



# Southwest Community Adult Drug Court Lincoln & Lyon County



## Participant Handbook

**THIS BOOK BELONGS TO:**

**NAME:** \_\_\_\_\_

**CD TX Program:** \_\_\_\_\_ Phone: \_\_\_\_\_

**COUNSELOR:** \_\_\_\_\_ Phone: \_\_\_\_\_

**PROBATION AGENT:** \_\_\_\_\_ Phone: \_\_\_\_\_

**SPONSOR NAME:** \_\_\_\_\_ Phone: \_\_\_\_\_

**SPONSOR NAME:** \_\_\_\_\_ Phone: \_\_\_\_\_

**My Phase Progression:**

Phase	I	II	III	IV
Date				

***Welcome to DRUG COURT***

This handbook was designed to answer your questions and to help you successfully complete the drug court program. Drug court is a four-phased intervention program for adults who are having difficulty staying clean and sober. The program treats a drug as a drug and an addict as an addict, regardless of the drug of choice. Drug Court includes intensive probation supervision, chemical dependency treatment and regular meetings between you and the Court. In Drug Court there is a close working relationship between treatment and the criminal justice system. It is a great opportunity for those who wish to change circumstances in their lives and break the cycle of drug abuse/dependency.

**Drug Court Team**

The team includes the Judge, Prosecutor, Public Defender, Drug Court Coordinator, Probation Agent, CD Assessor, Law Enforcement, Mental Health Provider, Treatment Provider, Family Services and other professionals. Prior to each Drug Court session, the team members meet to discuss your progress with the Judge. They discuss your participation and cooperation in the treatment program, employment or other requirements you may have. **We want you to succeed!** The Drug Court Judge and team members are committed to providing you with support and encouragement as you find your way to a clean and sober life. If you follow the program, you will see positive changes in your life as you progress through each phase. The end result is a greater likelihood that you will remain drug-free and avoid further contacts with the criminal justice system. We also encourage you to share this handbook with your family and friends for their support and encouragement.

**Courtroom Rules**

Punctuality is a must. You must be on time for all court appearances. Do not speak when the Judge is speaking. Do not approach the bench until you are given permission, and do not lean on the bench. Wear appropriate Court apparel. The following are not recommended in the courtroom- bare feet, flip flops, hats, ball caps, sunglasses, shorts, abbreviated shirts and blouses, clothes with alcohol or drug themes and tank or tube tops. It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug. All weapons are banned from the courtroom. All cell phones or pagers are prohibited. No gum chewing, drinking, eating allowed while in the courtroom. Drug Court hearings are open to the public. Family members or other people who support your recovery are encouraged and welcomed to attend any court hearings.

## Drug Court Program Rules

1. **Totally abstain from the use of alcohol and other drugs.** Any prescription and over-the-counter medication must be approved by the Drug Court team or probation officer prior to use. Abuse of, or using someone else's, prescription or non-approved over-the-counter medications will result in a sanction. Do not associate with people who use or possess drugs. If there are any changes to your medications you must complete a "doctor sheet" (contact the coordinator for this sheet) and turn into probation or the drug court coordinator within 24 hours of the changes.
2. **Be honest.** The single most important factor in Drug Court is HONESTY. Progress and sobriety can be achieved most effectively when you are honest about your addiction and usage. Those who choose not to be honest while participating in the program will incur much difficulty and hardship.
3. **Be on time.** Attend all required Drug Court hearings, treatment sessions, including individual and group counseling, support group meetings, educational sessions or other meetings as directed by the Court. Do not be late and do not leave early. If there is a possibility you will be late, contact your treatment counselor or probation officer.
4. **Attend Drug Court hearings.** The number of times you must appear depends upon the phase of drug court you are in. Failure to appear will result in the issuance of a warrant for your arrest and detention in jail until you can appear before the court.
5. **Drug Court journals.** The judge will give you a drug court journal at or near the start of the program. You will be expected to write in your journal on a daily basis and turn it into the court as directed. The judge is the only person who sees your journal and information you write is not shared with the rest of the drug court team. The goal is for the judge to get to know you better and understand how you are feeling.
6. **Attend support groups as directed (AA, NA, etc).** Meeting slips must include the following information: your name, date of meeting, name/location of meeting, legible signature and phone number of signer. Meeting slips will be reviewed weekly by the drug court coordinator. Meeting slips are due by 9:00am on Mondays (on the week you appear for court) at the Court Administrator's office.
7. **Excused absences.** If you are unable to attend a scheduled meeting or treatment session you must contact your probation officer at least 2 hours in advance of the scheduled meeting. Staff will determine if your absence will be excused. If it is unexcused and you fail to show up, it will result in a sanction.
8. **Submit to chemical testing (urine, breath, etc.) as requested.** You will be tested throughout the entire program randomly. During the first phases you will be tested more frequently. The goal is to help you achieve total abstinence from alcohol and other drugs.
9. **Current residence.** Keep the Drug Court Probation Officer and treatment provider informed of a current address, phone number, and whereabouts. You must notify the Court or probation in advance of making any changes.
10. **Employment/education:** You must complete 40 hours of structured activity each week. This may be accomplished by actively seeking or maintaining employment, attending school/job training, performing unpaid community service, or; an alternative plan pre-approved by the Drug Court team. Any changes in employment must be reported to probation within 48 hours.
11. **Maintain confidentiality of other Drug Court participants.** Treatment cannot succeed unless all participants maintain the confidentiality of other participants including information disclosed in treatment.
12. **Do not make threats toward other participants or staff, or behave in a violent manner.** Violent or inappropriate behavior is not tolerated and will be reported to the court. This behavior may result in a sanction or termination from the program. You may not possess any weapons while in the program.
13. **Pay a drug court participation fee.** The total fee for the Drug Court Program is \$800.00, which must be paid in full before graduation from the program. A minimum payment of \$25 is required by the 1<sup>st</sup> of each month. If a payment is not made a sanction will be imposed.
14. **Pay all other fees, fines, restitution etc. as ordered by the Court and be current with any payment plans.**
15. **Abide by all other rules imposed by the Drug Court Team.** Other rules and requirements are outlined in the drug court participation agreement that you must sign in order to enter the program.
16. **Make satisfactory progress in the program as measured by activities completed in each phase.**
17. **Team discretion.** This program is individualized to meet your needs. Therefore, the drug court team has the right to use their discretion when imposing specific rules, sanctions or incentives that may not be reflected in this handbook.
18. **Relationships.** Drug court participants will NOT be allowed to engage in a romantic or sexual relationship with another current drug court participant. Hiding any relationship, either romantic or sexual, is an act of dishonesty and could be grounds for termination.

*It is the policy of the Southwest Community Drug Court that no person will be discriminated against on the basis of: race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation or age.*

## DRUG COURT PHASES

Based on your needs, an Individualized Program Plan is developed which may take from 17-25 months to complete. The plan will outline goals you must achieve prior to advancing to the next phase. There are four phases to the program. All phases must be complete in order to successfully complete the drug court program. **The length of time you will spend in the program and in each phase depends upon your individual progress.** Keep in mind, if do not make adequate progress you may stay in a phase longer than other participants. If you do not follow the rules of the phase you are in, your supervision and court attendance may be increased and/or you may be moved back a phase (if you are in an advanced phase). And remember, you must be honest with the drug court team at all times.

<b>PHASE ONE</b>	
<b>Key Concept:</b>	<b>Stabilization, Assessment &amp; Orientation</b>
<b>Length of phase:</b>	Approximately 1-3 months (which may follow detoxification or inpatient services)
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• drug court attendance <b>weekly</b>;</li> <li>• at least 2 random urine tests per week;</li> <li>• complete a chemical health assessment and follow recommendations;</li> <li>• develop treatment plan/attend treatment as directed;</li> <li>• attend 2 support group meetings per week;</li> <li>• abide by curfew (10:00pm);</li> <li>• turn in weekly schedule to the drug court coordinator;</li> <li>• daily journaling to be turned into the judge weekly;</li> <li>• random knock and chats by law enforcement;</li> <li>• work towards stable housing;</li> <li>• supervision contacts minimum 3x per week (probation, law enforcement, treatment);</li> <li>• complete mental health screening and follow recommendations;</li> </ul> <p style="text-align: center;">A participant is required to have 40 hours of structured activity per week. Structured activity includes but is not limited to; treatment, support meetings, approved community work service, sentence to serve, employment and/or educational goals.</p>
<b>Advancement Criteria:</b>	<ul style="list-style-type: none"> <li>• treatment goals are established (identified progress toward meeting these goals);</li> <li>• a minimum of seven days of negative tests or levels reducing;</li> <li>• no unexcused absences from services for 15 days;</li> <li>• documented required attendance at support group meetings;</li> <li>• must be current with treatment plan and/or mental health recommendations;</li> <li>• all probation paperwork is signed;</li> <li>• team approves movement to phase II.</li> </ul>

## PHASE TWO

<b>Key Concept:</b>	<b>Recovery and Responsibility to Self &amp; Enlightenment</b>
<b>Length of phase:</b>	5-7 months
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• drug court attendance <b>weekly</b>;</li> <li>• at least 2 random urine tests per week;</li> <li>• continue to follow recommendations of chemical use assessment;</li> <li>• continue to attend treatment as directed;</li> <li>• attend 2 support meetings per week;</li> <li>• abide by curfew (10:00pm);</li> <li>• turn in weekly schedule to the drug court coordinator;</li> <li>• daily journaling to be turned into the judge weekly;</li> <li>• random knock and chats by law enforcement;</li> <li>• work towards stable housing;</li> <li>• supervision contacts minimum 3x per week (probation, law enforcement, treatment);</li> <li>• continue following recommendations of mental health screening;</li> <li>• obtain a sponsor or at least a temporary sponsor;</li> <li>• begin seeking employment and/or pursue educational goals;</li> <li>• establish a payment plan for court costs and treatment services;</li> <li>• attend cognitive skills class;</li> <li>• attend financial class;</li> </ul> <p style="text-align: center;">A participant is required to have 40 hours of structured activity per week. Structured activity includes but is not limited to; treatment, support meetings, approved community work service, sentence to serve, employment and/or educational goals.</p>
<b>Advancement Criteria:</b>	<ul style="list-style-type: none"> <li>• no positive drug tests results within the last 90 days;</li> <li>• meeting all treatment goals as identified for recovery and life changes;</li> <li>• documented required minimum attendance at support group meetings;</li> <li>• stable housing;</li> <li>• meeting all mental health recommendations as identified;</li> <li>• have a sponsor;</li> <li>• employed or positive response to employment and/or educational goals;</li> <li>• actively making payments and current with court costs and treatment services;</li> <li>• cognitive skills class and financial assistance class arranged or completed;</li> <li>• no unexcused absences from scheduled services;</li> <li>• submission of a written request to advance to the next phase;</li> <li>• participant must be sanction free for 90 days.</li> </ul>

## PHASE THREE

<b>Key Concept:</b>	<b>Maintenance of Recovery and Responsibility to Self and Others - Acceptance</b>
<b>Length of phase:</b>	5-7 months
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• drug court attendance <b>every other week</b>;</li> <li>• at least 2 random urine tests per week;</li> <li>• continue to follow recommendations of chemical use assessment;</li> <li>• continue to attend treatment as directed;</li> <li>• attend 2 support meetings per week;</li> <li>• abide by curfew (11:00pm);</li> <li>• turn in weekly schedule to the drug court coordinator <b>every other week</b>;</li> <li>• daily journaling to be turned into the judge <b>every other week</b>;</li> <li>• random knock and chats by law enforcement;</li> <li>• maintain stable housing;</li> <li>• supervision contacts minimum 2x per month (probation, law enforcement, treatment);</li> <li>• continue following recommendations of mental health screening;</li> <li>• maintain contact with sponsor;</li> <li>• maintain employment and/or continue to pursue educational goals;</li> <li>• continue payment plan for court costs and treatment services;</li> <li>• attend cognitive skills class;</li> <li>• attend financial class;</li> <li>• continue to develop skills to avoid relapse and set boundaries.</li> </ul> <p style="text-align: center;">A participant is required to have 40 hours of structured activity per week. Structured activity includes but is not limited to; treatment, support meetings, approved community work service, sentence to serve, employment and/or educational goals.</p>
<b>Advancement Criteria:</b>	<ul style="list-style-type: none"> <li>• no positive drug test results within the last 90 days;</li> <li>• meeting all treatment goals as identified for recovery and life changes;</li> <li>• documented required minimum attendance at support group meetings;</li> <li>• stable housing;</li> <li>• meeting all mental health recommendations as identified;</li> <li>• contact with sponsor;</li> <li>• employed or positive response to employment and/or educational goals;</li> <li>• actively making payments and current with court costs and treatment services;</li> <li>• cognitive skills class and financial assistance class arranged or completed;</li> <li>• no unexcused absences from scheduled services;</li> <li>• submission of a written request to advance to the next phase;</li> <li>• participant must be sanction free for 90 days.</li> </ul>

## PHASE FOUR

<b>Key Concept:</b>	<b>Reinforce a clean, sober and legal lifestyle – Healthy Living</b>
<b>Length of phase:</b>	6-8 months or longer
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• drug court attendance <b>every other week</b>;</li> <li>• subject to urine tests at random;</li> <li>• continue to follow recommendations of chemical use assessment;</li> <li>• continue to attend treatment as directed;</li> <li>• attend 2 support meetings per week;</li> <li>• turn in weekly schedule to the drug court coordinator <b>every other week</b>;</li> <li>• daily journaling to be turned into the judge <b>every other week</b>;</li> <li>• random knock and chats by law enforcement;</li> <li>• maintain stable housing;</li> <li>• supervision contacts minimum 2x per month (probation, law enforcement, treatment);</li> <li>• continue following recommendations of mental health screening;</li> <li>• maintain contact with sponsor;</li> <li>• maintain employment and/or continue to pursue educational goals;</li> <li>• continue payment plan for court costs and treatment services;</li> <li>• attend cognitive skills class;</li> <li>• attend financial class;</li> <li>• continue to develop skills to avoid relapse and set boundaries;</li> <li>• attend and participate in alumni meetings and activities;</li> </ul> <p style="text-align: center;">A participant is required to have 40 hours of structured activity per week. Structured activity includes but is not limited to; treatment, support meetings, approved community work service, sentence to serve, employment and/or educational goals.</p>
<b>Requirements for Graduation;</b>	<ul style="list-style-type: none"> <li>• consistently implementing behaviors that support long term abstinence;</li> <li>• evidence of active involvement in the recovery culture;</li> <li>• active participation in alumni meetings and activities;</li> <li>• no positive drug test results within the last 90 days;</li> <li>• approved aftercare plan;</li> <li>• documented required minimum attendance at support group meetings;</li> <li>• stable housing;</li> <li>• meeting all mental health recommendations as identified;</li> <li>• contact with sponsor;</li> <li>• full time employment and/or adequate progress or completion of GED or High School Diploma;</li> <li>• all program fees are paid and/or current with court costs and treatment services;</li> <li>• cognitive skills class and financial assistance class are completed;</li> <li>• no unexcused absences from scheduled services;</li> <li>• submission of a written request to graduate;</li> <li>• participant must be sanction free for 90 days.</li> </ul>

## **GRADUATION/COMMENCEMENT**

When you have successfully completed the following you will be scheduled for graduation/commencement:

- Treatment completion (continuing care sessions)
- Length of abstinence as determined by team (generally 180 days minimum)
- Successful completion of each phase
- 90 days sanction free
- Approved aftercare plan stating how you intend to maintain your sobriety after commencement
- Continue educational/employment goals
- Stable housing
- Completion or satisfactory achievement of all court ordered special conditions
- Fines/fees paid in full or current
- Complete written request for graduation/commencement

On the day of your graduation/commencement, you will be expected to present a commencement message. At your commencement ceremony, the Judge will present you with a certificate of completion of the Drug Court Program and will recognize your excellent accomplishments. Your family and friends are invited to attend your commencement. You will be required to attend and participate in the Southwest Community Drug Court Alumni program. You will also be required to follow all recommendations of your treatment plan (example: attend support meetings).

## **RANDOM DRUG SCREENS**

Random drug screens will play a significant role in your recovery. It is your responsibility to make sure that you understand and comply with the stated guidelines. If you do not feel that you fully understand, it is your responsibility to ask for clarification. For your own protection, any over-the-counter or prescription medication must be verified and approved by the drug court staff. All medications will not automatically be approved. Failure to comply with proper procedure or a positive screen may result in sanctions.

## **TRANSPORTATION**

When you are accepted into the drug court program the CD Assessor and the Drug Court Coordinator will work with you to find appropriate transportation options to and from treatment. It is likely that a volunteer driver may be arranged at which you will be responsible for covering the cost of this transportation. In addition, you are responsible for your own transportation to and from court hearings, meetings with your probation officer, treatment sessions and support group meetings. The Drug Court may be able to assist you on a limited basis which may include such things: scheduling a volunteer driver or public transportation (taxi, bus fare) assistance. You should talk to the drug court coordinator to discuss your options.

## **PROGRAM FEES**

There is a \$800 drug court program fee. You will need to set up a payment plan with court administration. A minimum payment of \$25 is required by the 1<sup>st</sup> of each month, If a payment is not made a sanction will be imposed. In addition, you are responsible for paying for the cost of treatment which is separate from the drug court program fee. Pay fees for other services (such as treatment or counseling) directly to the agency providing the service to you. There may be other fees to pay depending upon your situation including costs for other counseling, educational classes, fines, restitution, etc. You must be current with all of your payments before you are allowed to move to the next program phase.

## **INCENTIVES**

Incentives are used to recognize and reward participation and progress. Upon the recommendation of the Drug Court Team, participants may be given rewards or incentives for compliant behavior. The most frequently used incentive is the judge publicly recognizing progress during court sessions and acknowledging to the participant and the entire court the participant's hard work and accomplishments.



## **Southwest Community Drug Court (Lincoln/Lyon Counties) Incentive Procedures**

The Lincoln/Lyon Counties Drug Court will utilize a three tier incentive program to reward participants positive behavior/choices: Tier I: will consist of non-monetary incentives, such as a verbal recognition from the Judge or Drug Court Team and eligibility for a monthly drawing, Tier II: will consist of certificates of congratulations with small rewards, and Tier III: will consist of Gift Card incentives.

**Tier I:** The participant is in compliance with all rules and expectations of drug court and has exhibited positive choices. The Drug Court Judge or team will provide verbal praise for the participant’s behavior and or clap for the participant’s achievements. The participant will be eligible to enter their name in the monthly drawing bowl.

**Tier II:** Certificate of Congratulations- The participant is in compliance with all drug court rules and expectations and has gone above and beyond. The Drug Court Team may reward the participant’s behavior with a “Certificate of Congratulations” with a small treat attached. The participant will be eligible to enter their name in the monthly drawing bowl.

**Tier III:** Gift Card Incentives- The participant is in compliance with all drug court rules and expectations and has reached an important milestone in the program. The participant will be given a gift card for the amount listed in the table below.

<b>MILESTONE</b>	<b>INCENTIVE</b>
<b>Every 100 sober/clean days</b>	<b>\$10.00 gift card</b>
<b>First time employment of 25 hrs. a week</b>	<b>\$15.00 gift card</b>
<b>Phase Change</b>	<b>\$25.00 gift card &amp; certificate</b>
<b>Completing GED/HS Diploma</b>	<b>\$15.00 gift card</b>
<b>One year of sobriety</b>	<b>\$20.00 gift card</b>
<b>Obtain a valid drivers license</b>	<b>\$20.00 gift card</b>

**One Year Sober Celebration:** The Drug Court Team will recognize a participant’s achievement of maintaining sobriety for one year by hosting a “One Year Sober Celebration.” The celebration will be held immediately after drug court on a date determined by the team. The One Year Sober Celebration will consist of cake and juice along with verbal recognition by the Drug Court Judge and team.

**Graduation Ceremony:** The Drug Court Team will recognize a participant’s achievement of completing the required expectations of the drug court program by having a “Graduation Ceremony.” The ceremony will be held immediately after the regular drug court hearing, on a date determined by the team. The Graduation Ceremony will consist of cake, juice and pretzels/mints. The participant will receive a certificate of completion and a medallion from the Drug Court Judge.

## SANCTIONS

There are immediate and direct consequences for all conduct, both positive and negative. Sanctions follow violations and are applied as close to the time of failure as possible by the Drug Court. Incentives and sanctions are applied at the **participant's** next scheduled review/status hearing, with the exception of serious violations (e.g. positive UA, new crime, etc), in which case the participant appears at the **next** review/status hearing.

Sanctions are used to emphasize the strict expectations and requirements of the program including participant accountability and to provide more structure and support when it is needed. Although final sanction decisions are made by the Judge, the Drug Court team is involved in the process. Below are some examples of behaviors that may result in sanctions from the Court. Sanctions are individualized and based upon the needs of the participant.

Behaviors: Below is a partial list of potential behaviors that may cause a sanction in the drug court program.

- positive drug tests;
- new crime;
- curfew violation;
- no improvement in the use of resources or family relationships;
- non-attendance at parenting classes;
- non-compliance with in-home family counseling;
- non-compliance with family sessions;
- unemployed;
- no response to educational goals;
- missed classes;
- no involvement in pro-social activities;
- association with negative peers;
- non-compliance with treatment goals and expectations;
- missed appointments or court appearances.

Sanctions: Below is a partial list of potential sanctions that may be imposed on an individual basis due to behaviors listed above.

- community service;
- increased curfew;
- increased drug testing;
- jail;
- house arrest;
- electronic monitoring;
- increased review/status hearings;
- weekend detention;
- essays;
- apology letters to judge and group;
- SCRAM monitoring;
- lecture from the judge;
- life skills program;
- reset in current phase or return to prior phase;
- increased office visits;
- increased support group attendance.

Treatment Responses: The following is a partial list of potential treatment responses that may be imposed on an individual basis due to behaviors listed above: increase in services, referral to other services, in-home family counseling, increase in therapeutic visits, parenting classes, anger management program, make-up missed classes, mentoring/tutoring, educational assessment, referral to job skills assessment, or financial counseling.

**\*These examples (behaviors, sanctions, treatment responses) are not complete lists. The team has discretion to incorporate sanctions and treatment responses other than the ones listed above if deemed appropriate.\***

### **SEARCH AND ARREST REQUIREMENTS**

As a participant in Drug Court, you are required to submit your person, vehicle, place of residence (this must include others residing with you) or area to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice and without probable cause by any peace officer or probation officer or their representative. Participants detained in jail after arrest will be brought before the Drug Court Judge for hearing. Any law enforcement officer who observes a current participant of Drug Court in any of the following circumstances is authorized to arrest that individual:

- ingesting a controlled substance or alcohol;
- in violation of any criminal law;
- being under the influence of a controlled substance or alcohol;
- possessing a controlled substance or alcohol or drug paraphernalia;
- being in the presence of a person in possession of controlled substance(s) and a reasonable person in a like position would conclude that drugs were present;
- being in possession of any weapons.

### **TERMINATION FROM DRUG COURT**

New arrests\*, warrants or a violation of any aspect of your treatment plan may result in your termination from the drug court program. The Drug Court Judge makes the final determination for a participant to be terminated from the program. Termination from Drug Court will be considered a violation of probation. Other violations, which may result in termination may include (this is not a complete list):

- missing, altered, or positive urine tests;
- failure to cooperate with the probation officer or the treatment program;
- violence or threat of violence directed at treatment staff, other program participants or other clients of the treatment providers;
- repeated sanctions;
- a lack of honesty with the team.

\* A new arrest does not automatically terminate a participant from the program unless the arrest results in the prosecutor filing charges for a violent offense at which time the participant will be unsuccessfully terminated from the program and referred to the prosecutor's office for further proceedings.

### **MINNESOTA JUDICIAL BRANCH POLICY**

The Judicial Council, comprised of the leadership of the Minnesota Judicial Branch, has convened the multi-disciplinary, cross-branch Drug Court Initiative Advisory Committee (DCI) to oversee implementation and funding distribution for drug courts in Minnesota. On July 20<sup>th</sup>, 2007 the Minnesota Offender Drug Court Standards were approved by the Judicial Council. These standards are the minimum requirements for the approval and operation of all drug courts in Minnesota. On June 2<sup>nd</sup>, 2014 the Minnesota Offender Drug Court Standards were revised. The standards are based upon almost twenty years of evaluation and lessons learned from drug courts all across the country, as well as Minnesota's oldest drug courts. While these standards seek to create a minimum level of uniform practices for drug courts there is much room for innovation and for local drug courts to tailor their courts to meet their needs. The Southwest Community Drug Court program strives to comply with these standards and updates will be made to the program based on these standards.

## **GRIEVANCE POLICY**

If you have questions or concerns regarding your treatment while in the Lincoln/Lyon County Drug Court; or feel that you have been treated unfairly or in an abusive manner, please contact the following people:

Drug Court Coordinator (Grady Holtberg 507-401-5062)

Supervisor of Drug Court Coordinator (Sonja Kruger 507-344-4947)

District Court Drug Court Judge (Honorable Tricia Zimmer 507-537-6758)

## Southwest Community Drug Court: EXAMPLE

Participant Name: Joe Smith

Week of January 5<sup>th</sup>, 2018

EMPLOYMENT/EDUCATION				Total Employment/Education Hours
Name of employer/school: <u>Runnings &amp; McDonalds</u>				<b>13</b>
Day: <u>Monday</u>	Location: <u>Runnings</u>	Times: <u>11am-4pm</u>		
Day: <u>Saturday</u>	Location: <u>McDonalds</u>	Times: <u>8am-4pm</u>		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
COMMUNITY WORK SERVICE				Total CWS Hours
Day: <u>Wednesday</u>	Location: <u>Habitat for Humanity</u>	Times: <u>8am-12pm</u>		<b>4</b>
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
SENTENCE TO SERVE				Total STS Hours
Day: <u>Tuesday</u>	Location: <u>Painted the school</u>	Times: <u>8am-4pm</u>		<b>8</b>
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
Day: _____	Location: _____	Times: _____		
TREATMENT/SUPPORT MEETINGS/THERAPY				Total Treatment/Support Meetings/Therapy Hours
Day: <u>Monday</u>	Service: <u>outpatient</u>	Location: <u>PTAB</u>	Times: <u>6pm-9pm</u>	<b>15</b>
Day: <u>Tuesday</u>	Service: <u>AA</u>	Location: <u>Downtown</u>	Times: <u>7pm-8pm</u>	
Day: <u>Wednesday</u>	Service: <u>therapy</u>	Location: <u>Western</u>	Times: <u>1pm-2pm</u>	
Day: <u>Wednesday</u>	Service: <u>outpatient</u>	Location: <u>PTAB</u>	Times: <u>6pm-9pm</u>	
Day: <u>Thursday</u>	Service: <u>ARMHS</u>	Location: <u>my house</u>	Times: <u>11am-12pm</u>	
Day: <u>Thursday</u>	Service: <u>outpatient</u>	Location: <u>PTAB</u>	Times: <u>6pm-9pm</u>	
Day: <u>Friday</u>	Service: <u>NA</u>	Location: <u>more out of life</u>	Times: <u>7pm-8pm</u>	
Day: <u>Saturday</u>	Service: <u>AA</u>	Location: <u>SAT AA</u>	Times: <u>8pm-9pm</u>	
Day: <u>Sunday</u>	Service: <u>AA</u>	Location: <u>Downtown</u>	Times: <u>3pm-4pm</u>	
*This form does not substitute meeting slip documentation or CWS/STS verification. Please submit those documents in addition to this form. All documents are due each Monday by 9:00am to Court Administration.				<b>TOTAL HOURS</b> (40 hours minimum required)
				<b>40</b>

## Southwest Community Drug Court

Participant Name: \_\_\_\_\_

Week of \_\_\_\_\_, 2018

<p><b>EMPLOYMENT/EDUCATION</b></p> <p>Name of employer/school: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p>	<p><b>Total Employment/Education Hours</b></p>
<p><b>COMMUNITY WORK SERVICE</b></p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p>	<p><b>Total CWS Hours</b></p>
<p><b>SENTENCE TO SERVE</b></p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p> <p>Day: _____ Location: _____ Times: _____</p>	<p><b>Total STS Hours</b></p>
<p><b>TREATMENT/SUPPORT MEETINGS/THERAPY</b></p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p> <p>Day: _____ Service: _____ Location: _____ Times: _____</p>	<p><b>Total Treatment/Support Meetings/Therapy Hours</b></p>
<p>*This form does not substitute meeting slip documentation or CWS/STS verification. Please submit those documents in addition to this form. All documents are due each Monday by 9:00am to Court Administration.</p>	<p><b>TOTAL HOURS (40 hours minimum required)</b></p>



## AREA AA/NA/ALANON MEETINGS

This is a partial list of AA/NA/ALANON meetings in the Marshall and surrounding area. You may wish to also check area newspapers, AA members or contact Project Turnabout (Marshall Office 507-532-3008 or Granite Falls 1-800-862-1453). If you find a meeting has changed, please contact Project Turnabout's Marshall Office so that corrections can be made.

### SUNDAY

AA 10 a.m. Community Center, Montevideo, MN  
AA 10:30 a.m. 1127 Sherwood Street, Worthington, MN  
AA 4 p.m. Municipal Building (Basement), Pipestone, MN  
NA (closed) 4 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN  
Co-Dependency 5 p.m. St. Stephens Lutheran Church, 1301 S. 4<sup>th</sup> Street, Marshall, MN  
AA (closed) 5 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN  
GA 7 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN  
NA 7 p.m. Good Shepard Lutheran Church, Marshall, MN  
AA/ALANON 7 p.m. Alano Club, 145 8<sup>th</sup> Avenue, Granite Falls, MN  
AA 8:15 p.m. Christ the King Church, New Ulm, MN

### MONDAY

Women's support group (all issues) 6 p.m. Good Shepherd Lutheran Church, 604 Roosevelt Street, Marshall, MN  
AA 6:30 p.m. 1127 Sherwood Street, Worthington, MN  
AA 7 p.m. Bethel Fellowship Church, 210 East 1<sup>st</sup> Street, Minneota, MN  
AA 7 p.m. Canby Hospital, Canby, MN  
ALANON 7 p.m. 205 N. 8th St., Montevideo, MN  
NA (closed) 7 p.m. Bethel Fellowship Church, Minneota, MN  
ALANON 7 p.m. St. Stephens Lutheran Church, Marshall, MN  
AA 7 p.m. Masonic Temple, Sleepy Eye, MN  
Most Excellent Way 7 p.m. Grace Life Church, Marshall, MN  
AA 7:30 p.m. St. Gabriel's Catholic Church, Room 4 (use No. door), Fulda, MN  
AA/ALANON 8 p.m. Faith Lutheran Church, 106 8th St., Madison, MN  
AA 8 p.m. City Hall (Basement), Clarkfield, MN  
ALANON 8 p.m. Clarkfield Library (Old Hospital), Clarkfield, MN  
AA 8 p.m. Community Center, Hector, MN  
GA 8 p.m. Alano Club, 145 8<sup>th</sup> Avenue, Granite Falls, MN

### TUESDAY

Co-Dependency 10 a.m. St. Stephens Lutheran Church, 1301 South 4<sup>th</sup> Street, Marshall, MN  
NA 12 p.m. Assembly of God Church, 711 N. Bruce Street, Marshall, MN  
NA (closed) 12 p.m. Open Door Assembly, 711 North Bruce Street, Marshall, MN  
AA (womens) 5:15 p.m. 1127 Sherwood Street, Worthington, MN  
NA 5:30 p.m. American Reformed Church, 1720 N. Burlington Ave (South entrance), Wood Lake, MN  
NA 6:30 p.m. American Reformed Church, 1720 North Burlington Avenue, Worthington, MN  
AA/ALANON 7 p.m. Church of Christ, Corner of 1st & Rowland St., Tracy, MN  
AA/NA 7 p.m. Minneota Manor, Lunch Area or Clinic, Minneota, MN  
NA 7 p.m. Episcopal Church, Marshall, MN  
NA 7 p.m. St. James Episcopal Church, 101 North 5<sup>th</sup> Street, Marshall, MN  
AA (womens) 7 p.m., Alano Club, 145 8<sup>th</sup> Avenue, Granite Falls, MN  
Families Anonymous 7:30 p.m. Senior Citizen's Center, Marshall, MN (for info - 532-2592)  
AA (newcomers) 8 p.m. 1127 Sherwood Street, Worthington, MN  
AA (Prairie Group) 8 p.m. Good Shepard Lutheran Church, Marshall, MN  
AA 8 p.m. National Guard Armory Basement, Olivia, MN  
ALANON 8 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN



## TUESDAY (continued)

Most Excellent Way 7 p.m. Victory Christian Church, 1010 Lake Yankton Ave, Balaton, MN  
AA 8 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN  
AA (womens) 8 p.m. Savior's Lutheran Church, 222 N. 5th St., Montevideo, MN  
AA 8 p.m. St. Raphaels, Springfield, MN  
AA 8 p.m. American Lutheran Church, 915 Winifred Street, Worthington, MN

## WEDNESDAY

AA (closed) 10 a.m. Redwood Alano Club, 1006 South Ramsey, Redwood Falls, MN  
AA Noon Alano Club, 145 8<sup>th</sup> Avenue, Granite Falls, MN  
AA 12 p.m. St. Stephens Lutheran Church, 1301 South 4<sup>th</sup> Street, Marshall, MN  
AA 7 p.m. Lower Sioux Community Center, Morton, MN  
NA 7 p.m. Open Door Assembly, 711 Bruce Street, Marshall, MN  
AA (Spanish) 7 p.m. 1127 Sherwood Street, Worthington, MN  
AA (closed-under 30) 7 p.m. Redwood Alano Club, 1006 South Ramsey, Redwood Falls, MN  
AA 7 p.m. Hospital Basement, Luverne, MN  
NA (womens) 7:15 p.m. Assembly of God, Granite Falls, MN  
AA 8 p.m. Cottonwood Community Center, Cottonwood, MN  
AA 8 p.m. Municipal Building Basement, Pipestone, MN  
AA 8 p.m. Fire Hall, Storden, MN  
AA 8 p.m. Basement of Carnegie Library, 677 Pine Street, Dawson, MN  
ALANON 8 p.m. Community Center Basement, Cottonwood, MN  
NA 8 p.m. United Church of Christ, Granite Falls, MN  
AA 8 p.m. 1<sup>st</sup> Lutheran Church, Renville, MN  
AA 8 p.m. Nursing Home, Wabasso, MN  
NA 8 p.m. Redwood Alano Club, 1006 South Ramsey, Redwood Falls, MN  
NA (womens) 8 p.m. St. James Episcopal Church, Marshall, MN

## THURSDAY

AA 12 p.m. SMSU (only during school year), Marshall, MN  
AA 12 p.m. 1127 Sherwood Street, Worthington, MN  
AA 12 p.m. Treatment Center, Lower Sioux Reservation, Morton, MN  
AA/NA 5 p.m. Living Word Church, 36209 US Hwy 71, Redwood Falls, MN  
NA 6:30 p.m., "The House", 620 E. Ashmore, Montevideo, MN  
Women's Support Group (all issues) 7 p.m. Gilwood Haven, 219 S. Mill Street, Redwood Falls, MN  
GA 7 p.m. St. Stephen's Lutheran Church, Marshall, MN  
AA 7 p.m. Gleasner Bldg., Bird Island, MN  
AA Big Book Study, 8 p.m. Municipal Building Basement, Pipestone, MN  
AA 8 p.m. Carnegie Library Building, Montevideo, MN  
AA 8 p.m. St. Ann's Hall (School), Slayton, MN  
AA 8 p.m. Alano Club, 145 8<sup>th</sup> Avenue, Granite Falls, MN  
ALANON 8 p.m. Our Savior's Lutheran Church, 222 N. 5th St., Montevideo, MN  
AA 8 p.m. Senior Citizen's Center, Tyler, MN  
AA 8 p.m. Above the Snyder Drug Store, Redwood Falls, MN  
AA 8 p.m. Legion Hall, Hanley Falls, MN  
AA 8 p.m. 1127 Sherwood Street, Worthington, MN  
AA 8 p.m. Below Quik Trip, New Ulm, MN  
NA 8 p.m. Assembly of God Church, 711 North Bruce Street, Marshall, MN  
NA (closed) 8 p.m. Open Door Assembly, 711 Bruce Street, Marshall, MN

## FRIDAY

AA 5:15 p.m. 1127 Sherwood Street, Worthington, MN  
AA 6 p.m. Project Turnabout, 1220 Birch Street, Marshall, MN  
AA 7 p.m. Trinity Lutheran Church, Balaton, MN  
NA 7:30 p.m. "Friends in Recovery", Our Savior's Luth. Church, Montevideo, MN  
AA/ALANON 8 p.m. 145 8<sup>th</sup> Avenue, Granite Falls, MN  
AA 8 p.m. ACC Church (across from Granite Cleaners) Granite Falls, MN  
NA 8 p.m. Reform Church, Woodstock, MN  
AA 8 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN  
AA 8 p.m. Municipal Building (Basement), Pipestone, MN  
AA 8 p.m. St. Stephen Church, 1301 South 4<sup>th</sup> Street, Marshall, MN  
ALANON 8 p.m. Redwood Alano Club, 1006 S. Ramsey, Redwood Falls, MN  
NA 9 p.m. Assembly of God Church, 711 North Bruce Street, Marshall, MN  
NA 9 p.m. (closed) Open Door Assembly, 71 North Bruce Street, Marshall, MN  
NA 10 p.m. 206 N. Cedar, Luverne, MN

## SATURDAY

AA 9 a.m. 1127 Sherwood Street, Worthington, MN  
AA 10 a.m. Basement of Carnegie Library, 677 Pine Street, Dawson, MN  
NA 7 p.m. Assembly of God Church, 711 North Bruce Street, Marshall, MN  
AA (closed) 7 p.m. Alano Club, 145 8<sup>th</sup> Avenue, Granite Falls, MN  
NA (closed) 7 p.m. Open Door Assembly, 711 Bruce Street, Marshall, MN  
AA 7:30 p.m. Above the Snyder Drug Store, Redwood Falls, MN  
AA 8 p.m. Below Quik Trip, New Ulm, MN  
AA 8 p.m. (1st, 3rd & 5th Saturday of each month) Project Turnabout, Granite Falls, MN  
AA/ALANON 8 p.m. Reformed Church, Woodstock, MN  
AA 8 p.m. Municipal Building (Basement), Pipestone, MN