



St. Croix County Treatment Court Program Participant Handbook

Updated: July 2023

Table of Contents

St. Croix County Treatment Court Program Participant Handbook	1
The St. Croix County Treatment Court Program	3
The Treatment Court Team	3
Confidentiality	3
Eligibility Standards	4
Referral and Intake	4
Phases of Treatment Court.....	5
Treatment Court Team Staffing.....	9
Treatment Court Hearings.....	9
Treatment.....	10
Community Support Groups.....	10
Attendance and Absences	10
Curfew	11
Employment	11
Chemical Testing.....	12
Medications	13
Supervision	13
Transportation.....	13
Program Fees.....	14
Sanctions and Incentives	14
Complaints and Grievances	16
Termination	16
Graduation.....	17
Conclusion	17
Tips for Success.....	18

The St. Croix County Treatment Court Program

The mission of the Treatment Court Program is to promote recovery from substance use disorders and reduce related criminal behavior. The Treatment Court Program is for adult residents of St. Croix County who have plead guilty to a crime related to their substance use. It is a combined effort between the criminal justice system and the treatment community to increase your success in treatment and reduce the chances that you will commit a new crime in the future. Working together, we will assist you in creating and maintaining a crime-free life in recovery.

The Treatment Court Team

The Treatment Court Judge makes all the decisions regarding your participation in the Treatment Court Program with input from the Treatment Court Team.

The Treatment Court Team consists of:

- Program Coordinator
- Substance Use Counselor
- Department of Corrections (DOC) Agent
- Attorney from the District Attorney's Office
- Attorney from the Public Defender's Office
- Law Enforcement Officer

Confidentiality

State and Federal laws require that your privacy be protected. To be successful in Treatment Court, your support team must be able to communicate with each other to assist you in working toward your goals. All Treatment Court participants must sign releases of information authorizing the disclosure of health, medical, mental health, AODA, criminal, and employment records to the Treatment Court Team as needed. Waivers of confidentiality are signed at the time of screening for Treatment Court and updated as necessary.

For the Treatment Court Team to manage your case, they must discuss details of your progress outside of formal proceedings which are on the record. The Treatment Court Judge will be present for some of these conversations. This is what is known as ex parte communication which means discussing your case outside of court in the presence of the Judge without you or your attorney present. Participants must sign a waiver

acknowledging that participation in treatment court will include these types of communications between the Treatment Court Team members and Treatment Court Judge.

Eligibility Standards

To be eligible for the Treatment Court Program, you must meet the following criteria:

- Adult (18 or older)
- St. Croix County resident
- Pending criminal charges or pending probation/parole revocation related to a substance use disorder.
- Ability to resolve all pending felony charges which might remove you from the ability to participate in Treatment Court
- Not determined to be a violent offender based on current charges and prior convictions
- No history of substantial drug dealing activity
- Physically able to meet the requirements of the Treatment Court Program including drug and alcohol testing
- Eligible for supervision through the Department of Corrections (DOC) in St. Croix County long enough to complete the requirements of the program
- No severe mental illness that interferes with participation and cannot be treated

If you meet these criteria, you will then be assessed and evaluated by the team to determine whether you are an appropriate candidate for participation.

Referral and Intake

Referrals to the Treatment Court Program can be made by:

- Circuit Court Judges
- Prosecuting Attorneys
- Your Defense Attorney
- Department of Corrections (DOC) Agents
- Program Coordinator
- Self-referral

To start processing an application the Coordinator needs:

- An attorney referral OR Alternative To Revocation (ATR) referral form completed by a DOC Agent
- A participant questionnaire

Once these are received, the Coordinator will screen you for eligibility. If you are eligible, the Coordinator will set up a risk assessment and a Substance Use Disorder (SUD) assessment. If the assessment results say you may be an appropriate candidate, you will be invited to observe a Treatment Court session. After observing Treatment Court, you will be privately interviewed by the Treatment Court Team where you can ask any questions you have and provide more information to the team. Following the interview, the Treatment Court Team will decide whether you are an appropriate candidate for Treatment Court. Once a decision is made, you, your attorney, and your sentencing judge or the Department of Corrections will be notified.

You are not admitted to the program until you:

- Resolve your pending case and receive a sentence requiring you to participate or sign a formal Alternative to Revocation (ATR) requiring participation
- Sign the Participant Contract and all necessary releases with the Coordinator

Phases of Treatment Court

The Treatment Court Program consists of 4 phases and is a minimum of 14 months.

Each phase has a minimum length of time required:

- **Phase 1:** 2 months
- **Phase 2:** 4 months
- **Phase 3:** 4 months
- **Phase 4:** 4 months

If you have conditional jail time to serve when you begin Treatment Court, time spent in jail may not count toward your time in the program.

To advance through the phases you must:

- Participate for the minimum amount of time
- Acquire the required number of recovery benchmark weeks
- Achieve the required days of continuous abstinence

- Pay required program fees
- Have a letter of support from your recovery sponsor and recovery network

Your progress in recovery is measured in part by recognizing weeks when you meet all of your recovery benchmarks. The Program Coordinator will work with you on measuring your progress and success will be recognized by the court with the award of 5x5 cards.

To earn weeks of recovery benchmarks and the associated 5x5 card, you must:

- Attend scheduled treatment sessions
- Attend all appointments with supervision and case management
- Submit to all required chemical tests
- Attend required community support meetings
- Complete any required work hours

Every week earned 5x5 cards will be placed in a drawing for a prize to encourage you in your efforts in recovery.

Each phase has a different goal for your recovery and to move ahead you must show that you are making progress towards that goal.

The phase requirements are as follows:

Phase 1

Goal - Stabilization

- Minimum 60 days in phase
- Begin treatment
- One community support meeting per week
- Obtain a sponsor
- Weekly court appearances
- Weekly office visits with Case Manager and DOC Agent
- Monthly home visits
- 10 p.m. curfew
- 10 work hours per week
- \$100 program fee or 10 hours of community service

To advance to Phase 2:

- Achieve at least 6 weeks of meeting recovery benchmarks
- 20 days of confirmed abstinence
- Have a letter of support from sponsor
- Have program fee paid or an approved financial plan to have fee paid

Phase 2

Goal - Treatment Engagement

- Minimum 120 days in phase
- Engage in treatment with regular attendance
- Two community support meetings per week
- Weekly meetings with sponsor
- Every other week court appearances
- Every other week office visits with Case Manager and DOC Agent
- Monthly home visits
- 11 p.m. curfew
- 20 work hours per week
- \$200 program fee

To advance to Phase 3:

- Achieve at least 12 weeks of meeting recovery benchmarks
- 40 days of confirmed abstinence
- Have a letter of support from sponsor
- Have program fee paid or an approved financial plan to have fee paid

Phase 3

Goal - Transition to a Community Recovery Network

- Minimum 120 days in phase
- Engage in treatment with regular attendance
- Three community support meetings per week

- Weekly meetings with sponsor
- Monthly court appearances
- Every other week office visits with Case Manager and DOC Agent
- Monthly home visits
- 30 work hours per week
- \$200 program fee

To advance to Phase 4:

- Achieve at least 12 weeks of meeting recovery benchmarks
- 60 days of confirmed abstinence
- Have a letter of support from sponsor
- Have program fee paid or an approved financial plan to have fee paid

Phase 4

Goal – Maintain Recovery Using a Community Recovery Network

- Minimum 120 days
- Complete treatment
- Three community support meetings per week
- Weekly meetings with sponsor
- Monthly court appearances
- Monthly office visits with Case Manager and DOC Agent
- Monthly home visits
- 30 work hours per week
- \$200 program fee

To graduate:

- Achieve at least 12 weeks of meeting recovery benchmarks
- 90 days of confirmed abstinence
- Have a letter of support from sponsor
- Have all program fees paid or an approved plan for fees to be paid

Abstinence dates will be calculated based on the first negative test after starting the program and then the first negative test after a use episode.

Treatment Court Team Staffing

Before each Treatment Court hearing, the Treatment Court Team meets to discuss the participants appearing in Treatment Court that week. The team is given progress reports on each participant, prepared by the Treatment Court Coordinator, based on information provided by you, your treatment providers, and your recovery network. Progress reports include your participation and engagement in treatment, attendance at groups and meetings, work hours, drug testing results, and other information about your progress. The Treatment Court Team discuss achievements you have made and challenges you may be facing. During the Treatment Court session which follows, the Treatment Court Judge will meet with you to discuss how you have been doing since your last Treatment Court appearance, give praise and rewards for positive progress, hand out any sanctions, and go over any new requirements or expectations.

Treatment Court Hearings

Treatment Court sessions are held Wednesdays starting at 8:30 a.m. Appearances in court begin weekly and reduce in frequency as you progress in recovery and the program.

- **Phase 1:** weekly
- **Phase 2:** every other week
- **Phase 3:** once a month
- **Phase 4:** once a month

Treatment Court is held in an open courtroom. Family members and other members of your support network are welcome and encouraged to attend. Individuals observing Treatment Court may not participate in the proceedings. Anyone wishing to provide input to the Treatment Court Team may do so in writing. Children may attend Treatment Court but you are strongly encouraged to consider whether the child's presence is appropriate for them and for other participants.

At each Treatment Court hearing the Treatment Court Judge will ask you questions and discuss your progress in recovery. If you have achieved all of your recovery benchmarks for the week, you will receive a 5x5 incentive card. Cards will be placed in a weekly drawing for monetary incentives such as gas cards, gift cards, or money off Treatment Court fees.

Treatment

A Substance Use Disorder (SUD) assessment will be completed before you start Treatment Court to determine your treatment needs. You will be consulted in creating your treatment plan and in any adjustments made to your treatment plan. During your time in Treatment Court, you must follow through with the treatment plan that is developed. The Treatment Court Team will communicate with your treatment provider to make sure your treatment needs are being met. If there is a need for an adjustment to your treatment plan, you will be expected to follow any new recommendations. Your treatment plan may include not only Substance Use Disorder treatment but also Cognitive Behavioral Therapy, mental health counseling, or other treatment services which may assist you in recovery.

If you require a higher level of treatment during your time in Treatment Court, (inpatient treatment, residential treatment, or time at a halfway house) the time spent in these programs will not count toward your phase advancement.

Community Support Groups

You will be required to attend community support groups each week as an important part of meeting sober people, learning about long term recovery, and building your Recovery Network. The goal is for you to build a Recovery Network which will remain in place once you have graduated from Treatment Court and increase your success in recovery. Alcoholics Anonymous, Narcotics Anonymous, and SMART Recovery are examples of community support groups. You will be given a list of groups in or near St. Croix County when you start the program and encouraged to participate in other sober activities. Attendance at meetings must be verified by a signature and phone number from the individual who chairs the meeting. You will also be required to obtain a recovery sponsor and maintain weekly contact with that sponsor. Treatment Court participants are not allowed to sponsor other participants in the program or sign each other's meeting sheets. You may decide to participate in faith-based support groups but the Treatment Court does not mandate participation in faith-based programs and will help you seek alternatives if you wish.

Attendance and Absences

Showing up is the most important thing you can do for your recovery in addition to honesty. You are expected to make all meetings and appointments and be on time. If you must miss a scheduled meeting or appointment for any reason your attendance must be excused by both the treatment provider AND the Treatment Court. Unexcused absences will be sanctioned. Ongoing patterns of cancelling and rescheduling treatment sessions will

be warned and sanctioned. If you are late to treatment or meeting you may not be allowed to participate and it will be considered a missed and unexcused meeting or appointment and you may be sanctioned. Recovery must be a priority and you can't make progress in recovery if you aren't in the room for treatment and other required meetings.

An unexcused missed court appearance will result in a warrant for your arrest. Once a warrant is issued you will be scheduled to appear weekly while the warrant is active. Four consecutive missed Treatment Court sessions will result in an automatic motion to terminate your participation in Treatment Court. Failure to appear for the termination hearing will result in termination from Treatment Court.

Curfew

The Treatment Court uses a curfew in the early phases to help you build good habits and avoid situations which may put your recovery at risk. It is intended to provide structure to your schedule and help you meet your obligations while you build abstinence and work on building a new recovery network. You must have a residence which has been approved by the Treatment Court Team to begin Treatment Court. During the first two phases you are not allowed to stay overnight at another residence without prior approval. The curfew requires you to be in your residence from the stated curfew time until 6 a.m. the next morning. Any adjustments to this time to accommodate for work schedules or other Treatment Court requirements should be approved by the Treatment Court Team in advance.

Employment

You will be required to maintain employment or other structured activity hours while you are in Treatment Court.

Work hours may be met through hours of:

- Employment
- Community service
- Job seeking
- School
- Other activities approved by the court

Work or other structured activities are intended to:

- Reduce large blocks of unstructured time where you are likely to struggle with maintaining your recovery
- Increase time in a prosocial environment
- Build employment and time management skills
- Improve your financial stability and independence

All hours must be verifiable by the Program Coordinator through paycheck stubs or other time reports. If you are proposing a job which is difficult or impossible to verify, it may not be approved by the Treatment Court.

Employment which places your recovery at risk such as bartending or working in other areas at high risk of exposure to substance use may not be approved by the Treatment Court Team.

Chemical Testing

You will be tested throughout the Treatment Court Program for controlled substance and alcohol use as well as other mood-altering substances.

- Most drug testing will take place at the Justice Services Center. You may also be asked complete testing with your probation agent, treatment provider, law enforcement, or the jail. If asked, you must immediately report to test.
- Testing will be done on a random schedule. You will be required to call in daily to see if you need to test that day.
- Testing will be directly observed by same sex personnel.
- Methods of testing (urine, saliva, skin etc.) are determined by the Treatment Court Team and are not negotiable.
- If you miss a test or do not arrive on time to test, it will count as a positive test.
- You must promptly comply with the drug screening procedure when directed to test. If a sample is not produced within one hour, if it is not of sufficient quantity, or is adulterated in any way, it will be treated as a positive sample.
- You are responsible for avoiding environmental contaminants (for example certain foods, secondhand smoke, topical alcohols) which will cause a positive test. You will be provided information on what to avoid.

- You are not allowed to be with other people who are using alcohol and controlled substances and should leave any situation where people are using.
- Tampering with a test is a very serious violation and is a basis for termination. This includes diluted tests.
- You are expected to disclose any substance use before testing. If you have a positive test and you have not been honest about your drug, alcohol, or other substance use before testing positive, there will be a sanction for failing to disclose your substance use.

If you have a positive on-site test and deny use, the sample will be sent in to a lab to confirm the positive result. If the lab test comes back positive, you will be assessed the cost of the lab confirmation.

Medications

To measure your progress in recovery, the Treatment Court must be able to confirm that you are not using alcohol, controlled substances, and other mood-altering substances. **You may not take over the counter medications or prescription medications which will cause a positive test without prior approval of the Treatment Court.** You will be provided with information on what to avoid and should always contact the Coordinator or Case Manager if you are unsure about what you can take before taking anything.

If you are prescribed medications, you must provide that information to the Coordinator or Case Manager prior to starting Treatment Court. If you receive a new prescription, you must contact the Coordinator or Case Manager prior to taking that medication. You must provide all information including the medication prescribed, the amount provided and the directions for taking it. You may be asked to provide proof of the prescription by providing medical records or showing the medication and container to the Team.

Supervision

All participants will be supervised by the Department of Corrections, usually by the agent assigned to the Treatment Court Team. Office visits and home visits will be scheduled with your agent according to the policies set by that office.

Transportation

Transportation can be a challenge in early recovery. You must come up with a plan for rides or assistance well ahead of your obligations and you should always have a backup plan. If you need help brainstorming ways to find help, you should ask the team for assistance. A lack of transportation will not be an acceptable excuse for repeated failure to meet your recovery benchmarks. The sober community is often a great resource to assist

with rides until you can meet your needs on a regular basis and a good reason to practice relying on your Recovery Network.

Program Fees

The total cost to participate in the Treatment Court Program is \$600. Fees must be paid before the end of each phase in order to advance unless the court makes an exception. Ability to pay may be considered by the court.

The cost for each phase is as follows:

- **Phase 1:** \$100
- **Phase 2:** \$100
- **Phase 3:** \$200
- **Phase 4:** \$200

During Phase 1, you may elect to perform community service to pay your Phase 1 fees. Community service hours must be documented and verified each week through the Treatment Court Coordinator. Hours are credited at a rate of \$10 per hour.

Payment of fees should be made through the Justice Services Center.

Sanctions and Incentives

Incentives are responses to positive behaviors which show progress in recovery. When you make progress in recovery and the Treatment Court Program, you will receive incentives.

Behaviors which will result in incentives:

- Honesty
- Attendance and engagement in treatment
- Showing up to test
- Attending meetings
- Chairing meetings
- Getting a recovery sponsor
- Attending prosocial and recovery activities
- Completing assignments
- Obtaining employment, promotions, and raises

- Getting a driver's license
- Obtaining stable housing
- Reunification with children
- Building relationships in the recovery community
- Demonstrating persistence in achieving goals
- Utilizing resources and problem solving
- Helping peers
- Sobriety milestones

Examples of rewards for positive behavior include:

- Praise
- Extra 5x5 cards in the drawing
- Gift card
- Travel privileges
- Reduced supervision
- Money off Treatment Court fees
- Phase advancement

Sanctions are consequences for negative behavior that are perceived as negative.

Examples of behaviors that will be sanctioned:

- Dishonesty
- Unexcused absences from treatment
- Missing testing
- Tampering with tests
- Missing court
- Missing meetings with agent or Treatment Court staff
- Missed community support meetings
- Incomplete assignments
- Forged documents
- Being late to treatment, meetings, and court
- Missing work hours
- New criminal charges

- Violating DOC or program rules

Examples of sanctions include:

- Thinking report
- Writing assignment
- Verbal warning
- Apology letter
- Paying no show fees
- Paying for lab confirmed tests
- Making up missed obligations
- Increased court appearances
- Increased testing
- Increased frequency of meetings with Treatment Court staff
- Community service
- Curfew or modified curfew
- GPS monitor, with or without restrictions
- Jail
- Termination

Complaints and Grievances

The Treatment Court Program strives to meet expectations of due process and fairness. You will have an opportunity to be heard any time sanctions are being considered by the court and you will be provided an explanation for all sanctions that are imposed. Complaints may be directed in writing to the Treatment Court Coordinator for consideration by the Team and a response will be provided in writing within a reasonable amount of time.

Termination

You may be terminated from the Treatment Court Program if you:

- Pose an immediate risk to public safety
- Fail to comply with treatment or supervision requirements
- Are unwilling or unable to engage in treatment

- Engage in repeated and substantial violations of Treatment Court rules
- Receive new criminal charges for crimes committed while in the Treatment Court program OR which would remove you from program eligibility or participation
- Have your probation or extended supervision revoked by the Department of Corrections

Any member of the Treatment Court Team may make a request for termination. The team will discuss all requests. A majority consensus of the team is needed to continue with a request for termination. If there is a request for termination, you will be given notice in court by the Judge. You will also receive a letter outlining your rights and the reasons why termination is being requested. Before a Termination Hearing is scheduled, you will be given an opportunity for a private meeting with the Treatment Court Team to discuss your continued participation in the program. If the Team continues to recommend termination after that meeting, a Termination Hearing will be scheduled. You may choose to not to meet with the team and go directly to a Termination Hearing. You may have counsel at the Termination Hearing. If you are unable to afford counsel, you may request an attorney through the Public Defender's Office. At the Termination Hearing you can contest termination or agree to it. If you contest termination, the Judge will listen to all evidence and arguments then decide whether there have been violations of Treatment Court rules or policy sufficient to support your termination from the program.

Graduation

Graduation will be scheduled when you complete the requirements for all four phases. Graduation from the Treatment Court Program is recognized as a very important event celebrating your success in recovery. Your loved ones and friends will be invited to join you at a special ceremony as the Treatment Court Team congratulates you for successfully achieving your goal to establish a life in recovery.

Conclusion

The Treatment Court Judge and the Treatment Court Team are here to guide and assist you in building a life in recovery but the final journey in recovery is yours. To succeed, we will work with you to pursue your goals and make the changes necessary to maintain a healthy life in recovery.

Tips for Success

1. **Be honest** with yourself and others. Honesty is essential to recovery and is the one thing you can do at all times.
2. **Show up** for all treatment, appointments, meetings, and Treatment Court sessions.
3. **Prioritize treatment and recovery** over other obligations.
4. **Focus on your own recovery** before assisting with the needs of others.
5. **Follow all treatment recommendations** even if you don't understand them yet.
6. **Communicate.**
 - a. If you cannot make a meeting or appointment, contact both the appointment provider and the Coordinator ahead of time.
 - b. If you are struggling, let someone on the team know and rely on your Recovery Network.
7. **Plan ahead** for transportation and have a back-up plan if something happens.
8. **Keep your Treatment Court paperwork** so that you can refer to it as needed.

"A journey of a thousand miles begins with a single step."

- Lao Tzu