



Cobb County Drug Treatment Court Participant Handbook

This handbook belongs to:

Cobb County Drug Treatment Court
32 Waddell Street
Marietta, GA 30090

Drug Treatment Court Judge:
Honorable Kimberly A. Childs

Program Coordinator:

Porsha Middlebrook

Office: (770) 528-1933

Work Cell: 770-862-8799

Email: Porsha.Middlebrook@cobbcounty.org

Case Managers:

Brooke Comley:

Office: (770) 528-8115

Work Cell: 770-862-7532

Brooke.Comley@cobbcounty.org

Kelly Lundgren:

Office: (770) 528-1959

Work Cell: 770-862-7666

Kelly.Lundgren@cobbcounty.org

Welcome to the Cobb County Drug Treatment Court

Welcome to the Cobb County Drug Treatment Court (DTC). We are glad that you want to be a part of the DTC Court program, and we are looking forward to working with you as you fulfill your obligations to the community while, at the same time, beginning your personal journey towards sobriety.

This Handbook is designed to answer your questions about what is expected of you as a Drug Treatment Court participant. In addition to abiding by the court requirements in the admission paperwork and this handbook, you must also follow the instructions and orders given to you by the judge and any team members and comply with your individualized treatment plan.

Introduction

The Cobb DTC is based on proven national research and program models. The Court is based on the belief that addiction is a chronic and potentially fatal disease creating one of the most serious health and legal problems in the United States today. The Court is designed to improve the health of our participants, not only by addressing the immediate symptoms of their addiction but also by orienting participants to a new way of healthier living which can be continued for the rest of their life. The Court is a partnership between the Judge, District Attorney, Defense Counsel, Probation, Law Enforcement, Treatment, the community, and you. You will be expected to complete and participate in numerous Court and treatment-oriented activities. These may include, but are not limited to recovery support meetings, group, individual therapy, case management meetings, weekly court, probation appointments (if applicable), and urine/breath/chemical drug testing. The program is typically 18 to 24 months and consists of five phases.

Our Mission Statement

The mission of the Cobb DTC is to enhance public safety by targeting certain high-risk offenders for placement in an intensive program of treatment, judicial supervision, and individual accountability. The goal of the court is to reduce participant recidivism and enable participants to contribute to and function within the community.

Disclaimer: Policy Changes/Handbook Revisions

From time to time, this handbook will be revised, and policies will change. In between handbook revisions, you will receive memos updating you regarding any changes. You are encouraged to keep all memos with your handbook, so you have access to all necessary documents when you need them.

Please feel free to ask staff questions if you are ever unsure about a rule or policy. It is always best to err on the side of caution instead of guessing and later finding out- the hard way-that you were wrong.

Guiding Principles

We believe that if you follow these three guiding principles, you will succeed in this program:

- 1. BE HONEST.** Honesty is very highly valued in this program. The DTC team wants you to ask for help when you need it, admit when you mess up, and let us know if you are struggling. You owe it to *yourself* to be honest in all areas of your life. Do not attempt to falsify records, conceal alcohol/drug use, or tamper with or dilute your urine. Eventually, you will get caught.
- 2. SHOW UP.** Be on time (adopt the philosophy that- early is on time and on time is late) for treatment, recovery support meetings, case management and Court sessions. Show up mentally as well as physically; you will get out of DTC what you put into it.
- 3. KEEP A POSITIVE ATTITUDE.** You must understand that this is not an easy path. Over the next eighteen months to two years, you will have a lot of hard work to do, both to fulfill the Drug Treatment Court Contract and to address your substance use issues. To be fully engaged in your recovery and successfully complete DTC, you will have to make sacrifices.

Important Documents

You are bound by your sentence, any exhibits attached to the sentence, any orders that were entered as part of your sentence, the Drug Treatment Court Participant Contract, all paperwork you completed as part of your application for Drug Treatment Court, this handbook, and any memos or other documents you are given by the Drug Treatment Court Team. Keep copies of all your paperwork for your records.

Staff Contact

If a DTC Team member calls you, there is a reason they need to speak with you, so you need to answer the phone. If you cannot, you are required to return the call **within 3 hours**. Failure to do so will result in a sanction. We will do our best to only call during normal business hours and make sure that after hours contact is only an emergency or surveillance related.

Judge's Role

In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring the participant's progress.

The Judge has many responsibilities beyond Drug Treatment Court; therefore, her time is limited. Direct contact with the Judge and her office is **prohibited** beyond the courtroom setting. The Judge is not your case manager, personal attorney, or your legal advisor. The Judge attends non-court settings such as staffing to discuss participant progress, treatment and, when necessary, appropriate incentives and/or sanctions.

Before your court session, the Judge will be given a progress report. The progress report will discuss your drug screen results, attendance, participation and cooperation in the treatment program, employment, or other requirements that may have been imposed. The Judge may ask questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with incentives. If your progress reports show that you are not doing well, the judge will discuss this with you and determine future action, which may include a sanction.

Court Team Members

Program Coordinator: oversees the administrative and management operations of the DTC Court, organizes staffing, and attends DTC Court sessions, maintains participant records, finances, and provides oversight for treatment and probation services, responds to participants, and monitors program adherence;

Manages the DTC under the supervision of the Judge and Cobb County Superior Court Administration.

Case Manager: Primary contact person, attends staffing and court sessions, provides team with your case progress as outlined in your individual case plan, coordinates services, assists you with referrals.

Prosecutor: Represents the state, attends staffing and court sessions, evaluates your progress through the program, and recommends appropriate sanctions and incentives.

Defense Attorney: Attends staffing and court sessions to evaluate your progress through program to recommend appropriate sanctions and incentives. When you enter the program, the obligations of your former attorney end, and it is the DTC defense attorney who speaks on your behalf; however, this person does *not* represent you in the traditional sense.

Sheriff's Deputy: Ensures accountability in the program by conducting unannounced field visits to your home and job. Participates in staffing and attends court sessions.

Probation Officer: Provides reports on compliance matters to the team. Participates in staffing and attends court sessions. All participants under community supervision are required to comply with all required special and general sentence conditions in addition to DTC requirements.

Treatment Staff: Provides treatment services and reports on your engagement in treatment and recovery, progress, while maintaining appropriate confidentiality. Participates in staffing and attends court sessions. Treatment staff facilitate group sessions and conduct individual and family sessions. Your individual counselor will complete a treatment plan based on your individual need.

Participant Responsibilities

Once accepted into DTC, you need to follow **all** program guidelines. Each Phase and each individual will have specific requirements. The general guidelines are as follows:

- Attend all Court appearances, doctor's appointments, treatment sessions, and any other appointments as assigned.
- Participate in and successfully complete all recommended treatment.
- Drug screens will be a MINIMUM of twice a week.
- Complete all random alcohol and drug screens.
- Abstain from using any illegal drugs, unapproved medications, and/or alcohol.
- Comply with all education and employment requirements.
- Must maintain employment of 32 hours a week unless you get approval from DTC staff. If you are unable to work 32 hours a week, appropriate community service options can be identified and considered for approval by the DTC staff.
- Must turn in paystubs the first Monday of each month by 2pm.
- Bring all assigned treatment materials to every individual/group session.
- Take medications as they are prescribed.
- Do not enter any business whose primary function is the sale of alcohol.
- Do not associate with people who use and/or possess drugs.

- Immediately report any contact you have with any form of law enforcement (includes traffic violations).
- Do not possess any weapons while in DTC, and do not carry any weapons on your person or in your vehicle.
- Free expression of your thoughts and feelings are encouraged; however, violence, threats, intimidation, or rude behavior will **NOT** be tolerated. Extreme use of profanity is not acceptable.
- Inform all medical persons that you encounter that you are a participant in Drug Court. Take the “**Notice to Medical Professional**” form with you each time you see a doctor.
- You must keep the staff informed of your current address, phone number and work schedule.
- No application or consumption of any CBD/Hemp products.
- Consumption of poppy seeds is NOT permitted in this program.
- Do not consume non-alcoholic beer and wine. Although legally considered non-alcoholic, Non-alcoholic beers do contain a residual amount of alcohol that may result in a positive test result for alcohol, if consumed.
- If you exhibit behaviors of harm to yourself or others, confidentiality will not apply, the proper authorities and next of kin will be notified.

Dress Code

All participants are required to dress appropriately for **Court and Treatment** sessions. This includes all virtual services as well.

Appropriate dress means:

- All shirts must have a sleeve (including females)
- For court, all males must have a collared shirt
- Shirt tails must be tucked in anytime you are in the Courthouse and Treatment Facility
- For court, No open toe shoes
- No facial or tongue piercing of any kind
- No shorts (even during summer)
- No torn or ripped jeans
- No short dresses- no shorter than 2” above the knee
- No sagging pants that hang below the waist
- Underwear should never be visible during court or treatment
- No tight pants or leggings
- No hats, caps, or bandanas
- No sunglasses inside
- No gang attire of any kind
- No tank tops, muscle shirts or crop-tops
- No tight, short or lowcut at the bust clothing
- No clothing advertising tobacco or alcohol products or attire with obscene words or pictures

Tattoo's, Piercings & Hair Color

No bodily alterations can be made until **Phase 4** of the program. In Phase 4, a participant may submit a “Special Request” form to have a tattoo approved if they are complying and have a \$0 fee balance. The tattoo must be approved by the team prior to getting the tattoo.

No hair color is allowed in DTC that is not naturally occurring in nature. No facial jewelry may be worn in Court. If you have such piercings, they must be removed prior to attending Court.

Courtroom Behavior and Rules

- Do not bring minors/children to the courtroom without adult supervision
- Do not talk in the courtroom or during court proceedings
- Turn all cell phones off before you enter the courtroom
- Do not bring food or drink into the courtroom
- Do not chew gum or eat candy in the courtroom
- When addressing the Judge, answer with a "yes" sir/ma'am or "no" sir/ma'am and speak clearly so the Judge and other Team Members can hear you
- Keep your hands out of your pockets
- Remain in the courtroom until excused by the Judge. Do not leave the courtroom for **any** reason (including the bathroom), without permission
- Tattoos should be covered unless impossible to do so

Any violation of the above rules may result in a sanction.

Virtual Courtroom and Virtual Treatment Behavior and Rules

Due to COVID-19, many services may be offered virtually through zoom. All login information will be sent to you, and it is your responsibility to keep up with it. Below are the detailed rules for all virtual services. If any of the below rules are not being followed, you will be removed from the meeting, placed in the waiting room, and not receive credit for the meeting.

- Find a quiet and confidential place away from others and children/pets.
- You are not allowed to drive or sit in a car.
- Sign into the meeting 10 minutes early. This helps to work out any technical issues you may have. You will not be permitted into the meeting late.
- Enter your first and last name when signing in. You will not be admitted into the session without your first and last name being displayed.
- Please mute yourself when entering the meeting and unmute yourself when spoken to by the Judge or staff.
- Make sure that your full face is **always** showing on camera and the lighting in your room is appropriate. You must **always** show your full face during the session to get credit. If you turn your camera off, staff will assume that you have left the session and will remove you from the meeting.
- You must follow **ALL** dress code requirements for all virtual sessions.
- No artificial backgrounds
- No food, candy, or drink during sessions
- Remain in the session until excused by the Judge or staff. Do not leave the session or turn your camera off for **any** reason, without permission.

Any violation of the above rules may result in a sanction.

Treatment

Participants will be assessed on an individual basis to determine what level of care will be required to meet outlined treatment goals. Participants must cooperate with all treatment recommendations made by DTC treatment providers. Participants are required to attend and successfully complete assigned group treatment and individual counseling. Individual counseling frequency and duration will depend on the participant's individual needs goals and objectives. Attending and cooperating with treatment will be a requirement of DTC and will also be required to phase up in the program.

Phasing is based on successful cooperation with treatment and meeting all other program requirements including reaching minimum time frames.

Treatment Behavior and Rules

Each participant who is accepted into DTC will be required to attend treatment sessions virtually or at the designated location set by the program. The treatment component of DTC is designed to provide a continuum of care during your recovery, rehabilitation, and reintegration into the community. Each participant will receive a personalized structured (treatment plan), based upon their needs and issues. These treatment plans will be updated periodically, either based upon phase move, inability to maintain, or other circumstances where it is necessary to change the structure.

All DTC Court-related activities and locations (including the Treatment facility) are an extension of the DTC Court. This includes the Treatment Facility and parking lot, all other treatment locations, community service sites, special events, and any other function associated with DTC activity. Your behavior should always reflect this understanding. Violations of program rules can result in sanctions and/or new criminal charges. Participants are expected to participate in clean-up after groups as directed.

- No alcohol, drugs, weapons, or pocketknives will be brought to the facility.
- Attend all required and recommended treatment from all providers.
- Groups will begin on time. You must be punctual; *tardiness will result in sanctions*. You must attend and participate in the full session to receive credit.
- You are required to bring your group materials including pen and paper to each group.
- Be respectful of other's privacy and **do not contribute to gossip**.
- Free expression of your thoughts and feelings is encouraged; however, violence, threats, and intimidation will not be tolerated.
- Bullying, belittling, or joking will not be tolerated, and you will be asked to leave which may be considered a missed group.
- Use of profanity during group is not acceptable.
- **Cell phones and media devices** must be put away before entering the treatment facility and **are not allowed in group**. They will be confiscated if they ring or beep. Cell phones may be collected by staff and put in a basket.
- No visitors are allowed without prior approval from staff.
- No sleeping is allowed in the treatment facility.
- No eating is allowed in the treatment facility.
- Smoking is permitted outside designated areas only. DO NOT throw cigarette butts on the ground. Dispose of them properly.
- Do not litter anywhere on treatment facility property.
- Destroying or defacing treatment facility property will lead to sanctions and/or additional criminal charges.

Confidentiality in Treatment Group

It is your duty to respect everyone's privacy by maintaining confidentiality of all group discussions. Any information addressed in Group, shall not be discussed outside of group. The sole purpose of group discussions is to allow for open, honest discussions, with the aim of encouraging one another and further each other's individual treatment goals. All participants will refrain from discussing any matter pertaining to another participant whether such knowledge is obtained in group or otherwise. Breach of confidentiality is a serious offense. Do not talk about treatment discussions out of the treatment setting.

A violation of this policy will be deemed conduct detrimental to the court, the program, and its participants and subject to sanction from the Court.

Any violation of the above rules may result in a sanction.

Community Recovery Support Meetings

An important part of recovery is connecting with others in the community who can not only give guidance as you start your sobriety but who will also give you support as you continue into a lifestyle of recovery. Community recovery support comes in many different forms and should be a choice that is made by you with help from the DTC treatment providers. The DTC treatment providers will assist you in this process and will make sure that your connections will make a positive influence on your recovery. As a participant in DTC, you are required to follow all recommendations of the treatment providers. Your involvement in community recovery support is part of your treatment plan.

Fraternization Rules

Fraternization and Harassment Policy for Accountability Courts

The following rules apply to participants in any of the Cobb County Accountability Court programs - that means anyone who is part of:

- **Drug Treatment Court**
- Mental Health Court
- Veterans Accountability and Treatment Court
- DUI Court
- Family Dependency Court

These rules also apply when you have contact with any member of court staff, which means:

- Drug lab employees;
- Clerks, secretaries, and support staff who work in the courthouse;
- Security employees such as anyone working at security checkpoints or information desks;
- Sheriff's Office deputies;
- Anyone else who you come in contact with at court or treatment because that person is doing his or her job

Fraternization

- 1) You cannot have sex (or any type of sexual contact) with any participant or staff member under any circumstances. You also cannot send sexual messages by phone, internet, social media, or otherwise.
- 2) You cannot exchange, show, or share any sexually explicit pictures with any other participant or with any staff member.
- 3) You cannot have a romantic relationship with any participant or staff member. That includes any contact that you hope will lead to a romantic or "dating" relationship. This includes physical contact as well as any communication by phone, internet, social media, or otherwise.
- 4) You cannot have a romantic or sexual relationship with anyone who has been convicted of a felony crime. The law calls this avoiding "persons and places of disreputable or harmful character." You also cannot live with someone like that, even as roommates. If you plan to date, hang out, or live with someone else, you need to find out ahead of time whether that person is a convicted felon.

- 5) Friendships (relationships that are not romantic or sexual) may help you in your recovery. But it is also easy to get into trouble if you spend time with the wrong people. So, you cannot spend time with other participants (outside of treatment or court) unless you have told your case manager about it as soon as possible.
- 6) You can only do the things below if you have gotten permission (before you do it) from the Judge or your case manager:
 - Work for the same employer with another participant, even if you're not being paid;
 - Give rides to another participant;
 - Give or loan each other money or things;
 - Perform services for one another that you would normally expect to have to pay for (cutting hair, fixing cars, moving furniture, etc.)
- 7) You cannot sign another participant's attendance sheets for support group meetings or any other documents for the program (such as community service work, etc.)
- 8) If you are in any relationship that seems to be harmful to your recovery, then you may have to end that relationship to be successful in this program. If treatment believes that a person in your life is hurting your recovery, your counselor will discuss that with you. They may also ask the Judge to tell you whether you can keep having contact with that person.

Harassment

Harassment of any participant or staff member is not allowed. The word "harassment" means any offensive words (spoken or written) or any physical contact that has to do with another person's:

- Race
- Skin color
- Sex (which includes pregnancy, sexual orientation, and gender identity)
- Religion
- National origin
- Citizenship
- Age
- Disability

Words that are harassing could be:

- Spoken out loud;
- Written on paper or in an email, text message, or social media post;

- Gestures and body movements that send a message about one of the things listed above;
- Some other form of communication.

The word "harassment" also includes sexual harassment. "Sexual harassment" means speaking or using your body movements in a way that is sexual or romantic, when you know (or should know) that the other person is not seeking sex or romance from you.

With other participants and staff members, you cannot:

- Ask for sex or dates;
- Make sexual or romantic remarks, comments or gestures;
- Show sexually suggestive pictures or videos;
- Touch anyone in a way that they find offensive;
- Talk about sexual or romantic topics in a way another person finds offensive.

Violations

If you violate any of the rules listed in this document, you may be sanctioned by the judge of your program. The judge will decide on your sanction based on your individual situation, and your sanction could be:

- Community service work;
- Jail;
- Any other sanction the judge decides is appropriate; or
- Termination from the program.

Rideshare Policy

You are not allowed to obtain a ride from or with another Drug Court participant, including to or from Drug Court events such as court sessions, treatment, drug testing, or self-help meetings without prior approval from Drug Court team.

Drug Treatment Court Phase Requirements

Phase 1 Requirements:

Minimum of 12 weeks

1. Stay clean and sober; Do not drink alcohol or use drugs.
2. Phase 1 curfew is **9 p.m. to 5 a.m.** unless told otherwise by DTC staff.
3. Attend weekly court sessions.
4. Participate in and successfully complete all recommended treatment.
5. Attend 2 Recovery Support Groups in person (1 may be virtual)
6. Find a Recovery Support Coach/Sponsor/Peer Recovery Coach
7. Meet weekly with your Case Manager.
8. Provide urine samples as required for drug screens. This will occur randomly at least two times per week.
9. Maintain safe and adequate housing.
10. Provide proof of GED or High School completion. If you have not completed High School or a GED, you are required to take the TABE test for GED placement.
11. You will have a 4-week grace period (30 days) to get acclimated to the program before you are required to find suitable employment. You must provide documentation of a minimum of 32 hours per week of employment and keep regular attendance at work. If you are a full-time student (minimum of 12 credits per semester/quarter) you must document continued enrollment and passing grades.
12. All fees must be caught up and have a zero balance before phasing up.

13. A Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the judge based on staff recommendations. However, you must have a minimum of 12 weeks in Phase 1 and a minimum of 2 weeks without a jail sanction to be eligible to be considered to phase up to 2.

Phase 2 Requirements

Minimum of 12 weeks

1. Stay clean and sober; Do not drink alcohol or use drugs.
2. Phase 2 curfew is **10 p.m. to 5 a.m.** unless told otherwise by DTC staff.
3. Attend weekly court sessions.
12. Participate in and successfully complete all recommended treatment.
4. Attend 2 Recovery Support Groups weekly (1 may be virtual)
5. Meet weekly with your Case Manager.
6. Provide urine samples as required for drug screens. This will occur randomly at least two times per week.
7. Maintain safe and adequate housing.
8. Be suitably employed and keep regular attendance at work.
9. If GED is needed, enroll in class, and start tutoring within 1 month of entering Phase 2.
10. Complete 1 Section of the GED if necessary.
11. All fees must be caught up and have a zero balance before phasing up.
12. A Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the judge based on staff recommendations. However, you must have a minimum of 12 weeks in Phase 2 and a minimum of 4 weeks without a jail sanction to be eligible to be considered to phase up to 3.

Phase 3 Requirements

Minimum 20 Weeks

1. Stay clean and sober; Do not drink alcohol or use drugs.
2. Phase 3 curfew is **10 p.m. to 5 a.m.** unless told otherwise by DTC staff.
3. Attend court sessions on 1st and 3rd Monday of each month.
4. Participate in and successfully complete all recommended treatment.
5. Attend 2 Recovery Support Groups weekly (1 may be virtual)
6. Meet weekly with your Case Manager.
7. Provide urine samples as required for drug screens. This will occur randomly at least two times per week.
8. Maintain safe and adequate housing.
9. Be suitably employed and keep regular attendance at work.
10. Successfully complete 2 sections of the GED if necessary.
11. All fees must be caught up and have a zero balance before phasing up.
12. A Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the judge based on staff recommendations. However, you must have a minimum of 20 weeks in Phase 3 and a minimum of 8 weeks without a jail sanction to be eligible to be considered to phase up to 3.

Phase 4 Requirements

Minimum of 12 Weeks

1. Stay clean and sober; Do not drink alcohol or use drugs.
2. Phase 4 curfew is **10 p.m. to 5 a.m.** unless told otherwise by DTC staff.
3. Attend court sessions on 2nd and 4th Monday of each month.
4. Participate in and successfully complete all recommended treatment.
5. Attend 2 Recovery Support Groups weekly (1 may be virtual)
6. Meet weekly with your Case Manager, unless told otherwise.
7. Provide urine samples as required for drug screens. This will occur randomly at least two times per week.
8. Maintain safe and adequate housing.
9. Be suitably employed and keep regular attendance at work.
10. Successfully complete last section of the GED if necessary.
11. All fees must be caught up and have a zero balance before phasing up.
12. A Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the judge based on staff recommendations. However, you must have a minimum of 12 weeks in Phase 4 and a minimum of 8 weeks without a jail sanction to be eligible to be considered to phase up to 5.

Phase 5 Requirements

Minimum of 22 Weeks

1. Stay clean and sober; Do not drink alcohol or use drugs.
2. Phase 5 curfew is **11 p.m. to 5 a.m.** unless told otherwise by DTC staff
3. Attend court sessions on the 1st Monday of each month.
4. Participate in and successfully complete all recommended treatment.
5. Attend 2 Recovery Support Groups weekly (1 may be virtual)
6. Meet with your Case Manager once a month.
7. Provide urine samples as required for drug screens.
8. Maintain safe and adequate housing.
9. Be suitably employed and keep regular attendance at work.
10. Complete 40 hours of Giving Back Service prior approval from the Court. These hours must be completed 1 Month before graduation.
11. Complete a program completion graduation packet 1 month before graduation ceremony that includes writing a letter to your arresting officer and exit interview survey to be turned in with your packet. Must be signed off by treatment staff and program coordinator.
12. Have your GED or High School diploma.
13. You must have a minimum of 180 days demonstrated sobriety with negative drug screens.
14. All fees must be caught up and have a zero balance before graduation.
15. Submit to your last drug screen at 8:30 am on graduation day.

Pre-Graduation Phase Requirements

Once a participant completes the active phases of DTC, they will be in Pre-Graduation “Pre-Grad” Phase. This is the period of time when the requirements of participation are minimal, and participants are responsible to supervise their own activities. This is the opportunity for the participant to demonstrate the skills and resources acquired from DTC. The requirements will consist of any, all, or additional obligations as listed below until the graduation date. Pre-Grad participants who are on Community Supervision must continue with all sentence conditions.

1. Stay clean and sober; Do not drink alcohol or use drugs.
2. Attend court sessions on the 1st Monday of each month.
3. Participate in and successfully complete all recommended treatment.
4. Meet with your case manager once a month.
5. Provide urine samples as required for drug screens.
6. Maintain safe and adequate housing.
7. Be suitably employed and keep regular attendance at work.
8. Fees are reduced to \$10.00 per week
9. All fees must be caught up and have a zero balance before graduation.
10. Have a minimum of 180 days demonstrated sobriety with negative drug screen.

Alcohol and Drug Screening Information:

Drug Lab Hours:

DRUG LAB HOURS	
Monday-Friday	7:00 am to 5:00pm
Saturday	8:00 am to 11:00 am
Sunday	8:00 am to 10:00 am

Location:

Drug screening will take place in the drug lab at the courthouse located at:

32 Waddell Street
Marietta, GA 30090

Drug Screening

Program rules require that all participants produce TESTABLE urine drug screens. A computerized randomizer will be used to select participants for weekly drug screening. Those selected will receive notification by text message and the selected participants are required to report to the Cobb County Drug Lab for screening within the day of selection. Non-compliance will be sanctioned.

Notice

Notice: The lab may adjust hours due to training or holiday schedules.

Please read all posted notices and adjust your schedule accordingly.

Cobb DTC requires drug screens to ensure participant accountability. This procedure is in place to ensure that participants are drug and alcohol free and to identify appropriate sanctions and treatment option for those who relapse. Random drug screens will take place at least twice a week for all phases. Testing consists of observed urine drug screens, sweat patches and/or Breathalyzer tests. Sweat patch and breathalyzer results are deemed final and confirmed.

When giving a urine sample, you will be observed by someone of the same gender of which you identify upon entry of the program to ensure freedom from errors or tampering. If you have a positive screen in any phase, the Judge, based on recommendations from the DTC Team, will apply immediate sanctions, including, but not limited to, jail time to help you refrain from alcohol or drug use.

Substance Use Policy

In addition to abstaining from drugs and alcohol, participants are held responsible for **ALL** substances that are consumed by mouth, intravenously, inhalation or using vaping machines, e-cigarettes, or any other device used for smoking. This includes but is not limited to herbal supplements (pills, powders, or liquids), teas, diet aids, muscle-building substances, power/energy drinks, CBD oil, synthetic marijuana, bath salts, incense, natural opiates (Kratom), poppy seeds or any other over-the counter or online-purchased substance for consumption. The use of ANY substance other than medications approved by DTC is strictly prohibited and anyone taking these substances will be sanctioned accordingly.

Dilute Drug Screens

Dilute drug screens occur when an individual consumes too much fluid/liquid of any kind in a short period of time, usually to flush drugs and/or alcohol for their system.

All dilute samples with a creatinine of 19mg or below or 400 mg and above will be counted as a positive screen.

If you have a dilute screen you need to notify the case manager or program coordinator immediately. You will be required to sit in lobby until you are able to produce another urine sample. **Do not leave the lobby under any circumstances without permission from your case manager or coordinator.**

Could Not Produce/Missed Drug Screens

If you miss a drug screen, it will count as a positive (dirty) screen. Failure to produce a sample will count as a positive screen. You must be punctual and be prepared to submit a specimen when requested. If you are unable to produce a sample, you need to notify the case manager or program coordinator immediately. You will be required to sit in the lobby until you are able to produce a urine sample. **Do not leave the lobby under any circumstances without permission from your case manager or coordinator.**

Notice: Tampering with or diluting an alcohol/drug screen or sweat patch can be grounds for termination from the DTC. Honesty is a crucial component for recovery and for recovery and for participation in the Drug Treatment Court program. Admitting that you have used drugs and/or alcohol will be considered by the Court when sanctions are imposed.

If you have a medically diagnosed kidney disease, you will need to bring proper documentation from your physician that states specifically why you might test with dilute urine specimens. This should be done prior to admission into DTC. If you have any questions or concerns, please discuss them with the program coordinator, case manager and your physician. If you have two or more dilute screens you may be required to see a medical specialist to determine if there is a medical issue that needs to be addressed.

Challenging a Positive Test Result

If you test positive, you may choose to challenge your test result if you feel the result is incorrect. When a test result is challenged, the laboratory will send the sample that is being contested off to a specialized lab for additional testing.

If the initial result is confirmed positive, you will be responsible for reimbursing the program for the cost of the confirmation test, which is \$10.00. This fee will be added to your participant fees. If the positive lab result is not confirmed by the reference

lab, no action will be taken. Dilute drug screens and Sweat Patches cannot be contested.

Alcohol Testing

Advances in the science of alcohol detection in urine have increased the ability to detect even minor amounts of alcohol consumption. Because these tests are sensitive, in rare circumstances, exposure to non-beverage alcohol sources can result in detectable levels of alcohol. Therefore, it is necessary for us to restrict and advise participants regarding the use of certain alcohol contacting products.

It is your responsibility to limit your exposure to products and substances that contain ethyl alcohol. You need to read product labels, to know what is contained in the products you use and/or consume. Use of the products detailed below will not be allowed as an excuse for a positive test result.

Non-Alcoholic Beer and Wine: Although legally considered non-alcoholic they do contain a small amount of alcohol that may result in a positive test result for alcohol. You are not permitted to ingest non-alcoholic beer or wine.

Food and other ingestible products: There are many other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts (vanilla extract), herbal extracts, communion wine, food cooked with wine, and flambe dishes must be avoided.

Mouthwash and breath strips: Most mouthwashes (Listerine) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol can produce a positive result. The use of these mouthwashes and breath strips are not permitted.

Hygiene Products: Aftershaves, colognes, perfumes, hair sprays, mousse and astringents and some body washes contain ethyl alcohol. The use of these products containing ethyl alcohol can produce a positive result. You need to read the product label, to know what is in the products you are using.

Hand Sanitizers: Hand sanitizers and other antiseptic gels and foams used to disinfect hands can contain up to 70% ethyl alcohol. **Excessive, or repeated use of these products could result in a positive drug screen.**

Smoking & Vaping

We understand smoking is a personal choice however, we hope you take this time and opportunity to create new healthy habits. Vapes are not allowed at the Courthouse or Treatment facility.

Smoking should only be done in designated areas. If you are seen smoking in an undesignated area while at the Treatment facility or any County location, you will be sanctioned. Additionally, if you are seen littering cigarette butts or any other item you will be sanctioned. We expect all participants to respect the treatment and Courthouse facilities.

Medication Guidelines

All medications must be reported to the case manager at orientation, and **you must complete a “Medication Change” Form when ANY prescription is added or changed.** You will be asked to bring in all written prescriptions or medication bottles.

All participants will be asked to inform their physicians that they are in the DTC program. Each participant should provide any medical professional with the “**Notice to Medical Professional**” Form and submit the completed form to the case manager within 24 hours of the appointment. Failure to report prescriptions to the DTC, to follow medication policies of the DTC, or to take medications as prescribed will result in sanctions. If unreported medications cause a positive test result, the participant will receive a sanction. Testing for non-approved over the counter medications will also be counted as a positive drug screen.

In case of an emergency, when court staff cannot be reached (ex. Overnight or

weekends), medications given by an Emergency Professional may be taken. Proof of the medical treatment (discharge summary) any medications, and other prescriptions are to be presented to the Case Manager by 10:00 a.m. on the next weekday.

Participants are not allowed to take narcotics, amphetamines, benzodiazepines, opiates, or consume alcohol. If you have concerns about medications and over-the-counter products that are not listed in this guide, please consult your Case Manager or Coordinator.

There may be an occasion where your doctor says that you need to take medication that is not approved by DTC. If this is the case, speak with the coordinator **before** filling the prescription or taking the medication. **Failure to have approval for medication that is not approved will result in a sanction.**

Medication-assisted Treatment (MAT)

Medication Assisted Treatment (MAT) is the use of medications in combination with counseling services in the treatment of opioid use and/or alcohol use disorders. MAT medications work specifically to do the following: stop cravings, block the effects of opiates, prevent the use of alcohol, and help people to remain in recovery.

The DTC Treatment Providers will determine if MAT is an option for you based on your substance use disorder. If you agree to utilize MAT as a part of your treatment and recovery, the DTC Coordinator will connect you with our MAT service Provider for treatment.

List of Approved Medications:

These are Safe Medications to Take but MUST BE APPROVED BEFORE TAKING

<i>Pain/Headaches</i>	
Ansaid	Arthrotec
Cataflam	Celebrex
Clinoril	Daypro
Dolobid	Feldene
Indocin	Lodine
Mobic	Motrin
Naproxen	Orudis/Oruvail
Ponstel	Relafen
Tolectin	Toradol
Voltaren	
<i>Migraine</i>	
Amerge	Axert
Frova	Imitrex
Maxalt	Relpax
<i>Pain Medications</i>	
Actron	ActivOn
Advil	Advil LiquiGels

Advil Migraine	Aleve
Aleve Arthritis	Aleve Liquid Gels
Anacin	Anacin Aspirin Free
Anacin-3	Aspirin
Bayer Aspirin	BC Aspirin Strength
BC Headache Powder	Bufferin
Doan's Backache	Excedrin
Ecotrin	Excedrin Migrain
Excedrin Tension Headache	HeadOn
Motrin IB	Orudis KT
Tylenol 8 Hour	Tylenol Arthritis Pain
Tylenol Extra Strength	Tylenol Go Tabs
Tylenol Menstrual Relief	Tylenol Rapid Release
Tylenol Regular Strength	Rimantadine
Tamiflu (Oseltamivir)	Valtrex (Valacyclovir)
Zorirax (Acyclovir)	

<i>Allergy- Over the Counter</i>	
Claritin (Loratadine)	Tavist-1 (Clemastine Fumarate)
Alavert (Fexofedadine)	Zyrtec (Cetirizine)
<i>Allergy- Prescription Only</i>	
Allegra (Fexofedadine)	Beconase/Beconase AQ
Vancenase/Vancenase AQ (Beclomethasone)	Clarinex (Desloratadine)
Flonase (Fluticasone)	Nasacort/Nasacort AQ (Triamcinolone)
Nasarel (Fluisolide)	Nasonex (Mometasone)
Rhinocort (Budesonide)	
<i>Allergies/Cough/Cold/Flu</i>	
<i>Cough & Cold</i>	
Airborne	Cepacol Sore Throat
Lozenges	Cepacol Sore Throat Spray
Chloraseptic Daily Defense	Chloraseptic Spray
Cold Eze Zinc Lozenges	Fisherman's Friend Cough Drops
Halls Cough Drops	Mucinex
N'ICE	Ocean Nasal Spray (Saline Mist)

Ayr Nasal Spray (Saline Mist)	Ricola Cough Drops
Robitussin Chest Congestion (Alcohol Free)	Robitussin Cough Drops
Robitussin Honey Cough Drops	Sucrets Cough Drops
Sucrets Defense	TheraFlu Chest Congestion
Tylenol Chest Congestion (Alcohol Free)	Vicks 44 Sore Throat
Lozenges	Vicks 44 Throat Spray
Vicks Casero	Vicks Cough Drops
Vicks VapoRub	Zicam
<i>Antivirals</i>	
Amantadine	Famvir (Famciclovir)
Rimantadine	Tamiflu (Oseltamivir)
Valtrex (Valacyclovir)	Zovirax (Acyclovir)

Oral Care/Mouthwash

<i>Mouthwash/Dental Care</i>	
Crest Pro Health Mouthwash	Gly-Oxide
Oral-B Alcohol Free Mouthwash	Peridex (Chlorhexadine)

PerioGard (Chlorhexadine)	
---------------------------	--

Stomach Problems/Nausea/Dizziness

<i>Diarrhea/Upset Stomach/Heartburn/Constipation</i>	
Alka Seltzer	Beano
Colace	Correctol
Daisorb	Donnagel
Dulcolax	Ex-Lax
Fiber Con	Gas-X
Imodium AD	Imodium Advanced
Lactinex	Maalox
Mylanta	Mylanta Gas
Pepcid AC	Pepcid Complete
Pepto-Bismol	Phazyme
Prilosec OTC	Rolaids
Tagamet HB	TUMS
Zomig (Zolmitriptan)	

<i>Nausea/Vertigo</i>	
Emetrol	Nauzene
Pepto-Bismol	
<i>Nausea/Vertigo</i>	
Emetrol	Nauzene
Pepto-Bismol	
<i>Sedatives/Anxiety Agents</i>	
Warm Milk	Melatonin
L-Tryptophan	

Emergencies

Participants may experience emergencies from time to time. When an emergency happens, the participant will be required to call the Case Manager as soon as possible and bring in official documentation of the emergency.

If it's a holiday, weekend or after 5 pm, please notify your Case Manager by sending a text message via work cell.

Residency

You are required to maintain residency in Cobb County during your time in Drug Treatment Court unless otherwise approved by the Court. **Before moving** to a different address within the county, you must complete a “**Change of Residence**” request form to get approval for such change from the DTC team.

DTC participants are prohibited from residing with or renting from anyone currently on probation, parole, or another accountability court participant in ANY court in the State of Georgia.

Curfew

While you are in Drug Treatment Court, you will be placed under a curfew. During the hours of your curfew, you will be expected to be at your primary residence. Violating curfew will result in a sanction. Be sure you comply with any probation terms as well as DTC requirements. Special requests to be out after curfew, whether for work or other purposes, must be approved by the Drug Treatment Court Team. Unless you are specifically told otherwise by the Judge, your curfew is as follows:

Regular DTC
Phase 1: 9:00 pm to 5:00 am
Phase 2: 10:00 pm to 5:00 am
Phase 3: 10:00 pm to 5:00 am
Phase 4: 10:00 pm to 5:00 am
Phase 5: 11:00 pm to 5:00 am

Home Visits

The Deputy Sheriff assigned to DTC is responsible for conducting home, work, and school checks. Please prepare your family, roommates, and employers that a Deputy will come to visit you. You are required to meet with the Deputy on each visit. Home visits occur at random times during the day or night for the entire program.

Expectations for home visits

- Your living area must be alcohol and drug free.
- Your house/vehicle/person may be searched
- Be prompt in your interaction with the Deputy Sheriff, the visit will take only a few minutes.
- If you do not answer the door, the Deputy may give you a courtesy phone call. If you do not respond immediately it will result in a failed curfew check and you will receive a sanction.
- Tell people living at your residence to answer the door when you are not home.
- Everyone in your home must be courteous and respectful to the Deputy Sheriffs

Participant Fees

\$30.00 Per Week

As a condition of participation in Drug Treatment Court, you are required to pay a program fee. **Accepted forms of payment are cash, money orders, cashier's check, and credit cards (2.5% transaction charge).** If you would like to pre-pay your program fees, you are free to do so.

As a new participant, you are given a grace period of **90 days** of no fees to give you time to get acclimated to the program and get on your feet. After the first 90 days fees will begin to accrue.

Prior to making your first payment, you will be given a fee card that shows your

name and case number. To ensure that your payment is properly credited towards your DTC program fee (as opposed to your fines/restitution), you must present this fee card to the clerk when making your weekly payment. Please let the clerk know you are in the Drug Treatment Court program. There will be a \$5.00 charge for lost fee cards. Failure to pay program fees will result in sanctions. Fees for the week are due no later than each Friday by noon.

W

The white copy of the receipt is placed in the receipt box located in the drug lab lobby to get credit for each payment.

Payments are made to the Cobb County Clerk of Superior Court located at: 70 Haynes Street. Clerk's office is open Monday-Friday 8:00 a.m. to 5:00 p.m.

Late Participant Fees

If fees are not at a \$0 balance, the participant cannot transition to the next phase. When fees are \$120 past due, participant will complete a budget with the Case Manager and create a payment plan. When fees are \$180 past due, participant will have 8 hours of community service. All DTC program fees must be paid in full one week before graduation to be eligible for graduation from the program.

Attendance

As a participant in DTC, you are required to attend all assigned Court, Case Management, and treatment sessions (individual, group, and/or family). Failure to attend as required will result in sanctions including, but not limited to, a warrant being issued for your arrest.

Schedule

The DTC Team meets for staffing every Wednesday at 8:00 a.m. to prepare for Court. Drug Court convenes at 10:00 a.m. and lasts until 12:00 p.m. You should plan to arrive no later than 9:45 a.m. Please keep in mind that Court sessions are open to the public, but staffing is not. **Everyone is expected to be in Court on time, no excuses.**

Court Schedule

**Wednesday
10:00 a.m.**

<u>Phase</u>	<u>Court Schedule</u>
1	Weekly
2	Weekly
3	1 st & 3 rd Monday of the Month
4	2 nd and 4 th Monday of the Month
5	1 st Monday of the Month
Pre-Grad	1 st Monday of the Month

Group treatment schedules vary depending on what phase you re in and your treatment plan.

Treatment Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Plea to 6 weeks	9:00-10:30 AM EARLY RECOVERY 2 groups male/female <i>Sheryl & Jackie</i>	9:00-10:30 AM EARLY RECOVERY 2 groups male/female <i>Sheryl & Jackie</i>		9:00-10:30 AM EARLY RECOVERY 2 groups male/female <i>Sheryl & Jackie</i>
At week 7 Begin MRT/MATRIX (Until completion)	4:30-6:00 PM MRT GROUP Co-Ed <i>Robert</i>		4:30-6:00 PM MATRIX GROUP Co-Ed <i>Robert</i>	4:30-6:00 PM MRT GROUP Co-Ed <i>Robert</i>
AFTER COMPLETION OF MRT & MATRIX (26 Weeks)	4:00-5:30 PM LIFE SKILLS GROUP Co-Ed <i>Sheryl</i>			
AFTER COMPLETION OF LIFE SKILLS (16 Weeks)				4:00-5:30 PM RECOVERY FOR LIFE GROUP Co-Ed <i>Ashley</i>
After completing RECOVERY FOR LIFE – All group treatment is complete				

Incentives Program

Incentives reward participants for making positive steps toward attaining a drug free and crime free lifestyle. The most powerful incentive is the dismissal of the felony charge or probation violation. This in and of itself is a great incentive for successful completion of DTC. Other incentives are available and determined on individual basis by the DTC staff.

All DTC participants have an opportunity to receive incentives for Court participation. Possible incentives include but are not limited to:

- **A Team:** Participants who have performed well since the last Court session will have their name displayed in the courtroom and be recognized by the Judge for being on the A Team. Participants in compliance, doing well, current on fees, participating in treatment, have had no issues, and have had sanctions will be eligible for the A Team.
- **MVP:** One person from the A Team will be selected for shining brightly, showing courage, grace, and determination in the face of adversity, helping others, and displaying extraordinary strength etc.
- **Sober Milestones:** Participants will receive a Sober Milestone certificate for achieving sobriety.
- **Fishbowl:** Participants may be given the opportunity to draw from the fishbowl. Prizes consist of: Gift Cards, positive affirmations, vouchers, vacation days and more.
- **Peer Excellence Award:** Participants recognize peers for their hard work, dedication, and commitment to recovery. The winner will be announced on the 1st Monday of the month in Court.

- **Incentive Cards:** Participants will earn up to 4 Incentive cards which may be used as 1 vacation day or 5 Giving Back hours in Phase 5. Participants that received a GED or higher degree diploma will receive 1 additional incentive card.

Sanctions

Sanctions will be imposed by the Judge if you violate program rules. Examples of types of behavior that can result in sanctions include, but are not limited to:

- Positive alcohol/drug test results
- Submitting a tainted or diluted urine sample
- Failure to take a scheduled urine screen
- Failure to take medications as prescribed
- Unexcused absences from Court and/or treatment
- Failure to participate in groups and/or individual sessions
- Lying to staff
- Falsifying documents
- Bad Attitude.
- Other non-compliance issues.

The severity of the sanction will depend on the severity of your offense and your prior history of violations. Examples of sanctions that may be imposed include, but are not limited to:

- A verbal or written reprimand from the Judge
- Community service hours
- Electronic monitoring
- Curfew modification.
- Court Observation
- Weekend House Arrest with electronic monitoring
- House Arrest with electronic monitoring
- Other sanctions as deemed appropriate

Sanctions can include jail time. If jail time is required for your program violation, **you must make sure that your children, if you have any, will be supervised while you are in custody.** Child neglect will not be tolerated, and the Drug Treatment Court Team will involve the Department of Family and Children Services when necessary. If you drove to Court before being taken into custody, plan to have your vehicle retrieved for you. Do not leave your vehicle unattended while you are in jail.

Treatment will not be used as a sanction; however, it is possible that your violation of program rules indicates that a treatment adjustment is needed. Examples of treatment adjustments include, but are not limited to:

- Increased treatment attendance and/or individual sessions.
- Increased recovery support groups.
- Placement in a recovery residence or in-patient treatment facility.

***Please Note:** Unexcused, NO CALL/NO SHOW missed Individual Treatment Sessions and Group Treatment Sessions will result in a fee of \$90 for Individual Sessions and \$60 for Group Session. This fee will be added to your participant fees.

Case Management Sessions

Participants shall have contact with case management personnel (drug court staff or treatment representative) at least once per week during the first twelve months of treatment to review status of treatment and progress. Thereafter, participant contact shall be determined based on need.

Request and Phase Change Process

All requests must be in writing on a “Phase Change” form and turned into the box at the DTC office by Monday at 2:00 p.m. to be considered on Wednesday for Court. It is the participants responsibility to submit the request in a timely manner to have it considered. The DTC team will consider requests and notify the participant of the decision.

Special requests to be excused from Court sessions and/or treatment sessions must be approved in advance by the DTC. Only *legitimate* excuses will be considered for missing Court or treatment. In the event of a sudden life-threatening illness and/or death in the immediate family, you may proceed as needed. (“Immediate family” includes your spouse, children, siblings, parents, and grandparents only.) Contact the DTC Program Coordinator Porsha Middlebrook by phone the next business day, and obtain proof of relationship, medical records, or an obituary to be submitted upon your return to the program.

No special requests for vacation, weekend passes, or staying away from your confirmed home address will be considered until Phase 3.

Vacation

Vacation days from the program are very similar to job policies and must be earned. No vacation request will be approved prior to Phase 3. You may be required to wear a sweat patch while you are on vacation or be ordered to obtain an out-of-town drug screen at your expense and/or to attend a local recovery support group. **Vacation requests must be submitted in writing and must be approved two weeks in advance by the entire team. No Exceptions!**

After Phase 3, you will be awarded 5 vacation days for the length of time you are in DTC. The case manager will inform you whether your request has been granted. You must have a zero-fee balance to travel. If you are under Community Supervision, you must follow those rules and get approval to travel “travel pass”. If DTC approves, but Community Supervision denies, you cannot go. You must have approval from both to travel.

Sick Policy

If you are unable to attend court or group due to sickness, you must have a doctor's note or be approved by DTC. **You must speak directly with treatment staff AND Program Coordinator 2 hours prior to group, in order to be excused.** If you have a doctor's excuse it must be obtained **before** your group/court time is scheduled to begin. You must always present the "Letter to medical professional" to any medical personnel prior to medical treatment. If you fail to do so, you will be sanctioned.

Inclement Weather

During the winter months, some participants may have trouble attending a session due to ice/snow conditions. Participants should listen to radio/TV to determine whether the Cobb County Court Systems will be closed that day. If the courts are closed, then participants are excused from attending scheduled court sessions that day. Treatment providers will make decisions about inclement weather based upon their own internal policies.

Transportation

Parking near the courthouse complex is always a challenge. Please make sure that you pay attention to where you are parking because most lots are reserved with a hefty violation fine. Please also note that it is common to have train delays on or near the court complex. Please also allow time for challenges as this will NOT be a valid excuse to be late.

Community Supervision

If you are placed in DTC as a condition of probation (Community Supervision), you will have additional requirements, such as keeping your probation officer informed of your location and seeking permission to travel, in addition to your DTC requirements. It is your responsibility to know exactly what your conditions are. Violation of probation terms will also be a violation of your DTC participation and may result in sanctions.

GED/High School Diploma

Participants in DTC are required to complete all GED requirements if not a high school graduate. GED participation begins with taking the TABE (placement) test as a condition of Phase 1. One section of the GED is to be completed in Phase 2, Two sections are to be completed in Phase 3 and the remaining section will be completed in Phase 4. The Court requires a copy of your completion of the GED before graduating from the program.

Employment/School Requirement

You are required to maintain approved employment or be enrolled in school full-time throughout DTC. You must work at least 32 hours per week. We will only approve jobs with reportable income. That means your employer must take taxes out of your check. “Cash Only” jobs will not be approved. Participants are not allowed to work in an establishment whose primary business is serving alcohol.

If you have your own business, you must provide copies of your business license (current copy of LLC approval/renewal, proof of insurance coverage for the business (if you have employees on payroll, and yearly tax document showing taxes have been filed. You must submit quarterly bank statements for your business bank account.

If you enter the program without a job, you have a 30-day grace period to focus on your recovery and become acclimated to the program. After the 30-day grace period, you will be given time to look for employment before sanctions are imposed.

If after 30 days, you are not gainfully employed or in school full time, you will be required to perform (8) hours of community service daily until you secure and begin employment.

Once you obtain employment (get hired), you must submit the Change of Employment request form to your Case Manager **PRIOR** to starting your job.

Prior to changing jobs, you must turn in a Change of Employment form to the

Case Manager. If you change job or lose your job, without notifying the court immediately or getting permission to do so, you may be sanctioned. If you misrepresent any aspect of your employment, including the number of hours you are working each week, you may be sanctioned.

If you lose your job, you will be required to provide a separation notice to your case manager within 48 hours.

Work Verification

Work verification is due the **First Monday of the month** that we have Court. The only acceptable form of work verification is paycheck stubs. If check stubs are not turned in by the first Monday of the month by 2:00 p.m., you will receive a sanction.

Participants are NOT allowed to quit a job without first discussing it with your Case Manager or Coordinator. If it is decided that you will quit your job, you are required to give your employer a 2-week notice.

Community Service

If you are Court ordered to do Community Service, your Case Manager will notify you where it is to be completed. You are not allowed to complete your community service at your place of work. Proof of completed community service must be documented on company letterhead and turned in by 10:00 a.m. on the following Monday. Anything turned in (or dropped in the box) after the deadline will not be accepted and your original hours will double.

Daily Reporting

If you are Court ordered to Daily Report, you must report to the DTC office at 8:30 a.m. You must:

- Be on time
- Be dressed professionally and ready for interviews
- Obtain a job seeking form and make 8 face to face contacts daily
- Your form must be completed and turned into the Case Manager the following day for review

Ancillary Services

Ancillary services are offered to benefit the participants success in DTC. Sometimes participants need services not offered by the Drug Treatment Court Program. When participants need additional services, referrals will be made to outside agencies to assist participants. Services that are offered include:

Cobb and Douglas Health Department provides health screening, medical care, medication management, pharmacy services, birth certificates, educational resources, and referrals to outside agencies.

Highland Rivers Behavioral Health provides crisis intervention services, mental health services, behavioral health assessments, case management, peer support, pharmacy services, and community access services.

Worksource Cobb provides access to a system of employment and education services for the Cobb County community such as interviewing skills, assistance with writing resumes and assistance with finding a job.

Every DTC participant is eligible for this service as is identified by a team member. A representative from Work Source Cobb works with each participant that needs employment by assisting the above-mentioned services they offer. Worksource Cobb is a part of our team and is located in the courthouse. Each participant in need of employment has direct access to Worksource cobb services.

Transportation Assistance is offered through MARTA and CCT. Each participant can take advantage of this assistance for treatment and DTC related appointments. The transportation cards are given to participants by the case manager or coordinator. Each participant is required to sign each card in and out.

When participants need additional services not offered by DTC, referrals will be made to outside agencies to assist participants. The Case Manager will also assist with housing, transportation, and medical/dental referrals.

AWOL Participants

If a participant chooses to go AWOL (absent/not show up) from DTC, an arrest warrant will be issued, and he or she will self-terminate on day 30 after going AWOL. After they are incarcerated, there will be no discussion as to whether a participant will remain in the program, and they will be sentenced.

Termination from Drug Treatment Court

Generally, termination from DTC occurs only after other sanctions have been imposed, and the participant continues to disregard rules that are established by the Court. Other grounds for termination are a new arrest and/or conviction on new charges, tampering with urine samples, dealing, selling, buying or possession of alcohol, other illicit drugs, or drug-using paraphernalia at any time. Termination may be immediate if a participant requests termination instead of serving sanction for violation of the Court rules, or if a participant is a danger to physical or mental well-being of themselves or others.

COVID-19

If you have a fever of (100.4°F) or higher, cough, shortness of breath, or other symptoms of COVID-19, you need to seek medical advice immediately. Make sure to take the “Letter to Medical Professionals” with you if you go to the doctor to be tested. You must notify the program coordinator or your case manager immediately.

If you are experiencing any of the symptoms above, we will always suggest that you get a COVID-19 test. Once your test has been scheduled, you must provide proof of the appointment to your case manager immediately. You must report your COVID-19 testing results to your case manager immediately upon notification. COVID-19 is a serious health risk. Please check on your results daily.

