

Juneau County Adult Drug Court Participant Manual



New lives rising from the ashes

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Welcome to the Juneau County Adult Drug Court

The Juneau County Adult Drug Court (JCADC) is built upon a unique partnership between the criminal justice system and the drug treatment community that structures treatment intervention. The JCADC is an opportunity and privilege for each participant. The JCADC is made up of a team that is dedicated to your recovery.

Drug court programs are designed to help improve lives of those struggling with drug addiction(s) that lead to criminal activity. A key component of drug court programming is to use a non-adversarial approach to promote recovery while protecting due process rights of each participant. The use of a drug court team, made up of multidisciplinary members, is essential for assisting and motivating participants to accept help that could change their lives.

JCADC was established in 2019 under the direction of Judge Stacy Smith. The program was created as a collaborative effort to make a positive impact on the criminal justice system in Juneau County. The program represents the efforts and teamwork of key stakeholders to break the cycle of substance use and reduce crime, resulting in a more positive and healthy community.

Introduction

This handbook provides the drug court participants with an overview of the guidelines of the JCADC. This manual is a working document. It may not contain all rules, requirements, policies and/or procedures. The guidelines or requirements may change with minimal notice. However, each participant will be informed of these changes as soon as possible to avoid any confusion and disciplinary actions.

You are encouraged to share this handbook and your journey through recovery with supports such as family and friends. It is very important for them to know your limitations and the rules you will need to follow to be successful in this program.

Mission Statement

The mission of the Juneau County Adult Drug Court is to enhance public safety and decrease substance abuse within our community by providing a judicially supervised program of evidence-based treatment to improve and save lives of participants while reducing public expense and repeated criminal behavior.

Goals

- Break the cycle of addiction and criminal behavior
- Make positive and long lasting changes
- Hold participants accountable by offering effective treatment programming, rewards and sanctions
- Promote self-sufficiency and accountability
- Reduce recidivism rates for nonviolent offenders
- Reduce costs associated with criminal case processing and re-arrest
- Reduce the nonviolent offender population within the prison and jail systems of Wisconsin
- Increase public safety
- Provide community-based interventions to reduce drug and alcohol use

Treatment Court Team Composition

The JCADC program is made up of professionals from multiple disciplines. The individuals collaborate in a team setting to manage eligible participants. The program is an intensive, judicially – monitored program offering substance abuse treatment, rehabilitation services, and strict community supervision. When voting is necessary, only one member from each entity is allowed to participate. The treatment court team members include one or more representatives from the following entities:

- Circuit Court Judge
- District Attorney
- Wisconsin State Public Defender or Defense Bar
- Probation/Parole Agent
- Drug Court Coordinator
- Treatment Personnel
- Juneau County Sheriff's Dept.

CONFIDENTIALITY

A waiver of confidentiality (authorization for release of information) and consent for participation is required for participation in the program. Participants cannot change their mind about the waiver of confidentiality once it is given in order to maintain open communication within the team. The drug court team adheres to HIPAA Privacy and Security Policies and Procedures. All parties involved in the drug court agreement will abide by applicable confidentiality regulations, including, but not limited to, Federal Regulations governing the confidentiality of alcohol and drug abuse patient records, mental health records, etc.

Limits of Confidentiality

Information from case files may be shared with individuals or organizations as specified under the following conditions:

- Information may be gathered about program participants and shared with the drug court team after waiver of confidentiality/authorization is signed.
- Identifying information of program participants may be used in data collection, agency publications or promotional materials only upon written consent.
- Drug court team members are mandatory reporters and must disclose information indicating a participant may be dangerous or intends to harm his/herself or others.

Target Population

The JCADC targets high-risk/high-need, non-violent, repeat offenders whose crimes are directly or indirectly motivated by alcohol and/or drug use.

Drug Court Team Staffing and Sessions

Upon entry into drug court, each participant is expected to give consent to the drug court team to maintain open communication and transparency while involved in the program. Prior to each drug court session, the team members familiarize themselves with your progress and the judge discusses that progress with you during the drug court session. A court report is completed by the coordinator and shared with the team. These reports disclose information such as drug test results, attendance, participation and cooperation in treatment/mental health programming, employment and/or other requirements that were imposed. The Judge may ask questions about your progress and discuss any problems you may be having. If you are doing well, you might be rewarded with an incentive. If your progress reports show that you are not doing well, the judge will discuss this with you and determine future action, which could include a sanction in order to help you remember your goals in the program.

Court Room Rules and Expectations

- You are expected to be in the court room before court is called to session. Court begins at 8:30am on scheduled Fridays. .
- Cell phones are to be turned off and put away while in court. You may be directed to turn in your cell phone to the coordinator if staff feels this level of need is warranted. (Extenuating circumstances may be considered with appropriate discussion and approval).
- No food or beverages are allowed in the court room unless approved by the team.
- No side conversations once the court session has begun.
- Be honest and take responsibility for actions/inactions.
- Be respectful. Refrain from using inappropriate language. Avoid inappropriate behaviors and other inappropriate forms of communication. (Ask the coordinator for further clarification if needed).
- It is expected that you wear appropriate clothing while in court. Business casual is best practice.
- No holey, see through, drug related, alcohol related, excessively tight/baggy etc. clothing is allowed. You may be asked to change or cover up if staff notice you are wearing inappropriate clothing.
- No sunglasses or hats are allowed on while in the court room. You will be asked to remove them.
- Pay attention. We are here for you. We will be courteous, please do the same. If you are distracting others, you may be removed from the court room which could result in a sanction.
- When addressed by the judge, respond appropriately. For example, “yes” “no” “yes, sir” “no, sir” are appropriate when communicating with the judge.
- Each hearing is open to the public and natural supports are encouraged to join. However, they may be asked to leave if they are not respectful and courteous during the court hearing. (Please have a conversation with your natural supports about expectations).
- Children are allowed in the court room, if necessary; however, they must be under direct supervision and not distracting to others. Children will not be used as an excuse to leave the courtroom during the session or an approved reason to leave early. (Extenuating circumstances need to be discussed prior to the court session).
- You are expected to remain in the courtroom during court proceedings. Please do not leave during the hearing or leave before the hearing has come to an end. This could result in a sanction. (Extenuating circumstances need to be discussed prior to the court session).

Phases

The JCADC program is made up of five phases. Each phase is designed to transition the participant from drug dependency to successful recovery. Phase passports will be distributed by the coordinator. The passports provide detailed information on requirements for each phase. JCADC is designed to take a minimum of 14 months to complete. Each phase has specific criteria that must be achieved before transitioning to the next phase. A phase up application must be submitted before approval to transition into the next phase. See Appendix B for more information.

Participants will be required to be involved in approved activities, such as attending drug court hearings, participating in treatment, attending support group meetings, adhering to drug testing appointments, and engaging in employment/school and community service. Participants will be expected to provide verification upon request. Participants may be sanctioned and/or prevented from phasing up for failing to meet this requirement.

Incentives and Sanctions

The Drug Court program rewards participants who make positive changes in their lives. If you comply with treatment requirements and the Drug Court program rules, you will be rewarded and encouraged with an incentive. The type of incentive will vary depending on the behavior that needs to be recognized and is determined by the team. **Incentives** may include, but are not limited to:

- Verbal recognition and praise from the Judge and Team
- Applause
- Medallions for sobriety benchmarks
- Gift cards/gas cards
- Decreased court appearances (for Phases 4 and 5)
- Drawing a prize from the Fishbowl drawing
- Travel privileges—as approved by Probation and Parole

Sanctions are in response to noncompliance of program requirements or other infractions. **Sanctions** may include, but are not limited to:

- Verbal warnings and reprimand from the Court
- Essays or book reports for the court
- Additional curfew or home restrictions
- Increased supervision and/or drug testing
- Additional community service hours
- Electronic Home Monitoring or jail time

Participants will be required to complete 2 hours of additional community service for every missed, required appointment. Participants will also be required to complete 1 hour of community service for every hour late calling into Reconnect (up to 5 hours).

* The Judge may, without prior notice, receive evidence including but not limited to reports from the JCADC team and staff, that:

- a. Performance is not satisfactory in treatment, programs, supervisions, etc.; or
- b. The program is no longer appropriate and/or beneficial for the participant; or
- c. Engagement in criminal conduct, whether or not that conduct has resulted in charges against the participant; or
- d. Participant violated the terms and conditions of the program or sentence; or
- e. The participant is no longer able to engage in the program for whatever reason; or
- f. The participant has been charged with a new felony offense in any jurisdiction in which the criminal conduct is alleged to have occurred after entry into JCADC.

Upon receipt of such evidence, the Judge may impose an immediate reasonable sanction, including jail time, without having to give prior notice and without the filing of a written petition to revoke bail, except when the recommended sanction is termination from the program. The Judge may also impose other sanctions in addition to or instead of jail time for violations.

Termination Process and Criteria

Termination from the drug court program generally occurs only after other graduated sanctions have been imposed and the participant continues to disregard program rules. Examples of continued disregard for program rules can include, but are not limited to, repeated positive urinalysis, tampering with a UA sample, absconding from the program for more than 30 days, being charged with one of the prohibited offenses, and multiple unsuccessful discharges from treatment. Unsuccessful completion can also occur when the participant fails to attend treatment and/or drug court sessions, or is generally non-compliant in his/her treatment program and/or supervision. Upon unsuccessful completion, the participant is brought before the court and the case is treated as a formal probation violation with disposition residing with the Judge. The defendant is provided all rights and opportunities as any other individual facing a formal probation violation hearing. If the allegation is proven by clear and convincing evidence it can result in revocation of stayed local incarceration time.

Grounds for Termination

Participants may be terminated from the program for the following reasons:

- Charged with a disqualifying offense while in the program.
- Charged with an offense involving the use of a gun while in the program.
- Absconding from the program.
- Defendant demands execution of sentence.
- Convicted of an offense that carries mandatory prison time.
- Discovery of any failure to meet eligibility criteria.
- Tampering with UA samples repeatedly.
- Convicted of an offense while a participant of drug court.
- Violence to staff, participants, or property.
- Threats or gestures of violence to staff, participants, or property.

- A continuous inability to remain clean and sober.
- Continued noncompliance with program expectations.
- Continued failure to embrace the JCADC attitude of recovery and personal growth, including habitual lying.
- Participant chooses to voluntarily terminate.

Graduation

Adult Treatment Court graduation requirements are:

- Development of an aftercare plan
- Minimum of six months sobriety
- Consistency in keeping appointments with Probation Officer, Treatment Provider, etc.
- Consistency in complying with the terms of the treatment plan
- Stable housing
- Stable employment or other approved vocational program/activity
- Completion of community service
- Engagement in community support groups (AA/NA or other groups) or demonstrate a maintained recovery network/pro-social relationships
- JCADC approved sponsor/mentor/Recovery Coach
- Demonstrating involvement in the community
- Court fees, restitution and fines paid in full or arrangements to pay in full as approved by the JCADC team
- Graduation application completed and submitted
- Exit interview

To graduate, the participant must have a minimum of 90 days in Phase five and 14 months in Juneau County Adult Drug Court.

Requirements for graduation must be completed 21 days before graduation.

Program Rules

- Appear in Court as scheduled or as directed by the Drug Court.
- Attend all appointments with the Drug Court Coordinator, Probation Agent, and Counselor. (If you are unable to attend a scheduled appointment for any reason, CALL to reschedule)
- Notify the coordinator and Probation Agent immediately following any law enforcement contact, crisis assessment or hospitalization, change in address, or phone number, etc.
- Follow the treatment plan and actively participate in all required treatment components.
- The treatment plan may include some or all of the following components:
 - Medication
 - Participation in various mental health and AODA treatment services
 - Intensive case management services

- Psychiatric services
- Educational programs
- Vocational programs
- Budgeting Programs

It is important to keep in mind successful completion of the Drug Court program is dependent upon compliance with the treatment plan.

- Do not use synthetic drugs (including Delta 8 variants and CBD), illegal substances or alcohol.
- Take prescribed medications and report any changes/additions in prescribed medications to the coordinator. Also, disclose all medication changes, including over-the-counter medications, on the UA testing form. See appendix A for a list of Permissible Medications.
- If an emergency arises where a prescription is necessary, it must be obtained in coordination with the prescribing doctor, JCADC Treatment Providers and Probation Officer. If a participant expects a doctor's prescription, the following must be done:
 1. Inform doctor of your history of substance abuse, involvement with the JCADC and current treatment participation. Ask if there are non-narcotic pain medications or alternative forms of medical treatment available.
 2. Immediately advise the Probation Officer and Treatment Provider of the prescription or prescriptions received.
 3. Make prescription and medication available to JCADC members as requested.
 4. Once the prescription has expired or the time all medication should have been used, dispose unused medication at designated drop box (located at Sheriff's Department). A positive drug test after that time due to use of "leftover medication" will be a violation of the program.

Submit to random drug and/or alcohol screens when requested by the Reconnect UA line, coordinator, drug court team, or treatment provider.

Obey all local ordinances, state laws, and federal laws. If law enforcement contact is made, notify them that you are in the JCADC.

Follow all rules of Probation and Sentencing Conditions. Violations may result in sanctions and/or termination from the Drug Court program.

Cooperate with all home visits, treatment visits, and/or employment visits. These visits may be unscheduled or unannounced.

Do not be in possession of a firearm or dangerous weapons of any type.

Treat others with respect/demonstrate appropriate behavior.

Pay all fees associated with your court case and drug court participation.

Maintain Juneau County residency while participating in the Drug Court program. If an issue arises with residency, communicate with the Drug Court Coordinator and Probation Agent as soon as possible.

Transportation to and from all of your appointments and court dates is your responsibility.

At all times, you must check in with your Probation Agent and/or the Coordinator before staying overnight anywhere other than your primary residence.

- a. Fill out a travel request form if you are seeking permission to leave the state.
- Report any/all significant relationship(s) prior to and continuously throughout the duration of the program.

Relationships

The process of recovery is a challenging time. During this time, participants are encouraged to develop relationships with positive natural supports, positive peer supports, treatment providers, etc. However, it is **strongly** discouraged to engage in romantic relationships while participating in JCADC. It is an expectation that all relationships are disclosed to the team in order to be reviewed for appropriateness. This is a continuing obligation. The JCADC team wants participants to be involved in healthy relationships. If the participant is in a relationship with a person that is involved with drugs, alcohol, or unlawful behavior, the participant can expect that the JCADC will impose a restriction on that relationship or request the relationship be terminated. A relationship refers to being connected with another, either in a romantic, sexual, dating, co-habitation, familial, friendship, employment or other manner.

Drug Testing

While involved in the JCADC, participants are expected to comply with all drug screening requests at any time, 24 hours a day, 7 days a week. All drug and alcohol testing will take place at any of the following locations:

1. Mile Bluff Medical Center (first and primary option)
2. Juneau County Jail
3. Probation Office
4. Juneau County Human Services Building
5. Participant's Residence
6. Other location as requested by JCADC team

Random drug screens will be conducted multiple times per week. Random drug testing will be determined by the program "Reconnect". Each participant will need to call 920-779-1044, the "Reconnect" number between 1:00am – 9:00am each day to find out if a test needs to be completed for that day. Each participant is given an ID number that will be asked for each time a call is made in to the call center. Testing will be conducted daily, Monday through Friday from 8:00am – 3:00pm and on weekends from 9:00am—11:00am. Testing will be conducted at the Mile Bluff Medical Center. Please see Drug Testing Policy and Procedure for full description of the random drug testing procedure (Appendix E).

Participants are expected to be alcohol and drug free. They must not use, possess, receive, or transport illegal drugs or unauthorized prescriptions. Participants may not use any mood-altering substances, including certain narcotic prescription medication. It is an expectation that participants will not ingest food or drink that contains alcohol or use products that contain alcohol. In addition, participants may not ingest

other foods or products that contain substances that will produce a positive drug test; e.g., poppy seeds, diet pills, and many allergy or cold medications (please see Appendix A for a list of permissible medications).

A missed call, test, diluted or altered specimen will be considered a positive test, 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 altering/diluting specimen in any other manner.

Positive/missed tests will result in loss of sober days, an additional 2 hours of community service, and possible additional sanctions as determined by the Drug Court team. Participants may also be required to test while traveling out of the area and may be required to arrange for testing at a local police department, hospital or other similar location subject to approval by the JCADC Coordinator.

Appendix A: Permissible Medications

PAIN RELIEF/ANALGESICS:

Aleve, Ascriptin, Anacin, Aspirin, BC Powders, Bufferin, Excedrin, Ibuprofen (Motrin), Nuprin, Vanquish, Goody's Powder, Dolobid, Acetaminophen (Tylenol), Pamprin, Midol, and Midol IB. Non-Steroidal Anti-Inflammatory Meds (NSAIDS): included, but not limited: Anaprox, Feldene, Lodine, Mobic, Naprosyn (Naproxen), Relafen, Celebrex, Motrin, Vioxx

SLEEP AIDS:

Buspar (Buspirone HCL), Desyrel (Trazadone), Elavil, Thorazine, Rozerem, Paxil, Sinequan (Doxepin), Trilafon, Abilify, Risperdal, Geodon, Melatonin

NAUSEA/VOMITING:

Immodium (Loperamide), Kaopectate, Pepto-Bismol, Bonine, Emetrol, Emecheck, Reglan, Octamide, Thorazine, Zofran, Nausetrol, Norzine, Tigan, Trilafon

LAXATIVES (CONSTIPATION):

Metamucil, Milk of Magnesia, Colace, Pericolace, Perdiem, Correctol, Ex-Lax, Miralax, Dialose, Ducusate, Doxinate, Fleet Sof-Lax, Surfak

NASAL SPRAYS:

Saline Sprays, Aerobid, Beconase, Nasacort, Nasonex, Vancanase, Astelin, Azmacort, Flonase, Nasalcrom, Rhinocort

ALLERGY: Claritin, Alavert (Loratadine), Allegra (Fexofenadine), Zyrtec (Cetizine), Clarinex (Desloratadine) [no pseudophedrine without prior approval]

ANTICONSULSANTS (SEIZURE CONTROL):

Dilantion (Phenytoin), Depakote (Valproic Acid), Tegretol (Carbamazepine), Topamax (Topiramate)

COUGH/COLD:

Tessalon Perles (Benzonatate), Mucinex (Guaifenesin), Echinacea, Zinc, Robitussin (NOT DM FOR ANY COUGH/COLD MEDICATIONS)

SORE THROAT:

Cepacol, Sucrets Lozenges, Halls Mentholypus

INDIGESTION/HEARTBURN/GASTRITIS:

Mylanta, Maalox, Riopan, Tums, Roloids, H2 Blockers, Proton Pump Inhibitors

ADD/ADHD:

Strattera and Vyvanse (levels to be monitor if prescribed)

** If you have any questions, please call to clarify before taking the medication. It is your responsibility to be accountable for any/all medications you ingest. If a medical necessity requires the use of a drug that is not on this list, you are responsible to get approval from the Drug Court Team.

Appendix B: Phases

Phase	Description (length and requirements)
Phase 1: Acute Stabilization	<ul style="list-style-type: none"> ● 60 days ● Requirements: <ul style="list-style-type: none"> ○ Court twice a month as scheduled ○ Promptly call drug testing line daily ○ Random drug tests (no less than average of 2x week) ○ Begin process to obtain medical insurance and any necessary health assessments ○ Minimum of 2 office visits per month ○ Periodic home visit by JCADC Coordinator and/or Probation Officer ○ Keep scheduled appointments ○ Attend and complete treatment assessment and develop treatment plan ○ Start changing people, places and things associated with drug/alcohol lifestyle ○ Complete Supervision Case Plan with Probation Officer ○ Examine housing situation ○ Begin prosocial activities ○ Maintain honesty ○ Complete 10 hours of community service ○ Minimum of 14 days of sobriety immediately prior to phase up

<p>Phase 2: Clinical Stabilization</p>	<ul style="list-style-type: none"> ● 90 days ● Requirements: <ul style="list-style-type: none"> ○ Court twice a month as scheduled ○ Promptly call drug testing line daily ○ Random drug tests (no less than average of 2x week) ○ Complete medical assessment as deemed appropriate by JCADC team ○ Minimum of 2 office visits per month ○ Periodic home visit by JCADC Coordinator and/or Probation Officer ○ Keep scheduled appointments ○ Continue prosocial activities ○ Engage in treatment ○ Comply with and review Case Plan with Probation Officer ○ Start changing people, places and things associated with drug/alcohol lifestyle, demonstrating an engagement with healthy people, places and things ○ Begin to establish/maintain stable housing ○ Assess financial, vocational and employment needs ○ Begin recovery support groups, if applicable ○ Complete 10 hours of community service ○ Maintain sobriety (minimum of 30 consecutive days immediately prior to phase up) ○ Maintain honesty
<p>Phase 3: Pro-Social Habilitation</p>	<ul style="list-style-type: none"> ● 90 days ● Requirements: <ul style="list-style-type: none"> ○ Court twice a month as scheduled ○ Promptly call drug testing line daily ○ Random drug tests (no less than average of 2x week) ○ Address any medical issues ○ Minimum of 2 office visits per month ○ Periodic home visit by JCADC Coordinator and/or Probation Officer ○ Keep scheduled appointments ○ Engage in treatment ○ Comply with and review Case Plan with Probation Officer ○ Demonstrate changing people, places and things ○ Continue to establish/maintain stable housing ○ Continue prosocial activities ○ Begin Moral Reconciliation Therapy (MRT) ○ Assess life skills, including financial needs/budget, organizational skills, problem solving, balanced life style, etc. ○ Establish approved recovery network (i.e. NA, AA, Smart Recovery, etc.)

	<ul style="list-style-type: none"> ○ Obtain approved sponsor/mentor/recovery coach ○ Complete 10 hours of community service ○ Maintain sobriety (minimum of 45 consecutive days immediately prior to phase up) ○ Maintain honesty
<p>Phase 4: Adaptive Habilitation</p>	<ul style="list-style-type: none"> ● 90 days ● Requirements: <ul style="list-style-type: none"> ○ Monthly court ○ Promptly call drug testing line daily ○ Random drug tests (no less than average of 2x a week) ○ Monthly home or office visits ○ Continue in treatment as recommended by counselor/coordinator ○ Comply with and review Assessment, Case Plan and Supervision level—possibility of reduction of office and home visits based on assessment ○ Demonstrate changed people, places and things ○ Maintain/continue to pursue stable housing ○ Continued pro-social engagement, i.e. work/school/community service ○ Demonstrate recovery network/repaired pro-social relationships ○ Continue MRT ○ Keep scheduled appointments ○ Build life skills, including maintaining financial needs/budget, organizational skills, problem solving, balanced life style, etc. ○ Complete 10 hours of community service ○ Maintain sobriety (minimum of 60 consecutive days immediately prior to phase up) ○ Maintain honesty ○ Assess ancillary service needs and obtain referrals ● Parenting ● Domestic Violence Services (DV) ● Other individualized needs

<p>Phase 5: Continuing Care</p>	<ul style="list-style-type: none"> ● 90 days ● Requirements: <ul style="list-style-type: none"> ○ Attend court as assigned ○ Promptly call drug testing line daily ○ Random drug tests ○ Continue in treatment as determined by JCADC team ○ Monthly home or office visits ○ Continue/maintain healthy people, places and things ○ Maintain stable housing ○ Maintain pro-social engagement, i.e. work/school/community service ○ Complete MRT ○ Keep scheduled appointments ○ Utilize healthy life skills, including maintaining financial needs/budget, organizational skills, problem solving, balanced life style, etc. ○ Maintain recovery network/pro-social relationships ○ Complete other requirements/victim restitution/ancillary services ○ Develop and submit continuing care plan/Graduation Life Plan ○ Comply with supervision as determined by Probation Officer ○ Complete 10 hours of community service ○ Maintain sobriety (minimum of 90 consecutive days immediately prior to phase up) ○ Maintain honesty

Appendix C: Waiver of Confidentiality and Agreement to Ex Parte Communication

All Juneau County Adult Drug Court participants, whether proposed or accepted into the program, are required to provide authorization to disclose confidential information as part of their application to and participation in the Drug Court. The purpose of this authorization is to give the Drug Court Team access to any and all necessary participant healthcare and non-healthcare information to evaluate and assess the participant's entry into the treatment court program, to determine an appropriate and individualized treatment plan, and to evaluate and monitor the participant's success under that plan.

1	I agree to execute a consent for disclosure of confidential health and medical and non-health information. I understand members of the Drug Court Team may require me to provide very personal information. This may include, but is not limited to, drug and alcohol use, my criminal record, education and work history, family history, medical information, physical and sexual abuse history, and psychiatric information.	
2	I understand information and documents received through any consent for disclosure of confidential health and medical and non-health information, and by my signature on this waiver and agreement, may be copied and shared between members of the Drug Court Team, which consists of the Drug Court Judge, Drug Court Coordinator, Public Defender, District Attorney, Law Enforcement, Probation Agent, Human Services, and Treatment Providers. I understand that the members of the Treatment Team may change.	
3	I understand information and documents received through this waiver and information relevant to my progress and participation in treatment may be discussed in open court and may be disclosed to other participants in Drug Court and observers of Drug Court including, but not limited to, members of the public and/or media. No pictures or representations of me and no identifying information about me may be disclosed to the public other than in the Drug Court courtroom without my expressed written consent.	
4	I understand people other than Drug Court Team members may occasionally observe a Drug Court Treatment Team meeting/staffing, with the understanding that the meetings are confidential.	
5	I understand some information relating to my Drug Court participation will be publicly available in my criminal court file, which is kept by the clerk of circuit court. This information includes: <ul style="list-style-type: none"> • Any order referring the participant for a Drug Court assessment; • Any notice admitting or rejecting the participant to Drug Court; • Any proceedings or orders regarding involuntary termination from Drug Court; • Any acknowledgement of successful completion of Drug Court. 	
6	I understand some information relating to my Drug Court participation will be kept separate from the regular court file and kept confidential. Access to this information is limited to members of the Drug Court Team unless I consent to additional disclosure or unless otherwise ordered by the Court. This information includes: <ul style="list-style-type: none"> • Any application to participate in the Drug Court; • Any information gathered to evaluate the application; 	

	<ul style="list-style-type: none"> • A Drug Court participation contract; • All medical information and history of substance abuse: diagnosis, drug and alcohol use, monitoring, medical and psychological reports, prescriptions, etc.; • All Drug Court Team information: weekly progress reports, information provided by team members, team member recommendations; • Any agreement by Drug Court Team that information in treatment file shall be used only for purposes of Drug Court. 	
7	<p>I understand there are exceptions to the confidentiality of the information referenced in #6. Those exceptions include:</p> <ul style="list-style-type: none"> • General information that does not identify me • Information pertaining to a medical emergency • Information that must be released via a court order • Information regarding a crime perpetrated during the course of the program, or while on program premises, or in Court or staffing, or against team personnel • Information pertaining to child abuse, child neglect, or abuse/neglect of a vulnerable elder/adult. Information related to a crisis, such as threats of self-harm or harm to another • Information for the purpose of research or audits. 	
8	<p>I understand the Judge may initiate, permit, or consider ex parte communication with members of the Drug Court Team at team meetings, or by written documents provided to all members of the Drug Court Team. I understand this means that even when I am not present, the Judge may discuss me and learn or review any information about me that could affect my participation in Drug Court.</p>	
9	<p>I understand statements I make in Drug Court or to treatment providers about personal drug and alcohol use are not for any other purpose including use in any other criminal proceeding or investigation in which I am either a potential witness or suspect.</p>	
10	<p>For the purposes of Drug Court hearings, I agree to waive my right to have my attorney of record present. I understand my case may be discussed without my attorney or the prosecutor present. It is my responsibility to contact my attorney if I have a legal question or a legal issue arises that I am unclear about and for which I need legal clarification.</p>	
11	<p>I understand failure to sign this waiver will be grounds for exclusion from Drug Court.</p>	

Participant’s Information & Understanding

I am _____ years old. I have completed _____ years of school.

I	DO	DO NOT	Have a high school diploma, GED, or HSED.
I	DO	DO NOT	Understand the English language.
I	AM NOT	AM	Currently receiving treatment for a mental illness or disorder.
I	HAVE NOT	HAVE	Had alcohol, medication, or drugs within the last 24 hours.

I have read this waiver or had it read to me. I understand this entire document and any attachments. I have had an opportunity to discuss and ask questions and I have answered all questions truthfully. By signing this waiver, I confirm it accurately reflects my wishes and approval regarding disclosing confidential information and ex parte communication as described above.

Signature of Participant

Date

_____ Initial here if participant refuses to sign waiver.

Signature of Defense Attorney

Date

Signature of Drug Court Coordinator

Date

Original: Participant’s Drug Court File

- Copies to: Participant
- Probation Agent
- District Attorney
- Defense Attorney

Appendix D: Participant Contract

Name: _____

Date of Birth: _____

By initialing each section of this contract you are indicating you understand each requirement of the program and are voluntarily participating in the program. By entering into the JCADC and signing this contract, you are agreeing to the terms and conditions of the JCADC.

1. I will obey all rules of the Juneau County Adult Drug Court, hereafter referred to as JCADC. _____ (initial)
 - a. I agree to be honest. Honesty is an essential element and foundation of the program. Participants must be honest when questioned by the JCADC Team or Judge. If a relapse or a rule violation occurs, you are expected to self-report to the JCADC Coordinator and your Probation Agent at the earliest opportunity. Dishonesty is a rule violation. _____ (initial)
2. I understand if I enter this program and fail to comply and/or complete it, I will receive escalating sanctions which could lead to termination from the program and my case may be sent back to traditional court for prosecution. _____ (initial)
3. I understand participation in JCADC involves a minimum time commitment of 14 months. _____ (initial)
4. I agree to follow all rules of the JCADC. Failure to follow the rules may be met with sanctions from the JCADC Team. _____ (initial)
5. I will participate in alcohol and/or other drug treatment as directed by the Court, as set forth in my treatment plan, and I agree to be supervised by the JCADC team. _____ (initial)
6. I agree to inform any law enforcement officer who contacts me that I am in JCADC. _____ (initial)
7. I will obey all federal, state, and local laws and ordinances. I will notify the JCADC Coordinator and Probation Officer of police contacts, within 24 hours of the contact. _____ (initial)
8. I agree to keep the Judge, Treatment Providers, Probation Officer, and the Coordinator informed of my current address and telephone number(s), and to report any changes to the JCADC Coordinator within 24 hours. _____ (initial)
9. I will pay fines, court fees, restitution fees, etc. as directed by the court/drug court team. _____ (initial)

10. I understand I will be required to obtain health insurance that includes coverage for substance abuse and behavioral health treatment. This insurance may be acquired privately, with a subsidy, and/or through a government program. _____ (initial)
11. I understand I will be required to submit to random chemical tests, and I may be subject to random searches, to determine my compliance with JCADC rules. I agree that I must comply with such a request and I will immediately provide the requested sample or submit to the requested search. If I fail to provide a sample, if the sample is of insufficient quantity, or if the sample is dilute it will be considered a positive test for the presence of drugs or alcohol. I understand any attempt to falsify any test will be considered a positive test for the presence of drugs or alcohol. I also understand any attempt to falsify a test may be grounds for termination from the JCADC or imposition of other sanctions as deemed appropriate by the JCADC team. If I refuse to submit to any requested search, I will be subject to appropriate sanctions, which may include expulsion from the JCADC. _____ (initial)
12. It is an expectation that all relationships are disclosed to the team in order to be reviewed for appropriateness. This is a continuing obligation. The JCADC team wants participants to be involved in healthy relationships. If the participant is in a relationship with a person that is involved with drugs, alcohol, or unlawful behavior, the participant can expect that the relationship will likely need to end. If the JCADC believes there is an unhealthy relationship in existence, the JCADC could potentially impose a restriction on that relationship or request the relationship be terminated. A relationship refers to being connected with another, either in a romantic, sexual, dating, co-habitation, familial, friendship, employment or other manner.
_____ (initial)
13. I will sign a consent form waiving confidentiality of any medical, treatment, or social service records. If I withdraw consent, I understand I will be terminated from the JCADC. _____ (initial)
14. I will sign all Releases of Information that are requested of me. Failure to sign a Release of Information is grounds for termination from JCADC. _____ (initial)
15. I understand after I have been admitted to the JCADC, statements made by me to any Supervising Agent, JCADC Team member, or the JCADC Judge regarding the specific offenses with which I was originally charged are confidential and will not be used against me in any action or proceeding concerning those charges. _____ (initial)
16. I understand any information shared about me during a JCADC Team meeting will be kept confidential by all parties, unless I waive my right to confidentiality by referring to that information at a hearing due to each hearing being open to the public. _____ (initial)
17. I understand failure to appear for a court date or any other breach of this agreement may result in the immediate issuance of a bench warrant for my arrest. _____ (initial)
18. I am required to take a Medical Release Form to any treatment provider, including but not limited to dental, medical, mental health, substance abuse, or psychiatric provider, and turn in the completed original to the Drug Court Coordinator at my next court date. Prescribed medication must be listed on the form. _____ (initial)
19. I will only take medications as listed in Appendix A, "Permissible Medications". All other medications must be approved by the JCADC Team. _____ (initial)

- 20. I will not discontinue use of any prescribed medication unless directed to do so or approved by a physician. I will notify JCADC within 24 hours of medication changes. _____ (initial)
- 21. I agree to follow any rules or conditions set by my probation or parole officer or the Department of Corrections. A violation of the rules or conditions of my probation or parole will be considered a violation of the rules and conditions of my participation in the JCADC. _____ (initial)
- 22. I understand my probation period may be extended in order to complete the JCADC. _____ (initial)

I have read, or have had read to me, the above contract and I understand it in its entirety. I understand I am responsible for knowing all the above rules during my participation in JCADC. I am willing to enter into this agreement with the Juneau County Adult Drug Court.

Participant's Signature

Date

Drug Court Coordinator

Date

Appendix E: Participant UA Testing Protocol with Mile Bluff Medical Center

Location and Reporting Times

- If the call-in to Reconnect (920-779-1044) tells the participant they are to test that day, they are to then call MBMC (608-847-1067) and set an appointment time with scheduling.
- All participants will report to the Mile Bluff Medical Center (MBMC) lab for testing.
- Participants will need to report during their specific appointment time.
- Testing periods are as follows at MBMC:
 - Monday - Friday 8:00 a.m. – 3:00 p.m.
 - Sat. & Sunday 9:00AM – 11:AM (no appointment – (first come-first served)
- If a participant needs permission to test at an alternative time, the coordinator may direct to the JC JAIL, to DHS or to the DCC Probation Office for testing. The hours listed above for MBMC are firm.

Forms and Materials

- The coordinator will provide the lab with the following:
 - List of participants
 - Copy of the participants' Wisconsin photo ID
 - Change of custody forms
 - Testing kits
 - Shipping labels/packaging

Reporting for Testing

- Each participant will be accompanied by the coordinator for their initial drug screen at MBMC.
- Each participant will report to the MBMC front desk to check-in upon arrival.
- After check-in, report to the lab. If the lab appears empty, push the button (next to the door) for services.
 - The lab is located at the end of the hallway to the right of the front desk.
- Each participant will need to show their state ID when reporting to test. The ID should be compared to the copy of the ID in the participant's file.
 - Failure to bring proper identification will be considered a **positive test** and should be reported to the coordinator before the end of the business day. Reports can be done via telephone, email, and/or fax.
 - It is the participant's responsibility to disclose all substances/medications (including over-the-counter medications) that were consumed since the last test by writing them on the Chain of Custody form in the appropriate spot.
 - Additionally, any reason for a positive test should be asked by MBMC staff and indicated on the Chain of Custody form. If recent use was disclosed, contact the coordinator as soon as possible.
- The label on the sample cup should be completed with appropriate information.
- The red evidence label should also be completed with appropriate information.

- If a participant reports for their UA but leaves before providing a sample, it will be considered a **positive test**.

UA Testing

- All testing materials will be provided to the lab by the coordinator and Options Lab. (Notify coordinator if additional materials are needed)
- Participants will place all belongings on the provided rack and empty all pockets completely. Heavy coats and sweatshirts with pockets should be taken off prior entering the testing area. A lock box will be provided to each participant for the duration of their appointment. Items that should be secured include but are not limited to: wallet, cell phone, ID, money, purse, etc.
 - It is the participant's responsibility to secure valuable items. MBMC and/or Juneau County is not responsible for lost or stolen items.
- Each participant will be directed to wash their hands before beginning the drug screen test.
 - Lab staff will add blue dye into the toilet bowl.
 - Lab staff will also turn off the water to the testing area.
 - Lab staff will observe/witness collection of UA testing samples, if specifically requested or behavior warrants it. (Pat downs and close watch needs will be discussed between the coordinator and lab staff prior to the screening)
 - Staff will accompany the participant to the facility to ensure altering of the sample does not occur and receive the sample upon exit.
 - At the MBMC staff's discretion, the screening could also include a pat down of the body prior to submitting the sample, partial disrobing at the time of providing the sample, direct observation of the flow of urine from the body and other methods of collection to assure integrity of the process.
- After a specimen is obtained, participants replace the cup lid and directly give sample to MBMC staff.
 - Staff will place completed red tape over the lid of the cup. Be sure the information on the red tape is filled out completely.
- Staff will examine the label to ensure temperature is between 90 and 100 degrees Fahrenheit.
 - Complete step 2 on the Chain of Custody form by circling yes or no for the two statements regarding temperature of specimen.
 - Further, complete step 3 and 4 on the Chain of Custody form once the sample is placed in the provided packaging bag.
- Once the Chain of Custody form is fully completed and signed, Mile Bluff staff will disperse copies accordingly:
 - First copy = packed in sample packaging to be mailed out
 - Second copy = Juneau County
 - Third copy = participant
- Each participant will have 15 minutes maximum to complete the test.
 - If the test is not completed within the 15 minutes, the test will be considered **positive**.

Sending Sample to Options Lab

- Each sample and Chain of Custody form should be placed in the clear sample bag provided with each test.
- Once the sample bag is securely sealed, place in provided shipping bag.
 - Mile Bluff Clinic staff will ship the collected samples during their normal USPS daily times using the provided packaging/shipping supplies.
 - Any samples collected after 4 pm will be sent out by Mile Bluff staff the next day.

Reporting and Communication with Juneau County Adult Drug Court Coordinator

- Mile Bluff lab staff will contact the coordinator at the end of the day, or first thing the next morning, to notifying the coordinator of any missed UA's, failures to produce a sample, or incidents of leaving before a sample was given. Further, if there were any disclosure of use or concerning behaviors displayed by the participant, the coordinator should be notified as soon as possible.
 - Any questions regarding testing should be directed to the coordinator.
- If a participant is questioning or challenging the established testing and collection protocol/procedures, they should be directed to the coordinator for answers/explanations.
- Any changes that need to be made to the current protocol and procedures should be sent to or discussed with the coordinator as soon as possible to ensure best practice.

Confidentiality

- Mile Bluff staff will be responsible for any files they maintain and ensure that participants only see their own files to ensure confidentiality of all participants.

Drug/Alcohol Testing Consent Form

Mile Bluff Medical Center

I, _____, hereby agree to submit to a drug test conducted by Mile Bluff Medical Center. I have been fully informed of the reason for this test. I understand what I am being tested for and the procedure involved. I am fully aware that the results of this test will be sent to Options Lab and the results will be given to the Drug Court Coordinator.

I understand if at any time I refuse to submit a drug test, display noncompliant or disruptive behaviors, and/or express disrespect in any way, Mile Bluff staff will report this to the Drug Court Coordinator and sanctions may be issued. I understand an expectation of the Juneau County Adult Drug Court is to be respectful and honest. I understand Mile Bluff Medical Center is a facility conducting drug screens and if I have an issue, I will address it with the Drug Court Coordinator appropriately.

Signature of JCADC Participant

Date

Signature of Drug Court Coordinator

Date

Appendix F: Juneau County Adult Drug Court Participant Manual Acknowledgement

I, _____ acknowledge I have received a copy of the JCADC Participant Manual. I agree to follow the guidelines outlined in this manual. I agree to hold on to this manual as a reference while involved in the program. I also understand this manual is subject to change during my involvement in the program. These changes will be explained to me and provided to me in writing if requested.

Participant Signature Date

Coordinator Signature Date