CLARK COUNTY RECOVERY COURT

PARTICIPANT HANDBOOK

IMPORTANT INFORMATION

Recovery Court Coordinator: 715-743-6704

Treatment Provider: _____

Sponsor/Support Person: _____

Drug Testing Call-In Number: 715-743-5111

Call-In Color: _____

Helpful Phone Numbers

Probation Office: 715-743-5015

Clark County District Attorney's Office: 715-743-5167

Public Defender's Office: 715-400-5350

Clark County Community Services: 715-743-5208

Clark County Social Services: 715-743-5233

Clark County Public Health Department: 715-743-5105

Clark County Sheriff's Office: 715-743-3157

Family Health Center (FHC) Marshfield
Alcohol & Drug Recovery Center: 715-221-5717

IN AN EMERGENCY DIAL 911

WELCOME

Welcome to Clark County Recovery Court!

This handbook provides an overview of Recovery Court and requirements for successful completion. We look forward to supporting you in your recovery.

Sincerely,

Honorable Lyndsey A. B. Brunette
Presiding Recovery Court Judge

MISSION STATEMENT

The mission of the Clark County Recovery Court is to reduce recidivism and the social and economic costs of criminal activity through a judicially supervised, collaborative, treatment and recovery program that is focused on participant accountability, empowering participants to achieve lifelong recovery from substance use disorder, and improving the lives of participants, their families, and the community.

THE BASICS

WHO: You have been accepted into the Clark County Recovery Court because of your prior encounters with the criminal justice system and your substance use.

WHAT: This handbook describes Clark County Recovery Court, our expectations of you, and requirements for your successful completion of the program.

WHERE: You will have the opportunity to receive community-based substance use treatment instead of spending time in jail or prison.

WHEN: This program takes a minimum of 13 months to complete.

WHY: The Clark County Recovery Court is a chance to serve a sentence for your conviction by diverting you from the traditional system.

HOW: The Clark County Recovery Court has five program phases. The Recovery Court Team and phase requirements will help guide and support your recovery and help you learn to:

- Stop using drugs and alcohol
- End your encounters with police and the court system

THE TEAM

The Recovery Court Team combines court supervision with treatment for substance use and is made up of members from the criminal justice system and substance use treatment agencies.

The Recovery Court Team meets before court to discuss participant progress. Every member of the Team works together to support YOUR success. The Team accepts new participants, decides incentives and sanctions, and creates program rules.

Clark County Circuit Court Judge

The Judge supervises your progress through Recovery Court based on participation in court hearings, team input, and your behavior.

Clark County District Attorney

The District Attorney identifies potential Recovery Court participants and shares the information with the Team for selection.

Public Defender

The Public Defender is an advocate for your access to and continued participation in Recovery Court.

Recovery Court Coordinator

The Recovery Court Coordinator provides community supervision, attends team meetings, and provides input on your progress.

Clark County Sheriff's Office Representative

The representative from the Clark County Sheriff's Office provides input on your progress and attends Team meetings.

Department of Corrections, Division of Community Corrections Probation Officer

The Probation Officer provides community supervision, attends team meetings, and provides input on your progress.

Clark County Community Services Treatment Provider

The Treatment Provider provides individualized and group therapy, attends Team meetings, and provides input on your progress.

Clark County Social Services Representative

The Social Services worker attends Team meetings and provides input on your progress.

Peer Support Provider

The Peer Support Provider (recovery coach and/or peer specialist) uses lived experience to support you in engaging with the local recovery community and developing your own recovery wellness plan.

THE PROGRAM

The table below summarizes Program requirements for each of the five required phases. Detailed descriptions of each phase and program components follow.

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Phase Focus	Stabilization	Clinical Care & Recovery	Integration, Community Transition, & Relapse Planning	Maintenance & Life Skills	Continuing Care & Pre-Graduation
Minimum Duration	30 days	90 days	90 days	90 days	90 days
Consecutive Days Substance Free	14 days	30 days	45 days	60 days	90 days
Coordinator Meetings	Weekly	Bi-weekly	Bi-weekly	Bi-weekly	Monthly
Probation Meetings	Weekly	Bi-weekly	Bi-weekly	Monthly	Monthly
Court Appearances	Bi-weekly	Bi-weekly	Bi-weekly	Monthly	Monthly
Random Drug Testing	At least twice weekly	At least twice weekly	At least twice weekly	At least twice weekly	At least twice weekly
Fee Payment	$0	$100	$150	$250	$250
Case Plan	Participate in development and regular review	Participate in regular reviews	Participate in regular reviews	Participate in regular reviews	Prepare relapse plan, graduation life plan
Attend Required Cognitive Behavioral Program			Enrolled and attending	Enrolled and attending	Completed
Attend Vocational or Educational Program or Employment Obtained			✓	✓	✓
Budget, Fee Payment Plan, Restitution Payment Plan	Develop	Review	Review	Review	Restitution Paid, Monthly Budget
Engagement in Structured Recovery Supportive Activities		10 hours/week	10 hours/week	10 hours/week	10 hours/week
Stable Living Environment				✓	✓

Requirements for All Phases:
✓ Compliance with the policies and procedures of Recovery Court and with community-based supports
✓ 100% attendance at all scheduled meetings and treatment sessions
✓ 100% attendance in services identified and incorporated into treatment and case plan
✓ Honesty regarding new substance use, new police contacts, and changes in circumstances is expected
✓ No new arrests

PHASE 1

Phase 1 focuses on stabilization and lasts a minimum of 30 days. In this phase, you will start the stabilization and acclimation process – you will get used to being in the Recovery Court Program and understand what is being asked of you. You will be expected to learn to manage the physical and psychological withdrawal symptoms you experience related to substance use and be required to engage in formal treatment.

Requirements in this phase:

- 14 consecutive days substance free
- 100% attendance at weekly meetings with the Coordinator and Probation Agent
- Court appearance every other week before the Recovery Court Judge
- Full participation in random drug and alcohol testing
- No fee payment is required in this phase
- Participate in the development and review of your case plan
- Compliance with the policies and procedures of Recovery Court and with community-based supports
- 100% attendance at all scheduled meetings and treatment sessions
- 100% attendance in services identified and incorporated into treatment and case plan
- Honestly regarding new drug use, new police contacts, and changes in circumstances
- No new arrests

If all these conditions are met, you are eligible to advance to Phase 2 and the **Phase 2 Application** can be submitted.

PHASE 2

Phase 2 focuses on clinical care and recovery and lasts a minimum of 90 days. In this phase, you will be fully immersed in the treatment process and taking an active role in understanding your substance use disorder. You will begin to make personality and lifestyle changes to avoid relapse and move forward on your road to recovery. You will be required to examine your behaviors and thought patterns as they relate to the actions that led you into the criminal justice system.

Requirements in this phase:

- 30 consecutive days substance free
- 100% attendance at bi-weekly meetings with the Coordinator and Probation Agent
- Court appearance every other week before the Recovery Court Judge
- Full participation in random drug and alcohol testing
- Fee payment of $100 is required in this phase
- Participate in ongoing review of your case plan
- Develop budget, fee payment plan, and restitution payment plan if applicable
- Compliance with the policies and procedures of Recovery Court and with community-based supports
- 100% attendance at all scheduled meetings and treatment sessions
- 100% attendance in services identified and incorporated into treatment and case plan
- Honestly regarding new drug use, new police contacts, and changes in circumstances
- No new arrests

If all these conditions are met, you are eligible to advance to Phase 3 and the **Phase 3 Application** can be submitted.

PHASE 3

Phase 3 focuses on integration, community transition, and relapse planning and lasts a minimum of 90 days. In this phase, you will be expected to use your recovery skills to maintain sobriety within the community and be self-sufficient. You will begin to look at employment, job training, or education options. You will begin to identify other life changes that will help you to maintain your sobriety; these may include addressing self-defeating behaviors, addressing past trauma, psychological issues, cultural barriers, repairing relationships, engaging in health and leisure activities, and planning for the accomplishment of other personal goals.

Requirements in this phase:

- 45 consecutive days substance free
- 100% attendance at bi-weekly meetings with the Coordinator and Probation Agent
- Court appearance every other week before the Recovery Court Judge
- Full participation in random drug and alcohol testing
- Fee payment of $150 is required in this phase
- Participate in ongoing review of your case plan
- Enroll in and attend required Cognitive Behavioral Program (e.g., Moral Reconation Therapy, Thinking for Change)
- Attend vocational, education, or employment program; or employment obtained if applicable
- Review budget, fee payment plan, and restitution payment plan if applicable
- Participate in at least 10 hours per week of documented treatment and/or structured recovery supportive activities (see list above)
- Compliance with the policies and procedures of Recovery Court and with community-based supports
- 100% attendance at all scheduled meetings and treatment sessions
- 100% attendance in services identified and incorporated into treatment and case plan
- Honestly regarding new drug use, new police contacts, and changes in circumstances
- No new arrests

If all these conditions are met, you are eligible to advance to Phase 4 and the **Phase 4 Application** can be submitted.

PHASE 4

Phase 4 focuses on maintenance and life skills and lasts a minimum of 90 days in duration. In this phase, you will be expected to maintain the changes you have made and the patterns you have established that have led to a sober and crime-free lifestyle. You will continue to develop pro-social life skills and demonstrate dependability and reliability. You will be expected to be working toward providing for the basic needs of yourself and your family (e.g., housing, food, financial) while meeting program requirements and demonstrating the ability to cope with life challenges.

Requirements in this phase:

- 60 consecutive days substance free
- 100% attendance at bi-weekly meetings with the Coordinator and monthly meetings with your Probation Agent
- Court appearance monthly before the Recovery Court Judge
- Full participation in random drug and alcohol testing
- Fee payment of $250 is required in this phase
- Participate in ongoing review of your case plan
- Enroll in and attend required Cognitive Behavioral Program (e.g., Moral Reconation Therapy, Thinking for Change)
- Attend vocational, education, or employment program; or employment obtained if applicable
- Review budget, fee payment plan, and restitution payment plan if applicable
- Participate in at least 10 hours per week of documented treatment and/or structured recovery supportive activities (see list above)
- Stable living environment and suitable financial resources
- Compliance with the policies and procedures of Recovery Court and with community-based supports
- 100% attendance at all scheduled meetings and treatment sessions
- 100% attendance in services identified and incorporated into treatment and case plan
- Honestly regarding new drug use, new police contacts, and changes in circumstances
- No new arrests

If all these conditions are met, you are eligible to advance to Phase 5 and the **Phase 5 Application** can be submitted.

PHASE 5

Phase 5 focuses on continuing care and pre-graduation and lasts a minimum of 90 days in duration. In this phase, you will be expected to maintain the changes you have made and the patterns you have established that have led to a sober and crime-free lifestyle. You will continue to develop pro-social life skills and demonstrate dependability and reliability. You will be expected to be able to provide for the basic needs of yourself and your family (e.g., housing, food, financial) while meeting program requirements and demonstrating the ability to cope with life challenges.

Requirements in this phase:

- 90 consecutive days substance free
- 100% attendance at monthly meetings with the Coordinator and Probation Agent
- Court appearance monthly before the Recovery Court Judge
- Full participation in random drug and alcohol testing
- Fee payment of $250 is required in this phase
- Participate in ongoing review of your case plan
- Complete required Cognitive Behavioral Program (e.g., Moral Reconation Therapy, Thinking for Change)
- Attend vocational, education, or employment program; or employment obtained if applicable
- Review budget, fee payment plan, and restitution payment plan if applicable
- Restitution paid or paid to an amount determined to be sufficient for successful completion of the Recovery Court Program
- Participate in at least 10 hours per week of documented treatment and/or structured recovery supportive activities (see list above)
- Stable living environment and suitable financial resources
- Compliance with the policies and procedures of Recovery Court and with community-based supports
- 100% attendance at all scheduled meetings and treatment sessions
- 100% attendance in services identified and incorporated into treatment and case plan
- Honestly regarding new drug use, new police contacts, and changes in circumstances
- No new arrests

If all these conditions are met, you are eligible for Graduation and the **Graduation Application** can be submitted.

GRADUATION

To be eligible for graduation, you must have **90 consecutive days of sobriety** in Phase 5 and you must have completed a **minimum of 13 months in the Program**. A graduation application includes items such as a relapse prevention plan, monthly budget, and a graduation life plan, all of which must be completed in order to graduate.

In your graduation life plan, you will need to explain the following:

- How you will actively engage in your recovery after completing the program.
- Information on your aftercare plan, specifying the activities in which you will be involved.
- Feedback on how the Recovery Court Team can better support people in recovery so that we can continue to make improvements to the program.

PROGRAM TERMINATION

It is the goal of the Clark County Recovery Court Program to see all participants through to successful graduation whenever possible. The Recovery Court Team recognizes that relapse can occur and this will **not** be the sole cause for termination unless it continues to the point that you are not working to maintain sobriety. The following items can lead to a motion for program termination:

- Violation of rules of the court and/or directives of the Recovery Court Team.
- Moving out of Clark County.
- Refusal to sign or renew the required releases and waivers, resulting in the Recovery Court Team being unable to follow your progress.
- Your mental stability becomes such that it is clear you are a threat to yourself or others, or your mental stability has resulted in disruptive or inappropriate behavior that makes it impossible for you to continue progress through the program, or you have become legally not competent (sec. 971.13).
- Threats of violence to staff or other participants.
- A charge or conviction of a crime while in the Recovery Court Program, including one that makes you unavailable for a significant period of time.
- You have not responded to sanction and incentives and a substantial period of time has occurred without significant progress in the Recovery Court Program.
- You repeatedly fail to appear for court.
- You taint, substitute, or otherwise try to falsify a urine sample.
- Performance in the program is no longer beneficial to you.
- Your behavior decrease the credibility of the program.
- Your behavior is adversely affected the likelihood of success for other participants.

Participants facing termination from the Recovery Court Program do have certain due process rights.

Process

Any member (excluding the Judge) of the Recovery Court Team can initiate a discussion regarding termination of a participant. If a discussion regarding termination is taken up, the Judge will excuse herself from any portion of the termination discussion. This discussion will require new information regarding participant behavior justifying the necessity of termination. If through a vote (not including the Judge), the Team finds that the behavior is sufficient to warrant termination, the participant will be advised of the following:

- The grounds for termination.
- The right to a hearing, the right to counsel, and the right to call non-victim witnesses without permission of the court.
- The process by which to request a hearing within 10 business days of notice.

If the Recovery Court Team decides termination is appropriate and notifies the participant of such, and if no request is made for a hearing within ten (10) business days of notice (in court or by letter to last known address), the participant will be deemed expelled. The participant may also advise the court or the Coordinator that they are not contesting the termination. Once the participant has waived processing can be initiated. Once a waiver is provided, appearance in Recovery Court, drug testing, or other requirements of the program are not necessary.
If a hearing is requested, the court will schedule one separate from Recovery Court proceedings. The hearing will resemble a probation revocation hearing. Information will be presented by the Coordinator. The hearing will be held on the record and any witnesses will be sworn in. If the Judge determines that grounds for termination exist by a preponderance of the evidence, the Judge will then decide if termination is appropriate. The participant will be notified of the findings and conclusion, of the termination request for the case. This information will be provided by the Coordinator.

CASE MANAGEMENT

Meeting with the Recovery Court Coordinator

When you meet with the Recovery Court Coordinator, you will discuss personal information and spend time developing, reviewing, and updating your personalized case plan. Things you should talk about with the Coordinator include:

- Any use of drugs or alcohol needs to be self-reported
- Any police contact, including traffic stops
- Any change in employment status
- Any debts, fines, court costs, or other financial concerns
- Any personal relationship issues that may affect treatment
- Any physical health issues that may affect treatment
- Any medications used during program participation should be reported for verification
- Any change in address, phone number, or living arrangements (including roommates)

- Any transportation concerns

Incentives and Sanctions for Behavior

The Recovery Court Team has a variety of ways to respond to both healthy and unhealthy behavior. The goal is to always keep focus on the good behavior. However, you must also be responsible for your actions. Incentives are rewards for meeting program requirements. Sanctions are consequences for not meeting program requirements. Therapeutic responses are meant to take a non-punitive approach in order to encourage behavior change and are used as a treatment intervention. See the table below for lists of potential incentives and sanctions that can be used by the Recovery Court Coordinator, Team, or Judge.

Potential Incentives	Potential Sanctions	Potential Therapeutic Responses
Verbal Praise Court Applause Fishbowl Points Fee Reduction(s) Sobriety Benchmark Medallions Books Early Release from Court After Appearance Relief from Court Appearance Certificate of Accomplishment Draw from Fishbowl Person of the Month Expansion of Privileges Phase Up Inspirations Note/Card from Team Member Personalized Recognition in Court	Increase in Weekly/Daily Activities Increased Drug and Alcohol Testing Letter of Apology/Essay Increase in Office Contacts Sobriety Date Reset Phase Up Denied Review of Contract/Conditions Verbal Warning from Team Member Verbal Admonishment from Judge Case Staffing Bring Before the Court Behavioral Contract Community Service Jail Sanction Court Date Move Up or Frequency Increased Warrant Issued SCRAM/GPS Ordered Agreement Amended Termination from Recovery Court	Peer Review Problem Solving Session Cognitive Behavioral Assignment Review Treatment Plan Attendance at Self-Help Group

This list is not exhaustive

COURT APPEARANCES

You will continue to appear in throughout your participation in the Recovery Court Program. Important reminders for your conduct in the court room are below.

- Arrive 10 minutes early (court starts at 9:00 am).
- Be respectful. Address the Judge as “Your Honor” and stand when the Judge enters the courtroom. Do not argue or speak when the judge is speaking.
- Address courtroom staff, Recovery Court Team members, and other Recovery Court participants with respect.
- Remain seated during court.
- Sit in the designated area of the courtroom as instructed by the Recovery Court Team.
- Do not approach the bench unless approved by the Judge or asked by the Judge.

- Do not have food, beverages, or gum in the courtroom.
- Do not use any electronics during the Recovery Court session.
- Do not speak during court unless you are speaking to the Judge.
- Do not sleep during the Recovery Court session.
- Do not bring children with you to Recovery Court, as they are not allowed in the courtroom during the Recovery Court session, unless previously approved by the Recovery Court Team.
- Do not miss Court. If you fail to appear for Recovery Court on your assigned day, a warrant may be issued for your arrest.

PROGRAM FEES

Fees for participating in Recovery Court are determined by phase and must be paid in order to advance to the next phase. The total cost of Recovery Court is $750.

Phase 1:	$0
Phase 2:	$100
Phase 3:	$150
Phase 4:	$250
Phase 5:	$250
Total:	**$750**

You may complete community service to reduce the fee by up to $250 ($10 per hour x 25 hours = $250). This must be approved by the Recovery Court Team. Community service must be done in 5-hour increments and can be banked for the fee reduction in Phase 5. You may pay the full cost of Recovery Court at any time. However, if you are terminated from Recovery Court, fees are not refundable.

DRUG AND ALCOHOL TESTING

Drug and alcohol testing is one of the most important components for program integrity. The tests must be frequent, random, and observed. The Recovery Court Program uses urine and saliva testing to measure your progress and to hold you accountable. Alcohol testing is done using a Portable Breathalyzer Test (PBT). Frequency of testing will not change throughout the program.

For the purposes of random drug and alcohol testing, you will be assigned a color (red, green, yellow, blue, or orange) and required to call the testing line daily. If your color is listed, you will be required to report for drug and alcohol testing. Drug and alcohol testing hours are set by the Coordinator and will fall between the hours of 8:15 am and 4:30 pm.

- The phone number to call is: **715-743-5111**
- Call every day, between the hours of **8:15 and 9:15 am**

- Follow instructions provided on the call-in line regarding when and where to report
- You MUST report on the day your color is called
- Upon check-in, you will have 30 minutes to provide a sample
- You will be observed by a person of the same sex

Missed Drug Test

- If you fail to call in or fail to report for drug and alcohol testing, you will be reported as missing your test for that day and will receive a consequence marked as a refusal and assumed positive.
- If you miss a drug test Monday – Friday, you **must** report the next day or as directed by the Recovery Court Coordinator.

Chain of Custody

The chain of custody process for urinalysis tests are as follows:

- The observer checks the provided sample for correct temperature range, dilution, and verifies the sample is positive or negative.
- The participant fills out the chain of custody form providing any required information and signs and dates it including the time they reported.
- The observer signs, dates, and writes down the time the participant reported on the chain of custody form.
- The participant and the observer sign and date the tamper resistant seal and it is placed on the cup.
- The sample and paperwork are then placed in a specimen bag which is sealed and stored in a secure container and maintained for a period of 10 calendar days.

The chain of custody for oral fluid tests are as follows:

- The observer checks the sample and verifies the swab test as reading positive or negative and records the result.
- The participant fills out the chain of custody form providing any required information and signs and dates it including the time they reported.
- The observer signs, dates, and writes down the time the participant reported on the chain of custody form.
- The participant and the observer sign and date the tamper resistant seal and it is placed over the cap of the oral fluid collection device.
- The sample and paperwork are then placed in a specimen bag which is sealed and stored in a secure container and maintained for a period of 10 calendar days.

Positive Test Results Urinalysis

If a participant admits that the urine will be positive for drugs or alcohol, the process described above will not be followed, and the sample will be dumped. If the participant denies using drugs or alcohol and the test results are positive, the process described above will be followed, and the participant has 10 calendar days to challenge the results. Payment for confirmation testing where the participant denies using will be the responsibility of the participant. The cost for confirmation testing is $35.00. Sanctions will be imposed for positive tests, diluted samples, tampered samples and missing tests. Improper temperature is considered a tampered sample. See Appendix 6 for a positive no-admittance lab challenge form.

Court Sobriety Date

A sobriety date must be establish to monitor progress through the Program. The date of your earliest negative (substance-free) test with no positive tests thereafter while participating in Recovery Court will be used as your sobriety date. This date will be the starting point for the number of days you have maintained your sobriety. (Please note that your personal sobriety date may be different, but this is a marker for the court process.)

Any of the following noncompliant behaviors will cause you to have your sobriety date reset:

- Missed test
- Refused test
- Diluted test
- Adulterated (contaminated) test
- Positive test

Frequently Asked Questions Regarding Drug and Alcohol Testing

1. **What happens if I am late or missed calling in?**
   You must immediately call and notify the Recovery Court Coordinator. If it is within testing hours, you must report and test. If it is after testing hours, you must test the next day regardless of what the testing line message states.

2. **What if I don't have to go to the bathroom?**
   You will have 30 minutes to provide a sample upon arrival.

3. **Someone gave me their vape pen and did not tell me there was THC in it. Now what?**
   You are responsible for what goes in your body. Never ingest anything if you are unsure of what is in it. Be honest – honesty goes a long way.

4. **Can I use CBD?**
   No. Any and all products contained CBD oil and/or hemp are **not** allowed.

5. **Can I drink non-alcoholic beer or wine?**
   No. Non-alcohol beer or wine in any form is **not** allowed.

6. **What if I do not agree with the test results?**
   You may as for a confirmation test to be completed. Be aware that if the test result remains the same, you will be responsible for the cost of the test, which is approximately $35 per substance tested.

7. **Are there any over-the-counter medications I can take?**
   Please see the table below for allowable over-the-counter medications. Talk to the Recovery Court Coordinator about any medications you plan to take or have taken.

Purpose	Allowed Over-the-Counter Medications
Pain-Relievers, Fever Reducers, Cough Suppressants	ibuprofen (Advil, Motrin), aspirin, naproxen (Aleve, Naprosyn), acetaminophen (Tylenol), benzonatate (Tessalon Perles)
Antihistamines for Congestion, Allergies	diphenhydramine (Benadryl), cetirizine (Zyrtec)

TREATMENT AND RECOVERY SUPPORT

Treatment

You will work with a treatment provider to establish a substance use disorder treatment plan that is right for you, including both individual and group counseling.

Medication

Medication-assisted treatment (MAT) is allowed. Please discuss with your treatment provider and Recovery Court Coordinator.

Residential Treatment

If a higher level of care is needed to help you be successful in your recovery, the Recovery Court Team will assist in finding a residential facility to meet your needs. While there, you will not be able to count days toward your sobriety time or be able to phase up. You will, however, be able to return to the phase you were in when you left (e.g., if you left at Phase 2, you can start at Phase 2). If you successfully complete residential treatment, you may be eligible for incentives when you return to Recovery Court.

Structured Recovery Supportive Activities

You are required to participate in at least 10 hours per week of treatment and structured recovery supportive activities in Phases 2 – 5 of the Program. Examples of acceptable activities include:

- Art
- Cognitive behavioral programming
- Community service
- Community recovery groups (e.g., AA, NA)
- Counseling
- Drama therapy
- Exercise
- Journaling
- Meetings with a sponsor
- Mental health treatment
- Music
- Peer support (e.g., meetings with a recovery coach and/or peer support specialist)
- Spiritual support groups
- Recovery Court alumni groups
- Religious studies and activities
- Other activities as approved by Recovery Court Team

Be sure to talk to the Recovery Court Coordinator about the activities you plan to participate in and document participation appropriately (e.g. have meeting host sign log).

GRIEVANCE PROCEDURE

If you feel that you have been treated unfairly or that any of the conditions of your contract agreement have been violated, you have the right to file a complaint using the following procedures.

Step 1: Verbal Discussion

You must ask for a meeting to discuss the matter with the Recovery Court Coordinator as soon as possible after the incident occurs (within 5 days).

Step 2: Written Complaint

If you do not achieve a resolution in Step 1, you must put the complaint in writing within 5 days of completing Step 1 and turn the written complaint in to the Recovery Court Coordinator for the Team to review. The Team will make a formal written decision within 10 business days and send it to you.

If you wish to appeal the decision made by the Team, a written request can be submitted to the Judge within 5 business days of the response. The Judge will respond in writing within 10 business days of receipt of the appeal.

PROGRAM RULES AND REQUIREMENTS

Main Requirements

- Attend all court hearings.
- Attend all treatment and counseling sessions.
- Appear for all random drug and alcohol testing and comply with all testing procedures.

General Rules

- Be honest. Honesty is an essential element and foundation of the program. If relapse or a violent of a rule occurs, report this to the Coordinator at the earliest opportunity.
- Attend all appointments.
- Comply with all phase requirements.
- Sign all requested release of information forms.
- You may not use or possess drugs or alcohol. Possess means to have drugs or alcohol on your person, in your home, or in your vehicle. You may not have drugs or alcohol in your residence even if it belongs to another person.
- Do not violate the law.
- Inform any law enforcement officer you encounter that you are a Recovery Court participant. Report the contact immediately (leave a message for Coordinator after hours).
- Place of residency is subject to court approval.
- Report any changes to telephone number or address immediately.
- Cooperate fully with home visits.
- You are responsible for anything in your possession, your care, or your home.
- You may not be in an environment where drugs or alcohol are used.
- Do not associate with individuals that use or possess drugs.
- Disclose any significant relationship(s) upon entry into the program. This is a continuing obligation. The Team wants you to be involved in healthy relationships. Significant relationship is defined as any person you spent time with on a regular basis.
- Treat everyone with respect.
- Cooperate fully with the Recovery Court Team.
- Comply with all testing procedures.
- Notify medical professional(s) that you are a participant in Recovery Court. Provide medical professional(s) with a disclosure form for signature and return to the Coordinator.
- Notify the Coordinator of any visit to any medical facility, any prescribed or over-the-counter medications you are taking, medications taken or given in the cases of a medical emergency as soon as possible.
- Comply with random medication counts.
- Take all prescription medications as prescribed, including dosage and method of ingestion.
- At any time, the Clark County Recovery Court Judge can order additional requirements for an individual participant or all participants, depending on the circumstances.

Clark County Recovery Court Participant Handbook Acknowledgement

I, _____, have received a copy of the Clark County Recovery Court Participant Handbook. I have read the Clark County Recovery Court Participant Handbook in its entirety. I submit that I understand all information included in the Participant Handbook and that I have no questions at this time. I understand that if at any time I have questions regarding my responsibilities in the Clark County Recovery Court, it is my responsibility to address these questions with the Recovery Court Team.

Participant Name: _____

Participant Signature: _____

Date Signed: _____

Coordinator Name: _____

Coordinator Signature: _____

Date Signed: _____

Clark County Recovery Court
517 Court St., Room 400
Neillsville, WI 54456
(715) 743-6704
Office Hours: 8:00 am to 4:30 pm

Medical Professional Disclosure Form

Participants of the Clark County Recovery Court are required to notify any medical practitioner they visit for medical treatment of the following information:

I am a participant in the Clark County Recovery Court and required to disclose that I have been ordered to submit to random drug and alcohol testing. Please consider my participation in this program when prescribing medication.

I also request that the practitioner write on my file that I am a participant in a supervision program, and sign and date this form acknowledging disclosure of this information. This form will be provided to the Clark County Recovery Court Coordinator as well as the parties to my agreement in the supervision program.

_____ _____
Recovery Court Participant Date

_____ _____
Treating Medical Professional Date

Medical Professional Address: _____

_____

Medical Professional Fax Number: _____

Medical Professional Phone Number: _____

Medical Professional Email: _____

Please contact the Recovery Court Coordinator if you have any questions.

Recovery Court Coordinator
715-743-6704