

CHIPPEWA COUNTY ADULT RECOVERY COURT INTRODUCTION TO RECOVERY COURT PROGRAM



Judge James Isaacson
711 North Bridge Street
Chippewa Falls, WI 54729

Property of:

**If found please return to Chippewa County Courthouse - CJCC,
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This Handbook was created by the Chippewa County Recovery Court Team

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WELCOME TO THE CHIPPEWA COUNTY RECOVERY COURT PROGRAM

The Recovery Court Program is under the direction of Judge James Isaacson with Judge Steven Gibbs. This handbook is designed to answer questions, address concerns, and provide overall information about the Recovery Court Program. As a participant, you will be expected to follow the instructions given by the judge in Recovery Court and comply with the treatment plan developed for you by the Recovery Court team. This handbook will detail what is expected of you as a Recovery Court participant and review general program information. All participants are encouraged to share this handbook with family and friends.

RECOVERY COURT PROGRAM OVERVIEW

Chippewa County Recovery Court is a treatment-based alternative to jail, prison, and the standard probation model. The justice system works cooperatively with the Department of Human Services, treatment agencies, and other rehab services to provide each participant with all the possible tools needed to get into recovery, stay in recovery, and lead a productive, crime-free life. The key components of the Chippewa County Recovery Court Program include:

- **Immediate intervention.** The sooner a person is placed in treatment following a crisis, the more successful the outcome. In Recovery Court, an individual can move from referral or other court action to Recovery Court and treatment in as little as two weeks. More common adjudication processes typically take several months.
- **Voluntary entry.** Participants who decide to enter and voluntarily commit to a program are more likely to succeed.
- **Sanctions and rewards.** Participant accountability is an important piece to recovery and continues success. Incentives for participants include fewer urine tests (UA) or court appearances, gift certificates, recognition of success, graduation to the next phase of the program, and much more. A system of graduated sanctions may include reduced privileges, community service, and increased UA tests.
- **Rule of 40.** Participants are expected to demonstrate 40 hours of productive activity each week. A form which appears similar to a Time Card is provided each week to the participants. The participants need to fill the form out accounting for how they spend their days. It is expected that each participant attends 3 recovery meetings a week, meets with a sponsor weekly and/or has employment, is engaged in community service, or attending school.
- **Program Phases.** The Recovery Court Program is divided into three phases in order to provide short-term goals for the participants to meet. Short-term goals are developed for individuals to have a better chance of success. Participants meet regularly with the Recovery Court judge to review their progress and address positive/negative behaviors. As the participant successfully completes a phase, he/she is rewarded by continuing in a less intensive program.
- **Graduation.** The graduation portion of the Recovery Court is the final phase of the program, designating the end of the intensive program and the beginning of the continuing care phase.
- **Continuing Care.** The continuing care phase is designed for the participant to continue with their recovery with continued contact with the Recovery Court team.

SOME DEFINITIONS

Assessment: To gather information about your drug and alcohol use and lifestyle to find the best treatment for you.

Case Manager: The person who monitors your progress during the program to make sure that all Recovery Court requirements are satisfied.

Confidentiality: The requirement not to discuss specific names and personal information learned during treatment and court sessions with anyone outside of the treatment group or court.

Counselor: The person who provides you treatment services, in group and individual sessions, and gathers information about your efforts.

Defense Attorney/Public Defender: The person who represents you and provides legal advice and information as to your legal options. This attorney or another attorney will be present at all court hearings and staffing's.

District Attorney/Prosecutor: The person who represents the State of Wisconsin and is responsible for ensuring community safety.

Recovery Court Judge: The judicial officer who directs court each time you attend and talks with you about your efforts.

Recovery Court Team: The group of professionals, including the Judge, case manager, counselor, public defender, and district attorney, that provide both legal and treatment oversight of your case.

Drug Testing: Each weekday you will be required to call an assigned phone number to see if your name has been called. **If** your name is called that day, you must go to the assigned location and submit to a urine drug screen, breathalyzer test, hair follicle, oral fluid swab, urine alcohol test, or sweat patch. Any failures to test or diluted drug tests will be considered positive drug tests by the Recovery Court team.

Altered samples will be subject for legal charges.

Incentives: The rewards the Recovery Court Judge gives you for following the program rules.

Sanctions: The negative responses the Recovery Court Judge uses when you fail to follow program rules as directed.

Recovery Court Team Staffing: At the Recovery Court Team Staffing your progress will be reviewed and decisions regarding the use of an incentive or sanction will be made. The individuals involved in the staffing will be all members of the Recovery Court Team.

Self-help or Support Groups: A group that provides support and an opportunity for personal growth in your new drug-free lifestyle. Examples include Alcoholics Anonymous and Narcotics Anonymous.

Treatment: Counseling that you will attend during your entire time in the program. This may include residential treatment, intensive outpatient substance abuse counseling, standard outpatient substance abuse treatment, relapse prevention, family counseling, individual counseling, anger management, domestic violence counseling, mental health treatment, cognitive therapy, aftercare treatment or any other counseling that may be appropriate for you.

RECOVERY COURT TEAM

The Recovery Court Judge serves as a lead partner in the Recovery Court Team and presides at all team staffing's and all court sessions. The Judge and other team members will make all decisions regarding your participation in the recovery court program based upon information from the various team members, providers, and other support services. In addition to the Judge, the team is made up of:

- Judge
- Defense Attorney
- District Attorney
- Recovery Court Coordinator
- Recovery Court Case Manager
- Law Enforcement
- Probation/Parole
- Treatment Provider
- Educational: Budgeting/Parenting
- Child Protective Services

RECOVERY COURT SESSIONS

As a participant in this program, you will be required to appear in the Recovery Court hearings on a regular basis. **Missing a Recovery Court Hearing may result in a warrant being issued for your arrest.** Prior to each court session, the team will meet, at a staffing to review your case and your progress report. This report will discuss your drug testing results, attendance, participation and cooperation with treatment, and compliance with the Recovery Court Rules.

During your court appearance, the Judge may ask you questions about your progress and discuss any problems you may be experiencing. You must speak directly with the Recovery Court Judge concerning your progress. You are responsible for your own behavior. Please be on time and remain seated and quiet while the court is in session. **Cell phones must be off during court sessions.** Continued non-compliance will result in sanctions.

The Recovery Court calendar is a priority and will be a specialized, separate court, operating on a weekly basis and dedicated to the assessment, treatment, and supervision of eligibility candidates. Recovery Court shall be held in Branch 1 on Thursdays from 8:30 to approximately 10 a.m. The treatment team meetings will be held at 7:30 a.m. Thursday prior to Recovery Court.

Any participant appearing at Recovery Court must be dressed in appropriate courtroom attire.

Recovery Court participants may not wear gang attire or any apparel indicating drugs or alcohol, inappropriate logos or alterations. Participants may not expose their midriff, cleavage or underwear. In addition: HATS may not be worn. SHOES must be worn. PANTS must be full-length, may not be cut-off, and must be worn at the waist. DRESSES AND SKIRTS must be appropriate. The Recovery Court Team will counsel participants who do not dress appropriately. Continued non-compliance will result in sanctions.

ELIGIBILITY STANDARDS

Potential candidates meeting the following criteria will be considered for admission to the Chippewa County Recovery Court Program:

- Proposed participant is a Chippewa County resident.
- Proposed participant meets the DSM-5 criteria for alcohol/drug dependence.
- Proposed participant is either post-adjudication or in Alternative to Revocation (ATR) status from the Department of Corrections for DUI offenses, possession, use, or sale of a controlled substance, or a drug motivated crime, as a felony or enhanced misdemeanor.
- Proposed participant has no prior felony convictions involving a weapon or for violent crimes.
- The Recovery Court case manager and probation office will interview each potential candidate referred for possible participation in the program. The proposed participant will participate in any assessments requested by staff, treatment providers, or others involved in the screening process. The Recovery Court case manager and probation officer will make a recommendation to the Recovery Court team, who will either admit or deny the application.
- The Recovery Court participant must voluntarily agree to abide by the Recovery Court Program rules.
- Proposed participant has no existing warrants or pending charges.

RECOVERY COURT SUPERVISION

As a Recovery Court participant, you are required to appear in Recovery Court on a regular basis. At each appearance, the judge will be given a progress report prepared by your treatment team regarding your drug test results, attendance, and participation in treatment. The judge may ask you questions about your progress and discuss and specific problems you have been experiencing. If you are doing well, you will be encouraged to continue with the program and work with your treatment team toward graduation. If you are not doing well, the judge will hold a discussion with you and the treatment team to determine further action. If you commit program violations (i.e. missed or altered UA tests, failure to attend individual or group counseling, failure to attend recovery groups), the court will impose sanctions. With repeated violations of program expectations or a failure to progress satisfactorily, the court may impose the ultimate sanction of discharge from the program. Failure to appear in court on the date and time you are scheduled could result in a warrant being issued for your arrest and you will be placed in custody.

PROCESS FOR EXPULSION

Warrants and/or new arrests could result in your termination from the Recovery Court Program. Other violations that could result in termination include missing drug tests, absconding for more than two weeks, demonstrating a lack of investment by failing to cooperate with treatment, violence or threats of violence directed at the treatment team or other participants. All decisions regarding termination from the program will be made by the Recovery Court team.

Any member of the Recovery Court team may make a Motion for expulsion. The Motion for Expulsion will be discussed at the staffing of the Recovery Court team. Upon a majority of the vote, a recommendation for expulsion will be made to the Recovery Court judge. If the Recovery Court team recommends expulsion, the matter will be set for a hearing before a non-presiding judge of the Recovery Court Program at a suitable time. The Motion for Expulsion hearing will be on record in open court.

If the Judge agrees there is a basis to grant the Motion for Expulsion, finding and conclusions will be made on the record and the Recovery Court participant will be removed from the program and returned to the sentencing judge for imposition of sentence in accordance with the previously negotiated plea.

PROGRAM RULES –

As a Recovery Court participant, you will be required to abide by the following rules:

1. **Always tell the truth.** The Chippewa County Recovery Court was established to combine AODA treatment with a criminal justice approach to give you the best opportunity to change. However, this will take your best effort and truthfulness on your part.
2. **Do not use or possess any alcohol or other drugs.** Sobriety is the primary focus of the Recovery Court Program. Maintaining a drug free lifestyle is the most important aspect of your recovery program.
3. **Attend all ordered treatment sessions.** This includes individual and group counseling, education sessions and recovery groups. If you are unable to attend a scheduled session, you **MUST** contact the Recovery Court case manager or Recovery Court probation agent.
4. **Report to your probation agent as directed.** If you have any problems making an appointment, contact your probation agent immediately. Some meetings with your probation agent will be conducted in your home.
5. **Be on time.** You are expected to be on time for court and your treatment sessions. If you are late for treatment, you may not be allowed to attend your counseling session and will be considered non-compliant. Contact your treatment provider if there is a possibility that you may be late.
6. **Do not make threats toward other participants and staff, or behave in a violent manner.**
7. **Act and dress appropriately for court and treatment sessions.** Act appropriately when in the courtroom. You are expected to respect the judge and all Recovery Court personnel. As a participant you will be expected to wear a shirt or blouse, pants, dress, skirt, or shorts of reasonable length. **Clothing bearing drugs or alcohol themes or promoting or advertising drug or alcohol use is considered inappropriate. Sunglasses are not to be worn inside the courtroom or treatment center unless medically required.** Speak with your treatment team if you need assistance with clothing selection. Eating, chewing gum, or talking out of turn is not allowed in the courtroom.
8. **Avoid any premises where the primary purpose of the business is the sale of alcohol.**
9. **Attend all court sessions as ordered.**
10. **Maintain your residence in Chippewa County throughout the length of the program.**
11. **Follow the treatment plan as directed by the Recovery Court team.**
12. **Do not violate the law.** If you engage in any criminal act, you can expect termination from the program and prosecution for the pending charges.

13. **Tell your probation agent and Recovery Court case manager within 48 hours if you move or change your telephone number or disconnect your telephone.**
14. **Tell your probation agent or Recovery Court case manager within 48 hours if you change your employment.**
15. **Get permission from your probation agent before leaving Chippewa County.**
16. **Submit urine, breath, saliva, sweat or hair samples for testing upon request.**
17. **I understand that I will be required to pay for Recovery Court programming and services.** The fee is dependent on my financial ability to pay. I will cooperate with Financial Services Division and complete all necessary financial forms and return them to Financial Services as directed.
18. **Understand that you may not opt out of the Recovery Court Program.** While admission to the Recovery Court is voluntary, once enrolled, participants cannot leave the program unless they graduate or are terminated.
19. **If restitution is owed, you must pay this amount monthly to your probation agent.**
20. **Obey all traffic laws and pay outstanding traffic fines. Do NOT drive a vehicle if you do not possess a valid driver's license.** Participants who drive without a valid license may be expelled from the program.

TREATMENT AND TESTING

The Chippewa County Recovery Court Program will consist of three phases followed by a Continuing Care Phase. Each phase will run approximately three to four months and the continuing care phase will be a minimum of six months. The Recovery Court team, upon recommendation of the Recovery Court case manager will determine when a promotion to a higher phase is appropriate.

The Recovery Court case manager will arrange a comprehensive AODA assessment on each participant. After the assessment is completed, the Recovery Court team will determine the level and location of each participant's treatment. A critical component of successful Recovery Court participation involves intensive supervision and random UA/BA testing to determine compliance with the rules of the Recovery Court Program. The frequency of the random UA/BAs will be determined by the phases each participant is in and is subject to change based on violations and the recommendation of the treatment team.

PHASE I

The minimum requirements for successful completion of Phase I are:

- 90 consecutive days of total abstinence from the use of drugs and alcohol, after incarceration.
- Attendance at three recovery groups each week (must be documented).
- Weekly appearances before Recovery Court judge.
- At least one office visit per week with Recovery Court case manager, AODA counselor, **and** Recovery Court probation agent.
- At least one home visit per month by probation agent or police officer and Recovery Court case manager.
- Must obtain employment (full-time or part-time) and/or be engaged in completing community service hours.
- Obtain a sober sponsor (who must attend at least one Recovery Court hearing prior to completion of Phase I).
- A **minimum** of two weekly UAs (random).
- Community service hours (as determined by Recovery Court judge).
- Follow all other recommendations as determined by Recovery Court team.
- Must complete an application and be approved by the Recovery Court team prior to advancing to Phase II.

PHASE II

The minimum requirements for successful completion of Phase II are:

- 90 consecutive days of total abstinence from the use of drugs and alcohol.
- Attendance at three recovery groups each week (must be documented).
- Two appearances before Recovery Court judge, the **second and last Thursday of the month**.
- Bi-weekly contact with probation agent.
- At least one office visit per week with Recovery Court case manager.
- At least one home visit per month by Recovery Court case manager, probation agent or police officer.
- Maintain employment.
- You must develop a payment plan for Recovery Court (all fines and financial obligations will need to be up-to-date prior to completion of Phase II).
- You must have weekly contact with your sponsor, although contact does not have to be face to face (who will be required to attend at least one Recovery Court hearing prior to completion of Phase II).
- A **minimum** of two weekly UAs (random).

- Follow all other recommendations as determined by Recovery Court team.
- Meet with a budget coordinator to develop a budget management plan.
- Must complete an application and be approved by the Recovery Court team prior to advancing to Phase III.

PHASE III

The minimum requirements for successful completion of Phase III are:

- 180 consecutive days of total abstinence from the use of drugs and alcohol.
- Attendance at three recovery groups each week (must be documented).
- Monthly appearances before Recovery Court judge.
- At least two office visits per month with Recovery Court case manager, AODA counselor, and Recovery Court probation agent.
- A minimum of one home visit by probation agent, Recovery Court case manager or police officer.
- Maintain employment (part-time or full-time).
- Budget management demonstrated.
- Must maintain weekly contact with sponsor (who will be required to attend at least one Recovery Court hearing prior to graduation).
- All court fees, fines, and financial obligations to Recovery Court must be paid prior to graduation.
- A **minimum** of one weekly UA (random).
- Follow all other recommendations as determined by Recovery Court team.
- Must complete an application **and** Exit Plan. Both must be approved by the Recovery Court team prior to advancing to graduation.

GRADUATION

Upon successful completion of all three phases (including the payment of all assessed fees) and upon recommendation of the Recovery Court team, the Recovery Court team will declare the Recovery Court participant a graduate of the Recovery Court Program. The graduation ceremony will be a celebration honoring the completion of all established graduates.

CONTINUING CARE PHASE

The minimum requirements for successful completion of Continuing Care are:

- Continued abstinence
- Attendance of Recovery Court **at least twice** within those six months.
- Maintain employment or enrollment of higher education.
- Must meet with Recovery Court case manager and Recovery Court probation agent once a month.
- Office/Home visits will be alternating, monthly.
- A **minimum** of one weekly UA (random).
- Follow all other recommendations as determined by Recovery Court team.

- If a High School Diploma or GED has yet to have been earned, one **must** be completed prior to completion of Continuing Care Phase.

INCENTIVES MAY INCLUDE:

- Promotion to next Phase
- Praise from the Judge in court
- Having your case called first
- Gift certificates
- Reduction in certain program requirements
- Early dismissal from court session
- Certificates of accomplishment
- Candy
- Sobriety tokens
- Movie passes
- Haircuts
- Fishbowl drawings
- Early completion from program
- Graduation/Early completion of Probation
- Alternative drug testing

SANCTIONS MAY INCLUDE:

- Remaining until the end of court
- Increased reporting to court and/or case manager/probation officer
- Increased drug testing
- Writing, reading or other assignment
- Curfew
- Community service hours
- Extension of current phase or phase demotion
- Jail time
- Behavior contact
- Revocation to prison

TIPS ON HOW TO SUCCEED

1. **BE HONEST. HONESTY IS ESSENTIAL TO RECOVERY.**
2. Keep all your appointments and make all court appearances. Keeping appointments is as important as coming to court.
3. You will be busy with appointments and court dates, so put all of your appointments in the calendar that has been provided to you. You must bring your calendar to all meetings and court appearances.
4. Plan your schedule (work, school, treatment) in advance.
5. If you have a problem making early morning appointments and court appearances, go to bed early and buy an alarm clock or set your cell phone alarm. Excuses are not tolerated.
6. Know your treatment schedule.
7. If you absolutely cannot make an appointment, **CALL BEFORE**, not after.
8. Plan ahead. If transportation is a problem, have back-up plan to get to where you have to be. Failure to have adequate transportation is not an excuse.
9. Keep all of your paperwork. Do not throw anything away.

IMPORTANT PHONE NUMBERS

Case Manager: __TIFFANY BERG – 715-738-7312__

Defense Attorney: __ROY GAY – 715-726-7740__

Drug Testing Telephone Number: (715) 318-4313 OR mycallin.com

Probation Officer: __TORI LARSON – 715-382-3372__

Treatment Provider: _____

Sponsor: _____

Rule of 40

Day	Activity Description	Time Completed	Total Hours
Thursday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
Friday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
Saturday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
Sunday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
Monday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
Tuesday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
Wednesday __/__/__	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	
		Total Hours =	

DAY	DATE	TIME/LOCATION OF MEETING	INITIALS	TOPIC
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				

Other positive things I did to maintain a drug/alcohol free lifestyle: _____

Describe a positive event that happened this week: _____

Sponsor Log

Sponsor's Name _____ Phone # _____
 Dates of contact: _____

 Dates of phone contact: _____

 Sponsor's Signature: _____ Date: _____