

**ARKANSAS COMMUNITY CORRECTION
19th JUDICIAL DISTRICT
PRE/POST ADJUDICATION DRUG COURT**

OUTPATIENT HANDBOOK

1001 West Walnut Street
Rogers, AR 72756
Phone: 479-878-2000

Administrative Office
1204 SW 14th Street, Suite 7
Bentonville, Arkansas 72712
Phone: 479-696-9970

Participant Name

Tom Smith	Circuit Judge
Leland Moorehead	Prosecuting Attorney
Dee Scritchfield	Public Defender
Michelle Barrett, ADC	Coordinator/Counselor
Younee Faulkner	Probation/Parole Agent
Justin Wilhite	Probation/Parole Agent
Bryan Woods	Probation/Parole Agent
Wendy Porter	Probation/Parole Officer
Tim Rulo, CIT	Counselor
Staci Tate, ADC	Counselor
Deborah Thompson, CIT	Counselor
Trisha Tapp, CIT	Case Manager
Mark Stegall	Administrative Specialist

November 30, 2022

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INTRODUCTION

Welcome to the outpatient program of the Arkansas Community Correction (ACC) Pre/Post Adjudication Drug Court. It is the mission of the Program to help facilitate your recovery from alcohol or other drug abuse or addiction. Substance use disorder is a primary contributing factor in criminal behavior. The elimination of substance use will not only greatly enhance a crime free lifestyle but will improve all other factors in your life. The Program's staff cannot change you. It must be *your* concerted effort to bring about positive life changes. The staff will assist you in exploring those things that have hindered your life and provide you with the tools that lead to recovery.

This handbook is provided to help you understand the services the Program provides, the Program rules, expectations of behavior, and your rights as a recipient of substance abuse services. If you have any questions concerning the Program, or need clarification on any of the items found in this handbook, please feel free to contact a staff member.

Mission Statement

The mission of the 19th Judicial District West Adult Drug Court is to allow non-violent offenders without serious records the opportunity to address their addiction in lieu of more punitive measures. The goal of the program is to provide a treatment-based program including counseling, therapeutic meetings and probationary supervision that allows participants to make positive lifestyle changes. By diverting qualified participants who have been determined to have drug addictions to drug court, they have the opportunity to become productive members of the community and the strain on the state and local criminal justice system is reduced.

PROGRAM SERVICES

The Benton County, Pre/Post Adjudication Drug Court is an intensive outpatient program that specializes in services for persons adjudicated into substance abuse treatment by the Nineteenth Judicial District Third Division Circuit Court. Services available through the program are:

Assessment of eligibility and appropriateness for admission;

Individual counseling;

Group Counseling;

Case management

Life skills; and

Referral information, including but not limited to detoxification, inpatient substance abuse treatment and mental health services.

Staff can assist you in accessing additional services through referral. **By participating in the program, you agree to involvement with other agencies or organizations, such as 12-step or self-help groups** that will help improve your quality of life.

Our program offers three tracks based on your treatment needs. Staff will make the determination on what program track best meets your needs.

Track I participants are enrolled in the program for 15 months, or possibly longer depending on how well you meet your treatment goals.

Track II participants are enrolled in the program for 6 months, or possibly longer depending on how well you meet your treatment goals.

Track III participants are enrolled in the program for 9 months, or possibly longer depending on how well you meet your treatment goals.

Participants may be moved to a longer, more intensive track if it is determined they need additional services to maintain recovery.

HOURS OF OPERATION

Program service hours are from 8:00 AM to 4:30 PM, Monday through Friday. Scheduling adjustments will be provided for those days when the program is closed for state holidays or inclement weather.

ELIGIBILITY CRITERIA

The program provides substance use disorder services to a specific treatment population. In order for you to be considered for admission into the program the following criteria must be met:

- Mandated referral by First or Second Division Court in Benton County on New Felony charges or drug related probation/parole violations (Admission will be based on the Prosecuting Attorney's profile);
- Active or recent history of substance use disorder diagnosis;
- Maintain a residence in Benton or Washington County, Arkansas
- Absence of a physical or developmental condition that would eliminate or greatly reduce the benefit of substance abuse services, such as scheduled prescription drugs which must be continued.
- Absence of any uncontrolled psychiatric or emotional disorder;
- At least 18 years old. If you are under age 18 you must be adjudicated as an adult or emancipated minor;
- Absence of any violent offenses (Felony) or Sexual offenses (Misdemeanor or Felony).

Failure to appear for two scheduled appointments for assessment with counselor, public defender, or any other drug court staff member, may result in denial of admission to the program

Any individual seeking services that fail to meet the criteria stated above is not eligible for admission. Whenever possible, program staff will provide appropriate referral information to a person found ineligible or inappropriate for admission.

*****A criminal history will be completed on all perspective participants prior to admission.***

ADMISSION PROCEDURES

An assessment will be completed to determine if you are eligible and appropriate for admission into the program. **You will need to sign a Consent for the Release of Confidential Information that will allow Program personnel to communicate with one another.** You may also need to sign releases to other agencies or persons as deemed necessary by the staff. **You will be issued this handbook and it will be discussed with you at your initial appointment.** Please provide your counselor with honest information to insure an accurate assessment of your treatment needs. Your assessment results will be communicated to you and the referring court.

If you are found to meet the criteria for admission, you will be admitted in court by the Judge and given an appointment for intake and orientation with the drug court team. The orientation process will include discussion of this handbook explaining the conditions of your supervision and treatment. A treatment schedule will be provided to you and our counselor will set an appointment to establish your Initial Treatment Plan. After your first individual counseling appointment, additional sessions will be scheduled with your counselor to work on treatment plan goals.

Within twenty-one (21) days of admission, you and your counselor will formulate a ***Comprehensive Treatment Plan***. The plan will define your substance use disorder related problems, establish your treatment needs and specify how those needs can be addressed by you with help from the team. You will receive a copy of the treatment plan.

You and your counselor will review your treatment plan no less often than every two (2) weeks to thirty (30) days to determine if you are meeting your treatment goals. The reviews will also be used to adjust your treatment plan or add new goals. As you progress in treatment you will experience positive, and sometimes negative, changes in your life. Be sure to communicate those changes to your counselor. In addition, reports on your progress in treatment will be communicated to the court and your probation/parole officer.

NON-DISCRIMINATORY POLICY

In compliance with the Americans with Disabilities Act, we will not discriminate on the basis of disability status of the participant, nor will we discriminate based upon gender, race, heritage, age, religion, socioeconomic status or sexual orientation. All federal and state equality codes will be enforced.

DRUG COURT PROGRAM STRUCTURE

Track I

Overall Program Expectations

- Participate in group and individual counseling sessions
- Provide urine samples for random drug tests
- Attend outside support meetings
- Obtain a sponsor and have a working knowledge of the 12 steps
- Comply with all probation terms
- Complete 60 hours of community service
- Maintain full time employment (32 hrs./wk.) or vocational/educational classes
- Complete your GED if applicable

For the purpose of advancement, 100% means being employed or in school, completing community service and support meetings, attending all groups and individual sessions for the month, paying all fees and providing negative drug screens and on time proof for all obligations.

The program's treatment structure is a phase system consisting of five phases.

Track I - Phase I (Orientation)

This is a two-week orientation process that helps participants understand the requirements of the program and early recovery. You will be required to:

- Attend three (3) group counseling or informational sessions **per week**,
- Attend outside support meetings no less than **three times per week**.
- Attend initial appointment with your counselor.
- Meet with probation officer **as directed** and **drug test as required**.
- If unemployed, you will be required to begin seeking full time employment or enrollment in a vocational/education program.

Phase I Orientation groups meet at the following times:

Monday: 10:30 – 11:30 a.m.

Wednesday: 10:30 – 11:30 a.m.

Friday: 10:30 – 11:30 a.m.

Track I - Phase I

Phase I is an adjustment phase and is the most intensive phase in the program.
Phase I requirements are:

1. Attend three (3) group counseling sessions **weekly**,
2. Attend individual counseling sessions **every two weeks**.
3. Attend outside support meetings no less than **three times per week**.
4. Meet with probation officer as directed and **drug test as required**.
1. Complete **5 hours of community service per month** until 60 hours are complete
5. If unemployed, you are required to actively seek employment or enroll in a vocational/educational program.
6. You are required to attend **court twice per month** to review your progress.
7. **Pay monthly fees** as outlined in handbook.
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$25 treatment fee)
Benton County - \$30.00 payment + \$5 collection fee = \$35.00 payment
8. If you need a **GED**, you must enroll, complete orientation and take the TABE test.

Advancement from Phase I to II will require you meet the following conditions:

- Completion of no less than twelve (12) weeks in phase I.
- No positive drug screens, missed tests or dilute tests for a minimum of 60 days.
- No criminal activity prior to advancement.
- Compliant with conditions of probation.
- Attend all scheduled individual sessions, minimum of every two weeks.
- Development of a Comprehensive Treatment plan completed.
- Obtain a sponsor in a recovery support program.
- Actively employed and/or participating in a vocational/educational program.
- If applicable, proof of GED enrollment, completion of orientation and TABE test
- 100% participation required for the month of advancement

Phase I groups meet at the following times:

Monday: 8:15 - 9:15 a.m. or 9:30 - 10:30 a.m.

Wednesday: 8:15 - 9:15 a.m. or 9:30 - 10:30 a.m.

Friday: 8:15 - 9:15 a.m. or 9:30 - 10:30 a.m.

*Participants will be assigned group times based on availability. The program is unable to guarantee a specific group time.

Track I - Phase II

Phase II is an intermediate phase in the program.

Phase II requirements are:

2. Attend two (2) group counseling sessions **weekly**
3. Attend one (1) individual counseling session **every three weeks**.
4. Attend outside support meetings no less than **three times per week**.
5. Meet with your probation officer as directed and be **drug tested as required**.
6. Complete **5 hours of community service per month** until 60 hours are complete
7. **Attend court once per month** to review your progress.
8. **Pay monthly fees** as outlined in handbook.
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$25 treatment fee)
Benton County - \$30.00 payment + \$5 collection fee = \$35.00 payment
9. If applicable, make progress on **GED** attending three class hours per week.

Advancement from Phase II to III will require you meet the following conditions:

- Completion of at least twelve (12) weeks in phase II.
- Absence of criminal activity.
- No positive drug screens, dilute tests or missed tests for 90 days.
- Compliant with conditions of probation.
- Gainful employment and/or active enrollment in vocational/educational program.
- Current on all fees, having paid a **minimum of \$180** to the courthouse and a **minimum of \$150** on ACC treatment fees depending on how long you have been in the program.
- Progress as indicated in your treatment plan.
- Active employment or enrollment in a vocational/education program.
- GED completion or ongoing attendance of thee (3) class hours per week
- 100% participation required for the month of advancement

Phase II groups meet at the following times:

Monday 8:15 - 9:15 a.m. or 9:30 - 10:30 a.m.

Thursday 8:15 - 9:15 a.m. or 9:30 - 10:30 a.m.

Track I - Phase III

Phase III is the transitional phase of the program and is less treatment intensive.
Phase III requirements are:

1. Attend (1) group counseling session **per week**.
2. Attend one (1) individual counseling session **per month**.
3. Attend outside support meetings no less than **three times per week**.
4. Meet with your probation officer as directed and **drug test as required**
5. Complete **5 hours of community service per month** until 60 hours are complete
6. **Attend court once per month** to review your progress.
7. **Pay monthly fees** as outlined in handbook.
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$25 treatment fee)
Benton County - \$30.00 payment + \$5 collection fee = \$35.00 payment
8. If applicable, take **GED** test and/or continue attending three class hours per week.

Advancement from Phase III to IV will require you meet the following conditions:

- Absence of criminal activity.
- No positive, missed or dilute drug tests for 90 days
- Compliant with conditions of probation.
- Gainful employment and/or active enrollment in vocational/educational program.
- Completion of all goals set forth in your treatment program.
- Completion of all community service hours
- Have paid of **minimum of \$270 on county fees** and **\$225 on treatment fees**, depending on length of time in the program.
- Be current on all ACC fees
- GED completion or ongoing attendance of three class hours per week.
- Be at 100% during month three of this phase.

Phase III groups meet at the following times:

Tuesdays 8:15 - 9:15 a.m. or 9:30 - 10:30 a.m.

Track I - Phase IV

Phase IV is a step-down phase and provides the least intensive treatment requirements. Phase IV requires:

1. Attend one (1) group counseling session **per month**.
2. Attend one (1) individual counseling session **per month**.
3. Attend outside support meetings no less than **three (3) times per week**
4. **Attend at least 1 Drug Court Alumni meeting during this phase**
5. Meet with your probation officer as directed and **drug test as required**
6. Complete **5 hours of community service per month** until 60 hours are complete.
7. **Attend court once per month** to review your progress.
8. **Pay monthly fees** as outlined in handbook.
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$25 treatment fee)
9. Benton County - \$30.00 payment + \$5 collection fee = \$35.00 payment If applicable, take **GED** test and/or continue attending three class hours per week

Advancement from Phase IV to V will require you meet the following conditions:

- Absence of criminal activity during phase IV
- Minimum 90 days with no positive, missed or dilute drug tests.
- Compliant with conditions of probation.
- Attendance at all scheduled counseling sessions and groups, must attend a minimum of three (3) phase IV groups to advance
- Attendance at outside support meetings.
- Gainful employment and/or active enrollment in vocational/educational program.
- Progress of all goals set forth in your continuing care plan
- Talk to a phase I group about your experience in the program.
- Attend at least one Drug Court alumni meeting.
- Payment in full of Benton County fees and ACC treatment fees.
- GED completion or ongoing attendance of 3 class hours per week.

Phase IV groups are scheduled one time per month and typically fall on the Tuesday prior to turn in.

Tuesday 10:30 a.m. -11:30 a.m. or 3:00 p.m. – 4:00 p.m.

**Participants will be given the option to choose which Phase IV group time they attend.*

Track I - Phase V

Phase V provides you with the least intensive treatment requirements.

Phase V requires:

1. Attend one (1) group counseling session **per month**.
2. Attend outside support meetings no less than **three (3) times per week**
3. **Attend Drug Court Alumni meetings every month during this phase**
4. Meet with your probation officer as directed and **drug test as required**
5. **Attend court once per month** to review your progress.
6. Complete **5 hours of community service per month** until 60 hours are complete.
7. **Pay monthly fees** as outlined in handbook.
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$25 treatment fee)
8. Benton County - \$30.00 payment + \$5 collection fee = \$35.00 payment.
9. If applicable, take **GED** test and/or continue attending three class hours per week

Completion of Phase V will require you meet the following conditions to graduate

- Absence of criminal activity during phase V.
- Minimum 6 months with no positive, missed or dilute drug tests.
- Compliance with conditions of probation.
Attendance at all scheduled counseling groups, must attend a minimum of three (3) groups to graduate.
- Attendance at outside support meetings.
- Gainful employment and/or active enrollment in vocational/educational program.
- Progress of all goals set forth in your continuing care plan
- Talk to a phase I group about your experience in the program.
- Attend at least 3 additional alumni group
- Be current on all ACC fees and County Fines
- GED completion or ongoing attendance of 3 class hours per week.

Phase V groups are scheduled held one time per month and typically fall on the Tuesday prior to turn in.

Tuesday 10:30 – 11:30 a.m. or 3:00 p.m. – 4:00 p.m.

TRACK I TREATMENT FEES

ACC Treatment fees will be a one-time charge of \$600.00 to be paid in the amount of \$25.00 per month until paid in full. You will also receive a \$50.00 reduction in this fee when you are 100% in court. It takes 12 months to pay at the minimum monthly payment with all reductions received.

ACC Supervision fees will be charged at the rate of \$35.00 per month until you leave the program.

These two fees will be paid to the Department of Community Corrections each month prior to the turn in date. (Friday before court) You may pay these fees by mail, online at www.dcc.arkansas.gov or by phone at 1-866-249-4826.

In addition, there is a \$400 Drug Court User's fee that is paid to the Benton County Circuit Clerks office. If this is paid in installments, the monthly payment would be \$30.00 plus a \$5 collection fee for each month there is a balance on the account. You can save on collections fees by paying the entire fee at once or making larger payments. It takes 14 months if minimum payment is made each month.

Fee	Paid to	Monthly amount	Total Fee
ACC Treatment Fees	Dept. of Community Corrections	\$25.00	\$300-\$600 depending on incentive reductions
ACC Supervision Fees	Dept. of Community Corrections	\$35.00	\$35 x total months in program. Minimum of \$525
Benton County Drug Court User's Fee	Benton County Circuit Clerk	\$30.00 plus \$5.00 collection fee per payment	\$400 plus up to \$75 in collection fees

****Drug Court fees must be paid in full prior to discharge from the program.**

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HOPE/SWIFT COURT PROGRAM STRUCTURE

Track II

Overall Program Expectations

- Participation in educational group and individual counseling
- Provide urine samples for random drug tests
- Comply with all probation terms
- Complete 60 hours of community service
- Maintain full time employment or attend vocational/educational classes.
- Complete your GED if applicable

For the purpose of advancement, 100% means being employed or in school, completing community service, attending all groups and individual sessions, paying all fees, providing negative drug screens and proof of compliance on time.

Track II - Orientation

This is a two-week process to help participants understand the requirements of the program and early recovery. You will be required to:

1. Attend at least three **(3)** group counseling or informational sessions **per week**,
2. Attend initial appointment with your counselor.
3. Meet with probation officer **as directed** and drug test **as required**.
4. If unemployed, you will be required to begin seeking full time employment or enrollment in a vocational/education program.

Orientation groups meet at the following times:

Monday: 10:30 – 11:30 a.m.

Wednesday: 10:30 – 11:30 a.m.

Friday: 10:30 – 11:30 a.m.

Track II

These are the requirements for the remainder of the program.
You will be required to:

1. Attend at least **12 hours** of group counseling sessions.
2. Attend **individual sessions no less than once per month**
3. Meet with the probation officer **as directed** and be drug tested
4. Complete **5 hours of community service per month** until 60 hours are complete.
5. If you are unemployed, you will be required to actively seek employment or enroll in a vocational/education program.
6. You will be required to **attend court once per month** to review your progress.
7. Pay fees each month as outlined in the handbook, \$50 for ACC treatment fees, \$35 for ACC supervision fees, \$100 to Benton County Drug Court User's fee
8. If you need a GED, you are required to enroll, complete orientation and take the TABE test within the first 30 days of entering the program. You are required to attend classes a **minimum** of 3 hours per week until GED is complete.

Graduation will require that you meet all of the following conditions:

- Completion of twelve (12) weeks of substance use education groups.
- Absence of positive, dilute or missed UAs for at least 6 months and no criminal activity during the program
- Compliance with all requirements established by your probation officer.
- No absences from scheduled individual or group sessions
- Provide proof of GED requirements
- Completion of goals in comprehensive treatment plan
- Actively employed and/or participating in a vocational/educational program.
- Be at 100% during final month of program.

Education groups meet at the following times:

To be determined by Positive Horizons, Diva and Dudes or Ozark Guidance Center schedule

TRACK II TREATMENT FEES

There will also be a \$600 treatment fee that will be paid to ACC at the rate of **\$50 per month**. You will get \$50 reduction for months you are 100%. It takes 6 months to pay at the minimum monthly payment with all reductions received. This fee may be reduced for meeting program requirements.

There will be a separate ACC supervision fee of **\$35 per month** that will be paid every month until you leave the program

These fees will be paid to the Department of Community Corrections each month by turn in (Friday before court). You may either pay these by mail, online at www.dcc.arkansas.gov or by phone at 1-866-249-4826.

Program fees will be a one-time charge of \$600 to be paid in monthly installments of **\$100 per month** the Benton County Circuit Clerk's office **plus a \$5 collection fee every month you are enrolled in the Drug Court Program or till the balance is paid in full**. You can save on collections fees by paying the entire fee at once or making larger payments. It takes 6 months to pay this in full if minimum payment is made each month.

Fee	Paid to	Monthly amount	Total Fee
ACC Treatment fees	Dept. of Community Corrections	\$50.00	\$300-\$600 depending on incentive reductions
ACC Supervision fees	Dept. of Community Corrections	\$35.00	\$35 x total months in program. Minimum of \$525
Benton County Drug Court User's Fees	Benton County Circuit Clerk	\$100.00 plus \$5.00 collection fee per payment	\$600 plus up to \$30 in collection fees

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ALTERNATIVE SENTENCING PROGRAM STRUCTURE

Track III

Overall Program Expectations

- Participation in educational group and individual counseling
- Provide samples for random drug tests
- Maintain full time employment (32 hrs./wk.) or education
- Complete your GED if you do not have a diploma or GED
- Follow all rules of probation
- Complete 60 hours of community service

For the purpose of advancement, 100% means being employed or in school, completing community service, attending all groups and individual sessions, paying all fees, providing negative drug screens and proof of compliance on time.

The program's treatment structure is a Phase System that consists of three phases.

Track III - Phase I (Orientation)

This is a two-week process to help participants understand the requirements of the program and early recovery. You will be required to:

1. Attend at least three **(3)** group counseling or informational sessions **per week**,
2. Attend initial appointment with your counselor.
3. Meet with the probation officer **as directed** and be drug tested
4. If you are unemployed, you will be required to actively seek employment or seek enrollment in a vocational/education program.

Phase 0 groups meet at the following times:

Monday: 10:30 – 11:30 a.m.

Wednesday: 10:30 – 11:30 a.m.

Friday: 10:30 – 11:30 a.m.

Track III - Phase I

Phase I is the adjustment phase and is the most intensive.

Phase I requirements are:

1. Attend at least 12 hours of group counseling sessions.
2. Attend one (1) individual counseling session **per month**.
3. Meet with your probation officer as directed and **drug test as required**
4. Complete **5 hours of community service per month** until 60 hours are complete
5. If unemployed, you will be required to actively seek employment or enroll in a vocational/education program.
6. You are required to **attend court once per month** to review your progress.
7. Pay monthly fees as outlined in handbook,
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$35 treatment fee)
Benton County - \$70.00 payment + \$5 collection fee - \$75.00 payment
8. If you need a GED, you must enroll, complete orientation and take the TABE test.

Advancement from Phase I to Phase II will require you meet the following conditions:

- Regular weekly attendance at educational groups
- No positive drug screens, missed or dilute tests for a minimum of 60 days.
- No criminal activity prior to advancement
- Compliant with the conditions of probation
- Progress of goals in comprehensive treatment plan
- Actively employed and/or participating in a vocational/educational program.
- If applicable, proof of GED enrollments, completion of orientation and TABE test
- 100% participation is required for the month of advancement

Education groups meet at the following times:

To be determined by Positive Horizons, Diva and Dudes or Ozark Guidance Center schedule

Track III - Phase II

Phase II is the intermediate phase and is less treatment intensive.

Phase II requirements are:

1. Attend one (1) group counseling session **per week for 12 weeks**
2. Attend one (1) individual counseling session **per month.**
3. Meet with your probation officer as directed and **drug test as required**
4. Complete **5 hours of community service per month** until 60 hours are complete
5. If unemployed, you will be required to actively seek employment or enroll in a vocational/education program
6. You are required to **attend court once per month** to review your progress.
7. Pay monthly fees as outlined in handbook,
ACC/Probation - \$70.00 payment (\$35 supervision fee & \$35 treatment fee)
Benton County - \$70.00 payment + \$5 collection fee - \$75.00 payment
8. If applicable, make progress on GED attending three (3) class hours per week.

Advancement from Phase II to III will require you meet the following conditions:

- Completion of at least twelve (12) weeks in phase II.
- Completion of the 12 education group hours
- No criminal activity prior to advancement
- No positive drug tests, dilute tests or missed tests for 90 days.
- Compliant with the conditions of probation.
- Current on all fees, having paid a **minimum of \$450 to Benton County**
- Progress of goals in comprehensive treatment plan.
- Actively employed or enrolled in a vocational/education program.
- GED completion or ongoing attendance of three (3) class hours per week
- 100% participation is required for the month of advancement.

Phase II groups meet at the following times

Based on the schedule at Positive Horizons, Diva and Dudes or Ozark Guidance Center

Track III - Phase III

Phase III is the final phase and provides you with the least intensive treatment. Phase III requirements are.

1. Attend one (1) individual counseling session **per month**.
2. You are required to **attend court once per month** to review your progress.
3. Meet with your probation officer as directed and **drug test as required**
4. Complete **5 hours of community service per month** until 60 hours are complete
5. Gainful full-time employment or enrolled in a vocational/education program
6. Pay monthly fees as outlined in handbook,
ACC/Probation - \$60.00 payment (\$35 supervision fee & \$25 treatment fee)
Benton County - \$70.00 payment + \$5 collection fee - \$75.00 payment
7. If applicable, make progress on GED attending three (3) class hours per week.

Completion of Phase III and graduation requires you meet the following conditions:

- Completion of at 9 months in Track III.
- No criminal activity prior to graduation.
- No positive drug tests, dilute tests or missed tests for 6 months.
- Compliant with the conditions of probation.
- Attendance at all scheduled counseling sessions,
- Gainful employment and/or active enrollment in vocational/educational program.
- Payment in full of all fees associated with drug court participation.
- GED completion or ongoing attendance of three (3) class hours per week.

TRACK III TREATMENT FEES

There will be a separate supervision fee of **\$35 per month** that will be paid every month until you leave the program.

There will also be a \$600 treatment fee that will be paid to ACC at the rate of **\$25 per month**. It takes 9 months to pay at the minimum monthly payment with all reductions received. This fee may be reduced for meeting program requirements.

The last two fees will be paid to the Department of Community Corrections each month by the Friday prior to court. You may either pay these by mail or online at www.dcc.arkansas.gov or by phone at 1-866-249-4826.

Program fees will be a one-time charge of \$600 to be paid in monthly installments of \$75 **per month** the Benton County Circuit Clerk's office **plus a \$5 collection fee every month until the balance is paid in full**. You can save on collections fees by paying the entire fee at once or making larger payments. It takes 8 months to pay this in full if minimum payment is made each month.

Fee	Paid to	Monthly amount	Total Fee
Treatment fees	Dept. of Community Corrections	\$35.00	\$300-\$600 depending on incentive reductions
Supervision fees	Dept. of Community Corrections	\$35.00	\$35 x total months in program. Minimum of \$525
County Fees	Benton County Circuit Clerk	\$70.00 plus \$5.00 collection fee per payment	\$600 plus up to \$45 in collection fees

PROGRAM RULES

As a participant in this Program there are rules and expectations of behavior. Those rules and expectations are:

- You will arrive to all individual and group sessions on time. If you are more than 5 minutes late you will not be allowed to enter group. Habitual absences will be considered resistance to treatment. Program staff maintains the right to require proof of absences, such as a note from the hospital.
- If you are late to group or do not attend group you must contact your counselor or officer AS SOON AS POSSIBLE and report by 10:00 a.m. to provide a UA sample.
- You will be required to attend all sessions appropriately dressed. Any clothing bearing alcohol, drug, tobacco or inappropriate logos or messages will not be allowed. Clothing must be covering. No arm pits for men or cleavage for women. If you arrive to a session dressed inappropriately you will be required to leave.
- You will maintain personal cleanliness. Body odor is not acceptable.
- The possession of alcohol, drugs, and weapons is strictly forbidden while in the program.
- Tobacco products may not be used within 25 feet of the front door of the building.
- You will not attend sessions under the influence of alcohol or other drugs.
- Visitors are not allowed in the lobby.
- Keep other participants information confidential. Don't share what you know outside of the program.
- Gambling is not permitted while in drug court including the state lottery.
- You may not go to places where the main source of income comes from the sale of alcohol. This includes bars, liquor stores, clubs or adult entertainment.

CELL PHONES

Do not bring cell phones into the building. **Cell phones will not be allowed in group sessions.** If a cell phone is brought in to group, the participant will be asked to leave group and will not be given credit for group.

COMPLETION OF GED

Participants, who have not completed high school or obtained their GED, will be required to do so while in the drug court program. **The participant will be responsible for any costs or fees associated with the GED process.**

Upon entering the program, the participant will work with their counselor to get started. Participants must be ready to start classes no later than the last week of phase I. The participants will attend no less than **3 hours per week** of GED classes until they complete the test. Proof of attendance will be required each month at turn in.

OUT OF STATE TRAVEL

Track I and III participants will NOT be allowed to leave the State of Arkansas during Phases I and Phase II unless it is an emergency, and is approved by the drug court team and the court.

Phases III and IV must get permission from their officer to travel out of state and it may not interfere with drug court obligations. You must attend support group meetings while out of town, if necessary, to meet program requirements.

Track II participants will NOT be allowed to leave the State of Arkansas during the first 90 days unless it is an emergency, and is approved by the drug court team and the court.

All travel must be requested no less than 1 week prior to travel and no more than 2 weeks prior to travel.

If court permission is required, participant is responsible to provide the information to ACC staff one week prior to phase I and at turn in for main court date. The team cannot discuss travel with the court if we don't have the information for staffing and travel will be denied.

For emergencies, i.e., funerals or very sick family members, call your PO as soon as you are aware of the situation for instructions.

If given permission to travel, the participant will report for drug testing prior to leaving and immediately upon their return home.

If given permission to travel overnight, the participant will be required to pay \$41.45 for a drug testing sweat patch that will be worn for the entire time they are unavailable for drug testing. If you have a positive test patch or fail a UA upon return, travel privileges will be revoked for the remainder of the program.

You must use the Reconnect App to check in every day while traveling.

HAT, HOODIE AND SUNGLASSES POLICY

You may not wear hats, hoodies or sunglasses during group. All these items must be removed and can be placed under your chair while you are in group.

OUTSIDE SUPPORT GROUP MEETINGS

Participants must attend 3 outside support group meetings per week. Each meeting must be on a different day. Participants may not skip weeks. For the purpose of meeting schedules, the week is Friday to Thursday.

You may not associate with other drug court participants or others actively involved in the 12-step community unless it is an official 12 step function or recovery activity.

You must maintain a sponsor in a recovery program and have a working knowledge of that 12-step program.

TURN IN PROCEDURES

Each month there will be a date when all paperwork and requirements are due. The deadline for turning in will be 1:30 pm on that date. Any paperwork not turned in by that date and time will be considered out of compliance and a sanction will follow. Turn in is a priority so plan ahead.

Please bring all paperwork at one time rather than piece by piece in several trips to ensure you get credit for everything you have completed.

Please fill out all documents before presenting to staff for turn in.

MEDICATION PROCEDURES AND POLICIES

All medications and supplements, both prescription and over the counter, must be approved by drug court team member prior to taking them.

The following medications are approved by the staff:

Acetaminophen – Tylenol
Ibuprofen – Advil
Aspirin
Naproxen Sodium – Aleve
Benadryl
Multivitamin
Antacids
Pepto Bimal
Dayquil
Throat Lozenges

Do not use anything with additives such as DM, PM, D, etc. Do not use ephedra, ephedrine, pseudoephedrine, chlorpheniramine, alcohol or Nyquil. ***You may not take any over the counter medications or supplements that would result in a positive drug test, including but NOT limited to CBD oil, kratom and tianeptine. You may not huff any substances, including but not limited to air duster, whip cream, gas, paint.***

You may not take prescriptions not prescribed to you or in excess of the prescribed dosage. You may not take a “old” prescription that was given to you for a previous condition.

You must inform all prescribing physicians that you have met substance use disorder criteria.

When given prescription medication, you must immediately contact your supervising officer, case manager or coordinator prior to taking. Non-emergency medication must be PRE-APPROVED during normal working hours. If you must go to the ER or after-hours clinic, you have 24 hours to bring documentation of the visit and medications given to your ACC staff. If it is not an emergency to take prescriptions, you must still have them approved prior to taking them. Being on medications that are scheduled/mind altering for more than 7 days or more than once during your time in drug court will result in medical suspension.

MEDICAL LEAVE

If you are medically unable to comply with all drug court requirements, you will be placed on a medically suspended status. During this time, you will be suspended in the program and once medically able to reengage you will start where you were last in the program. The team asks you engage as much as possible during this time, to avoid the recovery struggles that can happen due to medical situations. This policy applies to maternity leave, medical issues, such as surgery and when on mind altering medications.

All medical documents should be taken in person to the ACC administrative specialist as soon as possible. The only exceptions are POSITIVE or PENDING COVID results or extended hospital stays.

MATERNITY LEAVE

Maternity leave will be given for two weeks after the birth of your child. Any additional time, will require doctor's documentation of the reason for additional time. Significant others will be excused from drug court requirements the day of the birth of the child with proper documentation.

INCENTIVES

Incentives may be provided to you throughout the program (i.e., perfect court reports, successful completion of phases, obtaining GED, obtaining license and graduation). Incentives for participation and compliance with the program may include:

- ✓ Waiver of fees or community service hours beginning in phase I
- ✓ Certificates and coins for phase advancement.
- ✓ Drawing from Fishbowl for all who are 100%
- ✓ Recognition of sobriety time
- ✓ Being seen earlier in the docket
- ✓ Recognition of GED completion
- ✓ Recognition of getting driver's license reinstated

** The Court reserves the right to distribute incentives as deemed appropriate.*

SANCTIONS

If you fail to attend a drug screen, group, or meeting; test positive for alcohol or drugs; or fail to comply with other conditions of the program, a sanction will be imposed by the Court. **Non-compliance in the program may include; but will not be limited to the following sanctions.**

DON'T RUN OFF! FAILING TO REPORT TO THE PROGRAM AS REQUIRED (ABSCONDING) WILL RESULT IN SERVING DAY FOR DAY IN THE BENTON COUNTY JAIL FOR EACH DAY YOU WERE CONSIDERED ABSCONDED.

Drug or Alcohol use:

First violation: If you admit to using prior to being tested, the Judge can choose to use a non-jail sanction. However, ongoing use with honesty may eventually result in a jail sanction.

The sanction will be increased if you admit to use after testing and further increased if you request confirmation on a test, you know is positive

Jail sanctions will typically begin with one day and increase over time. Each additional use will result in a more intense sanction, as well as increased treatment response.

Failing to report for a required test or tampering with your test, including dilutes, will be considered higher level sanction.

At any point during this process, it may be determined to be in the participant's best interest to complete residential treatment or to move in to a sober living environment. This is not a sanction, but alternative treatment option to avoid further drug use and sanctions.

Missed groups, counseling appointments, including mental health:

Participants will be given 4 community service hours at a local non-profit, selected by the program, for each appointment missed. These hours are to be completed by next turn in date. This is in addition to the normal monthly community service requirement. Multiple offenses in a month will be given a greater number of hours, as will repeat months of offense.

Failure to complete three outside support meetings per week:

Failure to complete the correct number of meetings or complete them properly will result in additional meetings next review or no credit for that month's participation.

- Meetings without signature will be counted as missed meetings.
- Meetings are to be signed on the day and time you attended, while at the meeting.
- Do not "recreate" sheets. This means don't get back and ask people to re-sign a sheet you lost or to sign later because you forgot to bring a sheet to the meeting.
- If you lose your sheet, contact staff immediately. Do not make any

- attempts to get new signatures before discussing with staff.
- Multiple meetings in a day will only be counted once.
- If meetings are forged the participant will receive no credit for any meetings. There will also be jail time to be served.
- You must attend the full meeting. Choose times you can be on time and remain until the end.
- **Turn in your paper at the beginning of the meeting and pick it up at the end of the meeting.**

Forged meetings include:

- Asking some to re-sign a sheet
- Asking someone who chairs to sign a meeting you weren't at or they weren't not chairing the meeting.
- Signing the sheet with your own name
- Signing someone else's name to the sheet
- Having someone sign a name that is not theirs.
- Having someone sign a meeting you arrived late or left early

If you chair meetings, you are forging if:

- You sign at any place other than the meeting hall at the time of the meeting
- Signing a sheet outside the meeting hall
- Signing a sheet for a date that has already passed or has not happened yet
- Signing your name not knowing if they were there
- Signing anyone else's name
- Signing papers so people can leave early

Failure to complete five hours of community service each month:

Each hour of community service not completed will result in making up the missed hour plus an additional hour of community service the following month.

Failure to maintain full time employment or education:

Upon plea in participants will be given 30 days to find employment or start education

Participants already in the program who lose or quit their job will be given two weeks to find new employment or education

After the 14 or 30 days, participants will be required to complete 4 hours per day of community service and spend 4 hours per day looking for employment.

If participant continues to be unemployed, 40 hours per week of community service will be required.

HONESTY is the best policy. DISHONESTY will not be tolerated.

Dishonesty to the staff will be seen as lying to the Judge. Lying to the Court will be considered an additional violation. The participant will be sanctioned for the original violation and then additional sanctions will be added for the deception or dishonesty. Dishonesty includes directly telling false information, leaving out information to mislead staff, avoiding answering questions to avoid the truth, giving different information to two different staff to cause confusion and falsifying any documents provided to the staff or court.

Continued non-compliance with rules will be considered resistance to treatment and could result in removal from the program

The Court reserves the right to increase sanctions for multiple violations or seriousness of the violation.

DRUG TESTING

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Participants in the drug court program can be tested at any time and with any frequency. You must make yourself available any time staff requests a drug test.

All participants are required to check in daily on Reconnect Sunday-Saturday (7 days a week) from 6:00 am to 8:00 am, including Holidays. If the system states you are required to test, you must report to the probation office between 8:00 am and 10:00 am to provide a urine sample. If a participant fails to call in by 8am they must report by 10:00 am for a drug test. If you call after 8 am, staff will not let you know if you were on the list, you must come to the office.

Anytime a participant misses a group, they must report by 10:00 am for drug testing. If the miss is court or medical related, participants must report as soon as possible with proper documentation of the event. To be considered valid the UA sample must be at least 25mL

Failure to comply with drug testing requests will be considered a positive test and be sanctioned accordingly. You must be in the building no later than 10:00 a.m.

The participant is responsible for maintaining a drug free body and producing drug free urine samples.

You may not use any over the counter medications, supplements, enhancements or foods that could result in a positive drug test, such as: baked goods with poppy seeds or alcohol, “Nonalcoholic” beers or wines and alcohol-based hand sanitizers or mouthwash and CBD oil, Kratom or tianeptine.

Over the counter medications, supplements, enhancements or foods are not considered a defense for positive drug test results and ALL positive drug tests are subject to SANCTION.

Any attempt to tamper with a urine sample will be considered a positive. It can also be considered a felony in the State of Arkansas.

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Dilute samples will be considered positive samples and sanctioned as such. Participants are responsible for being aware of the amount of liquid (not just water) they intake in the two-hour time period prior to drug testing. 64 oz is equal to a half gallon. Think about 1 ½ Route 44 drinks. You should not drink that much liquid in the two-hour window prior to testing. Even if you are trying to stay hydrated the fluids need to be spread out over the course of the day.

DISCHARGE CRITERIA

The criteria for successful completion of treatment are specified above. You may be discharged as not completing treatment for the following reasons:

- Repeated failure to maintain the requirements set forth in your assigned phase or ongoing violation of program rules.
- Physical assault or verbal abuse of *any* person.
- Continued inappropriate behavior.
- Continued resistance to treatment.
- Adulterating drug screens and fleeing may result in immediate dismissal.
- Falsification of any documentation provided to the staff may result in discharge
- Failure to provide information to counselor or attorneys at assessment that may deem you ineligible for the program.

Participant and/or Counsel may be held in contempt of court for purposefully withholding information necessary to make the best treatment decision for the participant.

INCLEMENT WEATHER POLICY

The Benton County Adult Drug Court will not hold groups if the state Probation office is CLOSED for the day. Announcements will be made on the drug court Facebook page as well as the Reconnect app.

CONFIDENTIALITY AND OTHER RIGHTS

Your treatment at this program is confidential. Federal code, state licensure requirements and the *Counselor's Code of Ethics* protect your right to confidential treatment. Your confidentiality rights are as follows:

- Information about your treatment at this Program, including confirmation that you have applied for services or your admission status, cannot be disclosed without your written consent. However, if you commit a crime on Program premises or against Program personnel, this can be reported without your consent. The Program and its staff are required by state law to report suspected or known child abuse or neglect.
- The program may release your confidential information when served with a proper court order.
- Auditors responsible for monitoring the Program and persons performing treatment research may access your records. Such persons are required not to disclose any confidential information.
- You have the right to revoke your written consent, except when the consent is to release information in response to the criminal justice system entity that mandated your treatment. Unless revoked, your consent will remain in effect until such time as specified on the consent form.
- Information may be released in response to a medical emergency in which you are involved.
- Information may also be released via a *Qualified Service Organization Agreement (QSOA)*.

You also have the following rights:

You have the right to be treated with dignity, courtesy and professionalism.

You have the right to seek and receive treatment without regard to your gender, race, heritage, age, religion, handicap or disability, socioeconomic status or sexual orientation. All federal and state equality codes will be enforced.

You have the right to file a grievance should you believe your rights have been violated and/or you have been not provided with quality treatment.

GRIEVANCE PROCEDURE

Should you have a complaint or grievance concerning your treatment, you should bring the complaint to the attention of your counselor. You and your counselor must attempt to resolve the issue.

If you believe your grievance has not been resolved at the counseling level, or your counselor is the source of the problem, you should submit your grievance, in writing, to the Program's Clinical Supervisor at the address shown on the cover of this manual. The Clinical Supervisor has ten (10) working days to review and respond to your grievance.

If you wish to continue your grievance, the *DCC Grievance Policy* is posted in the waiting room at the Program. Your probation/parole officer will also provide you with a copy of the policy.

The Clinical Supervisor will, upon request, provide writing material, pens, envelopes and postage for your grievance. Your counselor can refer you to the Clinical Supervisor.

If you have completed all of the grievance steps previously specified, and your grievance remains unresolved, you may contact the Arkansas Department of Health-Alcohol and Drug Abuse Prevention (ADAP), Office of Program Compliance and Outcomes Monitoring, 5800 West 10th Street, Suite 907, Little Rock, Arkansas 72204, 501-280-4500, (Fax) 501-280-4519. The ADAP requires that your grievance be written. In addition, the ADAP must determine if your grievance involves the violation of applicable licensure standards before it will consider investigating.