms*" and present in group.
5. Obtain "*12-Step Sponsor.*"
6. That sponsor will write at least one letter per month about the client and the client is responsible for giving that letter to his/her Counselor each month.
7. Complete and present "*Relapse Prevention Packet.*"
  - These assignments must be checked by your counselor and marked as completed on the group roster in order to be eligible to advance into Phase III.

### PHASE III ADVANCEMENT TASKS

#### I. ATTENDANCE

- Clients must attend 1 group counseling session per week and all assigned random drug screens. Failure to appear for these sessions (whether excused or unexcused) will affect a client's ability to advance to Phase IV.
- Clients must attend 1 individual counseling session per month (with your assigned primary counselor or case manager).
- Phase III will last a minimum of 12 weeks~12 sessions.
- Clients are not allowed to miss 2 groups in a row due to work, unless you are employed offshore. If you miss two groups in a row for work reasons, the judge will impose sanctions.**

#### II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- Any positive drug screen/breath test will result in sanctions from the judge and possibly delay advancement to Phase IV.

- Clients must have at least 2 months of continuous sobriety or be one-month sanction free in order to progress to Phase IV.

### III. AA MEETINGS

- Clients must provide documentation of having attended 3 AA/NA meetings per week. You must attend the entire meeting in order to receive credit for the meeting. Clients may receive 1 signature from attending church.
- Clients must turn in a *sponsor letter* once a month.

### IV. FAMILY ATTENDANCE

- Clients are required to have family attend individual family sessions with the primary counselor or case manager as scheduled. Clients must have a minimum of 3-documented individual family session attendances in order to progress to Phase IV. Family members must be **18 years old or older to attend**, unless pre-approved by your counselor.
- You are not allowed to have a client currently enrolled in Drug Court attend Family Group Sessions on your behalf.**

### V. EMPLOYMENT/EDUCATION

- Clients must maintain full-time employment or enroll in an educational program.
- Clients going to school for less than 5 hours a day must attain a part-time job.

### VI. FEES

- Clients must have a minimum balance of \$50.00 on their drug screen bill in order to advance to Phase IV.

### VII. TREATMENT ISSUES

- Update a Plan of Recovery with a counselor to include *new* short-term goals individualized to each client's specific needs and plans. A minimum of 5 short-term goals must be identified and completed in order to advance. These goals are to be developed conjointly with the counselor and the client.
- Develop a Continuing Care Plan with a counselor.
- Maintain employment or school attendance (this will be monitored by Case Manager).
- Maintain all conditions of probation including curfew and drug areas as well as bars, casinos, etc. (This will be monitored by Compliance Officer).

## VII. ASSIGNMENTS

1. Complete written work on “*My Identification of Relapse Warning Signs and Triggers*” and present in group.
  2. Complete written work on “*My Specific Plan to Address my Relapse Warning Signs and Triggers*” and present in group.
  3. Turn in a “*Sponsor Letter*” once a month.
- These assignments must be checked by your counselor and marked as completed on the group roster in order to be eligible to advance into Phase IV.

## PHASE IV ADVANCEMENT TASKS

### I. ATTENDANCE

- Clients must attend one Phase IV for a minimum of 12 weeks and attend at least one group counseling session per month for a total of 3 sessions. After 12 weeks, clients are eligible to graduate but must attend Aftercare Groups and follow Aftercare Program rules until graduation from the program. Until graduation, clients must still follow U/A procedures. Failure to appear for these sessions (whether excused or unexcused) will affect a client’s ability to graduate.
- Clients must attend 1 individual counseling session per month (with your assigned primary counselor) and all assigned random drug screens.
- Clients are not allowed to miss 2 groups in a row due to work, unless you are employed offshore. If you miss two groups in a row for work reasons, the judge will impose sanctions.**

### II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- Any positive drug screen/breath test will result in sanctions from the judge. If a client tests positive for drugs or alcohol, the judge will sanction the client by demoting back to Phase III.
- Clients **demoted to Phase III** will be required to stay in Phase III for a minimum of one month. Client must complete the Phase III assignments, “*My Identification of Relapse Warning Signs and Triggers*” and “*My Specific Plan to Address my Relapse Warning Signs and Triggers*” before being eligible to return back to Phase IV. When promoted back to Phase IV, clients must restart the phase and complete the 12 weeks and 3 group sessions.
- Clients must have at least 3 months of continuous sobriety or two months without any sanctions from the judge in order to qualify for graduation.

### III. AA MEETINGS

- Clients will be required to have 2 AA Meetings weekly. You must attend the entire meeting in order to receive credit for the meeting. Clients may receive 1 signature from attending church.
- Clients must turn in a sponsor letter once a month.

### IV. FAMILY ATTENDANCE

- Clients are encouraged to continue having family attend individual family sessions with the primary counselor or case manager if needed; however, this is not mandatory in Phase IV. Family members must be **18 years old or older to attend**, unless pre-approved by your counselor.
- You are not allowed to have a client currently enrolled in Drug Court attend Family Group Sessions on your behalf.**

### V. FEES

- All fees owed to probation for fees and fines and to the clinic for treatment or drug screens must be paid in full prior to being nominated for graduation.

### VI. TREATMENT ISSUES

- Discuss with a counselor during monthly individuals how client's Continuing Care Plan is working. Make adjustments as needed.
- Maintain employment or school attendance (this will be monitored by Case Manager).
- Maintain all conditions of probation including curfew and drug areas as well as bars, casinos, etc. (This will be monitored by Compliance Officer).

### VII. ASSIGNMENTS

1. Develop Continuing Care Plan/Aftercare Plan Packet with a counselor. Clients must have their Continuing Care Plans approved by Program Director before being eligible for graduation.

### AFTERCARE PROGRAM

Clients who have completed all requirements of Phase IV may start the Aftercare Program the following week. Aftercare groups meet for one hour weekly. Clients must contact the Case Manager and obtain an Aftercare urine screen color. Clients are required to attend weekly group sessions, monthly individuals, submit to random urine screens and follow all rules and policies of the treatment program and probation. Clients will remain in Aftercare until all treatment fees, probation fees, fines, and court costs are paid in full. Once these fees are paid in full, the client will be allowed to graduate

from the program upon the next scheduled graduation; however, the client must still follow the Aftercare Program until then.

Graduates of our program are also encouraged to attend Aftercare meetings. Helping graduates maintain recovery after they leave treatment is an important goal at Drug Court. Clients should continue to readjust their behavior to the ongoing reality of a pro-social, sober lifestyle.

### **III. CLIENT RELATIONS**

#### **EQUAL OPPORTUNITY**

You have the right to receive treatment services without discrimination as to sex, race, creed, color, religion, national origin, sexual preference, marital status or physical disability.

#### **SAFETY**

Safety is everybody's responsibility. The clinic joins with you in a desire to prevent the tragedy, pain and economic loss due to accidents. Safety rules are posted on clinic bulletin boards for your convenience.

#### **GROUP AND INDIVIDUAL THERAPY**

Your treatment will consist of both regular scheduled groups and individual therapy with your counselor or case manager. You will be required to participate in these sessions. Nonparticipation and inappropriate behavior in group will be grounds for legal sanctions given by the Judge.

A majority of your treatment will be conducted in group therapy. Your group peers soon will become as close to you as your family. By participating in group therapy, you will receive support and awareness that you are not alone in your struggles.

Individual therapy will be scheduled regularly between your counselor or case manager and you to discuss issues that may be difficult for you to discuss in a group setting. It is your responsibility to set up a date and time for individual sessions with your counselor or case manager.

#### **AA/NA MEETINGS**

Every client must provide written proof of having attended the required number of AA/NA meetings per week. You must attend the entire meeting in order to receive credit for the meeting. Your AA/NA sheets are due at the first group meeting of each week. If the chairperson of the meeting is a fellow drug court client (Phase II, III, or IV), then the clients must have a second signature accompany it by another person in AA/NA or another client (Phase II, III, or IV). Forged AA/NA Meetings will receive a sanction from the judge.

Every client is required to have an AA/NA Sponsor. This sponsor CANNOT be a fellow client still enrolled in the program and/or family member. Your sponsor should be of the same sex gender as you. Each client (Phase II, III, or IV) must provide to his or her counselor a letter from his or her sponsor once a month, stating that they are in contact and working with the sponsor.

Clients are allowed to attend church and receive credit for attending an AA/NA Meeting. You may only receive 1 church attendance signature a week.

**Phase I clients that are sanctioned to jail time for the weekend must present at least one AA/NA meeting on the required day for AA/NA meeting meetings to be turned in.** You must schedule an appointment with your counselor to develop a plan to makeup missed AA/NA meetings. Clients should be mindful that there is church service in jail on Sunday; you may be able to obtain a signature from that service as well.

**\*\*No work or medical excuses will be accepted for not attending an AA/NA meeting.\*\***

### DRUG SCREENING

You are required to provide a urine sample and breath tests on a regular basis to monitor progress. A same-sex staff member will supervise urine specimens. ***Family members are not allowed to go to the UA station.*** At times, you will also be required to submit to other recognized monitoring techniques such as saliva tests. Urinalysis results and/or other monitoring techniques will be documented and made available to the court. Any positive urine screens and breath tests, diluted urine samples or stalls can be grounds for legal sanctions given by the Judge.

A client who challenges a positive urinalysis result may pay for a GCMS (gas chromatography/mass spectrometry) confirmation test by a certified lab. Clients are only allowed to confirm a test if the judge has asked the client if he/she wants a GCMS confirmation and has ordered it in court. Once you have ordered a GCMS test in court you must pay for it at the time and date ordered by the judge. If you do not pay for your GCMS, you will be sanctioned as if the GCMS was positive and the sanction will be adjusted accordingly. A client wanting a GCMS confirmation test must pay the full price of the test by 4:00 P.M. on Friday.

The prices for **GCMS Testing** are as follows:

<b>\$25.00</b>	<b>Alcohol</b>	<b>\$25.00</b>	<b>Marijuana</b>
<b>\$25.00</b>	<b>Barbiturates</b>	<b>\$30.00</b>	<b>Amphetamines</b>
<b>\$25.00</b>	<b>Benzodiazepines</b>	<b>\$50.00</b>	<b>Opiates</b>
<b>\$25.00</b>	<b>Cocaine</b>	<b>\$52.00</b>	<b>Soma</b>

Whenever a client is unable to provide a urine specimen, a saliva test will be conducted. Please be informed that it will still be considered a stall and you will be sanctioned in court. If your saliva test reads positive for any drug you will also be sanctioned for that positive. This sanction falls under the DSS (Drug Screen Sanctions) category on the sanction schedule.

**If you are absent for any reason on the day you are scheduled for a treatment session or scheduled urine screen collection, you will be responsible for submitting a urine screen and breath test *the next day*. Non-attendance on the next day will be grounds for a sanction. You will also be required to turn in a work or medical excuse within 7 days.**

You are required to pay for your drug screens weekly. The fees for urine screens are:

- ◆ **Phase I—\$10.00**
- ◆ **Phase II—\$7.50**
- ◆ **Phase III—\$5.00**
- ◆ **Phase IV—\$5.00**
- ◆ **Aftercare—\$5.00**

**Phase I clients must have a maximum urine testing fee of \$50.00 before advancing to Phase II. Phase II and III clients must have a maximum urine testing fee of \$50.00 before advancing to the next phase. Phase IV/Aftercare clients must have all testing fees paid in full before graduating.**

Clients exceeding \$150.00 on their UA bill will be placed on a **Urine Analysis (UA) Contract**. You will be required to pay \$50 monthly on the contract until your bill is at \$50. While on the contract, payment will be due the first week of each month. The clerical staff will have a list of all clients placed on contract and will indicate any payments made throughout the month. Any money paid on your contract prior to the first week of the month will be recorded and reported to your counselor weekly. You are allowed to pay on your UA bill Monday through Friday until 6:00 pm. The judge will be informed when you do not pay on your bill and sanctions will be imposed. It will be your responsibility to contact your counselor if your employment situation changes. This is established to help further your advancement in your recovery.

**Clients who are sanctioned to jail time whether for a weekend or longer must provide a urine sample within 24 hours or at the next available UA time after being released from jail and contact your counselor.**

**Drug testing is done on a random basis:**

**Colors:** Each client will be assigned a color for urine screening.

- The Case Manager will inform you your color. For any phase advancement contact the case manager or counselor for your new updated color.
- **Note:** You may be asked to provide a urine sample, when your color is not called on the UA line.

**Colors by Phases:**

<b>Phase I UA Color: Red</b>
<b>Phase II UA Colors: Blue or Green</b>
<b>Phases III &amp; IV UA Colors: Yellow or Orange</b>
<b>Aftercare: Pink</b>
<b>Probation: Purple</b>

**\*\*Note:** Staff is not allowed to call the UA line for client's UA colors; it is your responsibility to contact the color line.

**Urine and Breath Testing Schedules:**

**1. Monday through Thursday:**

- Clients can begin calling the facility at 10:00 AM. to find out if your color has been selected.
- If your color is selected, report to the facility for a urine test. All clients report between 5:00 P.M. and 7:00 P.M. (7:30 on Wednesday)

- **Phase I clients must UA between 5:00 P.M. and 6:00 P.M.**
- Clients, *including offshore working clients*, needing to UA before the scheduled time must contact treatment and have it **pre-approved** by his/her counselor.

## 2. Fridays:

- Start calling facility by 10:00 A.M. to find out if your color has been selected.
- If your color is selected, report to the facility between 5:00 P.M. and 7:00 P.M.

## 3. Saturday and Sunday:

- Start calling the facility by 10:00 A.M. to find out if your color has been selected.
- If your color is selected, report to the facility between 5:00 PM and 7:00 PM

### I. What is a “*dilute*?”

- Lack of proteins in the urine.
- Any urine screen that test with a creatinine level of 19 and below.
- Clients that may feel their urine specimen appears to be diluted will only be allowed to provide one urine specimen.

### II. What is a “*stall*?”

- Not being able to provide a sample for urine screens. Clients are given two chances to provide a sample, if time permits.
- You are **not allowed** to leave the facility while attempting to provide another sample.

### III. What is the procedure for Urine and Breath Tests?

- **First**, check in with the Receptionist at the front window when you arrive at the facility;
- **Then**, the Receptionist, Counselor, or UA Tech will inform you when it is time to go to the back to give the specimen. (Under no circumstances are clients allowed to go the UA station without permission.)
- Only 5 females and 5 males are allowed in the UA area at one time.
- Each client must sign the “**UA Sign-In Sheet**” upon completion of providing the urine specimen and breath test.

## STATUS HEARINGS

You are required to attend regular scheduled status hearings to notify the Judge of your treatment progress. Your case manager/counselor will complete a status report in conjunction with each scheduled court date. Rewards and praise are given for progress. Sanctions are issued out for noncompliance.

Family and friends are invited to attend your status hearings. **Please do not bring children to court without an additional adult.**

**Out of courtesy to other clients, please do not talk to the staff members during court status hearing.** This may cause the staff to miss important information the judge is saying about another client. Try your best to contact your counselor before or after court.

**Status Hearings Schedule by Phases:**

- Phase I - Status Hearing every week.
- Phase II - Status Hearing every 2 weeks.
- Phase III - Status Hearing every 4 weeks.
- Phase IV - Status Hearing every 4 weeks.
- Aftercare - Status Hearing every 4 weeks.

**SANCTIONS & INCENTIVES**

**Sanction** means that if you fail to follow through with your responsibilities, there will be consequences. There are a wide range of sanctions available that the Judge could impose, ranging from a verbal reprimand to dismissal from the program and serving your jail sentence.

**I. Drug Screen Sanctions (DSS)—Positive Urine Screens, Breath Tests, Un-excused No Show for Urine Screens, Stalls, and Diluted Urine Screens after the 3<sup>rd</sup> dilute are all counted together as DSS sanctions.**

- 1. **First Positive** 24 Hours Jail
- 2. **Second Positive** Weekend in Jail
- 3. **Third Positive** 2 Weekends in Jail
- 4. **Fourth Positive** 3 Weekends in Jail
- 5. **Fifth Positive** 1 Week in Jail
- 6. **Sixth Positive** 1 and ½ Weeks in Jail
- 7. **Seventh Positive** 14 Days Jail
- 8. **Eighth Positive** 2 and ½ Weeks in Jail
- 9. **Ninth Positive** 3 Weeks in Jail
- 10. **Tenth Positive** Revocation

**II. Dilute Urine Screen**

- 1. **1<sup>st</sup> Dilute** Warning
- 2. **2<sup>nd</sup> Dilute** 8 Hours Community Service
- 3. **3<sup>rd</sup> Dilute** Weekend in Jail
- 4. **4<sup>th</sup> Dilute** 2 Weekends in Jail
- 5. **5<sup>th</sup> Dilute** 1 Week in Jail

**III. No Show for Treatment (Unexcused)**

- 1. **1<sup>st</sup> No Show** 8 Hours Community Service
- 2. **2<sup>nd</sup> No Show** 10 Hours Community Service
- 3. **3<sup>rd</sup> No Show** 15 Hours Community Service
- 4. **4<sup>th</sup> No Show** 20 Hours Community Service
- 5. **5<sup>th</sup> No Show** 25 Hours Community Service
- 6. **6<sup>th</sup> No Show** 30 Hours Community Service

- 7. 7<sup>th</sup> No Show                    7 Days Jail
- 8. 8<sup>th</sup> No Show                    1 and ½ Weeks in Jail
- 9. 9<sup>th</sup> No Show                    2 Weeks in Jail
- 10. 10<sup>th</sup> No Show                Revoke

**IV. Falsify AA Meetings and/or Community Service**

- 1. 1<sup>st</sup> Falsify                    14 Days in Jail or Revocation

**V. Missed AA Meeting or Failure to Turn In AA Meetings**

- 1. 1<sup>st</sup>                                8 Hours Community Service
- 2. 2<sup>nd</sup>                               16 Hours Community Service
- 3. 3<sup>rd</sup>                               Weekend in Jail
- 4. 4<sup>th</sup>                               4 Days Jail
- 5. 5<sup>th</sup>                               1 Week Jail
- 6. 6<sup>th</sup>                               1 and ½ Weeks in Jail

**VI. No Show Monthly Probation Meeting**

- 1. 1<sup>st</sup> No Show                    8 Hours Community Service
- 2. 2<sup>nd</sup> No Show                   Weekend in Jail
- 3. 3<sup>rd</sup> No Show                   2 Weekends in Jail
- 4. 4<sup>th</sup> No Show                   1 Week in Jail
- 5. 5<sup>th</sup> No Show                   1 and ½ Weeks in Jail

**VII. No Monthly Individual and/or Sponsor Letter**

- 1. 1<sup>st</sup> No Show                    4 Hours Community Service
- 2. 2<sup>nd</sup> No Show                    8 Hours Community Service
- 3. 3<sup>rd</sup> No Show                    12 Hours Community Service
- 4. 4<sup>th</sup> No Show                    16 Hours Community Service
- 5. 5<sup>th</sup> No Show                    8 Hours Jail
- 6. 6<sup>th</sup> No Show                    16 Hours Jail

**VIII. Inpatient Treatment or Halfway House**

- 1. Leave or Discharge        15 Days in Jail

**IX. Falsify Drug Screens**

- 1. 1<sup>st</sup> Falsify                    14 Days Jail
- 2. 2<sup>nd</sup> Falsify                    Revoke

**X. No Show for Lab Work and Physicals**

- 1. 1<sup>st</sup> No Show                    Verbal Warning
- 2. 2<sup>nd</sup> No Show                    4 Hours Community Service
- 3. 3<sup>rd</sup> No Show                    8 Hours Community Service
- 4. 4<sup>th</sup> No Show                    12 Hours Community Service
- 5. 5<sup>th</sup> No Show                    8 Hours Jail

**XI. Unemployed**

1. After 30 days in program 25 Hours Community Service per week
2. After 60 days in program 40 Hours Community Service per week
3. After 90 days in program 40 Hours Community Service weekly and weekends in jail
4. After 15 days of losing job 25 Hours Community Service per week

**XII. No Show for Job Interview**

1. 1<sup>st</sup> No Show Verbal Warning
2. 2<sup>nd</sup> No Show 1 Weekend Jail

**XIII. No Monthly Check Stub to Case Management**

1. 1<sup>st</sup> No Check Stub Verbal Warning
2. 2<sup>nd</sup> No Check Stub 4 Hours Community Service
3. 3<sup>rd</sup> No Check Stub 8 Hours Community Service
4. 4<sup>th</sup> No Check Stub 12 Hours Community Service
5. 5<sup>th</sup> No Check Stub 16 Hours Community Service

**XIV. No Show for Job Readiness (*St. Mary Parish only*)**

1. One day in jail for each no show.

**XV. Unauthorized Use of Prescription Medicine**

1. Same as DSS sanction schedule.

**XVI. AWOL**

1. Judge's discretion

**XVII. Re-entry Client Positive Urine Screen Schedule (*Not applicable for DUI Court*)**

1. 1<sup>st</sup> Positive 5 Days Jail
2. 2<sup>nd</sup> Positive 10 Days Jail
3. 3<sup>rd</sup> Positive 15 Days Jail
4. 4<sup>th</sup> Positive Revoke

**XVIII. Casinos, Truck Stops, Clubs, and/or Bars Violation**

1. 1<sup>st</sup> 1 Weekend Jail
2. 2<sup>nd</sup> 2 Weekends Jail
3. 3<sup>rd</sup> 6 Days Jail

**XIX. Curfew Violation**

1. 1<sup>st</sup> 8 Hours Community Service
2. 2<sup>nd</sup> 16 Hours Community Service
3. 3<sup>rd</sup> 32 Hours Community Service

- |                          |                                   |
|--------------------------|-----------------------------------|
| <b>4. 4th</b>            | <b>40 Hours Community Service</b> |
| <b>5. 5<sup>th</sup></b> | <b>Weekend in Jail</b>            |
| <b>6. 6<sup>th</sup></b> | <b>2 Weekends in Jail</b>         |
| <b>7. 7<sup>th</sup></b> | <b>Week in Jail</b>               |
| <b>8. 8<sup>th</sup></b> | <b>1 and ½ Weeks in Jail</b>      |
| <b>9. 9th</b>            | <b>2 Weeks in Jail</b>            |
| <b>10. 10th</b>          | <b>Judge's Discretion</b>         |

**Incentives** are rewards for responsible and positive behaviors. These rewards could range from public praise in court from the Judge to advancements to the next treatment phase.

**Phase Advancements:**

Phase 2- Shirt

Phase 3- Hat

Phase 4- Coffee Mug

**3 Consecutively Clean Scheduled Urine Screens and Breath Tests:**

\$5.00 Urine Screen Bill Certificate

**3 Sanction Free Status Hearings:**

Receive Next Scheduled Status Hearing Off

**Graduation/Sanction Free**

Upon graduation, if a client has remained sanction free throughout the entire program, some court costs and fines will be waived on the order of the judge. Clients are still responsible to pay probation fees, treatment fees, restitution, worthless checks, and the District Attorney check-processing fee before graduation.

## **MEDICAL HISTORY/LAB WORK**

Medical Histories are required within twenty-one days of admission into the program. A physician has been contracted by the clinic for this purpose. Employment physicals may be used with written consent of release from a client. The judge will sanction clients who do not attend their scheduled medical and lab work appointments.

VDRL, which tests for sexually transmitted diseases, and the PPD skin test, which test for tuberculosis, are required within twenty-one days of admission in the program. Our contracted physician, public health clinic or personal physicians may administer these tests. The PPD skin test must be read within 72 hours of administration. If you miss your appointment to have your PPD skin test read, you will have to be retested.

Anyone having a positive result for either of the tests will be referred to the nearest public health clinic or to their personal physician. Anyone having symptoms of tuberculosis (e.g., fatigue, weight loss, feeling ill, fever, or night sweats, cough, chest pain and/or coughing up blood) will be exempt from group until a chest examination is completed and the results are negative. All testing and results are kept strictly confidential.

## **PREGNANCY TESTING/EDUCATION**

Iberia Parish DWI Court provides education in reference to all the do's and don'ts of prenatal care during pregnancy to all clients. In-house pregnancy testing will be given to female clients in the program on a voluntary basis. Female clients requesting to be tested for pregnancy will be required to sign a consent form. Those female clients who test positive will be referred to public health clinics or to their personal physician for immediate prenatal care.

## **PROOF OF INCOME**

You will be responsible for providing proof of any income within fourteen days of admission into the program. This is to assess whether you will have to pay a fee for treatment in addition to the fee charged for urine drug testing. If you change jobs or your pay increases, you will also be responsible for providing proof of income to be assessed. This clinic operates according to the Louisiana Department of Health & Hospitals sliding scale fee structure, which sets fees based on ability to pay.

**Clients must turn in employment check stubs monthly or the judge may impose sanctions.**

## **CASE MANAGEMENT**

The Case Manager will work in cooperation with the client to meet his/her identified needs. Such assistance may be educational, employment, financial, and etc. You are required to seek employment and will be required to have obtained or be in the pursuit of a GED or trade school certificate to graduate from the program.

## REFERRAL SOURCES

The Iberia Parish DWI Court will make referrals for clients in need of additional treatment services. Clients in need of intensive chemical dependency treatment are referred to a 28-day inpatient treatment facility. If additional treatment is needed after a client completes inpatient, a referral will be made to a halfway house. The length of stays varies depending on the facility or the treatment status of the client. In some cases, a relapsing client will experience symptoms of intense alcohol or drug withdrawal. This client will be placed in a detox unit in order to reduce the chance of medical problems prior to entering an inpatient treatment program.

Outpatient referrals are usually made to state mental health facilities or our psychiatrist for someone needing treatment for co-occurring disorders.

## EMPLOYMENT/SCHOOL

**You are required to be employed or attending school while in the program.** Once entering the program you will have to schedule an appointment with the Case Manager within **one week**. If you have not met with her within that time frame, sanctions may apply. After meeting with the case manager you have three weeks to obtain employment. If employment is not obtained within one month after entering the program sanctions will apply or you may be referred to Job Readiness. Clients may be referred to Job Readiness on their plea in date or after pleading into the program due to a lack of work experience. See the Job Readiness section below for more information on that program.

It is your obligation to inform your employer of your participation in the DWI Court program and make necessary arrangements for court appearances, groups, individuals, meetings, etc . . . Staff must be notified of any changes in your employment **immediately**. The Employment Case Manager will verify school attendance and employment routinely either through phone contact, on-site visits, or paycheck stubs.

Due to our strong network with several employment agencies the case manager may be able to set up interviews for clients with agencies. If in the case an interview has been set up for you and you are unable to make the interview, you must contact the employment case manager and give her a 24 hour notice or sanctions may apply. If you lose your job, you will be given **two weeks** to obtain appropriate employment before being sanctioned by the judge. Having all clients employed and sustain employment is one of the major goals of this program.

**Clients must turn in employment check stubs monthly.** If you change employment you should turn in a check stub from your new job as soon as you receive your first check.

**\*\*Clients going to school for less than 5 hours a day must attain a part-time job.**

**\*\*Do not turn in work schedules early unless advised by your counselor. Only turn in work excuses for actual missed days.**

**\*\*Clients receiving SSI or disability eligible to work may be required to seek employment and/or may also be referred to Job Readiness.**

## OFFSHORE WORK POLICY

### Statement of intent:

In an effort to provide for maximum benefit of participants in the 16<sup>th</sup> JDC DWI Treatment Court, the treatment team recognizes the need for employment, specifically offshore employment for some clients. While this presents a positive opportunity for many clients, it also presents a problem of consistent supervision for the treatment team and the court. In an effort to provide consistency and accountability for all parties involved, we enact the following policy with regard to seeking, obtaining and maintaining offshore employment while engaged in the DWI Court Program. **The following policy applies to regular DWI Court and Re-Entry Clients (Non-Work Release):**

### **All clients seeking offshore employment must meet the following guidelines:**

- A. Client must be in Phase 2 of treatment for a period of 6 weeks before any serious discussion of such employment may begin.
- B. Client must have consistent attendance in all groups with no more than two (2) absences (excused or un-excused) during Phase 2 involvement.
- C. Client must have no positive urine screens in the last two (2) months and no pending GCMS activity.
- D. All relevant assignments must be current and up to date.
- E. Client must develop (with counselor or case manager) a plan of participation in the program including make up sessions and assignments to be completed. Clients must also develop a plan to make up AA meetings.
- F. Clients must sign an Offshore Contract with his/her counselor or case manager stating his/her understanding of the offshore rules.
- G. Client will also present a copy of the Offshore Contract to prospective employers informing them of DWI Treatment Court participation and the parameters for same as well as contact numbers of key personnel in the event of schedule changes, etc.
- H. It will be the primary responsibility of the client to inform the primary counselor or case manager of any changes to schedule and attendance at groups in a timely manner. Failure to do so may result in sanctions imposed by the court that could ultimately lead to the client leaving his/her employment.

### **Clients working offshore must follow these rules:**

- A. Client must contact his/her counselor, case manager, or the counselor-on-call prior to going offshore and when returning. Clients must inform the counselor or case manager of the date he/she is leaving and returning. Clients who do not contact treatment prior to going offshore may have sanctions imposed.
- B. Client must provide a urine screen before going offshore and when returning.
- C. You are only allowed to work an offshore schedule of 7/7 or 14/7. You are not allowed to be offshore for more than 14 days and you must be present at treatment for at least 7 days before returning offshore.

- D. If you are unable to come in on the 14<sup>th</sup> day of your hitch it is your responsibility to contact your counselor or case manager and inform them of the circumstances causing your delay.

Iberia Parish DWI Court reserves the right to contact employers via Case Management as to client work schedules and attendance as stipulated in signed consents completed prior to client departure. These consent forms will be stored in the clients file and updated annually or as employment changes deem necessary. ***The opportunity to work offshore is a privilege. It will be respected as long as clients comply with program expectations. Any violations can and most likely will result in termination of the privilege.***

## FAMILY COUNSELING

It is our belief and experiences that family support and participation in a client's recovery can greatly enhance the success of that client's participation in the DWI Court program. As a result, this program makes every effort to include your family in its' treatment services. It is **mandatory** that a family member or significant other represent you at the individual family sessions. The same person does not have to be present at all sessions, but someone needs to attend on your behalf. **Failure to have someone represent you will affect your ability to advance in the program.** Your representative may be a spouse, parent, sibling, child, live-in boyfriend or girlfriend. Any other representative must be pre-approved by your counselor. Family members must be **18 years old or older to attend**, unless pre-approved by your counselor or case manager. The more people you involve in your recovery, the better chances you have of succeeding!

**\*\*Your family members or friends are not allowed to linger on the premises while you are in group or providing a urine screen due to confidentiality of clients. Family members should only be here for individual family sessions.**

**\*\* Clients are not allowed to attend family sessions for other clients.**

**\*\* You are not allowed to have a client currently enrolled in Drug Court attend Family Group Sessions on your behalf unless this person is your spouse, parent, sibling, child, live-in boyfriend or girlfriend. Any other representative must be pre-approved by your counselor or case manager.**

## TRANSPORTATION

Clients are responsible for scheduling their own transportation.

## OPT OUT / DISCHARGE / GRADUATION

Upon admission into the program, clients have fourteen (14) days to opt-out or discontinue the program and the DWI court staff has thirty (30) days to opt-out. The client will then re-enter the regular court system. Any resignations or administrative discharges after the trial period will result in revocation and sentencing by the Judge.

Clients, who have completed all four-treatment phases, remained chemical free and developed a plan for ongoing recovery and relapse prevention, will successfully graduate. You should be able to show how your involvement in the DWI Court program has positively influenced your life. All treatment, probation and court fees must be paid before a client is eligible for graduation. If your fees have not been paid in full before the scheduled graduation ceremony, you may be required to stay in Aftercare until doing so. Clients will then be allowed to graduate at the next scheduled graduation. Clients must still follow all rules and expectations of the Aftercare Program until graduation. **If you remain sanction free while in the program Probation will waive all of your fees with exception of your probation fee, restitution, worthless checks, and the District Attorney check processing fee. You will still be required to pay your DWI Court treatment and urine screen bill.**

## IV. PROGRAM RULES AND RESPONSIBILITIES

### RULES/RESPONSIBILITIES

Due to the diverse population at Iberia Parish DWI Court, it is necessary that certain specific rules be made and adhered to by clients. All clients must follow the rules and regulations set forth below. Failure to do so may result in disciplinary actions, including but not limited to, discharge or denial of privileges.

### POLICY FOR ARRIVING AT THE FACILITY

Upon arriving at the clinic for group therapy, individual sessions or drug screens, each client must remain at the clinic until he or she has completed whatever business is required for that day. **No client may leave the clinic for any reason until all business has been conducted and he or she has been dismissed.**

When driving up to the facility, please turn down the volume of any loud music. Please do not drive erratically through the parking lot, your safety and the safety of others is important to us. ***Clients are not allowed to go to their cars once arriving at the facility without permission from staff members, including group break time. Clients are not allowed to leave the facility at group break time.***

## CONDUCT

You are asked to take both time and effort to be polite to everyone. You should show respect to staff and peers at all times. Maintaining appropriate behavior is indicative of the progress you are making toward your recovery. Inappropriate sexual behavior, language or harassment toward staff and/or other clients will not be tolerated. *No weapons are allowed at the facility, i.e. guns, knives, stun guns, pepper spray, and etc.*

## DRESS CODE

Clients have a responsibility to dress appropriately at the treatment facility and on the grounds according to standards of propriety, safety, and health.

- Clients will be fully attired at all times.**
- Tank shirts, halter-tops, tube tops or undershirts “wife beaters” (as outer garments) are not acceptable.**
- Shirts with squaretails must be long enough to cover the stomach. No bare midriffs for men or women.**
- Loose-fitting slacks, shorts, skirts, and jeans are acceptable. NO SAGGING! Pants must be worn at waist, not around hips. Shorts and skirts must be no more than 5 inches above the knee.**
- Footwear with soles must be worn. No house slippers.**
- No clothing displaying alcoholic beverages, illegal drugs, nude pictures, firearms, weapons, racially sensitive material, or obscenity, which may be offensive to the other clients or staff, will be allowed.**
- Both females and males will not be permitted to wear hats, caps, bandanas, do-rags, sweatbands, or other headgear in the building at any time.**
- No sunglasses inside the facility.**
- Women must wear appropriate underwear, such as bras and panties.**
- No sheer or see through clothing.**
- No pajamas or visible boxer shorts (female and male).**
- No inappropriate displays of public affection, including family members who are attending Family Group.**

## SMOKING AREAS

**No one under 18 years old is permitted to smoke on the grounds of the facility. Any staff member may confiscate tobacco products at any time!** There will be no smoking indoors; smoking is allowed only outside. Cigarette butts are to be disposed in ashtrays only. **DO NOT THROW CIGARETTE BUTTS ON THE GROUND. Failure to do so may result in cleaning up the grounds of the facility**

## FOOD & BEVERAGES

Snacks and beverages are allowed in the waiting area only. **No eating or chewing gum in group.** Trash must be disposed of in garbage cans. *Do not throw trash in the ashtrays.* Littering of other waiting area and outside will not be tolerated. **Failure to do so may result in cleaning up the lobby and grounds of the facility.**

## PERSONAL TELEPHONE CALLS

Personal telephone calls will not be allowed on clinic phones. Cellular phones are not allowed in court or group sessions. Cellular headphone sets are not allowed in group. Pagers must be turned off. You will not be able to return phone calls from pagers while sessions are in progress.

*You are not allowed to talk on cellular phones in the building; you must take your calls outside. You are not allowed to make or accept calls during group.*

## TARDINESS

It is your responsibility to be on time for all treatment sessions. You should contact your counselor or case manager and inform him or her whenever you are running late for treatment. If you do not contact your counselor or case manager, you will not be allowed to enter scheduled sessions if you are late, thus acquiring an unexcused absence.

## ABSENTEEISM

The only absences that will be excused are doctor appointments and work. To excuse an absence, there must be a written verification on medical or a company letterhead. **No handwritten notes will be accepted.** In cases, where a company does not have letterhead, you will have to provide a contact name and number of someone who can confirm the excuse. Unexcused absences will be reported to the judge and sanctions may be imposed.

All DWI Court clients are required to turn in work or medical excuses upon their return from an absence of treatment. These excuses are used to verify your compliance with the program rules. **You will only be given 7 days to turn in your excuse after missing a day,** after the 7<sup>th</sup> day if you have not turned in an excuse, your absence will not be excused, resulting in a sanction by the judge. ***Do not attempt to turn in excuses in court; they must be turned in to treatment.***

### **The procedure for handling excuses is as follows:**

1. Clients are **only** allowed to turn in work or medical excuses to the clerical staff.
2. **Do not turn in excuses to counselors.**
3. When the clerical staff receives the excuse they will fill out the Excuse Verification Sheet and stamp the excuse received along with the date and a receipt number.

4. A copy of the excuse will be given to you and your counselor. The case manager will get the original document and file it in your chart.
5. If your excuse is faxed to the facility it will follow the same procedure, your counselor will be responsible for giving you a copy of your excuse.
6. You will need to keep your copy of your excuse with the receipt number for your records and for the excuse to be considered valid.
7. The case manager will bring the Excuse Verification Sheet to court weekly as confirmation of you turning in your excuses.

### **RULES OF BREAKS**

Clients may be given breaks during scheduled therapy groups, based on the judgment of the Counselor. **Clients are not permitted to leave the facility, linger in the parking lot, walk around inside the facility, or go to their cars.** Any client wishing to do any of these things must get permission from the staff. Clients are expected to carry themselves as positive role models. No loud talking, profanity, or inappropriate conduct is permitted. Clients should conduct themselves as responsible adults at all times.

### **CURFEW**

Curfew is 11:00 p.m. everyday. You are only allowed to be out after curfew if DWI Court Staff gives you permission due to special circumstances.

### **RULES FOR LEAVING THE STATE**

If you want to leave the state for any reason, you must get approval from your probation officer and from treatment before you may go. Both parties must agree before you are allowed to leave the state. Clients must take a urine screen before leaving and upon their return to the state, if they are staying away overnight. Make provisions for your trip early due to required probation approval.

### **VACATION/WEEKEND LEAVE POLICY**

Vacations and weekend passes are viewed as a privilege that clients must earn. Clients must be out of Phase I of the program and have at least a minimum of one-month sanction free. Passes for leave will only be granted for a maximum of seven days. Before a client is given permission to leave on a pass, they must obtain a "Vacation/Weekend Leave Request Form" from their counselor or case manager and fully complete and turn the form back in, 2 weeks prior to leaving on pass. Once it is turned into your counselor or case manager, the request will be staffed with the Judge, probation and treatment to determine if permission will be granted. If permission is granted, clients must be urine screened the day before they leave. Once returning back from the pass, clients must report to treatment and take a urine screen and meet with their counselor or case manager.

## BARS, NIGHT CLUBS, AND CASINOS

Clients are not allowed to enter any bar, nightclub and/or casino for any reason. If you are seen or caught at any of these types of places, you will be subject to sanctions by the judge. Your Probation Officer will give you a list of places where you may not go. Clients are not allowed to sit in the bar areas of restaurants. *Clients are not allowed to eat at casino restaurants.*

## PRESCRIPTION MEDICATIONS

Any medication prescribed by a physician or taken over-the-counter must be reported to your Counselor (preferably before taking). Prescriptions for mood-altering drugs are prohibited unless approved by the Clinical Staff. The client must produce the actual medicine container or prescription for staff approval. Not all medications will be accepted. *Clients, it is your responsibility to inform your doctors that you are a DWI Court client and you are not allowed to take any narcotic medications.* Failure to get approval on medicines (prescription or over-the-counter) or a positive drug test caused by a prescription medication may result in sanctions by the Judge.

Here is a partial list of medications you can and cannot take. If you have any questions, please speak with your counselor or case manager.

### THE FOLLOWING IS A PARTIAL LIST OF MEDICATIONS THAT MAY BE USED FOR GENERAL HEALTH PROBLEMS:

Actifed (New Formula)	Kaopectate
Advil	Motrin
Advil PM	Multi-vitamins
Alavert (Non-Drowsy Formula)	Naprosyn (Prescribed)
Alka Seltzer Plus Cold Capsules (No Nighttime Formula)	Orajel
Aleve	Pepcid
Anbesol	Pepto Bismol
Antibiotics (Prescribed)	Prilosec
Aspirin	Roloids
Benadryl Allergy & Sinus Relief	Theraflu (Daytime)
Chloraseptic Spray (Only)	Toradol (Prescribed)
Claritin	Tylenol (Extra Strength)
Clear Eyes	Tylenol Allergy
Contact	Tylenol Chest Congestion

Cough Drops	Tylenol Cold & Head
Dayquil Gelcaps	Tylenol PM
Dristan Cold	Tylenol Severe Sinus
Excedrin (Extra Strength)	Tums
Excedrin PM	Ultram (Prescribed)
Flexeril (Prescribed)	Visine
Ibuprofen	Zantac
Immodium	Zicam Cold Remedy

**THE FOLLOWING IS A PARTIAL LIST OF MEDICATIONS THAT MAY NOT BE USED:**

Advil Allergy Sinus	Midol
Advil Cold & Sinus	Nyquil
Ambien (Prescribed)	Pamprin
AZO	Robitussin
Claritin D	Soma (Prescribed)
Chloraseptic Throat Lozenges	Sudafed
Diurex	Vicks 44
Drixoral	Over The Counter Energy or Weight Supplement
Lomotil (Prescribed)	Any Cough Syrup with Alcohol
Lunesta (Prescribed)	

\* Look for labels that read “alcohol free.”

\* Be cautious of medications containing “pseudo ephedrine hydrochloride.”

\*\* In the event of a positive, only GCMS testing can confirm a true or false positive.\*\*

***IF YOU ARE IN DOUBT ABOUT ANY MEDICATIONS, ASK YOUR COUNSELOR OR CASE MANAGER. BE SURE YOU TELL US BEFORE YOUR DRUG SCREEN ABOUT ANY MEDICATIONS.***

**\*\*\*\*CLIENTS WILL NOT BE ALLOWED TO PARTICIPATE IN THE DWI COURT PROGRAM IF THEY ARE TAKING ANY KIND OF MOOD-ALTERING MEDICATIONS, AND MAY BE SUBJECT TO SANCTIONS FROM THE JUDGE FOR A POSITIVE URINE SCREEN AND NON-COMPLIANCE OF PROGRAM POLICIES. \*\*\*\***

**STATUS HEARINGS POLICIES AND PROCEDURES**

- 1. CLIENTS MUST NOT WEAR SHORTS TO COURT.**
- 2. CLIENTS MUST HAVE SHIRTS TUCKED IN BEFORE GOING INTO THE COURTROOM.**
3. Clients are “REQUIRED TO ATTEND COURT ON SCHEDULED DAYS.” If you do miss court on your required day, you must turn in either a work or medical excuse.
4. If you miss court on the day you are to receive a sanction and have not been properly excused by staff, a warrant will be issued for your arrest. Upon returning to court, your scheduled sanction time will be adjusted by the judge.
5. **Do not turn in excuses in court.** Clients must turn in all medical or work excuses to the clerical staff.
6. Clients must remain quiet and show respect for all court personnel and procedures while in the courtroom. Turn off or place your cellular phones and/or pagers to vibrate.

**V. PROGRAM HOURS & IMPORTANT PHONE NUMBERS**

**PROGRAM HOURS**

Iberia Parish DWI Court Center is open 8:00am to 9:00pm, Monday through Friday. However, the center is closed on the following Parish-observed holidays:

- New Years Eve**
- New Years Day**
- Observance of Martin Luther King’s Birthday**
- Mardi Gras Day**
- President’s Day**
- Good Friday**
- Memorial Day**
- Independence Day**
- Labor Day**
- Sugar Cane Festival Friday**
- Thanksgiving**
- Day following Thanksgiving**
- Christmas Eve**
- Christmas Day**

**OTHER IMPORTANT TELEPHONE NUMBERS**

Iberia Parish DWI Court Clinic.....337-364-9469  
 After-hour Extensions:  
 Cindy.....337-256-7856  
 Judge Wattigny.....337-369-4410

UA Line .....	1-866-865-3004
Compliance Officer .....	337-519-7192
Iberia Parish Courthouse.....	337-369-4410
District Attorney .....	337-369-4420

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