

16TH JUDICIAL DISTRICT



ST. MARY PARISH ADULT DRUG COURT

I. CLIENT HANDBOOK

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Revised 3/1/11

Welcome to Clients

Welcome to St. Mary Parish Adult Drug 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. Therefore, give it your 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 chemical dependency in offenders referred by the 16th Judicial District Court. You will soon meet other people who know what it feels like to be chemically dependent. Through the program you will learn better ways of coping with and adjusting to a drug-free lifestyle.

This handbook is for your general information. We encourage you to share this information with family and friends who support your 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
Drug Court Administrative Director

Keona N. Lanceslin, LMSW, LAC, CCS
Drug 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 St. Mary Parish Adult Drug Court is an outpatient program for the rehabilitation of 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 of dependency of alcohol or other drugs. The St. Mary Parish Adult Drug 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 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 DRUG TREATMENT COURT?

A Drug Treatment Court is a special court given the responsibility to handle cases involving drug-using offenders through a supervision and treatment program. These programs include frequent drug 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 drug court offenders than just placing an individual in a probationary or diversionary program for drug treatment. At any time during your participation, you could be terminated from the program and sentenced by the Drug 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, Clinical Supervisor, Social Services Counselors, and Case Managers. We believe in recovery as the basic means of relief for all addicts and alcoholics. 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 Drug Court after consideration of your financial circumstances.

Any Drug 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 drug court and probation fees must be paid in full in order to graduate.

St. Mary Parish Drug Court's S.T.R.A.I.G.H.T. MODEL

Program Definition:

Systematic **T**ransitional **R**ecovery **A**pplying **I**ndividual & **G**roup **H**olistic **T**herapy

- ❖ Combines Addictions & Mental Therapy
- ❖ Specific (Realistic) Goals Based on Presenting Problems
- ❖ Highly Structured, Counselor Led Sessions

Program Description:

Four Phased Program

- ❖ Phase I *Minimum of 8 weeks~24 sessions*
- ❖ Phase II *Minimum of 16 weeks~32 sessions*
- ❖ Phase III *Minimum of 12 weeks~12 sessions*
- ❖ Phase IV *Minimum of 12 weeks~12 sessions*

◆ First three phases consist of intensive treatment services:

- Educational Lecture Series
- Group Therapy
- Experiential Group Exercises

- Intensive Random Drug Screening
 - Family Lecture Series & Family Group Counseling
 - Individual Therapy Sessions with Client and/or Family
- ◆ The fourth phase, a transitional stage similar to aftercare, consists of intensive monitoring and case management but less intensive counseling services.

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 3x week
 - Weekly Family Lecture Series
 - Weekly Status Hearings
 - Random Drug Screens 2-4x week
 - Individual Counseling is as needed. (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
 - Monthly Probation Visit

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
 - Weekly Family Groups
 - Status Hearings every 2 weeks
 - Random Drug Screens 2-3x week
 - Individual Counseling is as needed. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
 - Family Individuals/Collaterals as needed
 - Sponsor Letter 1x month. (Note: 1 Month after being in Phase II you must have a sponsor.)
 - Education/Vocational Monitoring every two weeks
 - Attend 3 AA/NA Meetings Weekly
 - Random Home Visits by the Compliance Officer
 - Monthly Probation Visit

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
 - Weekly Family Groups
 - Status Hearings every 3 weeks
 - Random Drug Screens 1-3x week
 - Individual Counseling as needed. (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
 - Monthly Probation Visit

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 (12 Sessions)
 - Individual Counseling as needed. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
 - 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
 - Monthly Probation Visit

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 (1st Thursday of the Month)
 - Required Individual Counseling at least 1x month. (Note: it is the client's responsibility to contact his/her counselor to schedule appointments.)
 - 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
 - Attend 1 AA/NA Meeting monthly
 - Monthly Probation Visit

II. TREATMENT PHASES

PHASE I ADVANCEMENT TASKS

II. ATTENDANCE

- Each client must complete 8 weeks (3 sessions per week total of at least 24 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 may schedule individual counseling session with your assigned primary counselor as needed.
- 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.**
- Clients must attend monthly probation meeting with Probation Officer. If you fail to do so, 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.
- Phase I clients sanction to jail time on the weekend will be required to have 2 AA/NA meetings completed.

IV. FAMILY ATTENDANCE

- Clients are required to have family attend the family group therapy on Monday nights. Clients must have a minimum of 5 documented family group 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 in order to advance. Make an appointment with the Employment 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 attain a part-time job.

VI. FEES

- Clients must have a minimum balance of \$80.00 on their drug screen bill in order to advance to Phase II.

VII. ASSIGNMENTS

- Complete written work on a “*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 may schedule individual counseling session with your assigned primary counselor as needed.
- 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.**
- Clients must attend monthly probation meeting with Probation Officer. If you fail to do so, 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 ordered to serve a weekend in jail will still be responsible for completing 3 AA/NA meetings.
- Clients will be expected to obtain a 12-Step (AA/NA) Sponsor during Phase II by *1 month after advancement*.
- Clients must turn in a *sponsor letter* once a month.

IV. FAMILY ATTENDANCE

- Clients are required to have family attendance at Family Group therapy on Tuesday nights. Clients must have a minimum of 4-documented family group 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 4 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 minimum 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 "***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 may schedule individual counseling session with your assigned primary counselor as needed.
- 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.**
- Clients must attend monthly probation meeting with Probation Officer. If you fail to do so, 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 ordered to serve a weekend in jail will still be responsible for completing 3 AA/NA meetings.
- Clients must turn in a *sponsor letter* once a month.

IV. FAMILY ATTENDANCE

- Clients are required to have family attendance at family groups on Monday nights. Clients must have a minimum of 3-documented family group 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.
- Phase III clients in Job Readiness will not be allowed to advance to Phase IV. Phase IV clients should be employed or enrolled in school full time. Phase III clients having completed Job Readiness and successfully gained employment will be considered for promotion to Phase IV.

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 jointly 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 group counseling session per week for 12 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 may schedule individual counseling session with your assigned primary counselor as needed and all assigned random drug screens.
- Phase IV will last a minimum of 12 weeks or 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.**
- Clients must attend monthly probation meeting with Probation Officer. If you fail to do so, 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 or 12 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 ordered to serve a weekend in jail will still be responsible for completing 2 AA/NA meetings.
- Clients must turn in a sponsor letter once a month.

IV. FAMILY ATTENDANCE

- Clients are encouraged to continue having family attendance at family therapy groups; 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

I. ATTENDANCE

- Clients must attend one Aftercare group counseling session per month until graduation.
- Clients must still follow UA procedures. Failure to appear for these sessions (whether excused or unexcused) will affect a client's ability to graduate.
- Clients must meet with their counselor once a month for an Individual Counseling Session.
- Clients are not allowed to miss 2 groups in a row due to work, unless you are employed offshore and arrangements are made with the Aftercare Counselor. If you miss two groups in a row for work reasons, the judge will impose sanctions.**
- Clients must attend monthly probation meeting with Probation Officer. If you fail to do so, 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 or 12 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 1 AA Meeting monthly. You must attend the entire meeting in order to receive credit for the meeting. **Clients may receive 1 signature from attending church.**
- Only AA/NA meeting signatures will be accepted, Culture and Medicine Group Signatures will not be accepted.**
- Clients must turn in a sponsor letter once a month.

IV. FEES

- 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.

V. 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).

VI. ASSIGNMENTS

- 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.

Note: 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.

OPT-OUT

Upon admission into the program, clients have fourteen (14) days to opt-out or discontinue the program and the drug 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.

GROUP AND INDIVIDUAL THERAPY

Your treatment will consist of both regular scheduled groups and individual therapy with your counselor. You will be required to participate in these sessions. Group members should be on time for these sessions and should not plan to leave before the session ends. No eating or drinking is permitted. Nonparticipation and **inappropriate behavior in group will be grounds for legal sanctions given by the Judge. There will be no texting or answering of phone calls in group, if found in violation sanctions will be imposed 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 as needed between your counselor 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.

CLIENT RELATIONSHIPS

It has been suggested since the beginning of recovery practices that persons in recovery ***“should not date in their first year of recovery.”*** This continues to be very sound advice for people who are in early sobriety, and for good reason. The problem is that these unions rarely work out and more often than not they leave one party injured. Time and again, men and women in early recovery do not only make the decision to date; they decide to ***date each other.*** It's an unhealthy idea to date ***anyone***, but two new beginners dating can sabotage the treatment of either one or both.

Try to remember, that in the first year of recovery especially - ***you are sick people getting well and need to concentrate on your recovery - not on another person.***

We strongly suggest no dating, romantic involvement, or sexual involvement among the members of St. Mary Parish Drug Court, as these activities can interfere with the treatment of either one or both clients involved. If such involvement does begin, it should immediately be brought to the attention of a counselor.

COMPLIANCE CHECKS

The St. Mary Parish Drug Court Compliance Officer (CO) will monitor client's activities through home visits and employment checks. The CO will visit the homes of all clients to monitor the quality of their environment. ***It is of the utmost importance that you have the correct address and telephone number on record for Compliance Checks.*** He or she will also visit for curfew checks. During these home visits, clients will be breath tested and urine screened. Any positive breath test and/or urine screens will be reported to the court and sanctions will be imposed. Any client with an Arrest Warrant or appearing to be AWOL from the program will be pursued by the Compliance Officer and arrested.

RELAPSE GROUP

Relapse group is for clients whose attendance has been ordered by the judge due to testing positive for alcohol or drugs on a urine screen and/or breath test. The intent and purpose of this group is to teach you how to recognize those impulses that cause a relapse and how to cope with them in new and constructive ways. This group deals with specific issues related to relapse such as triggers. These triggers include people, places, and/or things. The group will last for a minimum of eight (8) weeks. Clients should be willing to participate actively in a group setting and complete written assignments. **Attendance and participation is mandatory in this group unless offshore or medical.** You will not be allowed to miss this group for employment reasons unless it is **pre-approved** by your counselor. **Offshore clients** will be required to attend this group when they are inshore.

Relapse Group: Day and Time

Every Tuesday
5:30 P.M. to 6:30 P.M.

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 two AA/NA meeting on the required day for AA/NA meetings to be turned in. *Clients in any Phase above Phase I that is sanctioned to jail time must turn in all AA/NA meetings required for their Phase.* You must schedule an appt 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 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, 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 by 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 doubled.* A client wanting a GCMS confirmation test must pay the full price of the test by 6:00 P.M. on Wednesday.

The prices for GCMS Testing are as follows:

\$25.00	Alcohol	\$25.00	Oxycontin
\$25.00	Barbiturates	\$25.00	Suboxone
\$25.00	Benzodiazepines	\$30.00	Amphetamines
\$25.00	Cocaine	\$50.00	Opiates
\$25.00	METG	\$52.00	Soma
\$25.00	Marijuana		

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 by 1:00 pm on the MONDAY after

your absence. Failure to turn in your excuse by Monday at 1:00 pm will lead to a sanction by the judge.

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 minimum urine testing fee of \$80.00 before advancing to Phase II. Phase II and III clients must have a minimum 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 of your color. For any phase advancement contact the case manager or counselor for your new updated color.
- **The Compliance Officer may also urine screen and breath test you at your home and/or place of employment.**
- **NOTE: YOU MAY BE ASKED TO PROVIDE A URINE SAMPLE AND BREATH TEST AT ANY TIME EVEN IF YOUR COLOR IS NOT CALLED ON THE UA LINE.**

Colors by Phases:

Phase I UA Color: Brown	Deborah/Mae Phase III: Gold
Dymphna Phase II: Blue	Phase IV: Red
Dymphna Phase III: Green	Aftercare: Yellow
Deborah/Mae Phase II: Black	

****Note:** Staff is not allowed to call the UA line for client’s UA colors; it is your responsibility to contact the color line. Do not contact your counselor about UA colors prior to the scheduled time.

URINE TESTING SCHEDULES

1. Monday through Thursday:

- Clients can begin calling the facility at **2:00 P.M.** 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 6:30 P.M.**
- **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 **1:00 P.M.** to find out if your color has been selected.
- If your color is selected, report to the facility between **3:00 P.M. and 6:30 P.M.**

3. Saturday and Sunday:

- Start calling the facility by **8:00 A.M.** to find out if your color has been selected.
- If your color is selected, report to the facility between **9:00 A.M. and 11:00 A.M.**

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 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.

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.

Please keep track of your Status Notices given in court. This is a notice to inform you of your next court appearance. It is your responsibility to keep up with these notices and appear on the required dates. If you do not appear on the date of the notice, you can be held in Contempt of Court and Warrant will be issued for your arrest.

Status Hearings Schedule by Phases:

Phase I	-	Status Hearing every week.
Phase II	-	Status Hearing every 2 weeks.
Phase III	-	Status Hearing every 3 weeks.
Phase IV	-	Status Hearing every 4 weeks.
Aftercare	-	Status Hearing every 8 weeks.

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. DO NOT SPEAK TO YOUR COUNSELOR ONCE COURT PROCEEDINGS HAS STARTED, YOUR COUNSELOR HAS TO PAY ATTENTION TO THEIR OTHER CLIENTS BEING SEEN BY THE JUDGE.**
4. Clients are not allowed to hang around the front steps of the courthouse. Please stay around the front benches or off to the side.
5. 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.
6. 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 doubled by the judge.
7. **Do not turn in excuses in court.** Clients must turn in all medical or work excuses to the clerical staff.
8. 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.

SANCTIONS & INCENTIVES

Sanction means that if you fail to follow through with your responsibilities, there will be consequences. There is 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, Unexcused No Show for Urine Screens, Stalls, and Diluted Urine Screens after the 3rd dilute are all counted together as DSS sanctions.

1. DSS—1	2 Days Jail
2. DSS—2	4 Days Jail
3. DSS—3	6 Days Jail
4. DSS—4	8 Days Jail
5. DSS—5	10 Days Jail
6. DSS—6	12 Days Jail
7. DSS—7	14 Days Jail
8. DSS—8	16 Days Jail
9. DSS—9	18 Days Jail
10. DSS—10	20 Days Jail
11. DSS—11	22 Days Jail
12. DSS—12	24 Days Jail
13. DSS—13	26 Days Jail
14. DSS—14	28 Days Jail
15. DSS—15	30 Days Jail
16. DSS—16	Revoke

Admitting to a Relapse Policy:

The guidelines for admitting to a relapse and receiving a lesser penalty are as follows:

- In order to receive a reduction on sanction time based upon a confession of a positive drug screen, a client must make a voluntary confession to his/her counselor by 3:00 p.m. on the day following the drug screen. This confession must be made in person, by telephone, on your counselor's voicemail, or to the Counselor on Call.
- Clients who blow positive on a breath test and contact their counselors afterwards, *do not qualify* for a reduction of sanction time.

II. Dilute Urine Screen

- | | |
|---|----------------------------|
| 1. 1 st Dilute | Verbal Warning |
| 2. 2 nd Dilute | 8 Hours Community Service |
| 3. 3 rd Dilute | 16 Hours Community Service |
| 4. 4 th Dilute | 1 day Jail |
| 5. Any dilutes after the 4 th diluted urine screen will be sanctioned as a DSS sanction and will be counted as the next DSS sanction based upon your sanction history. | |

III. No Show for Treatment (Group & Relapse Group—all counted together) (Unexcused)

- | | |
|------------------------------|----------------------------|
| 1. 1 st No Show | 8 Hours Community Service |
| 2. 2 nd No Show | 10 Hours Community Service |
| 3. 3 rd No Show | 16 Hours Community Service |
| 4. 4 th No Show | 24 Hours Community Service |
| 5. 5 th No Show | 1 Day Jail |
| 6. 6 th No Show | 1 Weekend Jail |
| 7. 7 th No Show | 2 Weekends Jail |
| 8. 8 th No Show | 6 Days Jail |
| 9. 9 th No Show | 8 Days Jail |
| 10. 10 th No Show | Revoke |

IV. Discharged or Kicked Out of Group or Treatment

- | | |
|-------------------------------|-------------|
| 1. 1 st Discharged | 1 Day Jail |
| 2. 2 nd Discharged | 2 Days Jail |
| 3. 3 rd Discharged | 4 Days Jail |
| 4. 4 th Discharged | 6 Days Jail |
| 5. 5 th Discharged | 8 Days Jail |

V. Falsify AA Meetings, Work Excuses, Medical Excuses, Employment Verification, and/or Community Service

- | | |
|----------------------------|--------------------|
| 1. 1 st Falsify | 5 Days Jail |
| 2. 2 nd Falsify | 10 Days Jail |
| 3. 3 rd Falsify | 15 Days Jail |
| 4. 4 th Falsify | Revoke or Re-Entry |

VI. Missed AA Meeting or Failure to Turn In AA Meetings

- | | |
|--------------------|----------------------------|
| 1. 1 st | 8 Hours Community Service |
| 2. 2 nd | 16 Hours Community Service |
| 3. 3 rd | 24 Hours Community Service |
| 4. 4 th | 8 Hours Jail |
| 5. 5 th | 16 Hours Jail |
| 6. 6 th | 1 Day Jail |
| 7. 7 th | 2 Days Jail |
| 8. 8 th | 4 Days Jail |

VII. No Show Monthly Probation Meeting

- | | |
|----------------------------|----------------------------|
| 1. 1 st No Show | 8 Hours Community Service |
| 2. 2 nd No Show | 16 Hours Community Service |
| 3. 3 rd No Show | 24 Hours Community Service |
| 4. 4 th No Show | 8 Hours Jail |
| 5. 5 th No Show | 16 Hours Jail |
| 6. 6 th No Show | 1 Day Jail |
| 7. 7 th No Show | 2 Days Jail |
| 8. 8 th No Show | 4 Days Jail |

VIII. No Sponsor Letter

- | | |
|----------------------------|----------------------------|
| 1. 1 st No Show | Verbal Warning |
| 2. 2 nd No Show | 4 Hours Community Service |
| 3. 3 rd No Show | 8 Hours Community Service |
| 4. 4 th No Show | 12 Hours Community Service |
| 5. 5 th No Show | 16 Hours Community Service |
| 6. 6 th No Show | 8 Hours Jail |

IX. Inpatient Treatment and Halfway House

- | | |
|-----------------------|---|
| 1. Leave or Discharge | Sanction may vary according to the reason for discharge |
|-----------------------|---|

X. Falsify Drug Screens

- | | |
|----------------------------|------------------------|
| 1. 1 st Falsify | 30 Days Jail |
| 2. 2 nd Falsify | Revoke and/or Re-Entry |

XI. No Show for Lab Work and Physicals

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

XII. Unemployed or Not Enrolled in School

- | | |
|--------------------------------|--|
| 1. After 30 days in program | 5 Hours Community Service Daily or Job Readiness |
| 2. After 60 days in program | 8 Hours Community Service Daily |
| 3. After 90 days in program | 8 Hours Community Service Daily and Weekends in Jail |
| 4. After 15 days of losing job | 25 Hours Community Service per week |

XIII. No Monthly Check Stub

- | | |
|----------------------------------|----------------------------|
| 1. 1 st No Check Stub | Verbal Warning |
| 2. 2 nd No Check Stub | 4 Hours Community Service |
| 3. 3 rd No Check Stub | 8 Hours Community Service |
| 4. 4 th No Check Stub | 12 Hours Community Service |
| 5. 5 th No Check Stub | 16 Hours Community Service |

XIV. No Show for Job Readiness

- | | |
|----------------------------|----------------------|
| 1. 1 st No Show | 1 Day Jail for Each |
| 2. 2 nd No Show | 1 Day Jail for Each |
| 3. 3 rd No Show | 2 Days Jail for Each |
| 4. 4 th No Show | 2 Days Jail for Each |
| 5. 5 th No Show | 3 Days Jail for Each |
| 6. 6 th No Show | 3 Days Jail for Each |
| 7. 7 th No Show | 4 Days Jail for Each |
| 8. 8 th No Show | 4 Days Jail for Each |

XV. Unauthorized Use of Prescription Medicine

1. Same as DSS sanction schedule.

XVI. AWOL

1. Sanction may vary at Judge's discretion.

XVII. Re-Entry Client Positive Urine Screen Schedule (Previously in Drug Court)

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

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

1. 1st 1 Weekend Jail
2. 2nd 2 Weekends Jail
3. 3rd 6 Days Jail
4. 4th 8 Days Jail
5. 5th 10 Days Jail

XIX. Curfew Violation

1. 1st 4 Hours Community Service
2. 2nd 8 Hours Community Service
3. 3rd 16 Hours Community Service
4. 4th 8 Hours Jail
5. 5th 1 Day Jail
6. 6th 2 Days Jail

XX. Transportation Violation

1. 1st Verbal Warning
2. 2nd 4 Hours Community Service
3. 3rd 8 Hours Community Service
4. 4th 16 Hours Community Service
5. 5th 24 Hours Community Service
6. 6th May lead to Suspension from Transportation Services

XXI. UA Contract Violation

1. 1st Verbal Warning
2. 2nd Sanction may vary at Judge's discretion.

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

Client of the Month:

A client is nominated by his or her counselor and elected by the rest of the non-counseling staff.

Requirements are:

1. Being a positive role model.
2. Sanction free for the past month.
3. Showing positive growth and a desire to work a healthy recovery and treatment program.
4. Following all rules of the program.

Client of the Month is awarded a Certificate, \$25 UA Gift Certificate, a Parking Space, and a Big Book.

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.

BANNED SUBSTANCES

Governor Bobby Jindal and Law Enforcement Officials have made it illegal to possess, manufacture or distribute a series of dangerous chemicals in Louisiana and they were also added to the Controlled Dangerous Substance Act. These chemicals are being marketed as “bath salts” or “plant food.” There is also a ban on an herbal mixture that gives a marijuana-like high when smoked but is sold as herbal incense, the product goes by names like “K2,” ”Voodoo,” ”FIYA” and “Spice.” Packages bear the warning: “not for human consumption.”

Due to these substances being illegal and intoxicating substances, clients found in possession of these substances will be subject to DSS sanctions by the judge. Also, any client testing positive for or admitting use of these substances will be subject to DSS sanctions by the judge.

PHYSICALS/LAB WORK

Physicals are required within twenty-one days of admission into the program and yearly thereafter. Your personal physician may take physicals or a physician contracted to the treatment clinic. Employment physicals may be used with written consent of release from a client. The judge will sanction clients who do not attend their scheduled physical 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

Phlebotomist, 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. A positive PPD or 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.

If you do not show for your scheduled Physical and/or Lab Work appointment, sanctions will be imposed by the judge.

PREGNANCY TESTING/EDUCATION

St. Mary Parish Adult Drug 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 & TREATMENT FEES

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 decreases/increases and/or your number of dependents change due to having a baby or getting married, please inform the clerical staff so the necessary adjustments can be made to your treatment fees.

This clinic operates according to the Louisiana Department of Health & Hospitals sliding scale fee structure, which sets fees based on ability to pay according to your income and the number of dependents you claim. You will be assessed yearly for any changes to your fees based on your income.

Clients required to pay a treatment fee will pay \$50.00 per week when you attend group until you reach your yearly total fee amount. This fee will only be charged when you attend group and only once per week. If you attend two or more groups in one week, you will only have one treatment fee for that week.

CLIENTS MUST TURN IN EMPLOYMENT CHECK STUBS MONTHLY OR THE JUDGE WILL 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

St. Mary Adult Drug 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.

TANF (Temporary Assistance for Needy Families)

TANF (Temporary Assistance for Needy Families) services are non-assistance (services not funds) and are not limited to needy families. Our agency is required by the State of Louisiana Supreme Court to have the following documentation on file for each client that has legal guardianship of any children under the age of 18 years old. Also, if the client is not the Custodial parent and pays child support, we need documentation of the biological relationship to the child(ren). Clients will need to turn in one of the following forms of information to the case manager within two weeks of entering the program:

- Child(ren) Birth Certificate
- Court Ordered Child Support Papers
- Child(ren) Medical records

Your name must be on the document to show relation to the child. If you are unable to turn in these documents, you can pay a \$15.00 fee for notarization of the Parental/Child Relationship Form.

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 Employment 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 Drug 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 **one month** 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.

Disabled or retired clients will be required to volunteer their services at some appropriate agency or attend Job Readiness. Clients should be prepared to spend 4 hours a day at the agency. Idle time is considered a major trigger, so volunteering your time may aid in your recovery.

CLIENTS WHO HAVE THE ABILITY TO BE EMPLOYED OR ATTEND SCHOOL MUST DO SO IN ORDER TO ADVANCE TO THE NEXT PHASE. UNEMPLOYMENT WILL DELAY YOUR ADVANCEMENT.

****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.**

JOB READINESS

Clients who enter the program unemployed or lacking employment skills may be ordered by the judge to attend Job Readiness Class. This class offers Work Readiness and Life Skills Training to clients who need “intensive services” in developing strengths in regards to work behaviors, attitudes, and work skills, but do not require a job coach. Training can be provided up for a period of 4 to 6 months. Areas of Training may include, but are not limited to the following: Self-Assessment, Oral/Visual Communication, Written Communication, and Job Search. These classes are conducted at Drug Court. Training will be for 4 hours a day, Monday through Thursday. Assistance with job placement will be provided upon completion of 4 to 6 months.

Once the judge has ordered Job Readiness you are mandated to attend the classes. **You are not allowed to discontinue participation in Job Readiness unless given permission by the judge.**

Transportation is offered for Job Readiness by contacting the Juvenile Van Driver at 985-519-7804. Review the Job Readiness schedule for instructions to set up transportation.

Note: Clients will not be allowed to graduate from the program while in Job Readiness. You must attain a job prior to completing the program, this shows stability in your recovery and a way to care for yourself once completing.

Note: If court is scheduled on a day other than Tuesday due to a holiday, then you should follow the Tuesday schedule on the reassigned court date.

Note: You should schedule doctor’s appointment and any other business around your Job Readiness schedule.

Job Readiness Schedule:

Monday	<i>1:00 pm –5:00 pm</i>	<i>Schedule transportation before 10:00 am.</i>
Tuesday	<i>10:00 am – 2:30 pm</i>	<i>Schedule transportation before 8:30 am.</i>
Wednesday	<i>1:00 pm –5:00 pm</i>	<i>Schedule transportation before 10:00 am.</i>
Thursday	<i>1:00 pm –5:00 pm</i>	<i>Schedule transportation before 10:00 am.</i>

OFFSHORE WORK POLICY

Statement of intent:

In an effort to provide for maximum benefit of participants in the 16th JDC Drug 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 Drug Court Program. **The following policy applies to regular Adult Drug 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 4 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) 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 counselor 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 Drug 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 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 or the counselor-on-call prior to going offshore and when returning. Clients must inform the counselor 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 14th day of your hitch it is your responsibility to contact your counselor or case manager and inform them of the circumstances causing your delay.
- E. **Your excuse must be turned in before you can return offshore.**

St. Mary Parish Drug 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 Drug 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 **Family Lecture Series for the first 8 weeks** of the program. The same person does not have to be present at all sessions, but someone needs to sign in 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. The more people you involve in your recovery, the better chances you have of succeeding!

- ◆ **Family members should only be here on Family night.**
- ◆ **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.**

Family Sessions: Day and Time

Every Monday

Phase I: 5:30 P.M. to 6:30 P.M.

Phases II and III: 6:30 P.M. to 7:30 P.M.

Important Note:

- ◆ **Failure to have a family member present at Family Sessions will affect your ability to advance in the program.**
- ◆ **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.**

CULTURAL COUNSELING

Counseling for cultural issues will be conducted weekly. Issues will be addressed that will increase the understanding of addiction, how to re-establish trust with other races and to learn about your race in reference to chemical dependency. The goal of the group is to focus on how recovery cultures reflect on positive language, common values and behaviors that surround individuals striving to overcome substance use disorders. It is an opportunity to address issues not easily addressed in regular groups and receive a signature for an AA meeting by attending this open group.

Culture Group: Day and Time

**Every Wednesday
5:30 P.M. to 6:30 P.M.**

TRANSPORTATION

Clients are responsible for scheduling their own transportation. **Whenever treatment cancels transportation, you will be informed by staff and responsible for your own transportation to treatment or court.** Forgetting to schedule a ride or missing a pick up will not be accepted as an excuse for missing treatment. The van is only allowed to carry a maximum of 15 passengers, in some cases you may have to wait for the van to make a second pick up at your destination spot. *Clients may schedule a pick up at any time during the day before 3:00 p.m. on weekdays, in exception of Tuesday. Due to court on Monday clients should start calling to schedule a ride for court at 1:00 pm.* Clients must call the facility during weekdays, Monday-Friday, to schedule a ride. **Do not call the van driver to schedule transportation during the weekdays!!!!** **On weekends** clients needing a ride to UA must call the van driver directly at **985-518-4250** to schedule a ride. The latest time to contact the van driver for a ride on the weekend is **9:00 a.m.** **If you have had your name placed on the transportation list and you no longer need transportation you must contact treatment and have your name removed from the list.**

If you miss the van after court on Monday you will have to find your own way back to treatment and your destination spot. Clients living in the Franklin area can obtain transportation to the facility for treatment on court days by scheduling a ride before 3:00 p.m. In cases when court runs overtime, clients needing to UA on Monday may have to find their own transportation.

If your name is not on the transportation list by 3:00 p.m. the van driver cannot pick you up. Do not go to the pick up spot thinking that you can get on the van if you are at the stop. The driver cannot pick you up if your name is not on the list. Do not contact the van driver after 3:00 p.m. weekdays to schedule a ride because he/she cannot add your name to the transportation list.

Clients need to be on time at the designated pickup spots! The driver will not wait longer than 5 minutes after the pickup time. There are other clients waiting to be picked up.

Clients must follow the rules listed below while they are riding in the facility's vehicles, failure to obey these rules will be reported to the judge and can lead to court sanctions. ***The rules are as follows: no shouting or hanging out of the windows, no profanity, no racial remarks, no slamming doors, no smoking, no food or drinks, keep hands and feet to yourself, keep your feet on the floor.***

St. Mary Parish Juvenile Drug Court, in compliance with St. Mary Parish Government, requires the following safety belt usage policy: **AVAILABLE SAFETY BELTS SHALL BE USED WHILE TRAVELING ON ALL PARISH BUSINESS.** The purpose of this policy statement is to establish mandatory belt use as a parish policy of the highest priority. **All clients using transportation must have on their safety belt at all times!! Refusal to comply with this rule will result in having your transportation privileges taken away.** Furthermore, clients are to obey the instructions of the transportation worker.

****Transportation is only provided for group, urine screens, and blood work. You are not allowed to access transportation for personal reasons and/or employment.**

****Clients needing to schedule transportation for blood work and physicals must contact treatment the day before your appointment to schedule.**

Important Note: Transportation privileges may be suspended at any time for noncompliance of transportation rules.

DISCHARGE/GRADUATION

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 Drug 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 will 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's check processing fee. You will still be required to pay your Drug Court treatment and urine screen bill. Clients will not be allowed to graduate from the program while in Job Readiness, you must be gainfully employed.**

IV. PROGRAM RULES AND RESPONSIBILITIES

RULES/RESPONSIBILITIES

Due to the diverse population at St. Mary Parish Drug 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. *Job Readiness clients are allowed to leave for dinner following Job Readiness group, however you must return promptly for UA and Therapy Group. Clients are not allowed to go through the double doors without permission from the staff.***

When driving up to the facility, please turn down the volume of any loud music. Please do not drive erratic 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.***

You are not allowed to go in front of Fairview Treatment Center. You are not allowed to use the restrooms in the front of the building.

****No visiting or conversing with Fairview Inpatient clients inside or outside the building. ****
****No joy riding in the parking lot.****

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. Also, negative talk, drug using and/or selling talk will not be tolerated as well. ***No weapons are allowed at the facility, i.e. guns, knives, stun guns, pepper spray, and etc. No hitting, pushing, or threatening of staff or clients will be tolerated, sanctions may be imposed.***

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.
- NO SAGGING!** Loose-fitting slacks, shorts, skirts, and jeans are acceptable.
- 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, drinking, or chewing gum in group or at the UA Station.** 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.**

You are not allowed to go to the snack machines in Fairview Treatment Center waiting area.

PERSONAL & CELLULAR PHONE CALLS

Personal telephone calls will not be allowed on clinic phones. **Cellular phones are not allowed in court or group sessions, they must be turned to vibrate or silent.** Cellular headphone

sets or Bluetooth sets are not allowed in group. Pagers must be turned off. You will not be able to return phone calls from pagers or cell phones 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, read the Cellular Phone Policy in the next section.

CELLULAR PHONE POLICY

Effective Monday, February 2, 2009, any client making or accepting cell phone calls during group and/or sending or accepting text messages during group will be given a day in jail for this violation. The jail time will increase with the number of violations.

TARDINESS

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

ABSENTEEISM

All Drug 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. ***Your excuse must be turned in by 1:00 pm on the MONDAY after your absence. Please understand that anything you miss between Monday and Sunday must be turned in on that following Monday by 1:00 pm. Failure to turn in your excuse by Monday at 1:00 pm will lead to a sanction by the judge. Do not attempt to turn in excuses in court; they must be turned in to treatment. In the occurrence of a holiday on Monday, your excuse will be due at 1:00 pm Tuesday.***

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. If your company does not have letterhead, you must provide a contact name and number and attach a copy of your timesheet to the handwritten excuse.** 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.

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 OR PLACE THEM IN THE COUNSELOR'S DOOR.**
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, profane ringtones, or inappropriate conduct is permitted. You are not allowed to sit in your cars and listen to music loudly. 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 Drug 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 and fully complete and turn the form back in, 2 weeks prior to leaving on pass. Once it is turned into your counselor, 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.

BARS, NIGHT CLUBS, BINGO HALLS AND CASINOS

Clients are not allowed to enter any bar, bingo hall, 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. You are not allowed to go inside of these establishments to get family members or friends.*

PRESCRIPTION MEDICATION POLICY

Effective December 1, 2008, Participants of the St. Mary Parish Drug Court Program are required to notify any medical practitioner to whom they have visited for medical treatment of the following information:

“I am a participant in the St. Mary Parish Drug Court Program and required to disclose that I have an addiction to chemical substances. Unless absolutely medically necessary in the treatment of an illness or injury, I am not to be prescribed a medication containing a narcotic/addictive drug or any other type of medication that may interfere with the treatment of my addiction.”

The participant must request that the Practitioner write on the participant’s file that the patient is a Drug Court Participant, sign and date the entry and the participant is strongly encouraged to obtain a copy to be brought to his/her Case Manager/Counselor at the earliest possible time.

Failure to comply with this Policy will result in a sanction determined by the Court.

PRESCRIPTION & OVER THE COUNTER MEDICATIONS

Any over-the-counter medications must be reported to your Counselor or Clinical Staff (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.

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

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

Actifed (New Formula)	Mucinex DM
Advil	Multi-vitamins
Advil PM	Naprosyn (Prescribed)
Alavert (Non-Drowsy Formula)	Orajel
Alka Seltzer Plus Cold Capsules (No Nighttime Formula)	Pepcid
Aleve	Pepto Bismol
Anbesol	Prilosec
Antibiotics (Prescribed)	Rolaids
Aspirin	Rozerem (Prescribed)
Benadryl Allergy & Sinus Relief	Sudafed PE Sinus Headache
Chloraseptic Spray (Only)	Tavist Allergy
Claritin	Theraflu (Daytime)
Clear Eyes	Toradol (Prescribed)
Contact	Triaminic
Cough Drops	Tylenol (Extra Strength)
Dayquil Gelscaps	Tylenol Allergy
Dimetap	Tylenol Chest Congestion
Dristan Cold	Tylenol Cold & Head
Excedrin (Extra Strength)	Tylenol PM
Excedrin PM	Tylenol Severe Sinus
Ibuprofen	Tums
Imodium	Visine
Kaopectate	Zantac
Motrin	Zicam Cold Remedy
Mucinex	Zyrtec

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

Advil Allergy Sinus	Nyquil
Advil Cold & Sinus	Pamprin
Ambien (Prescribed)	Robitussin
AZO	Soma (Prescribed)
Claritin D	Sudafed
Chloraseptic Throat Lozenges	Tavist D
Diurex	Ultram (Prescribed)
Drixoral	Vicks 44
Flexeril (Prescribed)	Vivarin
Lomotil (Prescribed)	Yellow Jackets
Lunesta (Prescribed)	Zyrtec D
Midol	All Energy Drinks and 5 Hour Drinks
Mucinex D	Any Cough Syrup with Alcohol
No Doz	Over The Counter Energy or Weight Supplements

* 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. BE SURE YOU TELL US BEFORE YOUR DRUG SCREEN ABOUT ANY MEDICATIONS.

******CLIENTS WILL NOT BE ALLOWED TO PARTICIPATE IN THE DRUG 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. ******

V. PROGRAM HOURS & IMPORTANT PHONE NUMBERS

PROGRAM HOURS

St. Mary Parish Adult Drug Court Center is open 8:00 am to 9:00 pm, Monday through Thursday. The facility hours of operation on Friday are from 8:00 am to 6:30 pm. 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
- Thanksgiving
- Day following Thanksgiving
- Christmas Eve
- Christmas Day

COUNSELOR ON CALL

A counselor will be on call after hours, on weekends, and on holidays. The counselor on call can be contacted via cell phone at 985-518-4586. **The counselor on call is available for EMERGENCY SITUATIONS, clients going offshore after-hours, and/or to get permission for activities over the weekend.** Please *do not contact the counselor on call during treatment hours*, you can call the facility and speak to your counselor. *Clients need to speak to their counselors prior to contacting the program director for any treatment or court issues.*

In the event that you find yourself in a crisis situation when the center is closed, you may also contact Teche Regional Medical Center's Behavioral Unit at (985) 384-2200.

OTHER IMPORTANT TELEPHONE NUMBERS

St. Mary Parish Drug Court Clinic.....	985-399-5777
After-hour Extensions: Deborah.....	260
Dymphna.....	163
Mae.....	284
Counselor on Call.....	985-518-4586
UA Line	985-399-0053
Transportation	985-518-4250
Job Readiness Transportation.....	985-519-7804
Compliance Officer	985-519-2428
16 th Judicial District Courthouse.....	337-828-4100
Extensions: Judge McClelland.....	630
District Attorney	550
Probation	117
<i>(Probation only on Thursday)</i>	985-385-2333