Waukesha County Alcohol Treatment Court Participant Handbook (3rd)

July 2012

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Program Information

The presiding Alcohol Treatment Court Judge is Judge William Domina.

Court is held every Thursday from 3:30 P.M. to 4:30 P.M. in courtroom 219 unless otherwise noted.

The public defenders working on the team are Jean LaTour and Nicole Masnica.

The District Attorney is Brad Schimel and the Assistant District Attorney is Tim Suha.

Your case managers are Kristy Gusse, Kristin Keck, Kaylin De Marco and Mike Dziewit.

Their contact information is:

Office Phone Number: (262) 544-4600 *****Please use during office hours*****

Drug Testing Line: (262)544-4968

Cell Phone Numbers: (262) 993-1271
(262) 993-1796

Fax Number: (262) 544-9456

WCS Address: 414 W. Moreland Blvd. Room 200
Waukesha, WI 53188

Email Addresses: Kristy Gusse – kgusse@wiscs.org
Kristin Keck – kkeck@wiscs.org
Kaylin De Marco - KDeMarco@wiscs.org
Mike Dziewit- mdziewit@wiscs.org

WCS Office Hours: 7:00 A.M. to 6:00 P.M. – Monday thru Thursday
7:00 A.M. to 4:00 P.M. – Friday
7:00 A.M. to 11:00 A.M. – Saturday
*****The office is closed between 12:00 P.M. and 1:00 P.M. for lunch*****

Drug Testing Times: Monday thru Saturday at WCS 7:00A.M. to 10:00 A.M.
Sundays & Holidays at a local police department 7:00A.M. to 10:00 A.M.

Absences: Only you, and NOT a family member, are required to call your case manager if you will be unable to attend your treatment sessions, meetings with your case manager, and/or court sessions. Any reasons for a missed appointment will be discussed with the Alcohol Treatment Court Team and, if deemed necessary, a sanction will be imposed. You need to notify your case manager 24 hours in advance if you need to reschedule your appointment. Failure to do so may also result in a sanction.

Introduction

In 2006, Waukesha County implemented the Alcohol Treatment Court (ATC) Program for alcohol and other drug dependent offenders in response to the serious community problem of operating while intoxicated as it relates to repeat drunk drivers. There are 16 active drug courts in Wisconsin and the Waukesha program is the first to focus solely on alcohol as the drug of choice.

The Waukesha County Alcohol Treatment Court offers its participants the opportunity to break the cycle of drunk driving, to improve their chance of a sober and healthy life, and to contribute to a safe community while under strict judicial and community supervision.

This program's multifaceted approach utilizes a team concept made up of the Judge, ATC Case Manager, ATC Coordinator, Defense Attorney, District Attorney and treatment professionals. It is a four-phase program and the intensity of services decrease as participants progress through the program.

In each phase, participants must comply with routine court appearances, case management appointments – including office and home visits, treatment requirements and random alcohol and drug testing. Intensive case management is a critical component to provide support and monitoring, assisting participants in reaching their goals.

Treatment for participants consists of: assessment and treatment planning, individual and/or group counseling for substance use and other issues, regular attendance at community self-help support meetings, and assistance with education, life skills, parenting, financial and employment issues.

Positive reinforcement is provided for compliance in the program. Sanctions and therapeutic interventions will be imposed in response to non-compliance.

The average length of stay in the program is dependant on each participant's progress as they move through the four phases. Graduation **may** occur within one year, but it could take longer based on the participant's treatment needs and compliance with program requirements.

Participation in the program requires payment of a program fee. The fee will be assessed by Waukesha County based on ability to pay. WCS case managers will provide newly admitted participants with information which directs them to send relevant financial information to Waukesha County to assess the appropriate fee. Participants will receive a monthly invoice from Waukesha County to submit monthly payments through the mail directly to Waukesha County. The Alcohol Treatment Court Team will monitor compliance with the program fee. Failure to comply with the monthly program fee may result in termination from the program and a referral to Waukesha County Collections.

WAUKESHA COUNTY ALCOHOL TREATMENT COURT TEAM MEMBERS

The team consists of the Judge, the Alcohol Treatment Court Coordinator, Case Manager, District Attorney, Defense Attorney and treatment provider. Prior to weekly court sessions, the team reviews the progress of those participants scheduled to appear in court that week. WCS prepares staffing reports detailing the progress of participants in the program. The team operates on the basis of reaching a professional consensus whenever possible. In the event a consensus cannot be reached, the Judge has the final decision making authority on case management issues.

CASE MANAGER

The case manager's role is to oversee the participant's recovery and treatment program, and is the link between the Court, the participant, and the treatment provider.

The case manager is responsible for:

- assessing potential participants for eligibility in the program
- monitoring and encouraging participants during their program
- maintaining participant information
- providing the Court with current information about client progress
- recommending treatment changes to the Court

The case manager also has specific responsibilities in the following areas:

a. **Alcohol Treatment Court Team Staffings:** The case manager is a member of the Alcohol Treatment Court Team and is responsible for the preparation of cases for review at the team staffings. In addition, the case manager may, at anytime, provide information concerning any participant to the Alcohol Treatment Court Judge on a formal or informal basis; provided the necessary waivers have been signed by the participant and the content of the communication is made known to the participant.

b. **Referrals:** The case manager refers Alcohol Treatment Court participants to providers for substance abuse treatment and other services, as determined in the case plan developed by the case manager and approved by the Court. The case manager maintains close contact with the treatment provider and monitors the services received by the participant.

c. **Case Management:** The case manager periodically assesses the progress of each participant and the participant's adherence to the requirements of the Alcohol Treatment Court and the participant's approved case plan. They update the case plan as needed and make recommendations to the Court for appropriate changes.

d. **Other Direct Client Services:** The case manager ensures participants are linked to services within Waukesha County on an as-needed basis, including: family counseling, education, group counseling and other activities as may be reasonably appropriate to maintain a client in the Alcohol Treatment Court Program.

e. **Participant Documentation:** The case manager maintains a written record on each participant.

DEFENSE ATTORNEY

Each participant may have their individual attorney attend any and all treatment court staffings that occur prior to each treatment court session, as well as the court sessions.

DISTRICT ATTORNEY

A representative of the District Attorney's Office may attend all court staffings and treatment court sessions. The District Attorney also makes the initial eligibility determination of each participant.

TREATMENT PROVIDERS

The treatment providers have the primary responsibility for educating the participants and helping them deal with their alcohol and other drug abuse issues. They are responsible for ensuring that each participant is provided the treatment that he or she needs.

THE JUDGE

The Judge plays a continuous role in reviewing treatment progress. The Judge responds to each participant's positive efforts and noncompliant behavior.

a. The Judge presides over the Alcohol Treatment Court sessions and staffings.

b. The Judge meets weekly with the Alcohol Treatment Court Team and is actively involved in determining appropriate sanctions and incentives.

OVERVIEW OF PROGRAM-3rd offense

	PHASE I 90 Days*	**PHASE II** 90 Days*	**PHASE III** 90 Days*	**PHASE IV** 90 Days*
Court Obligations	-Appear before Judge every two weeks *More frequently if non-compliant	-Appear before Judge every four weeks *More frequently if non-compliant	-Appear before Judge every four weeks *More frequently if non-compliant	-Appear before Judge every eight weeks *More frequently if non-compliant
Supervision/ Monitoring Requirements	-15 days jail & 30 days SCRAM -Meet with case manager at least once every week -Random alcohol testing at least 2 times per week following SCRAM	-Meet with case manager at least once every 2 weeks -Random alcohol testing at least 2 times/ week	-Meet with case manager at least once every 2 weeks -Random alcohol testing at least 2 times/ week	-Meet with case manager at least once/ month -Random alcohol testing at least 2 times/ week
Treatment Requirements	-Assessment and individualized treatment plan - Attend at least 2 self-help meeting per week - Obtain a sponsor and have minimum of weekly contact	-Attend treatment as identified in assessment -Attend at least 2 self-help meetings per week -Minimum of weekly contact with sponsor	-Attend treatment as identified in assessment -Attend at least 2 self-help meetings per week -Minimum of weekly contact with sponsor	-Develop aftercare plan -Attend AODA recovery group 1 time/month -Attend 2 self-help meetings per week -Minimum of weekly contact with sponsor
Other Requirements	-Attend Victim Impact Panel if not previously attended	-Attend Victim Impact Panel if not previously attended	-Attend Victim Impact Panel if not previously attended	-Pre-graduation conference and exit interview

All program components represent **minimum requirements. Phase length represents minimum time frame required to complete. It is expected that most participants will remain in Alcohol Treatment Court for 12 months.*

Waukesha County Alcohol Treatment Court
Phase I Contract

Name _____ Color _____

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office in person, at least once per week, and/or as directed by your case manager.
2. Attend substance abuse counseling and/or group sessions as directed by your treatment provider.
3. Submit to random urinalysis and/or breath/blood tests at least twice weekly, or as directed by your case manager and/or treatment provider. (See page 15 for the procedure)
4. Attend Alcohol Treatment Court at least twice a month, or as directed by your case manger.
5. Attend at least two self-help support meetings per week and provide written verification, as directed by the case manager. (See page 17)
6. Obtain a sponsor. Contact your sponsor at least once per week and provide written verification, as directed by case manager.
7. Attend a Victim Impact Panel (if available).
8. Comply with Drivers Safety Plan.
9. Participant must stay current with financial obligations, including but not limited to: monthly program participation fee, SCRAM fees, and OWI fine payment plan.

I understand and agree to abide by all conditions and rules of the Phase I Contract. Any violation of these conditions may result in sanctions, incarceration, or expulsion from the program.

I understand that I will be required to serve the minimum mandatory jail sentence of 45 days. I may be eligible to serve this in the Waukesha County Jail or Huber Facility, or be placed on electronic monitoring or SCRAM, as determined by the Treatment Court Judge.

_____ _____
Participant Date

_____ _____
Case Manager Date

Waukesha County Alcohol Treatment Court
Phase II Contract

Name _____ Color _____

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office, in person once every two weeks, and/or directed by your case manager.
2. Attend substance abuse counseling and/or group sessions as directed by your treatment provider.
3. Submit to random urinalysis and/or breath/blood tests at least twice a week, or as directed by your case manager and/or treatment provider. (See page 15 for the procedure)
4. Attend Alcohol Treatment Court at least once a month, or as directed by your case manager.
5. Attend at least two self-help support meetings per week and provide written verification, as directed by your case manager. (See page 17)
6. Continue contact with your sponsor at least once per week and provide written verification, as directed by the case manager.
7. Attend Victim Impact Panel (if not previously attended).
8. Comply with Drivers Safety Plan.
9. Participant must stay current with financial obligations, including but not limited to: monthly program participation fee, SCRAM fees, and OWI fine payment plan.

I understand and agree to abide by all conditions of the Phase II Contract. Any violation of these conditions may result in possible sanctions, incarceration, return to Phase I or expulsion from the program.

_____ _____
Participant Date

_____ _____
Case Manager Date

Waukesha County Alcohol Treatment Court
Phase III Contract

Name _____ Color _____

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office, in person once every two weeks, and/or as directed by your case manager.

2. Attend substance abuse counseling and/or group sessions as directed by your treatment provider.

3. Submit to random urinalysis and/or breath/blood tests at least twice a week, or as directed by your case manager and/or treatment provider. (See page 15 for the procedure)

4. Attend Alcohol Treatment Court at least once a month, or as directed by your case manager.

5. Attend at least two self-help support meetings per week and provide written verification, as directed by your case manager. (See page 17)

6. Continue contact with your sponsor at least once per week and provide written verification, as directed by your case manager.

7. Attend Victim Impact Panel (if not previously attended).

8. Comply with Drivers Safety Plan.

9. Participant must stay current with financial obligations, including but not limited to: monthly program participation fee, SCRAM fees, and OWI fine payment plan.

I understand and agree to abide by all conditions of the Phase III Contract. Any violation of these conditions may result in possible sanctions, incarceration, return to Phase II or expulsion from the program.

_____ _____
Participant Date

_____ _____
Case Manager Date

Waukesha County Alcohol Treatment Court
Phase IV Contract

Name _____ Color _____

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office in person, once every four weeks, or as directed by your case Manger.

2. Attend Alcohol Treatment Court at least once every two months, or as directed by your case manager.

3. Submit to random urinalysis and/or breath/blood tests at least twice a week, or as directed by your case manger and/or treatment provider. (See page 15 for the procedure)

4. Attend at least two self-help support meetings per week and provide written verification, as directed by your case manager.

5. Continue contact with your sponsor at least once per week and provide written verification, as directed by your case manager. (See page 17)

6. Initiate Alumni Program participation (attend a minimum of one per month).

7. Participant must stay current with financial obligations, including but not limited to: monthly program participation fee, SCRAM fees, and OWI fine payment plan.

8. Other_____.

I understand and agree to abide by all conditions of the Phase IV Contract. Any violation of these conditions may result in possible sanctions, incarceration, return to Phase III or expulsion from the program.

Formal completion of the Alcohol Treatment Court Program means you will never have to serve the balance of your remaining jail days

_____ _____
Participant Date

_____ _____
Case Manager Date

COMMENCEMENT REQUIREMENTS

Participants will graduate from the program (and not be subject to any further jail sentence or sanctions for this offense) if the following requirements are met:

1. **NO positive urinalyses and/or breath tests within six months of commencement.**
   - If the participant has a positive urinalyses and/or breath test within six months of anticipated graduation date, contract will be extended for six months from date of positive urinalysis and/or breath test. Participant must have six months of sobriety in order to graduate.

2. **NO missed urinalysis and/or breath test within six months of commencement.**
   - First missed urinalysis and/or breath test during last six months of contract may extend contract a minimum of one week. Second or subsequent missed urinalyses and/or breath test during last six months of contract may extend contract for a minimum of two months from date of missed urinalysis and/or breath test.

3. **NO missed court dates, treatment sessions, or case management appointments within six months of commencement.**
   - The Court reserves discretion to deny graduation and extend the contract if a miss occurs within six months of graduation.

4. **Complete all four phases of the program.**

5. **Pay all financial obligations associated with the offenses**
   - **i.e.: program participation fees, SCRAM fees, fines, court costs, attorney fees, Huber fees, and treatment and assessment costs.**

Waukesha County Alcohol Treatment Court Rules

1. Do not possess or consume any alcohol or drugs. This includes "non-alcoholic" beer, foods cooked with alcohol, and drugs not prescribed to you.

2. NO driving/operating any vehicle without a valid driver's license.

3. You shall not enter or frequent any establishment where the primary function is the sale of alcohol, including bars, taverns and liquor stores without prior consent.

4. Meet with your case manager as directed, and attend all scheduled court sessions.

5. Your case manager can request an immediate urinalysis/breathalyzer at anytime and reserves the right to conduct a scheduled or unscheduled home visit at anytime.

6. Comply with all treatment requirements; including any aftercare recommendations and weekly attendance at self-help meetings.

7. NO use of any medications containing alcohol (i.e. Nyquil and cough medications) or any mouthwashes containing alcohol (i.e. Listerine). Make sure to read labels prior to use. It is your responsibility to be certain that the products you are using do not contain alcohol. Ignorance is not an excuse.

8. Report ALL medications you use to your case manager (including over-the-counter products). You need to report when you are prescribed a new medication, when you get your prescriptions refilled and when you stop taking a medication. You must provide the actual prescription bottle for verification and sign releases for your case manager to contact your prescribing physicians and dentists.

9. Report police contact of **any** sort and follow all probation/parole rules if applicable.

10. Submit work information to be verified by case manager.

11. Comply with all sanctions as a result of noncompliance in the program.

12. Seek permission of the Alcohol Treatment Court Team prior to making plans to leave town. (See page 16 for rules regarding alternative testing while out of town)

13. Comply with the Drug/Alcohol Testing Rules and Procedures.

14. Participants must hold or obtain full-time employment, and/or be enrolled in full or part-time school.

15. Participants must disclose their means of support and may be required to develop a budget, detailing their monthly income. This could result in a change in the monthly program fee.

16. Participant must stay current with financial obligations, including but not limited to: monthly program participation fee, SCRAM fees, and OWI fine payment plan.

YOUR CASE MANAGER NEEDS TO KNOW

1. **Alcohol or Drug Use:** *Any* use of drugs or alcohol needs to be self-reported to your case manager.

2. **Criminal Behavior:** *Any* police contact, including traffic stops, needs to be reported to your case manager.

3. **Employment:** *Any* change of employment status needs to be reported to your case manager.

4. **Money Management:** *Any* debt, fines, court costs (i.e. SCRAM, restitution, child support, probation supervision fees, etc) or other financial problems need to be reported to your case manager.

5. **Personal Relationships:** *Any* relationship issues that may affect treatment need to be discussed with your case manager.

6. **Health:** *Any* physical health or mental health issues that may affect treatment need to be discussed with your case manager.

7. **Prescription Medications:** *Any* medications prescribed for you must be reported to your case manager for verification. You need to report when you are prescribed a new medication, when you get your prescriptions refilled and when you stop taking a medication. Any over-the-counter medications must also be reported to your case manager.

8. **Residency:** *Any* change in address, phone number (change or disconnection) or living arrangements; including roommates; needs to be reported to your case manager.

Drug/Alcohol Testing Rules and Procedure

While you are in the program, you will be assigned various colors that will tell you when to report for testing. Listed below are instructions for urinalysis (UA) collection and Preliminary Breath Tests (PBT). Through cooperation with this program, you can help yourself by proving that you are drug and alcohol free.

Procedure:

1. You are assigned a color by your case manager.
2. Call the testing line, **(262) 544-4968**, each day after **5:00 A.M.** to find out if you are required to report for testing.
3. If your color is called, report for testing between 7:00 A.M. and 10:00 A.M.
   - Monday through Saturday report to the WCS office
   - Sunday and Holidays report to your local Police Department
   - Other arrangements for testing locations can be made; however, they **MUST** be approved by your case manager prior to any changes in testing location (see next page or rules and procedure).
4. If your color is not called, you do not need to report for testing.
5. Follow the same procedure daily.

Rules:

1. You may be called upon to submit to a PBT or UA at anytime, 24 hours a day, seven days a week.
2. PBT's will be conducted each time you are in the office. Your case manager will not test you unless your mouth is empty. If you have gum, cough drops, chewing tobacco, etc., you will be instructed to wait 10 minutes before testing.
3. Be prepared to provide a urine specimen **EVERY** time you come to the office.
4. **DO NOT** use Nyquil, Listerine, or any other products containing alcohol. Use of such products may result in a positive PBT. This **WILL BE** deemed a failed test.

Tampering with Drug-Testing: Tampering with urine or interfering with drug testing, including ingesting substances in an attempt to alter the result, putting something in the urine, providing a sample that is not urine or not from the person being tested or in any other manner is a very serious violation. A diluted or altered specimen will be considered a positive test. Success in the Alcohol Treatment Court Program depends on a relationship of trust among staff and participants, and participants are expected to be honest and truthful in their interactions with ATC personnel.
Therefore; tampering offenses may result in termination from the program.

Drug/Alcohol Testing Rules and Procedure (Continued)

Testing at Local Police Departments:

The Alcohol Treatment Court works with various local police departments to provide you with other, more convenient, options for PBT testing. You can choose to use a local police department for testing on days your color is called. Below are the rules for participants choosing to take advantage of this option.

1. Prior to testing at a local police department, you **MUST** get approval and inform your case manager.

2. If you are approved, you may only test at that specific police department or WCS. You may not select another testing location without prior approval.

3. You must call WCS each day prior to 10:00A.M. to inform your case manager that you went to the local police department for testing.

4. All original PBT verification slips must be submitted. The procedure for turning in the verification slips is according to which phase of the program you are in.

    - Phase1: turn in all original PBT verification forms to staff at your weekly appointment.
    - Phase 2 and 3: turn in all original PBT verification forms to staff at your bi-weekly appointment.
    - Phase 4: turn in all original PBT verification forms every two weeks (at yoru montyly appointment and two weeks after)
    - ALL: turn in all remaining original PBT verification forms at your court session.
    - ANYONE WHO FORGETS TO BRING THEIR ORIGINALS TO THEIR APPOINTMENT WILL HAVE **24 HOURS** TO GET THEM IN. NO EXCEPTIONS!

5. Testing at the local police departments is a privilege and can be taken away at any time for non-compliance or for not following protocol.

Testing while out of town:

The Alcohol Treatment Court is, at minimum, a year long program. The team understands that you may want to go out of town or on vacation while in the program. As stated in the program rules, you are required to seek permission from the team **prior** to making plans to leave town. If approved, you are required to follow the alternative testing the team deems appropriate.

1. SCRAM
2. EtG
3. Testing at the local police department
    - Contact a police department near where you are planning to travel and get their approval.
    - If approved, inform your case manager and provide them with the contact information for the police department you will be using. This should include the address, phone number, and fax number; as well as the name of the person you got permission from.

Self-Help Support Meeting Rules

1. Attend two self-help support meetings weekly throughout the entire program. You are encouraged to attend 12-step meetings, such as AA, NA or CA; however, you can also attend other self-help support meetings, such as SMART Recovery or SOS (Save Our Selves).

2. The two required self-help meetings must occur on separate days of the week. You may attend more than one meeting in one day; however, this will not full-fill the twice weekly self-help meeting requirement.

3. Fill out the Self-Help Group Attendance Slips completely with the group name, location, date, time and secretary's signature. Also, include any contact you have had with your sponsor during that week. Your responses for categories 'How I was helped' and 'How I helped others' need to be a minimum of two sentences. Slips which are not filled out completely will not be accepted and will be given back to the participant to finish filling out.

4. **Slips are due by 5:00 P.M. each Wednesday.** Turn in your Self-Help Group Attendance Slips on a weekly basis. Any meetings attended after 5:00 P.M. on Wednesday will be turned in the following week. Failure to turn in your self-help attendance slips on a weekly basis will likely result in a sanction.

5. You can turn slips in via the following methods:
   - In person at WCS
   - Fax to 262-544-9456
   - Email to kgusse@wiscs.org, kkeck@wiscs.org, KDeMarco@wiscs.org or mdziewit@wiscs.org
   - Mail to WCS Alcohol Treatment Court
     414 W. Moreland Blvd Room 200
     Waukesha, WI 53188

6. If you fax or email your slips, you need to hold onto all of the originals. You are expected to be able to provide the hardcopy to staff if requested at any time while you are in the program.

7. Obtain a sponsor or temporary sponsor during Phase 1 and contact them weekly throughout the entire program. You will not be promoted to Phase 2 until you have found a sponsor or temporary sponsor. Record your weekly contact with your sponsor on the Self-Help Group Attendance Slips.

PROGRAM COMPLIANCE AND NONCOMPLIANCE

As with any Alcohol Treatment Court, a participant's progress is measured through his or her compliance with the treatment regimen. The ultimate goal of the Alcohol Treatment Court is complete abstinence from alcohol and illegal drug use. Alcohol Treatment Court rewards compliance and sanctions noncompliance.

Treatment providers, the Judge and other program staff maintain frequent, regular communication to provide timely reporting of progress and noncompliance, enabling the Court to respond immediately. Responses to compliance and noncompliance are explained verbally and provided in writing to the Alcohol Treatment Court participants at orientation. Periodic reminders are given throughout the treatment court process.

Individual treatment providers will establish their own policies and procedures as to when noncompliance reports will be submitted to the Court and other Alcohol Treatment Court team members. Treatment providers **must** provide timely notification and/or reports to the Alcohol Treatment Court Team.

Behaviors that MUST be reported as noncompliance include, but are not limited to: failure to attend self-help support groups, failure to attend relapse group, failure to provide a urine specimen and/or breath for testing, a positive drug screen and/or breath test, providing a diluted specimen, tampering with a SCRAM bracelet, absences that are not excused, failure to do required sanction, failure to report police contact, and failure to attend individual or group counseling sessions, as well as Alcohol Treatment Court sessions.

A positive breath, urine or blood test for the presence of alcohol or drugs or a confirmed consumption on SCRAM will be considered a probable cause violation of the absolute sobriety requirement. A sanction for noncompliance will be imposed. A participant, however, may request a hearing to challenge the finding of non-compliance.

The Judge is the ultimate authority for sanctions and incentives concerning Alcohol Treatment Court participants.

Incentives

Incentives which MAY be used to reward compliance:

- Reduced time in jail
- Graduation to next phase
- Certificates of completion
- Encouragement and praise from the team
- Case called early during court sessions
- Longer time between court appearances
- Reduced meetings with case manager
- Gift Certificates (restaurants, grocery stores, etc.)
- Reduced drivers license revocation time

Sanctions/Therapeutic Interventions

Sanctions/Therapeutic Interventions which MAY be used:

- Time in jail with or without Huber
- Start current phase over or extend time spent in a current phase
- Phase demotion
- Increase frequency of court appearances and/or home/office visits
- Increase frequency of breath tests and/or urinalysis
- Increase intensity of treatment and/or re-enroll in treatment
- Increase self-help support meetings
- Community service hours
- Writing assignments
- Electronic Monitoring System/SCRAM
- Individually tailored sanctions

When sanctions MAY be imposed:

- Driving without a valid license
- Using alcohol or other controlled substance
- Missing urinalysis, providing a diluted specimen, and/or providing a fraudulent specimen
- Missing and/or being tardy for case management, court, or treatment appointments
- Missing and/or being tardy for testing when color is called
- Behavior inconsistent with a commitment to meeting Alcohol Treatment Court goals
- New arrests for any kind of offense

The following may result in *termination* from the program:

- New OWI arrest
- Arrest on probable cause for a felony
- Arrest on probable cause for a violent misdemeanor;
- Arrest for any aggravated OWI charge (e.g. causing injury or death, with a minor passenger, etc.)
- Tampering with a drug test (see page seven for details)

Participant Contract

1. I fully agree to participate in the Waukesha County Alcohol Treatment Court Program.
2. I agree to participate in all phases of the program as recommended by my case manager.
3. I understand that if I am referred to a treatment group, I will be involved in the group discussions and agree to actively participate.
4. I agree to abide by all directives and decisions given by the Judge and the staff.
5. I understand that no violence or threats of violence or inappropriate conduct is allowed at Wisconsin Community Services and that legal prosecution will result from such actions.
6. I understand that all program participation information will be shared with the Alcohol Treatment Court Team, District Attorney, Defense Attorney, Treatment Providers and Department of Correction Agent if currently on probation.
7. I understand that I must stay current with all of my financial obligations, *including but not limited to*: The monthly program participation fee, SCRAM fees, and OWI fine payment plan. Failure to comply with the monthly program fee may result in termination from the Alcohol Treatment Court Program and a referral to Waukesha County Collections.
8. As a condition of the program, WCS will be verifying all prescription medication. I hereby agree to bring my prescription medication in when asked. Your WCS Case Manager will ask to inspect the content of the prescription container. Should you refuse to comply you may be ineligible for continued program participation.

Search and Urinalysis Policy

I hereby give permission to Wisconsin Community Service staff to search my personal belongings while I am on WCS property, if I am suspected of carrying contraband. I hereby waive any constitutional objection to any such search and claim for invasion of privacy in connection with such searches.

I understand that as a participant in the Waukesha County Alcohol Treatment Court Program, I will be required to provide breath and urine specimens for analysis and that all positive results will be reported to all involved parties, i.e. Alcohol Treatment Court Judge, District Attorney, Defense Attorney and Department of Corrections Agent, if currently on probation.

_____ ____/____/____
Participant Signature Date

_____ ____/____/____
Case Manager/Witness Date

CLIENT RIGHTS STATEMENT

As a client in the Waukesha County Alcohol Treatment Court program through Wisconsin Community Services, Inc., you have certain rights.

First, you need to know that a qualified provider may consult with other experts on treatment issues. You are encouraged to discuss your progress in this program at any time with your provider. Unless you are court ordered or are here as a condition of your probation/parole, you may end treatment at any time.

You are entitled to receive information about the methods and approaches of the program you are enrolling in. You will be an active participant in the development of your treatment service plan. You may also seek consultation from another expert regarding the appropriateness of this program for you.

You need to know that the information you give us during your treatment is legally confidential except as required by law. This confidentiality is regulated by state law, and for individuals in substance abuse programs, also by federal law. Information about your treatment and your case can only be released upon your written request/consent. It may be that you have been ordered to attend this program or that attendance is a condition that a progress report must be sent to your agent. If this is the case, and if there is a condition that a progress report must be sent to your probation/parole agent, then you must sign a written consent for such information to be released. Your provider will provide this consent form for you.

There are exceptions to the law of confidentiality. These exceptions are as follows: if there is a "threat of harm" to self or others; the person is of imminent danger to self or others; there is suspicion of child abuse; or if an individual is considered to be gravely mentally disabled. In these cases a provider, by professional ethics and state statutes, is obligated to protect the individual or others. In any situation, they must be reported to the Department of Social Services in the county where the abuse is suspected.

You need to know that sexual contact between a client provider is not a part of any recognized therapy or rehabilitative process and is never seen as acceptable under any circumstance or condition. Sexual intimacy between client and provider is illegal and should be reported to the appropriate grievance or professional licensing authority.

I have been informed of my provider's professional credentials, training and experience. I have also read the above information and understand my rights as a client.

_____ ____/____/____

Participants Signature Date

_____ ____/_____/____

Case Manager Signature Date

GRIEVANCE PROCEDURE

When a participant has a complaint, or feels his rights are being violated, he may initiate the following grievance procedure:

Step One – Informal Discussion

The complaint procedure may start with the participant's request of their assigned case manager for an informal discussion between the parties involved. This request must be made within 30 days of the incident or problem causing the grievance.

Step Two – Complaint Investigation and First Decision:

If no resolution is obtained through Step One, within 45 days of the incident, the person making the complaint should fill out a written complaint form and send it to the coordinator. The coordinator will study the complaint, make an investigation, and report the findings to the WCS Program Director. The program director will make a formal written decision within seven days and send it to the client.

Step Three – Hearing and Administrative Decision:

Within 15 days of Step Two decision, the complainant may request that the complaint be forwarded to the County Criminal Justice Collaborating Council Chair (CJCC). The CJCC Chair or their appointed designee will hold a hearing within 15 days.

Step Four – Final Hearing and Decision:

An impartial decision maker will be appointed by the CJCC Chair to hear and make a decision for grievances in the final stage. The impartial decision maker will not have participated in making or reviewing the initial appeal and may be an individual, a board, or a commission.

The Final Stage Hearing shall be available only after exhaustion of remedies available in Steps One and Two.

The request for a final determination shall be made within 15 days after a Step Three decision. Within 20 days of conducting a hearing under Step Three, the decision maker shall mail or deliver to the client a written determination, stating the reasons for the findings.

The participant may, at any time, choose to use the Court instead, in which case the grievance procedure will end.