

**IN THE SUPERIOR COURT OF FORSYTH COUNTY
STATE OF GEORGIA**


ADMINISTRATIVE ORDER 23-11 *nunc pro tunc* to November 7, 2023

IN RE: DRUG COURT

**ORDER AMENDING
ADMINISTRATIVE ORDER 23-07**

The Drug Court Policies and Procedures were amended by agreement of the members of the Drug Court Planning Group on October 27th, 2023 and accepted and approved by the Court on said date. The changes reflected in the amended Drug Court Policies and Procedures were orally announced to the Drug Court participants on the 7th of November 2023 and written copies of the updated Participant Handbook, which contained the changes to the Drug Court Policies and Procedures, were made available to all Drug Court participants. Nevertheless, pursuant to the terms of the Drug Court contract, all Drug Court participants are on notice that they are required to comply with all past and future Drug Court policies and procedures in effect. The most current Drug Court Policies and Procedures are on file with the Clerk of the Forsyth County Superior Court, which are available to review during normal business hours. This order shall be considered an addendum to Administrative Order 07-01.

SO ORDERED, this 7th day of November, 2023.



Jeffrey S. Bagley, Chief Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit

FORSYTH COUNTY DRUG COURT POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

- I. Planning Group and Steering Committee
 - II. Mission Statement
 - III. Goals and Objectives
 - IV. Structure/Model
 - V. Target Population
 - VI. Eligibility Criteria/Disqualification Criteria
 - VII. Entry Process
 - VIII. Phases
 - IX. Graduation Criteria
 - X. Termination Criteria
 - XI. Sanctions
 - XII. Incentives
 - XIII. Treatment Protocol
 - XIV. Supervision Protocol
 - XV. Testing Protocol
- Memorandums of Understanding

DRUG COURT TEAM AND PLANNING GROUP

PURPOSE:

This group is comprised of executive level personnel from each agency to facilitate the process, expeditiously resolve issues, and provide buy-in at the upper echelon, so that later groups with non-executive level personnel will be comprised of people who are confident that the Head of each agency has made drug court a priority mission. The group has a clear purpose, roles of members are defined, and the group meets on a regular basis. The group utilizes formal and informal evaluations of the program to guide policy review and improvement. Formal refers to evaluations conducted by contracted agencies for such a purpose. Informal includes participant surveys, feedback from staff or ancillary agencies, etc.

MEMBERS:

- Honorable Jeffrey S. Bagley, Chief Superior Court/Drug Court Judge, attended Operational Tune-Up March 2021, attended local conference in 2020
- Accountability Courts Office, Programs Coordinator, attended Operational Tune-Up March 2021, attended local conference in 2021
- Accountability Courts Director, attended Operational Tune-Up March 2021, attended local and national conference in 2021
- Accountability Courts Assistant Director, attended Operational Tune-Up March 2021, attended local and national conference in 2023
- District Attorney, attended Operational Tune-Up March 2021, attended local conference in 2023
- Criminal defense attorney representative, attended Operational Tune-Up March 2021, attended local conference in 2023
- Department of Community Supervision representative, attended Operational Tune-Up March 2021, attended local conference in 2023
- Forsyth County Sheriff's Office representative, attended Operational Tune-Up March 2021, attended local conference in 2023
- Treatment representative, attended Operational Tune-Up March 2021, attended local and national conference in 2023
- Pre-Trial Services representative

CONTINUING EDUCATION REQUIREMENTS:

All group members are required to adhere to their discipline-specific requirements for certification or licensure (listed below). Additionally, all group members must attend one Accountability Court training/conference every 2 years. New group members are required to attend the next state or national Accountability Court training/conference. New judges and coordinators must attend formal orientation and training administered by the CACJ. Drug Court staff must participate in ongoing cultural competency training on an annual basis.

Attorneys: 12 hours of CLEs/year

Counselors: 35 hours of CEUs/biennially
Probation Officers: 20 hours of POST credit/year
Law enforcement: 20 hours of POST credit/year

ROLES AND RESPONSIBILITIES

A. JUDGE'S ROLE

The Drug Court Judge has knowledge of the impact of substance abuse on the court system, the lives of participants, and the entire community and is, therefore, committed to the program mission and goals, and works as a lead partner to ensure its success. One way the Drug Court Judge leads is through assisting the treatment team in developing protocols and procedures for the program. In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant progress. The Judge strives to spend a minimum of three minutes or greater with each participant during status review.

The Drug Court Judge presides over all Drug Court sessions. The Drug Court Judge also attends non-court meetings, including, but not limited to, planning groups and staffings; reviews candidates for participation; determines appropriate and effective sanctions for program violations; and provides incentives for continued success.

The Judge and team will minimize discussion of protected health information, and otherwise private information, in an open court setting, even where a participant has executed a HIPAA waiver.

B. PROSECUTOR'S ROLE

The Drug Court Prosecutor has many responsibilities to the Drug Court. The Prosecutor ensures each eligible offender is offered the option of Drug Court. Further, the Prosecutor presents each case to the Judge and facilitates entry into the Drug Court Program if appropriate. The Prosecutor attends planning groups, staffings, and court, assisting in the determination of appropriate sanctions and incentives for current participants. Such decisions are made using knowledge of substance use disorder, relapse, and other factors (i.e., criminal history, gender, age, culture) that may impact a participant's success. The Prosecutor agrees that a positive drug test or open court admission of drug use will not result in the filing of additional drug charges based on that admission; and make decisions regarding the participant's continued enrollment in the program based on progress and response to treatment rather than on legal aspects of the case, except for additional criminal behavior. The Prosecutor participates in policy development which includes designing policy and procedures for screening, eligibility, and case-processing. Another role of the Prosecutor is to contribute to efforts in community education and acquisition of community resources to aid the program. The Prosecutor educates peers, colleagues, and judiciary on the effectiveness of Drug Courts. The Prosecutor works to create a sense of stability, cooperation, and collaboration in pursuit of the program's goals.

C. DEFENSE ATTORNEY'S ROLE

The Drug Court Defense Attorney represents each referred offender and participant in the Drug Court who is not otherwise represented by counsel. Prior to entry into the Drug Court Program, the Defense Attorney evaluates the offender's legal situation and ensures their legal rights are protected.

Additionally, the Defense Attorney effectively advises offenders of their legal rights, legal options, treatment options, program conditions, and possible sentencing outcomes while developing a relationship that promotes the offender's long-term best interests. The Drug Court Defense Attorney also monitors participant progress and ensures the appropriate provision of treatment and other rehabilitative services. The Drug Court Defense Attorney attends planning groups, staffings, and court, assisting in the determination of appropriate sanctions and incentives for current participants. Such decisions are made using knowledge of substance use disorder, relapse, and other factors (i.e., criminal history, gender, age, culture) that may impact a participant's success. The Defense Attorney attends staffing to discuss possible candidates for the program and to determine appropriate sanctions and incentives for current participants. Like the Prosecutor, the Defense Attorney also contributes to educating the community and assists in educating peers, colleagues, and judiciary in the effectiveness of Drug Courts. The Defense Attorney work to create a sense of stability, cooperation, and collaboration in pursuit of the program's goals.

D. DIRECTOR AND ASSISTANT DIRECTOR'S ROLES

The Director and Assistant Director are responsible for the overall administration of the Program in that they provide staff direction; budgetary decisions and management (including application and management of grant funds); provide community outreach and resources for the program; and they supervise the counselors and treatment to ensure ethical implementation of and fidelity to the curriculum. They are also responsible for reviewing and updating the program policies and procedures manual and participant handbook to ensure operations and administration comply with applicable local, state, and federal requirements.

E. PROGRAMS COORDINATOR'S ROLE

The Programs Coordinator manages the daily operation and administration of the Drug Court Program. This includes immediate oversight of staff interaction with participants, assistance with case management development and implementation, training and administration of the case management and drug screening/laboratory system, review of court documents, etc. The Programs Coordinator assists the Director and Assistant Director in developing, implementing, and supervising the Office's policies and procedures.

F. CASE MANAGER'S ROLE

The Drug Court Case Manager assists the Programs Coordinator with all duties. The Drug Court Case Manager advises the participants of their requirements and conditions. The Drug Court Case Manager maintains records of the participant to include program fee payments, residence, employment and other information. The Drug Court Case Manager manages all participant files, maintains updates, and coordinates the information for the court's review. The Drug Court Case Manager can administer drug screens to test for drugs/alcohol.

G. TREATMENT TEAM

The Accountability Courts Assistant Director and the counseling team facilitate all group counseling sessions, individual counseling sessions, and other recommended counseling. The Drug Court Program participants are provided with specialized curricula and proven, evidence-based treatment practices. The Treatment Team reports all participant progress, or lack thereof, to the Accountability Courts Office through notes in the case management system, emails, etc. A representative from the Treatment Team attends all planning groups, staffings, and court sessions.

The Treatment Team does not discuss sanctions or other requirements with the Drug Court Program participants, including results of drug and alcohol screens performed.

H. LAW ENFORCEMENT'S ROLE

Law enforcement plays a major role in the participant's opportunity to participate in the Drug Court Program. Law Enforcement makes a recommendation to the team as to the suitability of the participants for the program regarding their past and current interactions. Often, they are advocating for participants to get the help they need over enforcement of imprisonment. They provide for residence checks prior to entry to ensure the participant has the best start to the program. Further, they provide 4th Amendment Waiver searches of the participant's person, place, or belongings to monitor compliance to the program rules. Law Enforcement works to educate the Sheriff's Office deputies of the importance of the Drug Court Program.

I. PROBATION OFFICER'S ROLE

Some participants come into the program because of having a drug related violation while on probation. It is the responsibility of the Probation Officer to conduct the initial evaluation of these cases. If the probationer is determined to be a candidate for Drug Court, the Probation Officer refers the case through the District Attorney. If the probationer is admitted into Drug Court, their progress is monitored by the Probation Officer who also reports back to the Probation Department. The Probation Officer keeps the Drug Court staff informed of the person's progress on probation by attendance at weekly staffing and court sessions. In the role of community supervision of offenders, the probation officer contributes to community education and acquisition of community resources to aid the program. In the event a probationer is terminated from the Drug Court, the Probation Officer will make recommendations related to their sentencing.

STEERING COMMITTEE

A committee comprised of court officials, community organizations, healthcare providers, social service agencies, education providers, and business leaders meets biannually to review the progress of all Accountability Courts in Forsyth County. Additionally, this committee is tasked with connecting Accountability Courts with appropriate services available in the community, assisting in educating the community on Accountability Courts, aiding Accountability Courts in securing additional funding for ancillary services for indigent participants, etc.

MISSION STATEMENT

The mission of the Forsyth County Drug Court Program is to enhance public safety by providing a judicially supervised regimen of treatment and innovative case management to substance abuse offenders with the goal of returning sober, law-abiding citizens to the community and thereby closing the “revolving door” to the criminal justice system.

GOALS AND OBJECTIVES

GOAL 1: To provide early screening, assessment, and court intervention.

Objective 1:

Eligible offenders, who express interest and are referred to the program, will receive substance abuse evaluation/assessment of risk/needs within 14 days of arrest, subject to the policies of other circuits.

Objective 2:

Selected participants will receive court intervention within 14 days of arrest.

OUTCOME MEASURES:

1. Percentage of eligible offenders receiving substance abuse evaluations and assessments of risk/needs within 14 days of arrest.
2. Percentage of eligible offenders receiving court intervention within 14 days of arrest.

GOAL 2: To provide effective court supervision.

Objective 1:

100% of the participants will receive intensive court supervision including regular hearings, tracking of progress, and progressive sanctions and incentives.

Objective 2:

At least 85% of participants receiving program services will reduce the frequency of alcohol and other drug use as measured by urinalysis testing results.

Objective 3:

65% of eligible participants will complete the program successfully.

OUTCOME MEASURES:

1. Percentage of program participants who demonstrate reductions in alcohol and other drug use as measured by clean urinalysis test results.
2. Percentage of eligible participants completing the program.

GOAL 3: To provide an integrated program of drug treatment, substance abuse education, and rehabilitation services.

Objective 1:

100% of the participants referred will receive inpatient or outpatient substance abuse treatment at any given time as measured by treatment provider verification reports.

Objective 2:

90% of the participants who complete the program will be employed upon graduation as measured by employment verification reports.

Objective 3:

100% of the graduates with less than a high school degree will improve literacy skills or earn a GED prior to program completion as measured by educational verification reports.

OUTCOME MEASURES:

1. Percentage of program participants receiving outpatient and/or inpatient substance abuse treatment.
2. Percentage of program graduates who are employed.
3. Percentage of program participants who have increased literacy skills and/or completed a GED.

STRUCTURE/MODEL

The Forsyth County Drug Court is a hybrid model of pre-adjudication and post-adjudication offered to eligible participants charged with felony drug offenses or other offenses deemed appropriate by the District Attorney's Office. Entry into the program is completely voluntary and is indicative of only one option available to defendants. There will be no coerced participation in the Program. Additionally, the decision to participate in the Program shall not be influenced by offering a dispositional alternative more grueling or demanding to eligible offenders than that which is offered in cases where drug court is not an option. Typically, those found guilty of first-time drug possession are sentenced to 3-5 years to be served on probation, fines, fees, community service, drug screens, a drug and alcohol assessment and follow-up to the recommendations made in that assessment, etc.

Drug Court is also offered as an alternative to revocation for eligible offenders who are on probation and subsequently test positive for drugs or obtain substance-related charges.

Drug Court offers a more forgiving program for those offenders who have a drug addiction and want help fighting it. For example, the first time a Drug Court participant tests positive for drugs or alcohol, the sanction does not result in jail time. The sanctions will be progressive in severity if violations continue. However, if offenders test positive for drugs while on probation and are revoked, it is likely they will be sent to a Probation Detention Center for 60 to 120 days.

The Drug Court Case Manager advises the participants of their requirements and conditions. The Drug Court Case Manager maintains records of the participant program fee payments, residence, employment, case status and other information. The Drug Court Case Manager manages all participant files and maintains updates. The Drug Court Case Manager can administer drug screens to test for drugs/alcohol.

TARGET POPULATION

The target population for the Forsyth County Drug Court includes those charged with felony drug offenses or offenses related to substance use, and those on probation who test positive for drugs or obtain substance-related charges. Additionally, participants must meet clinical criteria for having substance abuse or dependence with a focus on moderate to high risk/need offenders. Defendants will not be excluded solely on the basis of his/her use of prescribed substance use disorder or psychotropic medication. Programs shall consider these services for participants where clinically appropriate and available.

The Forsyth County Drug Court will not knowingly accept those known or thought to be involved with the sale or distribution of drugs, validated gang members, or those previously convicted of violent felonies.

****We will provide a safe, welcoming, and supportive environment for all people and promote an area of growth for each person who enters our programs. We will create a therapeutic environment that broadens our understanding and appreciation of multiculturalism and diversity. We will be respectful of all people regardless of race, religion, gender identity, sexual orientation, political views, etc.**

ELIGIBILITY CRITERIA

Eligible participants will meet the following criteria:

- Current felony drug charge and other charges as identified by DA³
- Meet clinical criteria for substance abuse or dependence, with a focus on moderate to high risk/need offenders
- Will consider felony convictions
- At least 19 years old and not currently enrolled in high school
- Presence in United States is legally documented
- Must be a resident of the State of Georgia

Probation Eligibility

- Must test positive for alcohol/drugs, obtain new alcohol/drug-related offenses, or refuse to provide specimen to be tested for alcohol/drugs
- Must have at least 36 months left on probation sentence to complete Drug Court Program
- Must have at least 30 months left on probation sentence to receive Maximum Benefits Certificate
- Probation entries will have their community service suspended, as long as they are in Drug Court. Upon successful completion of Drug Court, their community service will be deemed satisfied. They will receive dollar for dollar credit on their fines from any monies they pay to Drug Court. Probation entries who owe restitution must still pay restitution.
- Individuals who previously declined Drug Court will serve 30 days in the county jail, from the date of arrest, prior to starting the program. Individuals who previously declined Drug Court and get a new felony while on felony probation for the case on which they declined will go to the county jail for 60 days. Individuals who are on probation and get a new felony, having never declined drug court, will serve 60 days in county jail prior to entry. Individuals on probation who are offered Drug Court after getting a new misdemeanor DUI or drug charge will serve 30 days in the county jail, from the date of arrest, prior to starting the program.
- Must have no prior violent felony convictions
- Meet clinical criteria for substance abuse or dependence
- Must be at least 19 years old and not currently enrolled in high school
- Must be a resident of the State of Georgia

³ The District Attorney may use discretion on any referrals deemed appropriate for consideration in the Drug Court Program

DISQUALIFICATION CRITERIA

The following criteria disqualify an offender for the Forsyth County Drug Court Program:

- Violent felony convictions or history, including, but not limited to, murder, vehicular homicide, serious injury by vehicle, armed robbery, robbery, aggravated assault, aggravated battery, terroristic threats, *unless deemed appropriate by the DA's Office*
- Multiple felony convictions as deemed inappropriate for the program by the DA's Office
- Involvement in sale or distribution of drugs within the last three years
- Severe and/or untreated mental/physical health problem which would impede their ability to actively participate in and complete the intensive program
- Presence in the United States is not legally documented
- Verifiable membership in a street or prison gang
- Graduated or terminated from any accountability court within the previous 2 years
- Re-entry into the program for the third time will be considered on a case-by-case basis

ENTRY PROCESS

After arrest, defendants are identified by jail personnel and the District Attorney's Office, or by the Probation Officer, as potentially eligible for the Forsyth County Drug Court Program. They are given a bond in the usual manner. The District Attorney's Office sends notice of their Drug Court Review Date on the soonest Friday practicable after their bond, typically within two to three weeks of release. Those unable to make bond, or those on probation, are placed on a Drug Court Considerations Calendar on the earliest Friday after seven (7) days in custody (to increase the likelihood of deciding while sober).

On their bond returnable date, those who have made bond report to the Accountability Courts Office at 425 Tribble Gap Road, Cumming, Georgia 30040 to meet with defense counsel about the specifics of their case and the requirements of the program. Those still in jail will be seen by the defense attorney at the jail prior to clinical assessments.

If a defendant is not interested, their case is placed on the regular trial track. Those on probation who decline Drug Court are placed on the next revocation calendar.

If interested in the program, defendant's residency is verified, and defendants complete a clinical evaluation. The clinical evaluation consists of the LS-CMI to determine risk/need, Texas Christian University Drug Screen (TCUDS) to determine level of substance use disorder, Correctional Mental Health Screen to indicate need for mental health services, Life Events Checklist to indicate trauma, and the Full ASAM assessment to indicate level of care. Results of clinical evaluation, including risk assessment and ASAM level are entered into case management system by a member of the treatment team. Following that evaluation, interested and referred defendants are given a date to return to Drug Court, or if incarcerated, are brought over to Drug Court, on Tuesday at 3:00 PM to enter the program, following execution of the contract packet.

The Drug Court Team consists of the Judge, District Attorney, Defense Attorney, Accountability Courts staff, Felony Probation, law enforcement, Pre-Trial Services, and treatment representatives. The Team meets every Tuesday at 1:30 PM to determine who will be offered entry into the program and to review the progress of current participants as presented on the spreadsheet. Those who are accepted enter their plea in Drug Court at 3:00 PM and will attend orientation on Wednesday and begin screening and groups immediately. If a defendant is legally and clinically eligible but the Team deems them unsuitable, they will be placed on the regular trial track or the next revocation calendar.

The Drug Court Judge presides over Drug Court sessions. If unavailable, another Accountability Courts Judge or Senior Judge will be utilized, or Court will be cancelled.

The anticipated maximum length of time between arrest and entry into the program is 14 days.*
The anticipated minimum length of time between arrest and entry into the program is 8 days.*
*these do not include those after violating probation or timeframes during a national pandemic

Upon request by another jurisdiction, cases will be considered for supervision or transfer. Such cases will be placed on the calendar and reviewed by the Drug Court Team.

PHASES

The Forsyth County Drug Court is a minimum of 24 months in duration (maximum of 3 years) and consists of five phases. Phase 1 is the Preparation Phase, Phase 2 is the Education Phase, Phase 3 is the Maintenance Phase, and the last phases are dedicated to re-entry into unsupervised society and aftercare. Upon entry into the Program, an Individualized Treatment Plan will be created for each participant. The Individualized Treatment Plan will be updated upon phase move. Participants may be eligible for a maximum benefit once they reach 36 months in the program. The length of participation will not extend beyond the maximum period of incarceration or probation a defendant could have received if found guilty in a more traditional court process. The individual needs of participants will be addressed through individual counseling, couples or family counseling, referrals for medical screening and treatment, employment assistance, educational needs, Uber vouchers to help with transportation, housing/rental referrals, etc. Upper phase participants may be selected by staff or may request to mentor earlier phase individuals on how to be successful in the program.

Participants receive a handbook upon accepting the terms of participation and entering the Program. The Participant will sign a handbook acknowledgement form that will remain in the participant file. A new handbook acknowledgment will be signed each time the handbook is updated.

Phase Requirements

Phase 1 is a minimum of three months in duration. Participants will attend court sessions weekly. Treatment groups will occur a minimum of three times a week combined with a minimum of two random, observed drug screens each week. Participants are required to meet with Case Manager one time per week, initially, then, as directed by the Accountability Courts Office. Participants are also required to write their life story before being eligible to phase up.

Phase 2 requires a minimum of six months. Participants will continue to attend court weekly. Group attendance decreases to a minimum of two times a week with random, observed drug screens remaining at a minimum of two per week. Must attend at least one Community Support meeting per week. Participants must complete the GED pre-test, if they cannot provide proof of a GED or High School Diploma, during Phase 2.

Phase 3 will last a minimum of six months. Court sessions will be attended twice a month. Treatment groups will continue at a minimum of two a week along with at least two random, observed drug screens. Three Individual Counseling sessions will be completed, if not completed in earlier phases. Must attend at least two Community Support meetings per week. Participants must take the GED or classes for educational advancement, as directed by the ACO Staff during Phase 3.

Phase 4 will last a minimum of five months. Court sessions will be attended once a month. Treatment groups will decrease to a minimum of one a week along with random, observed drug screens weekly. Must attend at least three Community Support meetings per week. Participants must attend the Alumni Group once a month.

Phase 5 will be at least four months in duration. Court sessions will be attended once a month. Groups will be reduced to a minimum of two a month and random, observed drug screens will occur at least weekly. Must attend at least three Community Support meetings per week. Participants must attend the Alumni Group once a month.

Participants will have the opportunity to move to the Aftercare Phase, if they have completed their entire graduation packet and all responsibilities, after two months in Phase 5.

Aftercare Phase: If a participant completes their entire graduation packet and all responsibilities in Phase 5 and is moved to Aftercare Phase, they are required to continue screening, but many requirements will be lifted. During Aftercare Phase, if it is determined by the Accountability Court Staff or Treatment, the participant can be moved back to the Phase 5 schedule.

The number of meetings, etc., listed here are minimum requirements. It may be necessary for participants to submit to individual counseling, additional groups, court sessions, and/or screens based on their level of commitment, progress, etc.

Residential Treatment

If you enter residential treatment as a part of your Drug Court treatment requirements, you will be required to attend court quarterly. These dates will be provided to you and the residential facility. Once in residential treatment for twelve (12) months, the participant will undergo a reassessment at the Accountability Courts Office to determine ongoing needs level. Upon return from residential, the participant shall return to the phase they were in when they left. Within 30 days of return, a therapeutic evaluation will be completed, and appropriate placement recommendations will be made. This process will not exceed 30 days unless recommended by the treatment team. This can result in moving to a higher or lower phase. If residential is successfully completed, upon meeting the measures required, they may still graduate in 24 months. If residential is not successfully completed, upon reentry into the program, the earliest available graduation date shall be determined.

Leave Requests

Leave requests must be submitted, in writing, to the Accountability Courts Office on the Monday immediately prior to the leave request. Participants in Phase 1 will not be granted leave for any reason other than emergencies and/or documented court appearances, etc. Phase 2 participants will be granted 2 leave requests. Phase 3 participants will be granted 2 leave requests. Phase 4 participants will be granted 2 leave requests. Phase 5 participants will be granted 2 leave requests. If group is missed during a leave, the participant must make up the group within two weeks of the leave being granted. In Phases 2 and 3, only 1 group may be missed per leave request. In Phases 4 and 5, participants shall not miss a group while on leave. These requests are apart from any emergency, subpoena, court appearance, etc. Participants are required to provide a urine screen on the day they return from leave. On weekdays, if there is not a screen at the screening location, the participant is required to report to the Accountability Courts Office by 9 am. Any questions may be directed to the Accountability Courts Office for clarification.

Medical Leave

Medical leave is defined as the period of time during which a medical doctor states that a participant cannot (either in hospital or on bed rest) attend/participate in Drug Court sessions of any kind outside of the hospital or home. A Medical Leave Form will be completed by the participant (in advance when possible) and reviewed by Treatment Team at Drug Court staffing for approval. During weeks one (1) through six (6) of Medical Leave, the participant is responsible for following the directions of the Accountability Courts Office including pill counts, weekly status reports, and doctor visit updates. When a participant has been on Medical Leave for six (6) weeks, the participant's future in the program will be discussed. The participant shall be required to attend court and appear for drug screens as directed by Drug Court staff during their medical leave. Participants on medical leave from the program are still subject to the rules and regulations of the Drug Court Program and any violations can be addressed while the participant is on Medical Leave, or upon return.

Maternity leave will require similar documentation, but the leave will be approved as follows (except for extenuating circumstances): a female participant will be excused from all Drug Court participation for two weeks following birth. For weeks three and four, the female participant will be required to submit to screens as normal. At the conclusion of the fourth week following birth, the participant shall return to their regular Drug Court schedule.

Fees

Participants are charged monthly fees to recoup some costs for court, treatment, drug screens, and defense attorney costs. Fees are expected to be paid in a timely manner. If a participant falls behind, sanctions will be imposed until they are current. For those in residential programs, minimum payments necessary to move from one phase to the next must be made before a phase move will be considered.

Termination Criteria

Termination will be considered as a “last resort.” If termination becomes necessary, the State, in a Drug Court session, will give oral notice to the participant of a termination hearing with the expectation that the participant will contact the defense attorney and be prepared for said hearing the following week in Drug Court. The staff shall be provided with access to all records, as allowed by the release of confidentiality, to be viewed in the Accountability Courts Office. Attorneys (prosecutor, Drug Court defense attorney, and/or retained counsel) may look at and make notes from the file of the participant facing termination but will not be allowed to make copies of or leave the Accountability Courts Office with the file.

The consequences of termination from the Drug Court should be comparable to those sustained in other similar cases before the presiding judge. The sentence will be reasonable and not excessively punitive solely based on termination from the program.

The Forsyth County Drug Court has identified criteria to be used in deciding whether to terminate a participant from the program. The following will be used as guidelines only and the final decision rests with the trial Judge after a hearing.

- Commission of a new offense; felonies are presumed termination to be determined at hearing, misdemeanors will be at the discretion of the staff
- Substituting or otherwise tampering with a drug screen
- Chronic non-compliance evidenced by continued use, multiple missed groups, failure to follow program requirements, poor attitude, disruptive behavior, etc.
- Being AWOL from the program
- Threats/violence toward other participants or any Accountability Courts staff member
- Termination/discharge/or otherwise leaving a residential treatment program without prior permission from Drug Court (warrant to be issued upon Accountability Courts Office/DA Office/Probation notification)

GRADUATION CRITERIA

The following criteria must be completed prior to anticipated graduation:

1. Write a letter to the Judge regarding your progress in the Drug Court Program, letter must be submitted to and approved by Accountability Courts Office, and must include the following:
 - Background: Life before Drug Court
 - Arrest situation
 - Reflections on Drug Court success
 - Reflections on Drug Court struggles
 - Plans/Goals for future: personal and recovery
2. Complete Giving Back Project
 - Project/Site to be approved by Accountability Courts Office
 - Minimum of 24 volunteer hours
 - Documentation must be verified by Accountability Courts Office
 - Submit to Accountability Courts Office a written summary of how/why project was chosen, feelings while completing project, personal reactions after project completion
3. All Drug Court/Treatment fees must be paid in full or substituted community service work must be completed
4. Complete recovery plan with assistance of treatment staff and submit to Accountability Courts Office
5. Attend and document at least one Phase 1 group
6. Provide certification of having GED, high school diploma, or other educational improvement records
7. Complete a minimum of 90 days without a missed, positive, or diluted screen or use of unapproved substance; Complete a minimum of 3 months without a jail time sanction or from release from last jail sanction; Must not be placed on daily community support meetings within 4 weeks of anticipated graduation date
8. Must meet with Accountability Courts Office to review completed requirement.

Once participants have completed these criteria and reached their end date, they must continue to drug screen until the formal graduation date.

SANCTIONS

Sanctions are the imposition of consequences, perceived as negative by the receiver, as a direct result of a prohibited activity. Sanctions will be swift and appropriate. The Forsyth County Drug Court Team will determine sanctions on an individual basis as related to the current violation with the final sanction being in the sole discretion of the judge. Sanctions may include but are not limited to: a day in court, community service work, increased drug screens, and jail time. Unless otherwise specified herein or by the Court, all paperwork and monies from participants must be turned in to the Drug Court staff as directed in the Participant Handbook by Monday at noon for the week prior. All sanctions will be reported on the court calendar and discussed at staffing before Court. The Accountability Courts Office and/or defense attorney will notify participants receiving a jail sanction the morning of the Court Session or earlier, when possible.

UNLESS OTHERWISE NOTED, ALL JAIL SANCTIONS ARE IMMEDIATE FROM COURT.

NO CREDIT WILL BE GIVEN TOWARD CSW FOR BRINGING EQUIPMENT, USING PERSONAL VEHICLE, ETC. (If Drug Court discovers a participant did not work all hours assigned, the sanction will be determined on a case-by-case basis by the Drug Court Team.)

Graduated Sanctions:

DRUG SCREENS

- 1st Missed/Positive Screen Admit: Admonishment & meet with Coordinator and consider recommendations
Deny: 4 hours CSW & meet with Coordinator and consider recommendations
- 2nd Missed/Positive Screen Admit: 8 hours CSW & recovery team meeting (case management & treatment team member) and consider recommendations
Deny: overnight jail & recovery team meeting and consider recommendations
- 3rd Missed/Positive Screen Admit: overnight jail & level of care assessment (LOCA) and consider recommendations
Deny: 1 day jail & LOCA and consider recommendations
- 4th Missed/Positive Screen Admit: 1 day jail & LOCA and consider recommendations
Deny: 2 days jail & LOCA and consider recommendations
- 5th Missed/Positive Screen Admit: 2 days jail & LOCA and consider recommendations
Deny: 4 days jail & LOCA and consider recommendations
- 6th Missed/Positive Screen Admit: 3 days jail & residential or termination discussion
Deny: 6 days jail & residential or termination discussion
- 7th Missed/Positive Screen Admit/Deny = Termination

****Admission only valid if sign in sheet is filled out in its entirety prior to providing sample (to include circling yes, specifying which substance, and including the date of last use). If a**

single urine sample tests positive for more than 1 prohibited substance, the results will be considered as a single positive drug test.

A 2-hour window is provided for all drug screens (other than those announced on the drug screen line). If a screen is announced at group (not on the daily call), the 2 hours begin at the time of check-in. Participants may screen until group begins and again for 15 minutes following the conclusion of group. Failure to submit a screen during those times will result in a missed screen for sanctioning purposes. This scenario applies even if one is late for or not allowed to enter group. Missing a screen announced at group or required by a staff or team member will count as a missed screen for sanctioning purposes.

- EtS is set at 250 ng/mL to be considered a positive.
- **Honesty Gift:** Admission to use without supporting screens (do not count in screen progression) results in a therapeutic response only. This will only be allowed one time and will not be used to terminate.
- Regarding THC use: Upon entry, participants who have been positive for marijuana will need to achieve two consecutive negative screens with at least 4 days between the screens. The participants' creatinine ratio shall be utilized to determine new use. **A THC/creatinine ratio of 1.5 or higher will be considered a positive with denial screen. **In unconventional situations where a participant remains positive for longer than 30 days, seek toxicological assistance. An oral report to the drug court staff is adequate.****
- If a participant successfully completes residential treatment (minimum of 9 months), they will restart the sanction progression for use.
- **Participants are required to report to the Accountability Courts Office on the first business day after release from jail for a drug sanction or a jail sanction of three days or greater. Failure to report results in mandated counseling. If the participant is already in mandated individual, they must complete 8 hours of CSW.**
- Dilution of UDS Treated as a denial of use.
 - If creatinine level is 11-19.9:
 - 1st- education from Accountability Courts Office or staff and complete a 14-day food and fluid intake journal.
 - 2nd- sanction in the progression still counted as denial
- If level is < or = 10.0
 - 1st: treat as a positive denial in the screening progression and education from Accountability Courts Office or staff and delay phase up.
 - 2nd- possible motion for termination, if no motion to terminate, sanction in the screening progression
- If creatinine level is under 50 but >20
 - 1st time: meeting with Drug Court Accountability Courts Office or staff

- Possession of vaping devices to include all e-cigs, supplies, and accessories
 - 1st- overnight in jail and paper on the negative effects of vaping
 - 2nd and subsequent- Team discretion

- Use (outside of drug screen results) or possession of any mood or mind-altering substance including alcohol, supplements/meal replacements, energy drinks, and including, but not limited to designer drugs, synthetic marijuana, bath salts, kratom, CBD oil, etc., regardless of chemical compound will be sanctioned as a use without prior approval of the Accountability Courts Office
 - 1st- increased treatment
 - 2nd- 4 hours CSW
 - 3rd- 2 days in jail

- Use or possession of any non-mood or mind-altering prescription without permission
 - 1st – admonishment
 - 2nd - 4 hours CSW

- Failure to comply with any appointment pertaining to Medication Assisted Treatment, including but not limited to lab work, tardiness to appointment, etc.
 - 1st- increased supervision from case management or law enforcement
 - 2nd -overnight in jail

- Failure to turn in remaining approved prescription medications and/or containers
 - Mood or mind-altering
 - 1st- 2 days in jail
 - **Non-mood or mind-altering**
 - 1st- meet with case manager

- Failure to report to Accountability Courts Office within 72 hours to turn in Physician Notification Form, as well as paperwork from physician if medications were administered, and/or bring prescriptions to be discarded
 - 8 hrs CSW each week until form is turned in by Monday at noon

- Substitution of UDS in Phases 1 or 2
 - up to 30 days in jail or, at the discretion of the court, termination from the program.
 - If such adulteration or substitution occurs in Phase 3 or higher, the participant will likely be terminated from the program

- Failure to sign in for group or screen
 - 1st- Admonishment
 - 2nd- 4 hrs CSW
 - If there is no record of a screen=missed screen

- Failure to choose “admit” or “deny” on sign-in sheet

- Will be treated as a denial if screen is confirmed positive
- 1st- Must complete a 2-page paper (Ex: importance of paying attention to detail, honesty, follow through, etc.)
- 2nd and all subsequent- work detail

GROUPS AND INDIVIDUAL

- Being kicked out of group
 - 3 days in jail
 - If report to ACO prior to group under the influence and are told not to attend group treat as a missed group
 - Late/missed group /check-in
 - If late to group or case management check-in
 - 1st time: 2-page paper
 - 2nd time: 4 hrs CSW
 - 3rd time: 8 hrs CSW
 - 4th time: 16 hrs CSW
 - If denied entry into group (decision regarding entry is left up to the discretion of the group leader)
 - 1st time=8 hours CSW
 - 2nd time=treated as a missed group
 - 3rd or more=discretion of the team
 - If missed completely** or participant leaves without the facilitator's permission
 - 1st time=24 hrs in jail
 - 2nd time=3 days
 - 3rd time or more=discretion of the team
- **Judge can waive jail sanction if a true emergency can be proven and documented.
- Missed mandated individual appointment (must be ordered and removed by Judge)
 - Treated as missed group
 - Emergency situations will be considered by the team
 - If up to and including 15 minutes late, 2-page paper and written apology to counselor
 - 16+ minutes late, treated as missed
 - Must call to notify of absence or reschedule in advance of appointment to avoid sanctions

- Missed voluntary individual appointment (must call to notify of absence or reschedule in advance of appointment to avoid sanctions)
 - Results in mandated individual counseling
 - If up to and including 15 minutes late, 2-page paper and written apology to counselor
 - 16+ minutes late, treated as missed
- Treatment Noncompliance: If a participant is noncompliant with treatment and all treatment resources have been exhausted per Accountability Courts Office, they shall receive an individualized deadline from the court. Response to failure to meet deadline will be handled on a case-by-case basis.
- Missing case management check-in, including orientation (defined as missing or being over 30 minutes late)
 - 1st time: 4 hours CSW
 - 2nd time: life skills
 - 3rd time: overnight in jail
- Being late to phase-up meeting
 - 1-10 minutes: Paper on why they should phase up
 - Greater than 10 minutes: considered missed and must be rescheduled

AA/NA/SUPPORT MEETINGS

- If AA/NA/Support meeting sheet lacks proper documentation to include the participant's name
 - 1st- Admonishment
 - 2nd and all subsequent- Makeup meeting(s)
- Missed meetings = makeup meetings (1 for each meeting missed)
 - Credit for only 1 meeting per day unless otherwise directed or approved

JOB SEARCH AND VERIFICATION

- Not allowed to start own business while in Drug Court
 - To be self-employed while in the program, business must have been set up, active, and registered with the state at the time of entry into Drug Court
- Independent Contractor (1099)
 - If had a 1099 job in previous year, provide copy of 1099 by April 1
 - Failure to turn in 1099
 - Get a W-2 job
- Job search

- Must be continuously employed for 28 days (4 weeks) before job search requirement is reset
 - Week 1-3 = 5 job applications per week & attend Jumpstart weekly, if offered (Jumpstart is a weekly group focused on employment assistance and life skills)
 - Failure to turn in 5 job applications or proof of employment will result in immediate progression to daily job search
 - Week 4-6 = daily job search: report to Accountability Courts Office daily at 8:30 am to complete job search, form must be completed and returned by close of business on the same day, attend Jumpstart weekly
 - Being late for job search check-in and/or failure to return with job search form (no more than one sanction per day) = 4 hrs CSW
 - Week 7 and on = 4 hrs CSW daily & attend Jumpstart weekly until employed
- All participants of Drug Court are required to be accountable for their time through employment or school. Participants, unless excused due to student status or disability, must work full-time, which is defined as no less than 28 hours per week. If a participant is a student, they must provide proof of student status and are required to be in classes and/or work no less than 28 hours per week. If a participant is receiving disability, they must work, but are only required to work 18 hours, or two hours less than the amount allowed by disability.
- Job verification (due on the 1st Monday of each month)
 - Failure to turn in
 - 1st week: 8 hours CSW
 - 2nd week: 16 hours CSW
 - 3rd week: 2 days Court Duty
 - 4th week: 2 days in jail
 - Not turned in on time, insufficient documentation
 - PHASES 1-2
 - 1st week: 4 hours CSW
 - 2nd week: 8 hours CSW
 - 3rd week: one day of Court duty to be chosen and supervised by Accountability Courts Office
 - 4th week: 1 day in jail
 - PHASES 3-5
 - 1st week: 8 hrs CSW
 - 2nd week: one day of Court duty to be chosen and supervised by Accountability Courts Office
 - 3rd week: forfeit leave or day in jail from court on Tuesday
 - 4th week: response at the discretion of the treatment team
 - Working less than 112 hours per month
 - 1st month- 4 hours CSW
 - 2nd month- 8 hours CSW and new job before 1st Monday of next month or sufficient hours worked

- 3rd month- 12 hours CSW and deadline from Court. Failure to meet deadline is a possible termination offense
- Quitting job or losing job without having a replacement
 - Start at daily job search
- Failure to report loss of job to ACO within 24 hours or on next business day
 - 1st- 4 hours CSW
 - 2nd- 8 hours CSW

CONTRABAND⁴

- Contraband found in house, car, and/or seen on person
 - Ammunition
 - 1 day in jail
 - Failure to remove alcohol paraphernalia to include anything alcohol related, including but not limited to, containers, devices, marketing after direction by ACO
 - 8 hours CSW
 - Paraphernalia (including vapes, smoking screens, rolling papers, etc.)
 - overnight in jail
 - Firearms
 - 7 days in jail
 - Includes all firearms regardless of age/size/location
 - Using modified language from Federal Firearms Definitions 18 U.S. Code § 921, the term “firearm” means
 - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or provides an electrical charge;
 - The frame or receiver of any such weapon;
 - Any firearm muffler or firearm silencer; or
 - Any destructive device.
 - The term “destructive device” means –
 - Any explosive, incendiary, or poison gas –
 - Bomb
 - Grenade
 - Rocket having a propellant charge of more than four ounces;
 - Missile having an explosive or incendiary charge of more than one-quarter ounce,
 - Mine, or
 - Device similar to any of the devices described in the preceding clauses;

⁴ If a participant is caught vaping, it results in 6 days FCDC because possession of paraphernalia and possession of mood altering substance.

- Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 - Any combination of parts either designed or intended for use in converting any device into any destructive device as described in the paragraphs above and from which a destructive device may be readily assembled.
- Possession of crossbows – treated like a firearm
 - 7 days in jail
 - Possession of pellet guns
 - 3 days in jail
 - Possession of at-home testing kits
 - 1st- Meeting with treatment team
 - 2nd- Address as paraphernalia
 - Possession of adulteration kit
 - 3 days in jail

CONTACT POLICIES

- Participants are not to have contact with persons on probation and/or parole, convicted felons, known drug users, known drug dealers, people incarcerated in any institution, people being supervised by any court agency, on misdemeanor or felony release/bond, or people participating in accountability courts in other counties without advance permission of the staff.
 - 1st time = 4 hrs CSW
 - 2nd time = 8 hrs CSW
 - 3rd time = 1 day jail
 - 4th time = 3 days jail
 - 5th time = Presumed termination
- For permission for contact in special circumstances, written requests must be turned into the court for approval after review with the case manager and treatment team. Plan for contact may require home check, meeting with case manager, letter from individual requesting contact, family session and/or group, review of probationary requirements, etc. The only exception is individuals who were given approval for contact prior to entry into the program. ACO will provide a recommendation to the court regarding the contact request. Requests will not be considered if the court ordered no contact as a condition of entry into the program.
- Communication and association between or among 2 or more participants is limited to Drug Court business, Drug Court requirements, and Drug Court sanctioned events in Phase 1. In Phases 2 – 5, participants from any Forsyth County Accountability Courts may hang out

together, so long as it is not in a participant's home or in an establishment that serves alcohol. No physical relationships are allowed.

- Participants, on a case-by-case basis, may be allowed to live together. The participants must have permission from the Court and must be in Phase 2 before being considered
- Communications between or among participants, including but not limited to, sexting, having contact of a sexual nature, distributing photographs that may be deemed inappropriate, or communications that are otherwise inappropriate for the drug court setting, etc.
 - Staff's discretion including, but not limited to, jail time and termination

PERSONAL INFORMATION POLICIES

- Not staying at provided address or provided address doesn't exist
 - 2 days in jail, weekend turn-in
 - Staying away from provided address more than 1 night a week, owner of residence must agree to the search or participant will be sanctioned as above
 - Probationers must still get permission from probation prior to moving. In the event a probationer wants to move out of Forsyth County, they must get permission from probation and the Drug Court Judge.
- Being in an establishment where the primary purpose is alcohol or drug related and/or food is no longer served
 - 1st- Meet with case manager
 - 2nd & subsequent- therapeutic response
- Failure to provide vehicle information to Accountability Courts Office within 2 business days of possessing/changing vehicles
 - Meeting with law enforcement officer
- Failure to provide phone number where a message can be left on voicemail, answering machine or with a person
 - Admonishment
- Attempting to or alerting another participant of actual or perceived investigative activity by drug court personnel or their agents (including, but not limited to law enforcement)
 - 3 days in jail
- Failure to comply with home or phone search (there must be some evidence that someone is present and failing to answer the door, i.e., more than a car in the driveway, or, something signifying movement in the house or on the property)
 - 7 days in jail
- Clearing out social media/phones/iPads remotely after they have been taken up for search
 - 7 days in jail

- Curfew Phases 1-2 = 11 pm and 3-5= 12am
 - Missed curfew/not calling before missing curfew
 - 1st time: increased surveillance
 - 2nd time: earlier curfew
 - 3rd time: earlier curfew and 8 hours CSW

FEES

- Progressive sanctions will be imposed for being behind in finances. Arrearage is defined as more than two months (\$400) behind in fees.
 - Week 1=4 hours of community service
 - Week 2=8 hours of community service
 - Week 3=Complete budget
 - Week 4=Placed on payment plan
 - Deviation from payment may be requested in writing by the Monday deadline
 - Consideration for a scholarship should be made for those on a payment plan and moving from Phase 3 to Phase 4
 - Must meet indigent status using Indigent Defense Office standards
 - Failure to comply in budget process as necessary to complete budget
 - 1 day in jail
 - Late or insufficient payment
 - Case management response
 - Missed payment
 - 1 day in jail (Saturday to Sunday)
 - Week 5 (if no payment plan necessary)
 - 1 day in jail (8pm Saturday to 8pm Sunday)
 - Week 6 (failure to pay)
 - Subject to termination

** Case Manager may place a participant on a budget at the participant's request, without progressing through the fee sanctions.

- Participants who are in residential will accrue \$50 per month supervision fee. Upon return to the program, these fees are not expected to be paid. If the participant graduates, these fees will be expunged. If the participant is terminated or discharged from the program, these fees will be included in the sentence as restitution.

OTHER

- Failure to complete CSW at all
 - 24 hours in jail
 - Up to 8 hours CSW is equivalent to 24 hours in jail

- Turning in CSW late and/or failure to complete CSW as directed (right time, correct paperwork, etc.) (any time after Monday at noon up until 3pm the following Tuesday)
 - 1st time: complete original sanction and case management response
 - 2nd time: complete original sanction + 4 hours CSW
- If participant leaves courthouse during a Drug Court Session without permission, a bench warrant will be issued for their arrest and participant will remain in jail at least until Drug Court convenes again
- Lying
 - When confronted by Accountability Courts staff
 - Jail time (staff discretion)
 - When confronted by the Judge
 - Sanction above doubled
- Asking staff to lie for you
 - 7 days jail
- Appearing in Court visibly high
 - contempt – Judge’s discretion (brought to Judge’s attention by staff)
- Late to Court or graduation
 - 4 hrs CSW
- Missed Court session
 - 1st- 1 day in jail (to be doubled each miss until motion to terminate)
- Failure to sign in for graduation
 - 4 hrs CSW
- Missed graduation
 - 24 hours in jail
- Caught with phone in court
 - Treated as lying
- Failure to notify ACO/Case Manager of contact with law enforcement (other than ACO Law Enforcement Officer(s))
 - 1st: 8 hours CSW
 - 2nd: 16 hours CSW
 - 3rd: 1 day in jail
- Arrest sanctions
 - Misdemeanor arrest or citation
 - up to 30 days in jail

- Custodial traffic offense
 - up to 30 days in jail
 - Civil arrest; upon return to Drug Court
 - 30 days in jail
 - Any serious traffic offenses that would not result in custody at time of offense will be presented to team by case manager for discussion as to whether there should be a sanction.
- Misuse of Uber funds
 - Must reimburse ACO for misused funds & receive no funds for 60 days which starts after full payment is made
 - Failure to report to court for anticipated sanction or if violation is not addressed by staff timely and participant fails to report it to the Treatment Team or Court
 - Double the sanction
 - Other minor infractions will result in 4 hours CSW. Failure to complete community service will result in additional sanction.

For those on PROBATION also: they must complete all conditions of probation in addition to their Drug Court requirements. Drug Court does not substitute for any condition or requirement of probation.

FEDERAL FIREARMS REPORTING: Upon each admission of use or positive lab confirmation, that participant's name will be submitted to the National Instant Criminal Background Check System (NICS) for entry into the NICS Index Denied Persons File for Controlled Substance Abuse as required by federal law. Report to NICS will initiate a 1 year prohibition on the possession or purchase of firearms or ammunition. Each report will restart the 1 year prohibition.

18 U.S.C. § 921 et seq., the Brady Handgun Violence Prevention Act (Pub. L. 103-159), the NICS Improvement Act of 2007 (Pub. L. 110-180), and implementing regulations as may be codified within the Code of Federal Regulations.

INCENTIVES

Incentives are responses to compliance, perceived as positive, by the participant. The Forsyth County Drug Court recognizes the importance of rewarding participants for good behavior. Incentives will also be swift to support program compliance. Incentives can range from praise from the Judge to having charges dismissed upon program completion.

- ACLP – (Accountability Courts Limited Permit) – After 60 days in the program, participants may apply for a limited permit from Judge Bagley. They cannot have been to jail within 28 days of the request. The approval is on a case-by-case basis. There is a presumption that the one-year permit will not be renewed, but decisions will be made on a case-by-case basis.
- Free Passes will be granted for use on sanctions other than jail-time, those given for fee arrearage, or missed groups. They will be granted monthly to participants who have had no sanctions for the prior month. These incentives do not expire and can only be used 1 per Court session. Once you accrue 6 free passes you must trade 5 in for either an extra leave, \$25 fee credit, or a \$10 gas card.
- Phases 4 and 5 may substitute one voluntary individual session for a required AA/NA/community support group meeting per week.
- Phases 4 and 5 may get credit for one community support meeting per week by getting permission, in advance, for pro-social meetings/activities
- For those who graduate with no sanctions: \$100 value gift/gift card
- Participants of the Month: 2 chosen per month, drawn from collection of names of participants who have had no sanctions for the prior month; allowed one throw-back
Allowed to choose from a gift card or program perk
- Gold Star Award: 2 chosen per month, staff chooses 2 participants who have some extraordinary progress/improvement/attitude in the prior month; allowed one throw-back
Allowed to choose both a gift card and a program perk
- Tell Me Something Good: Once a month the Judge will ask participants to share something good that has happened since their last court session and they will receive praise and candy
- Possible Additional Incentives: Phase move recognition
Grocery store certificates
Movie tickets
Fast food certificates
Graduation certificate
Trip to ACO closet to receive toiletries or basic need items

TREATMENT PROTOCOL

All Drug Court activities and locations may be viewed as an extension of the Forsyth County Drug Court. Participant behavior should reflect that understanding at all times. This includes treatment, community service sites, special events, and other functions associated with Drug Court activities. Violations of program rules can result in sanctions and/or new criminal charges. All staff members of the Forsyth County Accountability Courts are officers of the court, and participants are expected to follow their instructions.

1. No alcohol, drugs, weapons, or pocketknives will be brought to these facilities.
2. Groups will begin on time! Participants must be punctual, as tardiness will result in sanctions. Participants must attend and participate in the full session to receive credit.
3. Confidentiality is a must. What is said here stays here! There will be **severe consequences** for any violation of this rule.
4. Free expression of participant's thoughts and feelings is encouraged; however, violence, threats or intimidation will not be tolerated. Extreme use of profanity is not acceptable.
5. Leave group only in an emergency after notifying staff.
6. No visitors allowed. Participants will be notified of scheduled exceptions to this rule. This includes children and pets.
7. Pairing up with another Accountability Court participant for an intimate relationship is not permitted.
8. Smoking is permitted outside and away from buildings. **However, make sure cigarettes are extinguished and placed in the ash can provided.**
9. No littering in parking lot or in building. Participants will be responsible for assisting in maintaining the cleanliness of the building.
10. Destroying or defacing property will lead to sanctions.
11. Appropriate attire is required for all Accountability Courts-related activities. No clothing or accessories with alcohol or drug related logos should be worn at any time during Accountability Court functions.
12. All cell phones, tablets, etc., must be left outside in a locked vehicle. They will be confiscated if they ring, beep, vibrate, etc., during group.
13. **No sexual harassment will be tolerated!**

GROUPS

Initially, Forsyth County Drug Court participants will meet three times per week for one and one-half hours per group. An individualized treatment plan is set for each participant, and they receive their schedule when they enter. While in the program, participants will engage in evidence-based curricula such as Matrix Early Recovery Skills, Alcohol & Drug Education (New Direction) MRT, Criminal and Addictive Thinking, Trauma Recovery & Empowerment Model, Staying Quit, etc. The trauma groups will be gender specific. When said curricula involves workbooks or worksheets, these will be provided by the Drug Court Program. It is the responsibility of each individual participant to keep up with and bring workbooks and/or worksheets to group sessions. There are also many specialty groups which will be offered and/or required as participants progress through the program. These groups include Anger Management, Untangling Relationships, Co-Occurring Disorders, Self-esteem, Dialectical Behavior Therapy, Healthy Relationships, and other identified topics. These groups include Anger Management, Untangling Relationships, Self-esteem, Dialectical Behavior Therapy, Healthy Relationships, and other identified topics.

GROUP AUDITS

Groups will be audited once per quarter by the Assistant Director for fidelity to the curriculum and to ensure they are receiving the appropriate level of care. Group notes are also audited regularly.

TREATMENT PROVIDER REQUIREMENTS

The contracted treatment providers working with Forsyth County Accountability Courts participants must be certified by the Georgia Addiction Counselors Association and/or licensed by the State of Georgia (or working towards licensure) (LPC, LCSW, LMFT, etc.) and maintain certification/licensure through required continuing education. As of 2014, licensees must have 35 hours of continuing education. Additionally, the contracted treatment provider shall adhere to the continuing education requirements of all Accountability Courts staff as noted on page 2 of this manual.

SUPERVISION PROTOCOL

Forsyth County Drug Court participant cases will be managed by the Accountability Courts Office and staff. The Accountability Courts Office is responsible for maintaining client records regarding group attendance, meeting attendance, fulfillment of community service requirements, drug screen requirements and results, sanctions and incentives, demographic information, and all other pertinent information. The information will be stored in the drug court case management system. The Accountability Courts Office will gather such information from necessary agencies and then prepare weekly progress notes on each participant to be used in Treatment Team staffing and in court. This information must be as current and accurate as possible to ensure continuity and fairness in the sanctioning process. All communication between agencies shall be governed by the release of information signed by each participant. If an accusation of wrongdoing is made by a participant about a staff member, treatment provider, community service supervisor or others they have contact with through the requirements of the Drug Court Program, the receiving agency shall report it immediately (within no more than 24 hours) to the Accountability Courts Office. This does not supersede any agency reporting requirements already in place. The Accountability Courts Office will notify the Judge and District Attorney.

Data collected by Accountability Courts Staff is used to complete CACJ requirements and make improvements to policies. These policies are discussed at planning group and steering committee meetings.

Throughout the program, Drug Court participants are subject to quarterly searches of their person, vehicle, residence, phones, etc., by law enforcement pursuant to their waiver of 4th Amendment Rights. The participant must have a searchable house/room. During such searches, deputies may perform breathalyzers, search phones, look in refrigerators, open cabinets, etc., to determine if the participant is in possession of drugs or alcohol and in compliance with the program rules. If a participant tests positive for alcohol/drugs during a search, the deputy will notify the Accountability Courts Office and the participant will be required to attend the next Drug Court session where sanctions may be imposed. Additionally, if illegal drugs, drug paraphernalia, or other contraband is located, the participant may be arrested on new charges or face sanctions, which may result in termination from the Drug Court Program. When law enforcement attempts to complete a search, they must be allowed to enter the residence.

TESTING PROTOCOL

All participants are required to have random drug screens and will be given drug screening instructions upon entry into the program. For the duration of Drug Court participation, it is the participant's responsibility to check daily to determine if they are required to drug test that day. Drug testing is performed on a random basis; however, a breath or urine specimen may be required at any time. **Participants must call each day to determine if a screen is required. If, for any reason, they cannot access this information by phone or the recorded message is not clear, it is their responsibility to report to the screening facility during scheduled drug testing hours.**

Each drug screen participant will be required to call or do a web check-in on a daily basis between 4:00 am to 9:00 am to determine if they are to report for a UDS that day. When instructed to submit a random UDS, participants are provided a 3-hour window during which they should report to the screening facility to provide a specimen. Testing times are as follows but may be subject to change with notification: Sunday to Saturday 6:00 am to 9:00 am. All tests are analyzed through Abbott. Breathalyzing equipment is also on-site to allow for testing of participants for alcohol at any time. Ethyl glucuronide testing (EtG) is used to detect the ingestion of ethyl alcohol within the previous 3 – 4 days, or approximately 80 hours after alcohol has been consumed. EtG samples are sent to Abbott for test results. Other laboratory tests may also be performed to ensure abstinence from prohibited substances. The random drug screen or EtG may be conducted any day of the week.

If a screen is announced upon arrival for group and not on the phone system, a 2-hour window starts at the beginning of check-in. Screens will be performed until group starts and then again for 15 minutes following the conclusion of group. Failure to provide a screen during those times will be considered a missed screen. If late or not allowed to enter group due to being late, the same time restraints apply.

All collected specimens are sent directly to Abbott. Contracted lab enters results, which are communicated electronically to the case management system. Any initial positives are confirmed through LCMS or GCMS.

All *regular, announced* drug testing will be conducted at the screening facility; however, other tests may be conducted at the Courthouse, Probation Office, Accountability Courts Office, Participant's location, or other Accountability Courts event location. Drug testing days will be randomly chosen with a two-hour compliance window. **Late arrivals will not be allowed to test and failure to submit a specimen will be considered a positive screen. Tampering with or diluting a drug screen can be grounds for termination from the Forsyth County Drug Court Program.**

Upon reporting for a drug screen:

1. Only one participant is allowed in the testing area at a time. Each participant must sign in and be checked in by a screener. A same-sex staff member must accompany participants at all times during the drug screening process.
2. Participants must make sure that they hand their specimen to a staff member and watch them put the participant's label on the vial/bottle/screen.

3. Participants must indicate an admission or denial of use prior to submitting the screen and grant permission for confirmation of results if appropriate. **Honesty is a crucial component for recovery and participation in the Forsyth County Drug Court Program. Self -disclosure of use will be considered by the court when sanctions are imposed.**
4. Participants will not be allowed to leave the testing area or drink excessive fluids until a specimen is received. It is suggested that clients not drink any fluids 2 hours prior to screening to avoid the possibility of dilution.
5. A staff member of the same sex must always witness the sample being given.
6. Participants must not carry purses, coats, bags, etc. into the testing area.
7. Participant must wash hands thoroughly prior to providing specimen.
8. Shirt sleeves should be rolled up to the elbow and participants may be required to remove additional clothing to ensure validity of specimen.
9. The test cup must contain a minimum of 1/3 level to be adequate for testing.

Participants may not be able to stop using drugs immediately and recovery may not occur overnight. However, all use of illegal drugs or alcohol will be sanctioned. This is not intended as a punishment, but to encourage sobriety. Thus, the ultimate goal of drug testing is to provide accountability and confirmation of an individual's progress towards recovery.

MEMORANDUMS OF UNDERSTANDING

MOUs signed with treatment counselors and screeners regarding expectations are available for review through the Purchasing Department.