

*Juvenile Drug Court Participant Handbook*  
*4<sup>th</sup> Judicial District Court*

**Participant Handbook**



**Revised 6/24/2009**



### **Welcome to Juvenile Drug Court!**

You have been referred to Juvenile Drug Court (JDC) because drugs or alcohol are causing difficulties in your life. Your probation officer, referring judge, your parent or all of the above have referred you to JDC because they want to give you the opportunity to make some changes that will help you succeed. This is an intensive, four-phase program that is a minimum of nine months long. The program is meant to challenge and assist you in learning alternatives to drug and alcohol use.

Now that you are a member of JDC you will need to understand how the program works. There are many activities that will take up a lot of your time and give you an opportunity to meet new people. The areas of drug court are Treatment, Surveillance, Court Appearances, and Aftercare. JDC is run by a team of people including Counselors, Surveillance Officers, Juvenile Probation Officers, and the Office of the District Attorney, a Defense Attorney, the Program Director, and the Judge. The primary focus of this program is to obtain and maintain sobriety.



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### Code of Conduct

While a participant in the Juvenile Drug Court, you are expected to comply with all the terms of your probation and these Drug Court rules:

- You may not buy, own, or possess any firearms, ammunition, or other deadly weapons.
- You may not act in a manner that creates a risk of harm to yourself or others.
- You may not buy, consume, use, or possess alcoholic beverages or other products containing alcohol such as mouthwash, Nyquil, etc.
- You may not procure, possess, or consume any illegal or controlled substances, or paraphernalia
- You must obtain approval from your Probation Officer prior to using any over-the-counter medications, nutritional supplements, or anything that may interfere with drug testing (i.e. poppy seeds).
- You must notify your Probation Officer of any prescribed medication you are taking.
- You may not use, possess, or consume any prescription medications unless they are specifically prescribed for you.
- You may not associate with known gang members, felons, persons who have been convicted of substance related offenses, persons under supervision of the Court, or others prohibited by your Probation Officer, except if specifically permitted by the Judge.
- You may not possess or display items (e.g. posters, artwork, signs, etc.) related to gangs, drugs, alcohol, sex, or criminal behaviors.
- You may not involve yourself in gang activities nor present yourself in a way that could convey gang affiliation.

- You may not acquire any new body piercings, or tattoos.
- You must ensure that your parents and the program's surveillance officers know your whereabouts and can locate you at all times.
- You must make yourself available for all required drug/alcohol tests.
- You must comply with any established curfew.
- You must comply with all program requirements, orders of the Court, and the directives of your probation officer, parents, guardians, and custodians.
- You must work hard to meet program requirements and accomplish program objectives.
- You may not wear clothing that is suggestive, revealing, or is associated with drugs, gangs, alcohol, sex, or criminal activity, or is not generally intended for wear outside of the home.
- All pagers, cell phones, and electronic entertainment devices must remain off during all JDC activities unless approved by JDC Staff.
- You must address Drug Court staff and fellow participants respectfully.
- You may not have visitors during JDC activities (does not include Court) unless the JDC Team member running the activity gives you permission.
- You may not use tobacco during any Drug Court Activities.

### **Who Are The Members Of Juvenile Drug Court?**

Drug Court is structured to work as a team. Each member of the team assists and provides the necessary help within their particular area. The members of the team are as follows:

- a. **Treatment**: Includes treatment professionals who work directly with the JDC participant and the family. These professionals conduct individual, group, and family treatment in addition to managing the day-to-day delivery of services.
- b. **Probation**: Includes one or more juvenile probation officers assigned to Drug Court. The juvenile probation officers are primarily responsible for monitoring each participant's compliance with the conditions of their probation agreement.
- c. **Program Coordinator**: The JDC Program Coordinator is primarily responsible for the day-to-day administration of the program under the direction of the District Judge and Court Administrator. Additionally, the Program Director assists JDC Judges in coordinating the efforts of all other JDC team members.
- d. **Surveillance/Case Management**: Surveillance officers/Case Management provide the JDC Team with information on how well each participant is complying with the requirements of the Juvenile Drug Court and the terms of probation.
- e. **Defense Attorney**: A defense attorney from this office ensures that the rights of each participant are protected as they participate in the Juvenile Drug Court program.
- f. **District Attorney**: A prosecuting attorney represents the interests of the State.
- g. **Judge**: The judge heads the team and makes the final decision in matters pertaining to the JDC participant.



## **Treatment**

JDC Treatment provides you with an opportunity for you to work with your counselor and fellow group members on issues such as anger management, self-esteem, self-exploration, drug education, relapse education and prevention, along with many other life skills and topics. You will normally participate in two group sessions each week and in individual counseling based on phase requirements. You and your family may also work with a counselor at various points during your time in the Program. Like any JDC activity, you should ask a Team Member or look at the Calendar of Events for exact dates and times. Lastly, you should know that Team Members are available to you in a crisis at any time of the day or night.

### **Individual Improvements**

Individual Improvements are an opportunity for you to grow. You may choose to volunteer your time in an activity that will help you grow personally, educationally, or culturally. Choose something that you have an interest in. Examples are volunteering with local non-profit agencies, taking lessons, participating in extra-curricular activities, or attending additional counseling sessions, AA/NA, or going to church. Ask your group members for other ideas!

- You must have an adult at your activity sign off to verify your attendance.
- Verification of two hours of Individual Improvement is due at the group before your court appearance every other week.

### **Alcoholics Anonymous/Narcotics Anonymous**

Many people have been helped through their participation in Alcoholics Anonymous or Narcotics Anonymous (AA/NA). You may find this is true for you. See phase requirements for participation in (AA/NA) meetings.

## **MRT**

MRT is short for Moral Reconciliation Therapy. You will receive a MRT workbook which focuses on 12-steps that help you explore topics like trust, honesty, healing relationships, and goal setting. You will present these steps to your group members and staff during a group treatment session. You must present these steps to move through the Program toward graduation.

- Bring your MRT book to every MRT group.
- Complete your MRT homework before you come to group.
- Read the entire step in the book before you try to present the step.
- If you lose your MRT book, be prepared to make a donation of \$25.00 to the HRDA, inc., a non-profit agency which supports JDC activities.

## **Group Rules**

- Be on time for group.
- Be respectful to your group members and staff.
- Do not side talk during group activities. It is disrespectful to your peers and staff.
- Speak without offending others and listen to others without being defensive.
- What is said in group stays in group. Respect your peers and do not discuss what is said during group with group members or others, outside of group.
- Call the Group Facilitators for approval if you have to miss a group.
- Practice honesty and respect.



## **Surveillance**

Surveillance is a large part of the JDC Program. Surveillance Officers, along with the Juvenile Probation Office, provide the court with valuable information on how you are complying with the terms of your probation and the requirements of the JDC program. Surveillance activity is intensive in the early phases of the Program; however, as you advance in the Program and gain trust, the level of surveillance activity decreases. Surveillance Officers will be visiting you at your home, school, and many other locations to verify your presence or to conduct tests for the presence of prohibited substances.

### **Standard Curfew Times**

You should check with your JPPO to determine your curfew.

### **Home Detention without Electronic Monitoring**

- Home Detention is when you are not permitted to leave your home at any time except in the physical presence of your parent(s) or for an activity that has been pre-approved by your JPPO.
- Before you leave, your parent must call to inform surveillance of your departure. If you are gone for more than one hour, your parent(s) must give an address where you can be located.
- When you return, you must call surveillance to let them know you are home.
- It is your responsibility to ensure that all notifications are made prior to leaving your house.
- If we cannot locate you for more than two hours, we will assume that you used a prohibited substance.

### **Home Detention with Electronic Monitoring**

- If you are on Home Detention with an electronic monitor, you are not permitted to leave your home at any time, even with your parent, except for an activity that has been pre-approved by your JPPO.
- Before you leave, your parent must call to inform surveillance (and others, if required) of your departure. If you are gone for more than one hour, your parent(s) must give an address where you can be located.
- When you return, you must call surveillance (and others, if required) to let them know you are home.
- It is your responsibility to ensure that all notifications are made prior to leaving your house.
- If we cannot locate you for more than two hours, we will assume that you used a prohibited substance.

### **Travel Permits/Overnight Stays**

You must obtain the permission of your JPPO prior to spending the night anywhere other than at your primary residence. Client must provide a UA before travel status and upon return.

- In emergencies, your JPPO may grant you permission.

## **Specimen Collection & Testing**

Surveillance Officers/ Case managers are primarily responsible for the collection of samples for testing. You should expect frequent and random testing for the presence of prohibited substances. You are expected to maintain a substance free lifestyle and a variety of means and methods will be used to verify your compliance. Among the most frequently used methods are tests of your urine, breath, and saliva. Other methods that may be employed include tests of blood, hair, perspiration, and others.

- You are expected to comply with all reasonable requests for samples. Refusal to provide a sample will result in court ordered sanctions.
- All samples will be handled in accordance with established procedures to ensure the safety of the collector and the integrity of the sample. A same sex member of the JDC Team, usually a Surveillance Officer, will physically observe the collection of all urine samples for testing.

Random drug and alcohol testing takes place throughout the course of the program, including Aftercare. The frequency and the type of test are based on the Program phase and the individual needs of the client. The most common forms of testing are urinalysis, saliva analysis, and breath analysis. Breath analysis is completed through the use of instruments that detect for the presence of alcohol. Urinalysis tests can be either of the on-site or laboratory type that test for the presence of all commonly abused substances. Participants who have an initial positive result for the presence of alcohol or other prohibited substances are given the opportunity to corroborate the result with a written admission of use. All positive tests must be corroborated either through observation, a signed admission by the participant, a GC/MS test, or a fully calibrated testing instrument. Quantitative results for the presence of THC are always measured and reported. Creatinine levels are also tested and monitored in order to identify flushing and to differentiate past use from new use. Sanctions are administered as soon as possible following corroboration of a use.

There will be an orientation period, which will require a clean urine test for entry into Phase 1 week 1. If the client tests positive for Marijuana (THC), the client will be given 18 days from the first test date to provide a negative UA. Anything over 18 days will be considered a new usage for THC and will be sanctioned accordingly.

**Urine Analysis (UA) Positive** - Clients urine sample shows a presence of drugs/alcohol and will be sanctioned accordingly.

**Urine Analysis (UA) No Show** – Client misses a UA it will be sanctioned as a UA positive.

**Urine Analysis (UA) Negative** – Clients urine sample shows no presence of drugs/alcohol.

**Urine Analysis (UA) Stall** – Client is unable to produce a valid urine sample or doesn't show up for the UA on the day their color is called. A UA stall will be sanctioned the same as a positive UA.

**Urine Analysis (UA) Excused-** Client is sick with a valid doctors note and when on travel status

**UA Analysis (UA) Dilute** - Clients urine sample is confirmed diluted. The client will be sanctioned as a positive accordingly with the sanction list.

**Relapse** – can be defined as discrete event, which occurs at the moment a person resumes drug use. Both a Positive UA and a UA Stall are considered a Relapse.

**Sanctions** are consequences that you may also earn due to your irresponsible behavior, or lack of participation or compliance with requirements of JDC program. The use of drugs and/or alcohol increases the severity of the sanction you earn. Sanctions that you can earn are:

- Withholding of incentives
- Assignment of community service hours
- Home Detention
- Incarceration in a Detention Center
- Regression in your phase within the program
- Termination from the program

Two consecutive missed UA's with no telephone call or no show will be considered absconding. With sufficient evidence, a request will be made for issuance of a bench warrant

In the event of a relapse, a client could lose credit and will not start receiving credit until the client is clean again.

**Beginning July 1, 2009, drug testing hours will be as follows:  
Monday thruFriday between the hours of 7:00 am - 9:00 am  
the day your color is called for Juvenile Drug Court clients  
residing in or within 20 miles of Las Vegas.**

**For Juvenile Drug Court clients that reside more than 20 miles from Las Vegas can also be drug tested between the hours of 3:00-4:00 pm.**

**After 9:00 am & 4:00 pm , Urine Anaylsis (UA) will be considered a UA No show and will be sanctioned as UA positive.**

Please note that the below sanctions will be reviewed and approved by the team to determine if the participant will lose credit and/or receive a double sanction.

**\*\* When the client enters a denial and the urine specimen is sent to the laboratory for confirmation, the sanction will be held in abeyance until the results are received from the laboratory.**

**\*\*\* Should the results confirm the results of the instant test kits; the client will receive double sanctions as part of the consequence for hiding the truth.**

**An unexcused absence to Drug Court will result in a bench warrant being issued for the absentee drug court participant.**

**Sanctions – Positive Urine Analysis and No Show Urine Analysis**

<p><b>1<sup>st</sup> Violation (2weeks)- Minimum</b></p>	<ul style="list-style-type: none"> <li>• 2 hours of Community service for each positive or missed UA (all community service must be completed by the next drug court)</li> <li>• Any missed groups and/or individual counseling will result in no credit per each week a group or counseling is missed</li> </ul> <p><b>* During the 18 day period (THC) the sanction will be held in abeyance if the client is clean before the 18 day period. If the client is positive after the 18 day period the sanction will be imposed for each positive UA.</b></p>
<p><b>2<sup>nd</sup> Violation (2weeks)- Minimum</b></p>	<ul style="list-style-type: none"> <li>• 4 hours of Community service for each positive or missed UA (all community service must be completed by the next drug court)</li> <li>• Failure to complete the community service by the next drug court, the parents must complete the same amount of community service alongside their child. If</li> </ul>

	<p>the parents fail to complete the community service, they will report to the Drug Court Office with the child for groups where an activity will be provided while the child is in group.</p> <ul style="list-style-type: none"> <li>• Any missed groups and/or individual counseling will result in no credit per each week a group or counseling is missed</li> </ul> <p>* During the 18 day period (THC) the sanction will be held in abeyance if the client is clean before the 18 day period. If the client is positive after the 18 day period the sanction will be imposed for each positive UA.</p>
<p><b>3<sup>rd</sup> Violation (2weeks)- Minimum</b></p>	<ul style="list-style-type: none"> <li>• 6 hours of Community service for each positive or missed UA (all community service must be completed by the next drug court)</li> <li>• Failure to complete the community service by the next drug court, the parents must complete the same amount of community service alongside their child. If the parents fail to complete the community service, they will report to the Drug Court Office with the child for groups where an activity will be provided while the child is in group.</li> <li>• Any missed groups and/or individual counseling will result in no credit per each week a group or counseling is missed</li> <li>• The child will also lose one additional week of credit.</li> </ul> <p>* During the 18 day period (THC) the sanction will be held in abeyance if the client is clean before the 18 day period. If the client is positive after the 18 day period the sanction will be imposed for each positive UA.</p>
<p><b>4<sup>th</sup> Violation (2weeks)- Minimum</b></p>	<ul style="list-style-type: none"> <li>• 8 hours of Community service for each positive or missed UA (all community service must be completed by the next drug court)</li> <li>• Failure to complete the community service by the next drug court, the parents must complete the same amount of community service alongside their child. If the parents fail to complete the community service, they will report to the Drug Court Office with the child for groups where an activity will be provided while the child is in group.</li> <li>• Any missed groups and/or individual counseling will result in no credit per each week a group or counseling is missed</li> <li>• The child will also lose one additional week of credit.</li> </ul>

	<p><b>* During the 18 day period (THC) the sanction will be held in abeyance if the client is clean before the 18 day period. If the client is positive after the 18 day period the sanction will be imposed for each positive UA.</b></p>
<b>5<sup>th</sup> Violation (2weeks)-Minimum</b>	<ul style="list-style-type: none"> <li>• The electronic monitor for a 2 week period</li> <li>• The child will also lose 2 additional weeks of credit</li> </ul>
<b>6<sup>th</sup> Violation (2weeks)-Minimum</b>	<ul style="list-style-type: none"> <li>• The electronic monitor for a 4 week period</li> <li>• The child will also lose 3 additional weeks of credit</li> </ul>
<b>7<sup>th</sup> Violation (2weeks)-Minimum</b>	<ul style="list-style-type: none"> <li>• 72 hours of Detention</li> </ul>
<b>8<sup>th</sup> Violation (2weeks)-Minimum</b>	<ul style="list-style-type: none"> <li>• 96 hours of Detention</li> </ul>
<b>9<sup>th</sup> Violation (2weeks)-Minimum</b>	<ul style="list-style-type: none"> <li>• Seek inpatient Treatment</li> </ul>
<b>10<sup>th</sup> Violation (2weeks)-Minimum</b>	<ul style="list-style-type: none"> <li>• Mandatory review by Drug Court Team and termination from the Juvenile Drug Court Program.</li> </ul>

The above chart of sanctions will be used as a guide and will be followed in order, however in some cases, a greater sanction may be necessary based on the severity of the violation, this may include detention or termination from the program at any phase.

**Sanction for non compliant of additional orders of the court. (i.e. Judge asks for your progress report, and client fails to bring it)**

- 1 hour of community service for each non compliance with the orders of the court.

**Sanctions for non- compliance of the Electronic monitor (not charging the monitor or violation of monitor i.e. out of range):**

**1<sup>st</sup> – 4 hours of community service**

**2<sup>nd</sup> – 8 hours of community service**

**3<sup>rd</sup> – 12 hours of community service**

**4<sup>th</sup> – participant will lose one week of credit**

**5<sup>th</sup> – to be determined by Drug Court Team.**

**All community service must be completed in order to advance to the next phase.**

In the event of a relapse, a client in the last phase ( phase 4 in the 8.5 months level 3, Phase 3 in the 4.5 month level 2, and phase 2 in the 90 day level 1) the client will be return to the beginning of the last phase.

Other sanctions for non-compliance with program may include, increased counseling, extra community service, no credit for week, repeating prior phase, or in-patient treatment.

Participants must also comply with any auxiliary services and/or programs ( SF Mountain Center). Failure to comply may result in sanctions.

Two consecutive missed UA's with no telephone call or no show will be considered absconding. With sufficient evidence, a request will be made for issuance of a bench warrant

In the event of a relapse, a client could lose credit and will not start receiving credit until the client is clean again.

**\*\* When the client enters a denial and the urine specimen is sent to the laboratory for confirmation, the sanction will be held in abeyance until the results are received from the laboratory.**

**\*\*\* Should the results confirm the results of the instant test kits; the client will receive double sanctions as part of the consequence for hiding the truth.**

**Incentives** are rewards or the encouragement you receive for choosing responsible behaviors, participating in activities, and complying with the requirements of the JDC program. Incentives you can earn are:

#### **Incentives**

- Every 16 consecutive negative UA's – **One Week of credit approved by the team**
- 100% Attendance for Drug Court Activities 4 Weeks Straight – **Credit for one group approved by the team**
- 100% Attendance for Drug Court Activities 2 Weeks Straight – **One time one hour of extended curfew approved by the team**

- Attendance at School with no unexcused absences for 4 weeks – **One time two hour of extended curfew approved by the team**
- **One hour credit of community service** for compliance with each additional orders of court.
- *Attendance at 4 Parent group sessions – Certificate of Recognition*

### **Use of Tobacco Products**

The use and possession of tobacco products while you are participating in the JDC is strictly forbidden. Nicotine is a drug that is harmful to your health and recovery. Possession of tobacco products places you at risk of being sanctioned. If you are addicted to tobacco, you will be allowed eight (8) weeks, to seek help in quitting. During this time, as long as you are actively working a cessation program, you will not be sanctioned for positive nicotine tests. If you need longer than the eight weeks, you may ask the Judge for more time. After the eight weeks, or if you test positive for nicotine and are not actively working a cessation program, you will be sanctioned as when you use any other prohibited substance. Talk to your counselor or fellow group members for ideas on how to quit.

### **Taking Medications, Nutritional Supplements, etc.**

Some products, over-the-counter medications, and even some foods, may affect testing results. To ensure the greatest accuracy, you are not permitted to use any products that contain alcohol, over-the-counter medications, or nutritional supplements, without the prior approval of your JPPO. If your doctor prescribes you medications, be sure to immediately inform your JPPO and JDC Surveillance of what you are taking. You must also refrain from eating products containing poppy seeds.



### **Juvenile Probation Officer (JPPO)**

You are still on probation and your JPPO will be your main contact for questions regarding the rules of probation. Your JPPO may authorize curfew extensions and will monitor you if you're on Home Detention. Contact with your JPPO is mandatory. Contact your JPPO weekly and when:

- You have any questions about what is expected of you on probation.
- You're sick or you have any appointment that will make you miss school.

### **Association With Other JDC Participants**

While a participant of the JDC, it is our intent to encourage you to build a positive peer group for support. While you are in the Program, your Drug Court Judge may choose to modify the non-association condition of your Probation Agreement and allow you to associate with other JDC participants.

- Unless told otherwise by the Drug Court Judge, participants in Phase III, Phase IV, and Aftercare may associate with others in Phase III, Phase IV, and Aftercare.
- Prior to reaching Phase III, your Drug Court Judge must approve associations with other JDC clients in advance.



### **School**

You are required to attend all classes on time and maintain passing grades while you are in the JDC. You may earn tokens for passing grades. Tokens may be turned in for additional incentives. If, in any of your classes, your grades are below a C, you may be required to attend JDC sponsored study lab.

### **Court**

Once every two weeks on Wednesday, you are required to appear before your judge. This is your opportunity to let the judge know how you are progressing and the areas you need help with. Depending on your progress, you will receive incentives or sanctions. Most of the time incentives and sanctions are given out in court, however; there may be circumstances where the Judge may choose to act before the next court session.

On court days, the JDC team and the judge meet to talk about how you've been doing and to discuss and select appropriate incentives or sanctions to motivate and meet the needs of each individual participant.

All clients and parents must remain throughout the entire Drug Court Session. Clients and parents will be allowed to leave early only in the case of an emergency.

### **Court Personal Statements**

Court Personal Statements are given out during the group before your court appearance. It is your opportunity to tell the judge and the JDC team how you've been doing and the progress that you've made.

### **Court Rules & Dress Code**

- Males must wear a collared shirt with a tie and no sagging, failure to adhere to this dress code will result in no entrance to the courtroom, no credit for the week and other sanctions can be imposed.
- Females must wear a blouse and slacks or skirt, failure to adhere to this dress code will result in no entrance to the courtroom, no credit for the week and other sanctions can be imposed.
- Do not wear shorts, tank tops, gang/drug related clothing, ripped clothing, t-shirts, hats, and remove any facial piercings.
- Do not chew gum.
- Address the judge as Your Honor or Sir/Mam.
- Speak loud and clear.
- Do not be late! Arrive 15 minutes before court begins.

### **Phase Advancement Requirements- Level 3**

#### **Phase I (Minimum Eight Weeks)**

#### **Client Responsibilities**

- Minimum of three weekly drug screens.
- Random drug screens by Surveillance staff as determined necessary on a case-by-case basis.
- Minimum of one weekly home visit by Surveillance staff.
- Mandatory MRT (Moral Reconciliation Therapy) Group (throughout phases until completion).
- Mandatory Peer Group (substance abuse / life skills / anger management).
- One weekly individual / family counseling session with treatment specialist.
- Minimum of two case management meetings per week.
- One bi-weekly multi-family psycho-educational group meeting.
- Bi-Weekly Drug Court appearance.

- Two hours per week of acupuncture.
- Two hours per week of Community Learning as approved by treatment staff (can be AA or NA meeting, martial arts or athletic program, stress management, tutoring, mentorship or other hours of self development in a community program as appropriate for the individual).
- Must be enrolled in an accredited educational program until high school graduation or completion of GED program. After graduation or completion of GED program must actively seek a minimum of part time work.
- Recreational/pro-social activities as posted.
- If it is deemed necessary, on a case-by-case basis, these requirements can be increased.

To enter Phase 2, clients must complete each of the weekly requirements for eight weeks. Drug Court Team will review and approve movement from week to week.

#### Parent Responsibilities:

- One weekly individual / family counseling session with treatment specialist.
- One bi-weekly multi-family psycho-educational group meeting.
- One bi-weekly Parent Psycho-Educational Group Meeting
- Bi-weekly Drug Court appearance
- One bi-monthly recreational/pro-social activity, throughout program.
- Parents to attend two Al-Anon meetings per week.

#### **Phase II ( 8 weeks)**

#### Client Responsibilities

- Minimum of two weekly drug screens.
- Random drug screens by Surveillance staff as determined necessary on a case-by-case basis.
- Minimum of one weekly home visit by Surveillance staff.
- Mandatory MRT (Moral Reconciliation Therapy) Group (throughout phases until completion).
- Mandatory Peer Group (substance abuse / life skills / anger management).
- One weekly individual / family counseling session with treatment specialist.
- Minimum of two case management meetings per week.
- One bi-weekly multi-family psycho-educational group meeting.
- Bi-weekly Drug Court appearance.
- Two hours per week of Community Learning as approved by treatment staff (can be AA or NA meeting, martial arts or athletic program, stress management, tutoring, mentorship or other hours of self development in a community program as appropriate for the individual).

- Must be enrolled in an accredited educational program until high school graduation or completion of GED program. After graduation or completion of GED program must actively seek a minimum of part time work.
- Recreational/pro-social activities as posted.
- If it is deemed necessary, on a case-by-case basis, these requirements can be increased.

To enter Phase 3, clients must complete each of the weekly requirements for ten weeks. Drug Court Team will review and approve movement from week to week.

#### Parent Responsibilities:

- One weekly individual / family counseling session with treatment specialist.
- One bi-weekly multi-family psycho-educational group meeting.
- One bi-weekly Parent Psycho-Educational Group Meeting
- Bi-weekly Drug Court appearance
- Parents to attend two Al-Anon meetings per week.

#### **Phase III ( 8 Weeks)**

##### Client Responsibilities

- Minimum of two weekly drug screens
- Random drug screens by Surveillance staff as determined necessary on a case-by-case basis.
- Minimum of one weekly home visit by Surveillance staff.
- Mandatory MRT (Moral Reconciliation Therapy) Group (throughout phases until completion).
- Mandatory Peer Group (substance abuse / life skills / anger management).
- One weekly individual / family counseling session with treatment specialist.
- Minimum of one case management meeting per week.
- One bi-weekly Multi-Family Psycho-Educational Group meeting.
- Bi-weekly Drug Court appearance.
- Two hours per week of Community Learning as approved by treatment staff (can be AA or NA meeting, martial arts or athletic program, stress management, tutoring, mentorship or other hours of self development in a community program as appropriate for the individual).
- Must be enrolled in an accredited educational program until high school graduation or completion of GED program. After graduation or completion of GED program must actively seek a minimum of part time work.
- Recreation/pro-social activities as posted.
- If it is deemed necessary, on a case-by-case basis, these requirements can be increased.

To enter the Aftercare component, client must complete each of the weekly requirements for ten weeks. Drug Court Team will review and approve movement from week to week.

Parent Responsibilities:

- Two Monthly individual / family counseling session with treatment specialist.
- One bi-weekly multi-family psycho-educational group meeting.
- One bi-weekly Parent Psycho-Educational Group Meeting
- Bi-weekly Drug Court appearance
- One bi-monthly recreational/pro-social activity, throughout program.
- Parents to attend one Al-Anon meetings per week.

**Phase IV (8 weeks) AFTERCARE**

Client Responsibilities

- Minimum of one weekly drug screen.
- Random drug screens by Surveillance staff as determined necessary on a case-by-case basis..
- Minimum of one weekly home visit by Surveillance staff.
- Mandatory MRT (Moral Reconciliation Therapy ) Group (throughout phases until completion).Should client relapse due to new use, behavior issue, or for any other reason, s/he may be asked by the treatment specialist to return to MRT Group at whatever level the treatment specialist deems appropriate.
- Mandatory Peer Group (substance abuse / life skills / anger management) or third Community Learning hour.
- Bi -weekly individual / family counseling session with treatment specialist.
- Minimum of one case management meeting per week.
- One bi-weekly Multi-Family Psycho-Educational Group meeting.
- Drug Court appearance minimum of every fourth week.
- Two hours per week of Community Learning as approved by treatment staff (can be AA or NA meeting, martial arts or athletic program, stress management, tutoring, mentorship or other hours of self development in a community program as appropriate for the individual).
- Must be enrolled in an accredited educational program until high school graduation or completion of GED program. After graduation or completion of GED program must actively seek a minimum of part time work.
- Recreational/pro-social activities as posted.
- If it is deemed necessary, on a case-by-case basis, these requirements can be increased.

To graduate from program, client must complete all the monthly requirements for eight weeks. A final review by the Drug Court Team will be completed prior to graduation.

Parent Responsibilities:

- One Monthly individual / family counseling session with treatment specialist.
- One bi-weekly multi-family psycho-educational group meeting.
- Drug Court appearance minimum of every fourth week.
- One bi-monthly recreational/pro-social activity, throughout program.
- Parents to attend one Al-Anon meetings per week.

An additional requirement is attendance at a cultural event. Finally, participants are closely assessed to determine whether they have demonstrated an understanding of, and displayed behaviors consistent with the concepts and values offered through MRT and the JDC Program.

In the event a participant is sent to an in-patient, residential treatment center (RTC) by the Drug Court Team, parental attendance at the Psycho-Educational Parent Group remains mandatory. Failure to do so results in a violation of Item #8 of parent contract. Attendance at the Psycho-Educational Multi-Family Group is encouraged but not required.

Upon request form RTC, the participant may be required to return to Phase I program level requirements for up to two weeks to allow Drug Court Time to receive and review discharge reports from the RTC and decide what, if any, program credit will be granted for the RTC stay. Phases III and IV will always be demanded upon from RTC, as the program stipulates that a participant must be clean and sober for Four (4) months in an out-patient setting in order to graduate from Juvenile Drug.

**The Highest Track Level 3:**

Level 3 is a minimum of eight and half months and is divided into 4 phases (8 weeks each phase). Each phase has a different focus and level of intensity to assist participants in developing support systems that facilitated and maintain continued abstinence and recovery. Level 3 is the highest level of need with the most serve substance abuse issues. The table below describe the minimum activities for the Level 3. Level 3 clients identification will have L3 and the end of the program ID.

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Individual Counseling</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>2 x a month</b>
<b>Group</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>1 x a week</b>
<b>MRT</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>1 x a week-until</b>	<b>1 x a week-until</b>

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
			<b>completion</b>	<b>completion</b>
<b>Family Counseling</b>	<b>2 x a month</b>	<b>2 x a month</b>	<b>2 x a month</b>	<b>1 x a month</b>
<b>Court Reviews</b>	<b>2 x a month</b>	<b>2 x a month</b>	<b>2 x a month</b>	<b>1 x a month</b>
<b>Case Management</b>	<b>2 x a week</b>	<b>2 x a week</b>	<b>1 x a week</b>	<b>1 x a week</b>
<b>UA's</b>	<b>3 x a week</b>	<b>2 x a week</b>	<b>2 x a week</b>	<b>1 x a week</b>

**The Medium Track Level 2:**

Level 2 is a minimum of four and half months and is divided into 3 phases (6 weeks each phase). Each phase has a different focus and level of intensity to assist participants in developing support systems that facilitated and maintain continued abstinence and recovery. Level 2 is medium treatment and substance abuse issues. The table below describes the minimum activities for the Level 2. Level 2 client's identification will have L2 and the end of the program ID.

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>Individual Counseling</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>2 x a month</b>
<b>Group</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>1 x a week</b>
<b>MRT</b>	<b>1 x a week</b>	<b>1 x a week</b>	<b>1 x a week- until completion</b>
<b>Family Counseling</b>	<b>2 x a month</b>	<b>2 x a month</b>	<b>1 x a month</b>
<b>Court Reviews</b>	<b>2 x a month</b>	<b>2 x a month</b>	<b>1 x a month</b>
<b>Case Management</b>	<b>2 x a week</b>	<b>2 x a week</b>	<b>1 x a week</b>
<b>UA's</b>	<b>3 x a week</b>	<b>2 x a week</b>	<b>2 x a week</b>

**The Early Intervention Track Level 1:**

Level 1 is a minimum of three months and is divided into 2 phases (6 weeks each phase). Each phase has a different focus and level of intensity to assist participants in

developing support systems that facilitated and maintain continued abstinence and recovery. Level 1 is minimal treatment and substance abuse issues. The table below describes the minimum activities for the Level 1. Level 1 client's identification will have L1 and the end of the program ID.

	<b>Phase 1</b>	<b>Phase 2</b>
<b>Individual Counseling</b>	<b>1 x a week</b>	<b>2 x a month</b>
<b>Group</b>	<b>1 x a week</b>	<b>1 x a week</b>
<b>MRT</b>	<b>1 x a week</b>	<b>1 x a week- must complete step 6</b>
<b>Family Counseling</b>	<b>2 x a month</b>	<b>1 x a month</b>
<b>Court Reviews</b>	<b>2 x a month</b>	<b>2 x a month</b>
<b>Case Management</b>	<b>2 x a week</b>	<b>2 x a week</b>
<b>UA's</b>	<b>3 x a week</b>	<b>2 x a week</b>

After meeting all the Juvenile Drug Court level 1 & 2 tracks requirements, the participant will be eligible to graduate. While there will not be a formal Graduation Ceremony for level 1 & 2 graduates, participant and family will be invited to participate in the next formal Graduation ceremony for a level 3 graduate. This ceremony will be used as a forum to acknowledge each Juvenile Drug Court level 1 & 2 graduate's accomplishments and the chance for the level 1 & 2 graduate to give a message of hope to the newer participants and their families. Family members, significant others, community leaders, speakers, the arresting officer, and court personnel will be encouraged to attend. As with the formal Graduation Ceremony, this ceremony will serve as a bridge to educate interested parties that, in fact, early intervention treatment programs and the criminal justice system can work together in creating a paradigm that promotes change in the early stages of a juvenile's negative behavior, with goal of preventing further legal entanglements.

### **Program Completion and Termination**

Graduation from the JDC program is achieved when the individual satisfies all program requirements. In most cases, the participant will be awarded a Certificate of Completion and a memento from the Program during a formal graduation ceremony. At graduation, the participant will have completed Phase IV, and;

- Attended and reported on at least one cultural event (i.e., play, symphony, multi-national festival, art exhibit, etc.); and,
- Demonstrated substantial progress toward achievement of treatment, educational and vocational goals; and,
- Have obeyed the law and substantially complied with their probation agreement; and,
- Will have addressed the JDC Advisory Committee, discussing their participation in the program and their one, five, and ten year goals.

Participants may also be awarded graduate status when, upon recommendation of the JDC Team, the JDC Judge determines that Program objectives have been achieved through participation in alternative programming.

When discharge from the program is recommended, the JDC Judge will solicit input from each Team Member. The JDC Judge is the ultimate discharging authority for individuals in the program. If an individual is discharged from the program, a discharge summary is prepared by the JDC Treatment Staff and is forwarded to the Juvenile Probation Office within 14 days of discharge.

Participants who are neither graduated or terminated from the Program, but are not appropriate for continued participation, may upon recommendation of the JDC Team, and with the approval of the JDC Judge, be technically discharged. Participants who are technically discharged are not subject to probation revocation upon that basis.

## **Parent Section**

### **What Is The Purpose Of Juvenile Drug Court?**

Simply put, the purpose of Juvenile Drug Court is to offer the participant a program where they will have the opportunity to learn and practice those skills necessary to be successful in life. The Juvenile Drug Court program is structured to provide an environment where participants can achieve and maintain abstinence from drugs and alcohol and learn and practice basic life skills that will help them to live happy and productive lives. Each JDC participant is given opportunities throughout the program to demonstrate mastery of such concepts as honesty, trust, acceptance, and many more.

The JDC program utilizes a team approach. Team members represented are treatment, surveillance, probation, a defense attorney, and a district attorney. A judge leads the team. Each member's function is explained in detail above in the participant section.

### **What Is Expected Of Me?**

What we need most is your cooperation and support. You are an important member of our team! Change is nearly always difficult. You should expect that your son or daughter will try to recruit you as an ally in resisting the changes they are being asked to

make. The best way to help your teenager is to join with the JDC Team and demonstrate your willingness to meet your obligations. In addition to complying with the conditions set forth in your child's probation agreement, there are a number of other things required of you while your child is in Drug Court. Here are the ones that may effect you the most.

- Attendance at all scheduled JDC activities (court, parent support group, family counseling, etc.);
- Cooperate with, participate in, and support JDC processes;
- Maintenance of a drug and alcohol-free home;
- Abstain from the use of illegal substances or non-prescribed medications;
- Refrain from the use of tobacco products in the home and around your teen;
- Compliance with other court orders, when applicable, including random drug tests, additional mental health services, warrant less searches of your home, and completion of required documentation.
- Parents are also responsible for Counseling in each phase. See parent Responsibilities in the phase outline above.

### **What Are The Rules Of Juvenile Drug Court?**

The rules and expectations of Juvenile Drug Court are found in the *Participant Handbook above*. The treatment team presents this handbook to you and your teenager when he or she first enters Drug Court. The JDC staff covers each rule making sure that the participant understands what is expected. We realize that the handbook contains a lot of information for the participant to read and understand when they first enter Drug Court. For this reason, the rules and expectations are discussed frequently with both parents and participants. When program changes are needed, we will ensure that you are adequately informed of the change. You are always free to ask JDC team members for clarification or to provide input on program policies.

### **What Is "Group"?**

Simply put, group is an opportunity for your teen to work with the JDC treatment staff and learn new skills and improve on existing skills such as anger management, life skills, self-esteem, drug education, relapse education, and prevention. Interaction with other teens in a safe environment allows all group members to learn from each other. Because group is so important, you will find the treatment staff to be very insistent that all group members be on time, follow group rules, and set high expectations for success. Group rules are explained in more detail in the *Participant Handbook above*. Presently, group meets two times per week. Times, dates, and topics are listed on the monthly calendar.

### **What Does MRT Stand For?**

MRT is short for Moral Reconciliation Therapy. MRT is a treatment approach that helps the JDC participant focus on twelve (12) steps that explore topics such as honesty, trust, acceptance, maintaining relationships, and setting goals. Each participant must complete these steps in order to advance in the program. The steps become more demanding as the participant advances through the program, requiring the participant to practice what he or

she has learned. MRT is presented in a workbook format and is worked on during group. A donation of \$25.00 to HRDA, Inc. is required if the teen loses the workbook.

### **What Is The Purpose Of Surveillance?**

Surveillance is one of the components of Juvenile Drug Court. Surveillance officers provide the team with information on how well the participant is meeting the requirements of Juvenile Drug Court and the terms of probation. In the early phases of the program, surveillance activity is intensive, however, as your teen progresses through the various phases and demonstrates more success, the level of surveillance activity usually decreases. Visits may occur at any hour of the day or night, and sometimes multiple times on the same day.

JDC participants must make themselves reasonably available to the JDC program 24-hours a day. This includes time both before and after their established curfew. You will find what is expected of you and your teen in this regard described fully in the *Participant Handbook above*.

Curfews may differ depending on the status of the participant in the JDC program. Parents play an important role in enforcing their teen's curfew and are free to establish an even earlier curfew time as they see fit. Occasionally, the JDC participant may be placed on home detention, with or without electronic monitoring. Further information with regard to home detention can be found in the *Participant Handbook above*.

Surveillance officers visit the home to verify compliance with curfew. They may also visit your teen at school or at work to verify their presence. Surveillance officers collect samples for testing. Each JDC participant should expect frequent and random testing for the presence of substances. All JDC participants are expected to maintain a substance free lifestyle. This includes not only illegal and controlled substances, but also alcohol and tobacco products. A variety of means and methods will be used to help your teen gain sobriety and to ensure compliance. The most frequently used methods to ensure compliance are tests of a participant's urine, saliva, and breath. Other methods that may be employed include tests of blood, hair, and perspiration. Each JDC participant has 20 minutes to produce a urine sample. Failing to provide a sample can result in court sanctions for the JDC participant. A same sex member of the surveillance team will physically observe the collection of all samples for testing purposes. Samples will be handled in accordance with established procedures to ensure the safety of the collector and the integrity of the sample.

### **Are Probation And Drug Court The Same Things?**

No, the Juvenile Drug Court and Juvenile Probation are two different entities. All JDC participants are on probation but not all probationers are in the JDC Program. While in the JDC program, participants must meet the requirements of both the JDC Program and their probation.

Probation officers work very closely with the JDC team. This close cooperation is key to the success of the JDC program and its participants.

### **What Are "Phases" In The Program And What Are The Requirements Of Each?**

Phases are levels in the program that the participant passes through as he or she learns and practices new skills and concepts. Each phase has certain requirements. These requirements can be both academic as well as behavioral. The JDC program has four (4) phases that the participant must successfully complete before graduating from JDC. Listed above are the phases and the requirements to pass from one phase to the next.

## **What Is “Aftercare”?**

Aftercare is a component of the program that assists the JDC participant in adapting to “life after JDC”. Aftercare is six months long, the first three of which require active participation by the graduate. Treatment professionals work with the JDC graduate and the family to assist with anything they can. The intent of Aftercare is to provide support for the graduate while they adjust to life without the structure and support of the JDC Program.

## **What Help Does Juvenile Drug Court Offer Families?**

JDC realizes that family support is a major part of the rehabilitation of the drug court participant. For this reason, JDC provides family support in several areas:

### Family Counseling ( See Parent Responsibilities in Phase Requirements above):

Throughout the JDC program, families and parents are afforded the opportunity to participate in counseling. These sessions assist families in making changes to better support their child. A strong family is able to provide a firm foundation for the JDC participant while he or she is in recovery. Treatment professionals are available to meet with families and parents at times of mutual convenience.

Family members are encouraged to call to schedule a meeting.

### Transportation Support:

The JDC recognizes that in some cases, the transportation demands connected with participation in the Program can be overwhelming. While the family bears primary responsibility for transportation, some help is available. Many times, families are able to work together and share the burden through carpooling. With the permission of the Juvenile Probation Officer, participants may even transport each other to and from JDC activities.

## **What Are Sanctions And Incentives?**

Sanctions and incentives are used within the JDC program to encourage participants to engage in positive behaviors. Incentives are given to recognize positive behavior and to encourage the participant to repeat that behavior. Sanctions are given to discourage the participant from repeating a negative behavior. The JDC judge makes the final decision as to whether and what a participant receives in terms of a sanction or incentive. This decision is based on input received from the JDC team. Neither sanctions nor incentives are intended to be automatic. All relevant circumstances, as well as the individual’s unique personality, are taken into consideration. The hope is, especially in the case of sanctions, that the severity of a sanction is only as great as is needed to prompt the participant to change their behaviors in the future. Because of our desire to keep each participant’s progress confidential, it is not unusual to see sanctions and incentives vary between participants in response to what may seem to be identical situations. All JDC team members work toward ensuring fairness among all participants.

**What Is The Procedure For Travel Permits And Overnight Stays?**

The JDC participant must obtain permission from the Juvenile Probation Office any time travel is anticipated outside of the County.

**What Do I Do If I Have A Question Or Need Further Information?**

When you have a question or need further information, first, determine which member of the team is most likely to have the information you are seeking. If you are unsure, call the JDC Program Office. All necessary phone numbers are listed at the end of this booklet.

**What Do I Do In An Emergency?**

If the emergency poses a physical danger, call 911.



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**Juvenile Drug Court Contacts**

**JDC Administration- Court House**

Anna M. Lujan, Program Coordinator      Office: 425-7281 x 34

**Juvenile Probation Officer**

Ms. Janna Lopez, JPPO      Office: 425-3543  
Ms. Denise Griego, Mora JPPO      Office: 387-6410

**HRDA Treatment**

Randy Rivera      Office: 454-8349

Field Phones:      Cell:

**Defense Attorney**

Mr. David Silva      Office: 426-8711

**Acknowledgment of Receipt**

In order to assist in the transition process for entry into Juvenile Drug Court, it is important that both participants and parents/guardians have a basic understanding of JDC expectations and program guidelines.

By signing this document, the participant and parent/guardian agree that they have received the Participant Handbook and Parent Section and either understand its contents or are clear in where to find additional information.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Participant Handbook**



## **Welcome to Juvenile Drug Court!**

You have been referred to Juvenile Drug Court (JDC) because drugs or alcohol are causing difficulties in your life. Your probation officer, referring judge, your parent or all of the above have referred you to JDC because they want to give you the opportunity to make some changes that will help you succeed. This is an intensive, four-phase program that is a minimum of nine months long. The program is meant to challenge and assist you in learning alternatives to drug and alcohol use.

Now that you are a member of JDC you will need to understand how the program works. There are many activities that will take up a lot of your time and give you an opportunity to meet new people. The areas of drug court are Treatment, Surveillance, Physical Training, Court Appearances, Aftercare, and a Parenting Support Group for your parents. JDC is run by a team of people including Counselors, Surveillance Officers, Juvenile Probation Officers, members of Law Enforcement, the Office of the District Attorney, a Defense Attorney, the Program Director, and the Judge. The primary focus of this program is to obtain and maintain sobriety.



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## **Code of Conduct**

While a participant in the Juvenile Drug Court, you are expected to comply with all the terms of your probation and these Drug Court rules:

- You may not buy, own, or possess any firearms, ammunition, or other deadly weapons.
- You may not act in a manner that creates a risk of harm to yourself or others.
- You may not buy, consume, use, or possess alcoholic beverages or other products containing alcohol such as mouthwash, Nyquil, etc.
- You must obtain approval from your Probation Officer prior to using any over-the-counter medications, nutritional supplements, or anything that may interfere with drug testing (i.e. poppy seeds).
- You must notify your Probation Officer of any prescribed medication you are taking.
- You may not use, possess, or consume any prescription medications unless they are specifically prescribed for you.

- You may not associate with known gang members, felons, persons who have been convicted of substance related offenses, persons under supervision of the Court, or others prohibited by your Probation Officer, except if specifically permitted by the Judge.
- You may not possess or display items (e.g. posters, artwork, signs, etc.) related to gangs, drugs, alcohol, sex, or criminal behaviors.
- You may not involve yourself in gang activities nor present yourself in a way that could convey gang affiliation.
- You may not acquire any new body piercings, or tattoos.
- You must ensure that your parents and the program's surveillance officers know your whereabouts and can locate you at all times.
- You must make yourself available for all required drug/alcohol tests.
- You must comply with any established curfew.
- You must comply with all program requirements, orders of the Court, and the directives of your probation officer, parents, guardians, and custodians.
- You must work hard to meet program requirements and accomplish program objectives.
- You may not wear clothing that is suggestive, revealing, or is associated with drugs, gangs, alcohol, sex, or criminal activity, or is not generally intended for wear outside of the home.

- All pagers, cell phones, and electronic entertainment devices must remain off during all JDC activities unless approved by JDC Staff.
- You must address Drug Court staff and fellow participants respectfully.
- You may not have visitors during JDC activities (does not include Court) unless the JDC Team member running the activity gives you permission.



## Treatment

JDC Treatment provides you with an opportunity for you to work with your counselor and fellow group members on issues such as anger management, self-esteem, self-exploration, drug education, relapse education and prevention, along with many other life skills and topics. You will normally participate in three group sessions each week and in individual counseling every other week. You and your family may also work with a counselor at various points during your time in the Program. Like any JDC activity, you should ask a Team Member or look at the Calendar of Events for exact dates and times. Lastly, you should know that Team Members are available to you in a crisis at any time of the day or night.

## **Individual Improvements**

Individual Improvements are an opportunity for you to grow. You may choose to volunteer your time in an activity that will help you grow personally, educationally, or culturally. Choose something that you have an interest in. Examples are volunteering with local non-profit agencies, taking lessons, participating in extra-curricular activities, or attending additional counseling sessions, AA/NA, or going to church. Ask your group members for other ideas!

- You must have an adult at your activity sign off to verify your attendance.
- Verification of two hours of Individual Improvement is due at the group before your court appearance every other week.

## **Alcoholics Anonymous/Narcotics Anonymous**

Many people have been helped through their participation in Alcoholics Anonymous or Narcotics Anonymous (AA/NA). You may find this is true for you. Although AA/NA participation is not mandatory, Drug Court encourages participants to attend and participate in at least one AA/NA meeting per week during Phase IV. Your participation in AA/NA can be considered an Individual Improvement Activity.

## **MRT**

MRT is short for Moral Reconciliation Therapy. You will receive a MRT workbook which focuses on 12-steps that help you explore topics like trust, honesty, healing relationships, and goal setting. You will present these steps to your group members and staff during a group treatment session. You must present these steps to move through the Program toward graduation.

- Bring your MRT book to every MRT group.
- Complete your MRT homework before you come to group.
- Read the entire step in the book before you try to present the step.
- If you lose your MRT book, be prepared to make a donation of \$25.00 to the Community Alliance for Youth Recovery (CAYR), a non-profit agency which supports JDC activities.

### **Group Rules**

- Be on time for group.
- Be respectful to your group members and staff.
- Do not side talk during group activities. It is disrespectful to your peers and staff.
- Speak without offending others and listen to others without being defensive.
- What is said in group stays in group. Respect your peers and do not discuss what is said during group with group members or others, outside of group.
- Call the Group Facilitators for approval if you have to miss a group. You will be required to make up the group at a later date.
- Practice honesty.

### **Parent Support Group**

Drug Court is not just for you but also for your parents. This group provides both support and useful information for parents of JDC participants.

- Attendance is required! Parents should call the JDC Office to schedule a make-up time if they cannot attend.
- One group, usually the last group of the month is for both parents and participants.



## **Surveillance**

Surveillance is a large part of the JDC Program. Surveillance Officers, along with the Juvenile Probation Office, provide the court with valuable information on how you are complying with the terms of your probation and the requirements of the JDC program.

Surveillance activity is intensive in the early phases of the Program; however, as you advance in the Program and gain trust, the level of surveillance activity decreases. Surveillance Officers will be visiting you at your home, school, and many other locations to verify your presence or to conduct tests for the presence of prohibited substances.

### **Standard Curfew Times**

You should check with your JPPO to determine your curfew. Typically, curfews are raised as you demonstrate more responsibility and gain more trust. Typical curfew times are as follows:

- Clients in Phase I must comply with a 7:00 p.m. curfew on Sunday - Thursday and 7:30 p.m. on Friday and Saturday, or another curfew set by the JPPO.
- Clients in Phase II must comply with a 7:30 p.m. curfew seven days a week, or another curfew set by the JPPO.
- Clients in Phase III must comply with an 8:00 p.m. curfew seven days a week, or another curfew set by the JPPO.
- Clients in Phase IV must comply with a 9:00 p.m. curfew seven days a week, or another curfew set by the JPPO.
- Clients in Aftercare must comply with a 9:30 p.m. curfew seven days a week, or another curfew set by the JPPO.

Regardless of the time your curfew starts, all curfews end at 7:00 a.m., seven days a week.

### **Compliance Checks**

### **Non-Curfew Hours**

When you are not required by your curfew to be at home, you have a responsibility to make yourself reasonably available to the JDC Program. You can do this in a number of ways:

- You can follow the same procedures you use for leaving your house after curfew hours; or
- You can give the JDC a schedule that describes where you can be found when you are not at home; or
- You may ask the Judge to approve another plan that works for you. You must provide your written plan to a member of the JDC Staff the day before a court session in order to have it considered.

If we cannot locate you at home or where you say you will be, you may be sanctioned by the Judge. If we cannot locate you for more than three (3) hours, we will assume that you used a prohibited substance.

### **After Curfew**

- You may only leave your home in the physical presence of your parent(s), or for an activity that has been pre-approved by your JPPO.
- Before you leave, your parent must call to inform surveillance of your departure. If you are gone for more than one hour, your parent(s) must give an address where you can be located.
- When you return, you must call surveillance to let them know you are home.
- It is your responsibility to ensure that all notifications are made prior to leaving your house.

- If we cannot locate you for more than two hours, we will assume that you used a prohibited substance.

### **Home Detention without Electronic Monitoring**

- Home Detention is when you are not permitted to leave your home at any time except in the physical presence of your parent(s) or for an activity that has been pre-approved by your JPPO.
- Before you leave, your parent must call to inform surveillance of your departure. If you are gone for more than one hour, your parent(s) must give an address where you can be located.
- When you return, you must call surveillance to let them know you are home.
- It is your responsibility to ensure that all notifications are made prior to leaving your house.
- If we cannot locate you for more than two hours, we will assume that you used a prohibited substance.

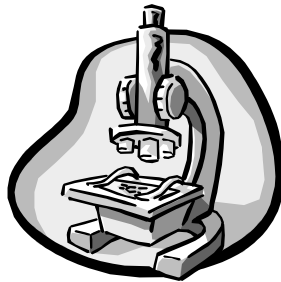
### **Home Detention with Electronic Monitoring**

- If you are on Home Detention with an electronic monitor, you are not permitted to leave your home at any time, even with your parent, except for an activity that has been pre-approved by your JPPO.
- Before you leave, your parent must call to inform surveillance (and others, if required) of your departure. If you are gone for more than one hour, your parent(s) must give an address where you can be located.
- When you return, you must call surveillance (and others, if required) to let them know you are home.
- It is your responsibility to ensure that all notifications are made prior to leaving your house.
- If we cannot locate you for more than two hours, we will assume that you used a prohibited substance.

## **Travel Permits/Overnight Stays**

You must obtain the permission of your JPPO prior to spending the night anywhere other than at your primary residence.

- If the overnight stay involves leaving the local area, permission must also be obtained from the JDC Judge by submitting a Request for Leave Form to the staffing team.
- Your completed Request for Leave Form should be submitted to a member of the JDC Staff the day prior to a scheduled Court session.
- You can obtain the form from the JDC Office. It is important that you plan ahead!
- In emergencies, your JPPO may grant you permission.



## **Specimen Collection & Testing**

Surveillance Officers are primarily responsible for the collection of samples for testing. You should expect frequent and random testing for the presence of prohibited substances. You are expected to maintain a substance free lifestyle and a variety of means and methods will be used to verify your compliance. Among the most frequently used methods are tests of your urine, breath, and saliva. Other methods that may be employed include tests of blood, hair, perspiration, and others.

- You are expected to comply with all reasonable requests for samples. Refusal to provide a sample will result in court ordered sanctions.

- You have 20 minutes to produce a sample. During that time you may drink water, walk around or do anything under observation that may help you to provide a sample. Failing to provide a sample is called a Stall. It is considered deliberate and may result in court sanctions.
- All samples will be handled in accordance with established procedures to ensure the safety of the collector and the integrity of the sample. A same sex member of the JDC Team, usually a Surveillance Officer, will physically observe the collection of all urine samples for testing.

### **Use of Tobacco Products**

The use and possession of tobacco products while you are participating in the JDC is strictly forbidden. Nicotine is a drug that is harmful to your health and recovery. Possession of tobacco products places you at risk of being sanctioned. If you are addicted to tobacco, you will be allowed eight (8) weeks, to seek help in quitting. During this time, as long as you are actively working a cessation program, you will not be sanctioned for positive nicotine tests. If you need longer than the eight weeks, you may ask the Judge for more time. After the eight weeks, or if you test positive for nicotine and are not actively working a cessation program, you will be sanctioned as when you use any other prohibited substance. Talk to your counselor or fellow group members for ideas on how to quit.

### **Taking Medications, Nutritional Supplements, etc.**

Some products, over-the-counter medications, and even some foods, may affect testing results. To ensure the greatest accuracy, you are not permitted to use any products that contain alcohol, over-the-counter medications, or nutritional supplements, without the prior approval of your JPPO. If your doctor prescribes you medications, be sure to immediately inform your JPPO and JDC Surveillance of what you are taking. You must also refrain from eating products containing poppy seeds.



## **Juvenile Probation Officer (JPPO)**

You are still on probation and your JPPO will be your main contact for questions regarding the rules of probation. Your JPPO may authorize curfew extensions and will monitor you if you're on Home Detention. Contact with your JPPO is mandatory. Contact your JPPO weekly and when:

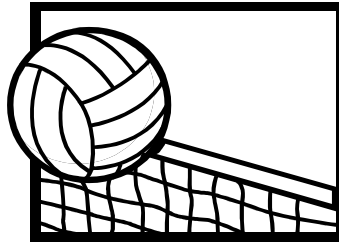
- You have any questions about what is expected of you on probation.
- You're sick or you have any appointment that will make you miss school.

## **Association With Other JDC Participants**

While a participant of the JDC, it is our intent to encourage you to build a positive peer group for support. While you are in the Program, your Drug Court Judge may choose to modify the non-association condition of your Probation Agreement and allow you to associate with other JDC participants.

- Unless told otherwise by the Drug Court Judge, participants in Phase III, Phase IV, and Aftercare may associate with others in Phase III, Phase IV, and Aftercare.

- Prior to reaching Phase III, your Drug Court Judge must approve associations with other JDC clients in advance.



### **Physical Training**

Law enforcement officers work with JDC members once or more per week. All JDC members are required to meet with the officers at different locations around town to work up a sweat and have some fun. Come to PT prepared, with the appropriate attire, and on time. Some activities that you may participate in are:

- Swimming
- Racquetball
- Basketball
- Running



### **School**

You are required to attend all classes on time and maintain passing grades while you are in the JDC. You may earn tokens for passing grades. Tokens may be turned in for additional incentives. If, in any of your classes, your grades are below a C, you may be required to attend JDC sponsored study lab.



On court days, the JDC team and the judge meet to talk about how you've been doing and to discuss and select appropriate incentives or sanctions to motivate and meet the needs of each individual participant.

**Incentives** are rewards or the encouragement you receive for choosing responsible behaviors, participating in activities, and complying with the requirements of the JDC program. Incentives you can earn are:

- BKOM – Best Kid of the Month – BKOM's are certificates for free food, movies, movie rentals and more
- More than one person can earn a BKOM. You can earn one at every court appearance
- Monthly BKOM - If you earn a BKOM, your name goes into the drawing for a monthly BIG BKOM award
- Temporary curfew extensions that are approved by your JPPO
- Verbal encouragement and positive recognition during court
- Tokens for school progress.

**Sanctions** are consequences that you may also earn due to your irresponsible behavior, or lack of participation or compliance with requirements of JDC program. The use of drugs and/or alcohol increases the severity of the sanction you earn. Sanctions that you can earn are:

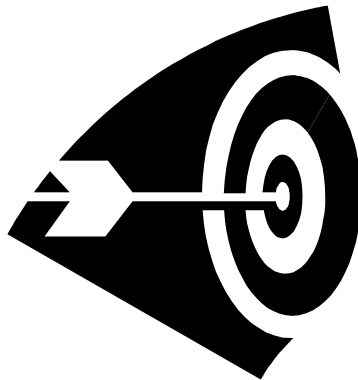
- Withholding of incentives
- Assignment of community service hours
- Assignment of a work detail
- Home Detention
- Incarceration in a Detention Center
- Regression in your phase within the program
- Termination from the program

## **Court Personal Statements**

Court Personal Statements are given out during the group before your court appearance. It is your opportunity to tell the judge and the JDC team how you've been doing and the progress that you've made.

## **Court Rules**

- Wear appropriate attire. Do not wear shorts, tank tops, gang/drug related clothing, ripped clothing and remove any facial piercings.
- Do not chew gum.
- Address the judge as Your Honor or Sir/Mam.
- Speak loud and clear.
- Do not be late! Arrive 15 minutes before court begins.



## **Phase Advancement Requirements**

### Phase I

- Minimum of eight weeks
- Completion of MRT Steps 1,2 & 3
- Two consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation

- Attendance at PT, treatment sessions, and Individual Improvement Activities
- Appropriate progress in school
- Appropriate behaviors for a potential Phase II candidate
- Approval of JDC team and judge for phase advancement

#### Phase II

- Minimum of ten weeks
- Completion of MRT Steps 4, 5 & 6
- Four consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation
- Attendance at PT, treatment sessions, and Individual Improvement Activities
- Appropriate progress in school
- Appropriate behaviors for a Phase III candidate
- Approval of JDC team and judge for phase advancement

#### Phase III

- Minimum of six weeks
- Completion of MRT Steps 7, 8 & 9
- Six consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation
- Attendance at PT, treatment sessions, and Individual Improvement Activities
- Appropriate progress in school
- Appropriate behaviors for a Phase IV candidate
- Approval of JDC team and judge for phase advancement

#### Phase IV

- Minimum of twelve weeks
- Completion of MRT Steps 10, 11 & 12
- Twelve consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation

- Attendance at PT, treatment sessions, and Individual Improvement Activities
- An AA/NA meeting is encouraged as one Individual Improvement Activity every two weeks.
- Attendance at one group session is optional after the 4<sup>th</sup> week of Phase IV
- Appropriate progress in school
- Appropriate behavior for a JDC Graduate
- Approval of JDC team and judge for GRADUATION!!



## Graduation

In order to graduate, you must also complete the following while in Phase IV.

- Cultural Event – You must attend and write a report on a cultural event that is meant to expand your horizons. Your event must be pre-approved by the Group Facilitators.
- Complete Step 11 packet.
- Present your MRT Step 11 in court during Phase IV.
- Present MRT Step 12 to the JDC Advisory Board before your graduation.
- GRADUATION – Graduation will occur at your last court appearance. It will be a fun and emotional time. Invite all of your family and friends to come and share in your success!!!

## **Aftercare**

In order to help with your transition out of JDC, you will be required to participate in Aftercare including treatment and random drug testing. The JDC team is available to you for any assistance you may need from school to relapse prevention. Aftercare lasts six months and includes:

- Continued random drug testing
- Attendance at groups and individual sessions



## Juvenile Drug Court Contacts

### **JDC Administration**

Rick Gilsdorf, Director	Office: 437-3714
Aurora Lopez	Office: 437-3714
Lisa Willard	Office: 257-0529
	Cell: 808-2725

### **Juvenile Probation Officer**

Ms. Carolyn Casillas, Supervisor	Office: 437-0420
Ms. Catherine Cox, JPPO	Office: 257-6491

### **Surveillance**

Message:	Office: 257-0529
Field Phones:	Cell: 808-2726 or 808-2727

### **Defense Attorney**

Ms. Angie Schneider-Cook	Office: 258-5546
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## **Acknowledgement of Receipt**

In order to assist in the transition process for entry into Juvenile Drug Court, it is important that both participants and parents/guardians have a basic understanding of JDC expectations and program guidelines.

By signing this document, the participant and parent/guardian agree that they have received the Participant Handbook and either understand its contents or are clear in where to find additional information.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**PARENT HANDBOOK**

## **Welcome to the Juvenile Drug Court**

Your teenager has been referred and accepted into the Juvenile Drug Court Program. This referral was made to Juvenile Drug Court because of drug or alcohol usage. The Juvenile Drug Court has accepted your teenager because we believe that your teen has the ability, with the help of our program, to lead a substance free life. Your teenager has been told that everyone involved with the Juvenile Drug Court Program is willing to provide them the opportunity to make the necessary changes that will help him or her succeed. Each member of the Juvenile Drug Court team extends to your family any assistance that you may need in order for your family to be successful.

The Juvenile Drug Court team members understand that parents play an important role in the recovery of their son or daughter. One of the primary purposes of this handbook is to ensure that parents have the necessary information in order to participate fully in the recovery process. If you have a question or need further clarification with regard to anything involved with the Juvenile Drug Court, you may contact the Program Director (505-437-3714) or any member of the JDC team.

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## **What Is The Purpose Of Juvenile Drug Court?**

Simply put, the purpose of Juvenile Drug Court is to offer the participant a program where they will have the opportunity to learn and practice those skills necessary to be successful in life. The Juvenile Drug Court program is structured to provide an environment where participants can achieve and maintain abstinence from drugs and alcohol and learn and practice basic life skills that will help them to live happy and productive lives. Each JDC participant is given opportunities throughout the program to demonstrate mastery of such concepts as honesty, trust, acceptance, and many more.

The JDC program utilizes a team approach. Team members represented are treatment, surveillance, probation, law enforcement, a defense attorney, and a district attorney. A judge leads the team. Each member's function is explained in detail later in this handbook.

## **Who Are The Members Of Juvenile Drug Court?**

Drug Court is structured to work as a team. Each member of the team assists and provides the necessary help within their particular area. The members of the team are as follows:

- a. Treatment: Includes treatment professionals who work directly with the JDC participant and the family. These professionals conduct individual, group, and family treatment in addition to managing the day-to-day delivery of services.
- b. Probation: Includes one or more juvenile probation officers assigned to Drug Court. The juvenile probation officers are primarily responsible for monitoring each participant's compliance with the conditions of their probation agreement.
- c. Law Enforcement: Law Enforcement Officers from the local area participate in the JDC program in various ways including, providing intelligence, assisting with client supervision, etc. Their most obvious role is the facilitation of the weekly physical training session.

d. Surveillance: Surveillance officers provide the JDC Team with information on how well each participant is complying with the requirements of the Juvenile Drug Court and the terms of probation.

e. Defense Attorney: A defense attorney from this office ensures that the rights of each participant are protected as they participate in the Juvenile Drug Court program.

f. District Attorney: A prosecuting attorney represents the interests of the State.

g. Judge: The judge heads the team and makes the final decision in matters pertaining to the JDC participant.

### **What Is Expected Of Me?**

What we need most is your cooperation and support. You are an important member of our team! Change is nearly always difficult. You should expect that your son or daughter will try to recruit you as an ally in resisting the changes they are being asked to make. The best way to help your teenager is to join with the JDC Team and demonstrate your willingness to meet your obligations. In addition to complying with the conditions set forth in your child's probation agreement, there are a number of other things required of you while your child is in Drug Court. Here are the ones that may affect you the most.

- Attendance at all scheduled JDC activities (court, parent support group, family counseling, etc.);
- Cooperate with, participate in, and support JDC processes;
- Maintenance of a drug and alcohol-free home;
- Abstain from the use of illegal substances or non-prescribed medications;
- Refrain from the use of tobacco products in the home and around your teen;

- Compliance with other court orders, when applicable, including random drug tests, additional mental health services, warrantless searches of your home, and completion of required documentation.

### **What If I Don't Want To Participate?**

We understand that a great deal is expected of the parents of our participants and we will make reasonable attempts to accommodate your individual needs. Generally, parents who are parties to their child's petition must participate in all portions of the JDC program for as long as their child is in the program (even if your child is missing, in detention, or at a Residential Treatment Center, etc.). If you feel that you have a legitimate reason for not participating in one or more of the program components, you may make a written request to the JDC judge to be excused. If you are not excused, but fail to participate as required, the Judge may impose sanctions on you that could include community service, fines, and up to six months in jail.

### **What Are The Rules Of Juvenile Drug Court?**

The rules and expectations of Juvenile Drug Court are found in the *Participant Handbook*. The treatment team presents this handbook to you and your teenager when he or she first enters Drug Court. The JDC staff covers each rule making sure that the participant understands what is expected. We realize that the handbook contains a lot of information for the participant to read and understand when they first enter Drug Court. For this reason, the rules and expectations are discussed frequently with both parents and participants. When program changes are needed, we will ensure that you are adequately informed of the change. You are always free to ask JDC team members for clarification or to provide input on program policies.

### **What Is “Group”?**

Simply put, group is an opportunity for your teen to work with the JDC treatment staff and learn new skills and improve on existing skills such as anger management, life skills, self-esteem, drug education, relapse education, and prevention. Interaction with other teens in a safe environment allows all group members to learn from each other. Because group is so important, you will find the treatment staff to be very insistent that all group members be on time, follow group rules, and set high expectations for success. Group rules are explained in more detail in the *Participant Handbook*. Presently, group meets three times per week. Times, dates, and topics are listed on the monthly calendar.

### **What Does MRT Stand For?**

MRT is short for Moral Reconciliation Therapy. MRT is a treatment approach that helps the JDC participant focus on twelve (12) steps that explore topics such as honesty, trust, acceptance, maintaining relationships, and setting goals. Each participant must complete these steps in order to advance in the program. The steps become more demanding as the participant advances through the program, requiring the participant to practice what he or she has learned. MRT is presented in a workbook format and is worked on during group. A donation of \$25.00 is required if the teen loses the workbook.

### **What Is The Purpose Of Surveillance?**

Surveillance is one of the components of Juvenile Drug Court. Surveillance officers provide the team with information on how well the participant is meeting the requirements of Juvenile Drug Court and the terms of probation. In the early phases of the program, surveillance activity is intensive, however, as your teen progresses through the various phases and demonstrates more success, the level of surveillance activity usually decreases. Visits may occur at any hour of the day or night, and sometimes multiple times on the same day.

JDC participants must make themselves reasonably available to the JDC program 24-hours a day. This includes time both before and after their established curfew. You will find what is expected of you and your teen in this regard described fully in the *Participant Handbook*.

Curfews may differ depending on the status of the participant in the JDC program. Parents play an important role in enforcing their teen's curfew and are free to establish an even earlier curfew time as they see fit. Occasionally, the JDC participant may be placed on home detention, with or without electronic monitoring. Further information with regard to home detention can be found in the *Participant Handbook*.

Surveillance officers visit the home to verify compliance with curfew. They may also visit your teen at school or at work to verify their presence. Surveillance officers collect samples for testing. Each JDC participant should expect frequent and random testing for the presence of substances. All JDC participants are expected to maintain a substance free lifestyle. This includes not only illegal and controlled substances, but also alcohol and tobacco products. A variety of means and methods will be used to help your teen gain sobriety and to ensure compliance. The most frequently used methods to ensure compliance are tests of a participant's urine, saliva, and breath. Other methods that may be employed include tests of blood, hair, and perspiration. Each JDC participant has 20 minutes to produce a urine sample. Failing to provide a sample can result in court sanctions for the JDC participant. A same sex member of the surveillance team will physically observe the collection of all samples for testing purposes. Samples will be handled in accordance with established procedures to ensure the safety of the collector and the integrity of the sample.

### **Are Probation And Drug Court The Same Things?**

No, the Juvenile Drug Court and Juvenile Probation are two different entities. All JDC participants are on probation but not all probationers are in the JDC Program. While in the JDC program, participants must meet the requirements of both the JDC Program and their probation.

Probation officers work very closely with the JDC team. This close cooperation is key to the success of the JDC program and its participants.

### **What Are "Phases" In The Program And What Are The Requirements Of Each?**

Phases are levels in the program that the participant passes through as he or she learns and practices new skills and concepts. Each phase has certain requirements. These

requirements can be both academic as well as behavioral. The JDC program has four (4) phases that the participant must successfully complete before graduating from JDC. Listed below are the phases and the requirements to pass from one phase to the next.

Phase I:

- Minimum of eight (8) weeks in phase
- Completion of MRT steps 1,2, & 3
- Two consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation violations
- Attendance at PT, group and performance of individual improvement activities
- Appropriate educational progress
- Demonstrate behavior consistent with a participant in Phase II
- Recommendation from the Treatment Team and approval by the Judge

Phase II

- Minimum of ten (10) weeks in phase
- Completion of MRT steps 4,5, & 6
- Four consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation violations
- Attendance at PT, group and performance of individual improvement activities
- Appropriate educational progress
- Demonstrate behavior consistent with a participant in Phase III
- Recommendation from the Treatment Team and approval by Judge

Phase III

- Minimum of six (6) weeks in phase
- Completion of MRT steps 7, 8, & 9
- Six consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or probation violations
- Attendance at PT, group and performance of individual improvement activities
- Appropriate educational progress
- Demonstrate behavior consistent with a participant in Phase IV

- Recommendation from the Treatment Team and approval by Judge

#### Phase IV

- Minimum of twelve (12) weeks in phase
- Completion of MRT steps 10,11, & 12
- Twelve consecutive weeks of negative UA's and breathalyzers
- No major violations of JDC program rules or violations
- Attendance at PT and performance of individual improvement activities
- Appropriate educational progress
- Demonstrate behavior that is appropriate for a JDC graduate
- Complete a cultural event
- Presentation of Step 12 to the Advisory Board
- Recommendation from the Treatment Team and approval by Judge

### **What Is “Aftercare”?**

Aftercare is a component of the program that assists the JDC participant in adapting to “life after JDC”. Aftercare is six months long, the first three of which require active participation by the graduate. Treatment professionals work with the JDC graduate and the family to assist with anything they can. The intent of Aftercare is to provide support for the graduate while they adjust to life without the structure and support of the JDC Program.

### **What Help Does Juvenile Drug Court Offer Families?**

JDC realizes that family support is a major part of the rehabilitation of the drug court participant. For this reason, JDC provides family support in several areas:

#### Parent Support Group:

One major component of the JDC program is the parent support group. The intent of the parent support group is twofold. First, parents are provided with information that enables them to better cope with the changes and challenges that occur as their teenager progresses through the JDC. The parent group covers topics such as parenting skills, communication, setting rules, applying consequences, and self-esteem issues. A secondary intent is found within the group itself. Each parent is recognized as having particular skills and experiences. These skills and experiences are brought forth and shared among the group enabling each parent to become stronger and better able to help their teen. In addition, parents are afforded the opportunity to look closely at their home environment to see what is necessary for the success of the JDC participant. One

time each month the parent support group is a combined group where both the parents and participants attend. Attendance is mandatory for all parents of JDC participants. If you must miss a session, you must arrange to make up the session by speaking to the group's facilitator.

#### Family Counseling:

Throughout the JDC program, families and parents are afforded the opportunity to participate in counseling. These sessions assist families in making changes to better support their child. A strong family is able to provide a firm foundation for the JDC participant while he or she is in recovery. Treatment professionals are available to meet with families and parents at times of mutual convenience.

Family members are encouraged to call to schedule a meeting.

#### Transportation Support:

The JDC recognizes that in some cases, the transportation demands connected with participation in the Program can be overwhelming. While the family bears primary responsibility for transportation, some help is available. Many times, families are able to work together and share the burden through carpooling. With the permission of the Juvenile Probation Officer, participants may even transport each other to and from JDC activities. Additionally, each JDC family is granted four (4) pre-approved opportunities to utilize transportation paid for by the JDC. Any combination of these pre-approved trips may not exceed a total of 300 miles.

The JDC Judge, upon recommendation of the JDC Team, may also approve more extensive, or longer-term transportation support. All requests are evaluated based on the need and upon budgetary constraints. In order to use this service, you must contact the JDC Office 36 hours in advance of the time you are requesting to be picked up. Transportation services are primarily for participants, however, parents, guardians, and custodians are encouraged to accompany their teens. Transportation solely for parents or beyond the 300-mile limit must be pre-approved by the JDC Judge. Cancellations must be made directly to the contract provider at least 2 hours in advance of the scheduled pick-up time or it may be considered a completed trip.

## **What Are Sanctions And Incentives?**

Sanctions and incentives are used within the JDC program to encourage participants to engage in positive behaviors. Incentives are given to recognize positive behavior and to encourage the participant to repeat that behavior. Sanctions are given to discourage the participant from repeating a negative behavior. The JDC judge makes the final decision as to whether and what a participant receives in terms of a sanction or incentive. This decision is based on input received from the JDC team. Neither sanctions nor incentives are intended to be automatic. All relevant circumstances, as well as the individual's unique personality, are taken into consideration. The hope is, especially in the case of sanctions, that the severity of a sanction is only as great as is needed to prompt the participant to change their behaviors in the future. Because of our desire to keep each participant's progress confidential, it is not unusual to see sanctions and incentives vary between participants in response to what may seem to be identical situations. All JDC team members work toward ensuring fairness among all participants.

## **What Is The Procedure For Travel Permits And Overnight Stays?**

The JDC participant must obtain permission from the Juvenile Probation Office any time travel is anticipated outside of the County.

If travel outside the County involves an overnight stay, then the JDC participant must also submit a Request for Leave to the JDC. Because the entire Drug Court Team considers these requests, they must be submitted to the JDC Office 24 hours in advance of a scheduled JDC court appearance. In an emergency, contact your child's Juvenile Probation Officer.

If the JDC participant requests an overnight stay in a residence other than his or her home, but within the County, the participant must obtain permission from the Juvenile Probation Department and notify JDC Surveillance.

## **What Do I Do If I Have A Question Or Need Further Information?**

When you have a question or need further information, first, determine which member of the team is most likely to have the information you are seeking. If you are unsure, call the JDC Program Office. All necessary phone numbers are listed at the end of this booklet.

## **What Do I Do In An Emergency?**

If the emergency poses a physical danger, call 911. In other circumstances, call a member of the treatment staff, surveillance, or the on-call JPPO (Contact through Alamogordo Department of Public Safety--505-439-4300).

## **Juvenile Drug Court Phone Numbers – Contacts**

### **JDC Administration:**

Mr. Rick Gilsdorf                      Program Director                      Office: 437-3714

Ms. Aurora Lopez                      Administrative Assistant                      Office: 437-3714

Ms. Lisa Willard                      Secretary/Case Manager                      Office: 257-0529  
Cell: 808-2725

### **Juvenile Probation Office:**

Ms. Carolyn Casillas, Supervisor                      Office: 437-0420

Ms. Catherine Cox                      Office: 257-6491

On-call JPPO (via DPS)                      Dispatch: 439-4300

### **Surveillance:**

To Leave a Message:                      Office: 257-0529

Field Phones:                      Cell: 808-2726 or 808-2727

## **Defense Attorney**

Angie Schneider-Cook                      Office: 258-5546

## **Acknowledgement of Receipt**

In order to assist in the transition process for entry into Juvenile Drug Court, it is important that both participants and parents/guardians have a basic understanding of JDC expectations and program guidelines.

By signing this document, the parent/guardian agrees that they have received the Parent Handbook and either understand its contents or are clear about where to find additional information.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date