

## Participant Data Sheet

Case Number: \_\_\_\_\_

Full Name: \_\_\_\_\_ Maiden/Alias \_\_\_\_\_ SS# \_\_\_\_\_  
DOB: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Who resides in your household?**Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**List current monetary court obligations:**(Restitution, Child Support, Fines, Court Costs etc.)  
What/Who do you owe: \_\_\_\_\_ Amount \$: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use back of sheet for more residents and/or court obligations.

**Do you have children who are not currently in your custody? YES or NO**

(If YES please provide the following information) Reason not in custody: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Sex \_\_\_\_\_ DOB \_\_\_\_\_ Age: \_\_\_\_\_ Custody Date: \_\_\_\_\_ Who has Custody? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have your parental rights been terminated? Yes \_\_\_\_ No \_\_\_\_

If yes for which children?

Child's Name: \_\_\_\_\_ Sex \_\_\_\_\_ DOB \_\_\_\_\_ Age: \_\_\_\_\_ Date rights were terminated \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use back of sheet for more children not in custody.

**Are you currently employed? YES or NO (If YES please provide employer information)**

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of hours you work per week: \_\_\_\_\_

**Education Level:** Years Completed \_\_\_\_\_ GED \_\_\_\_\_ HS Diploma \_\_\_\_\_ College Degree \_\_\_\_\_**Do you have health insurance?** Providers name/Policy #: \_\_\_\_\_ NO: \_\_\_\_\_**Are you currently in educational pursuit? YES or NO (If YES please provide the following information)**

Name of school: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Counselor/Teacher: \_\_\_\_\_ Grade/Level: \_\_\_\_\_

**Emergency Contact Person (Not someone who resides in your home):**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Valid Driver's License:** Yes No State \_\_\_\_\_ OLN \_\_\_\_\_ Exp \_\_\_\_\_ Insurance: \_\_\_\_\_**Make, Model, and License plate number for all vehicles owned or used by household members:**  
\_\_\_\_\_  
\_\_\_\_\_

I understand that in the circumstance that any of the above information changes, it is my obligation to notify Drug Court staff. I also agree that all of the above information is current and true to the best of my knowledge.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## ORIENTATION OF DRUG COURT PARTICIPANTS

By initialing each item below, I am acknowledging that I had the item explained to me in detail. I had all of my questions answered, and I understand the contents of each item.

Counselor Initials	Participant Initials	
		Drug Court Handbook (I received a copy)
		Drug Court Goals
		Court Appearances
		Drug Testing Procedures
		Disease Education Group
		Lifeskills Groups
		AA/NA Meetings
		Weekly Individual with Drug Court Counselor
		Court approved housing
		Employment
		Education
		Individualized Program Plan (IPP)
		Homework Assignments and Journal Entries (Maintaining 3-Ring Binder)
		Curfew
		Calling to check-in
		Paying Court Obligations/Child Support
		Drug Court Rules
		Medications – you are authorized to take
		Incentives
		Graduation
		Sanctions
		Sanctions Recommendations
		Discharge
		After-Care
		Drug Court Requirements
		Sponsor Verification
		Warren County Drug Court Verifications
		Self-Attendance Verification
		NA/AA Meeting Schedule

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Calloway/Marshall County Drug Courts**  
**ORIENTATION CHECKLIST FOR NEW DRUG COURT PARTICIPANTS**

Your initials below indicate that you have read, understand, and agree to all information contained in this document.

**Participant Name** (please print) : \_\_\_\_\_

**Drug Court Staff** (please print) : \_\_\_\_\_

**1. \_\_\_\_\_ What is Drug Court?**

Drug Court is a nonviolent offenders program meant to help people committing crimes to support their habits learn how to become productive citizens while adjusting to life without drugs and alcohol. The 42<sup>nd</sup> Judicial Drug Court is an abstinence based program. This means we do not allow any drug or alcohol use of any kind. All street drugs (marijuana, heroine, crack, cocaine, etc.) are strictly prohibited. Any and all Designer Drugs (Bath Salts, K2/Salvia/Serenity/Spice, etc.) are strictly prohibited. Any and all products sold under the false pretenses "NOT FOR HUMAN COMSUMPTION" or "plant derivative" are strictly prohibited.

**2. \_\_\_\_\_ Three Values of Drug Court**

- a. **Honesty** is expected. Dishonesty WILL NOT be tolerated. Dishonesty may be grounds for termination.
- b. **Personal Responsibility**: You will be expected to learn this before you graduate this program. Always take responsibility for your own actions!
- c. **Communication**: Make sure you communicate with Drug Court Staff. Changes and problems are inevitable. If one of these should arise, just make sure you talk to Drug Court staff first.

**3. \_\_\_\_\_ Agreement of Participation**

**4. \_\_\_\_\_ Drug Court Handbook**

This is just a universal guide to Drug Courts in Kentucky. This is not the rule book.

**5. \_\_\_\_\_ Drug Court Phone Numbers & Office Hours**

**Calloway:** (270) 753-2414      **Fax:** (270) 753-2446

**Office Hours:**

8:30 AM-4:30 PM • Monday-Friday

If you need to reach Drug Court staff after hours, on the weekends, or during office closures please call Jeanie and Shelly through their google voice numbers.

**Jeanie:** (270) 681-5291

**Make sure you text or leave a voicemail for both of us**

**Shelly:** (270) 681-0523

Please leave a detailed message with your needs and Drug Court staff will return your call as soon as possible.  
**CALLING AFTER HOURS, ON WEEKENDS, OR DURING OFFICE CLOSURES SHOULD BE RESERVED FOR REPORTING INCIDENTS/MEDICAL NEEDS, OR EMERGENCY SITUTATIONS ONLY.**

You must be able to accept BLOCKED calls or staff will not be able to call you back!

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Drug Court Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**6. \_\_\_\_\_ Four Phases of Drug Court**

This program is designed to be completed in 24 months. To do that, you must complete four separate phases.

- a. **Phase 1:** You start here. This phase is designed to be completed in a **MINIMUM** of 3 months.
- b. **Phase 2:** minimum of 10 months
- c. **Phase 3:** minimum of 5 months
- d. **Phase 4 (Aka: Aftercare):** minimum of 6 months

Any time you think you meet requirements to gain a promotion to the next Phase you must complete the following procedure:

- 1. Ask your case worker for a Phase Petition. You also need to write a phase up request.
- 2. Fill out the Phase petition and request & turn it back in to your case worker at your next individual meeting.
- 3. If your case worker approves the petition request you will present your phase up request during your next court session.
- 4. The team will discuss your phase up request the following week of drug court staffing and will let you know on that day if you have been promoted to the next Phase.

**7. Requirements of Drug Court**

**a. \_\_\_\_\_ Drug Testing**

- i. You must call the drop line 7 days per week, even HOLIDAYS!
- ii. A missed drug screen is counted as a positive. (This is discussed further in Section 8)
- iii. A diluted or altered drug screen is considered a positive.
- iv. A positive drug screen will mean a sanction for you.
- v. Calloway testing times: 7-8 am
- vi. Marshall testing times: 10-11 am
- vii. On Holiday and weekends, both counties will test in Calloway County at the drug court office between 7-8 am.

**b. \_\_\_\_\_ Attend AA/NA Meetings**

- i. **Phase 1:** Attend four AA/NA meetings per week
- ii. **Phase 2:** Attend three AA/NA meetings per week
- iii. **Phase 3:** Attend two AA/NA meetings per week
- iv. **Phase 4:** Attend one AA/NA meetings per week

**How to fill out the Self-Help meeting sheets:**

- 1. The meeting sheet must be signed by the meeting chairperson! (Not the person sitting next to you, not you, and not your sponsor)
- 2. Must be dated
- 3. Must have meeting time and meeting title/location
- 4. Write what the meeting was about
- 5. Type of meeting
- 6. Make up for something else? (Comp. Care?)

If there is any conflicting information on a meeting sheet, then the meeting will not count. Double check dates, times, and title of meetings, staff will not spend time figuring out any of this information. If you do not have all of this information filled out, the meeting will not count and you will get a sanction.

**FORGING THIS SHEET, IS GROUNDS FOR TERMINATION**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Calloway/Marshall County Drug Courts**  
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**c. Attend Group Sessions (Calloway County)**

- i. **Phase 1:** Attend two Group Sessions per week (Mondays from 4-5:30 and Thursday from 3-4 pm @ Calloway DC Office)
- ii. **Phase 2:** Attend two Group Sessions per week (Mondays from 4-5:30 and Thursday from 3-4 pm @ Calloway DC Office)
- iii. **Phase 3:** Attend one Group Session per week (Mondays from 4-5:30 @ Calloway DC Office)
- iv. **Phase 4:** Attend One Group Session per month on the last Monday of each month (Monday)

**Attend Group Sessions (Marshall County)**

- v. **Phase 1:** Attend two Group Sessions per week (Mondays Men Group from 8-9 am and Women's Group 9-10 am and Wednesday after court in the Drug Court office in basement of the Judicial Center)
- vi. **Phase 2:** Attend two Group Sessions per week (Mondays Men Group from 8-9 am and Women's Group 9-10 am and Wednesday after court in the Drug Court office in basement of the Judicial Center)
- vii. **Phase 3:** Attend one Group Session per week Wednesday after court in the Drug Court office in basement of the Judicial Center)
- viii. **Phase 4:** Attend One Group Session per month on the last Monday of each month (Monday)

Attendance of weekly Group sessions is **mandatory**. **No exceptions**. If something arises and you need to miss a group, you must gain prior approval from your Case Worker or the miss will be counted as an unexcused absence and you **will** receive a sanction. If you gain approval to miss, your Case Worker will instruct you how to make the session up.

**d. Journal**

While in Phases 1, 2 & 3 you will be required to keep a journal. Your journal is what happens to you and how you feel about it. These should be at least ½ a page in length and should contain more than just a written account of your daily activities.

**Example of an acceptable journal entry:**

DATE

Got up this morning and went to Group. It felt good to be out of jail and get to drive myself to my Drug Court requirements! I am so glad I am not sitting in jail being told what to do today. I went to work after Comp. Care. It's been 10 years since I have been able to work while staying sober. It feels good to earn my own money and be able to provide for my family with a legitimate job. Life is Good.

**Example of an unacceptable journal entry:**

DATE

Got up. Went to Group. Went to work. Went Home. Took Shower. Ate dinner. Went to bed.

**e. Homework**

While in Phases 1, 2 & 3 you will be required to complete weekly homework assignments. These assignments are designed to get you motivated and to keep you thinking about your recovery. Failure to complete weekly homework assignments will result in a sanction.

**f. Paying fines, fees, restitution, child support**

- i. You are required to make weekly payments on your fines, fees, restitution and child support while in the Drug Court program. (AT LEAST \$5.00 per week, while you are employed.)
- ii. You must bring proof of these payments to your Case worker each week by providing receipts from the clerk's office to staff and/or a printout from the child support office showing proof of payment on your obligations. **No other forms of "proof" will be accepted.**
- iii. **You cannot complete Drug Court until all fines, fees, court cost, and restitution is paid off.**
- iv. If your child support arrearage is not paid in full by the time you graduate Drug Court you will return to probation. You cannot be removed from probation until all child support arrearage is paid in full.
- v. **If your tax refund is seized as a result of non-payment on your child support, this does NOT count as an acceptable form of payment for Drug Court. You will still need to be making your weekly payments!**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**g. Attend Individual Sessions with your Case Worker**

- i. **Phase 1:** Attend weekly sessions with your Case Worker
- ii. **Phase 2:** Attend one session with your Case Worker every two weeks (unless otherwise specified by your Case Worker)
- iii. **Phase 3:** Attend one session with your Case Worker every three weeks (unless otherwise specified by your Case Worker)
- iv. **Phase 4:** Attend one session with your Case Worker per month (unless otherwise specified by your Case Worker)

You must arrive on time, and prepared for your meeting with your Case Worker with all necessary documentation in hand. Failure to do so may result in a sanction and possible cancellation of your regularly scheduled appointment time. You will then be given a new appointment time and required to return to the Drug Court office with all necessary documentation. Failure to present the proper documentation to staff a second time will result in a sanction.

**8. Employment, Community Service, Education**

While in Drug Court you must occupy your time with Community Service, Employment, Education or some combination of the three. **No exceptions.** You will need to fall under one of the following tracks **at all times** while in the Drug Court program:

- **Employment Track:**
  - i. Must obtain a full time job. (20-30 hours per week)
  - ii. You must talk to Drug Court staff prior to quitting or changing jobs.
  - iii. Staff will be contacting your place of employment so don't hide from them that you are in Drug Court.
  - iv. If you quit/change jobs and you are without employment for longer than **two** weeks you will be demoted one phase until providing staff with proof of obtaining approved employment. (ONLY if you have recently phased up)
- **College Track:**
  - i. Must be taking at least 12 credit hours to count as a full-time student
  - ii. If you owe fines, fees, court cost, restitution, and/or child support you must obtain a part time job (10-20 hours per week). **You will not be allowed to use financial aid refund checks to pay these obligations.**
- **Job Seeking Track:**
  - i. Must be working with Vocational Rehabilitation if you qualify for services
  - ii. Must complete 20 hours of Community Service each week
  - iii. Must provide staff with proof of applying for at least 4 jobs per week.

**You must provide proof of 20 hours of Community Service/Employment/Education/Job searching each week.**

If you do not have one, you will be required to obtain a G.E.D. before you graduate Drug Court. The hours you spend working on your G.E.D. will count towards your 20 hour requirement for the week if you are in the Job Seeking Track. If you are employed, you must complete 3 hours of work in the Adult Ed office per week. If you are unemployed, you must complete 4 hours of work in the Adult Ed Office daily.

You are **under no circumstances** permitted to work a cash paying job without pre-approval from staff.

***How to get pre-approval for cash paying jobs:***

- 1) We may have your potential employer must schedule a meeting with staff and present the following information:
  - a.) Job duties
  - b.) Why you are the only person who can do THAT job
  - c.) Whether or not they will be taking taxes out weekly or providing you with a 1099 at the end of the year.
- 2) The participant must agree to provide staff with *weekly* employment verification and receipts (if paid in cash).

At this time staff will take this information to the team and get back to you on whether or not the job is approved.

If the job is approved, staff reserves the right to revoke the approval at any time. Some reasons that the approval may be revoked are: if you are not providing WEEKLY employment verification or staff is suspicious that the job is no longer legitimate. At this time you will have to find alternate employment.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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9. **Curfew**

Curfew is at 10 pm every night for participants in all phases. You must be at your residence at that time, unless prior approval is given.

**Curfew Checks**

- a. **Home Visits** are done with Drug Court Staff as well as law enforcement officers. If a home visit is conducted, be prepared for a possible drug test and/or breathalyzer. Also be prepared for a possible search of your home, body and/or automobile.
- b. **Phone Curfew Checks** are conducted regularly by Drug Court staff. **Failure to answer the phone during a phone curfew check will result in a sanction. You WILL NOT be allowed to call us back to avoid a sanction.**

**Failure to be at your residence during any type of curfew check will result in a sanction.**

- ❖ **A Home Phone Line** is a requirement of this program.

*Please check your orientation binder for information about phone providers.*

1. **You must have home phone service.** This is a requirement for all participants. If you do not currently have a land line to your home, you will have **two weeks** to acquire service. If there is an issue with this, please speak with your case worker.
  2. **You must accept blocked phone numbers.** Staff will make calls from their personal cell/home phones and you must be able to accept blocked phone numbers. **It is important that you pick up all blocked calls after curfew.**
- ❖ You must have an **Answering Machine** or **Voicemail** set up on your home/cell phone.
- i. If Drug Court staff calls and you do not answer we will leave you a detailed message letting you know what we need or asking you to return our call. This is for your convenience & ours.

10. **Court Review Days**

- a. **Attendance is MANDATORY!** Failure to attend court will result in a bench warrant being issued for your arrest and placement on the revocation docket. **NO EXCEPTIONS!**
  - i. Drug Court staff can not excuse you from court, except for if you are in the hospital with proof, in custody, or dead.
- b. Dress appropriately for the Court Session: no shorts, no short skirts, no tank-tops, no drug/alcohol related apparel, and no profanity related apparel.
- c. If you are working on the court review day and need to wear shorts or tank tops in your line of work, bring a t-shirt or jacket with you to cover up your shoulders and pants to put on for the drug court session.
- d. **AFTERCARE** attends court **ONCE** per month on the 1<sup>st</sup> court date of the month.

11. **Aftercare Requirements**

12. **Medications & Medical Visits**

- a. Over-the-Counter Medications
  - i. All medications must be approved by your caseworker **prior** to taking anything not on the **Approved Medications List** (located in your Drug Court orientation binder).
  - ii. You must inform us about **any** over the counter medications that you ingest because they may interfere with the drug screens.
  - iii. You cannot take any cold/sinus remedy containing pseudoephedrine, phenylephrine or alcohol. If you test positive for alcohol, pseudoephedrine, or phenylephrine after taking a medication, you will still be considered positive, **no exceptions.**
  - iv. All medication/supplements that you take will need to be documented on the medication form that you will turn in each month.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Calloway/Marshall County Drug Courts**  
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b. Seeking Medical Attention

- i. You **MUST** have a primary care physician. We encourage you not to use the ER for non-life threatening issues. If you do not have insurance or medical assistance, then you can make an appointment with Paragon Medical. They work with patients who do not have insurance or Medicaid. (This information is located in your orientation binder.)
  1. You must inform all health care providers that you are a participant in drug court (even if you are not getting a prescribed drug). You must have them sign a **medical verification form**, and advise them that you cannot take any narcotics or "scheduled drugs" whatsoever. (This form is located in your Drug Court Orientation binder)
  2. You must turn the medical verification form into staff within **24 hours** of visit. You may have the doctor fax the form to the office of your county, if this is easier.
  3. **Failure to get this form filled out at the time of the appointment will result in a sanction.** Drug Court staff will be checking on this so do not try to hide from the medical professionals that you are a participant in Drug Court.

c. Prescription Medication

- i. You **MUST** have one pharmacy. Pick a pharmacy and stick with that pharmacy for all your medical needs. We will be checking on this.
  1. You must get advanced approval for all **PRESCRIBED MEDICATIONS**, except for ANTIBIOTICS. **EVEN ON WEEKENDS**, call and leave a message for your Case Worker on the answering machine and your Case Worker will call you back. (see phone numbers on Page 1) ***You still need to inform Drug Court staff that you are taking antibiotics and follow all other rules listed, however you are allowed to have them filled without prior approval from Drug Court staff if we are not readily available to talk with you about this.***
  2. You must have the original copy of the medical verification form, copies of all other medical documentation, and all prescribed medications in the correct bottles to your drug court caseworker on the **NEXT** business day after getting said medication filled. **EVEN ANTIBIOTICS. Failure to do this will result in a sanction.**
- ii. Do not flush or get rid of any prescribed medication, once you have completed the medication, you will bring the bottle into the office and staff will help you decide how to dispose of said medication.
- iii. We encourage you not to hoard your remaining medication. You will not be allowed to take it as needed, so there is no need to have the remaining medication in your home. You must get a new prescription every time you have a need for said medication.

d. Narcotics/Scheduled Drug

- i. If, at any time, you decide that the **need** for a narcotic or a scheduled drug is too much and **choose** to accept pain killers (IV, liquid, or pill form) from a hospital or to fill a prescription (even with approval) you will be placed on suspended status. You will still be required to attend most of your drug court requirements however you will not be making any progress in the program
- ii. To return to active status, you will have to produce at least one clean drug screen. You may even need clearance from your physician to return to active status.

***Failure to comply with the proper medical procedures will result in a sanction.***

13. Overnight & Out of State Travel

1. Must be approved by the staff and team
2. This includes ALL trips that involve you leaving the state, even just for the day. (i.e. Day trip to St. Louis Zoo)
3. You must turn in detailed information about your trip **in writing** via the **Travel Approval Form** (located in your Drug Court Orientation binder).
4. If you are not granted travel permission then you are expected to be at your residence!
  - i. **Phase 1:** You do not get this privilege
  - ii. **Phase 2:** Must have the **Travel Approval Form** turned in prior to the court session preceding the date of your travel plans
  - iii. **Phase 3:** Must have the **Travel Approval Form** turned in at least one week prior to your travel plans
  - iv. **Phase 4:** Must turn in the **Travel Approval Form** only if you are going to miss a drop or travel out of state.

Please speak to your Case Worker about all travel requests prior to requesting approval as they may interfere with you Phasing up or Graduating.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**14. Sanctions & Therapeutic Interventions**

So what are Sanctions?

Sanctions:

- a. Essay
  - i. Typically given for a minor offense.
  - ii. You must turn this in to staff at your individual meeting before the court session in which it is due.
- b. Community Service
  - i. Must complete all hours in the allotted time specified by the Judge
- c. Earlier Curfew
  - i. This starts the day that the sanction is given and will continue until a stated time and date. ANY violation will be grounds for a sanction.
- d. Jail

Some different forms of jail time that you may get as sanctions are as follows:

- i. Straight
  - 1. You will either be remanded to custody or allowed to turn yourself in at the Judge's discretion. You will have 24 hours or LESS to turn yourself in to custody, if given this option. If you are not working, then this will be your only option.
    - a. You must have the processing/booking fee paid when you turn yourself into custody.
- ii. Weekends: The sanction starts the weekend following the court session that the sanction is handed down, unless otherwise approved by your Case Worker or Judge.
- iii. Work Release: No work release will be offered.

**YOU MUST HAVE ALL SANCTIONS COMPLETED BY THE FOLLOWING COURT DATE IN WHICH THE SANCTION WAS HANDED DOWN (if possible).**

**If at any time you fail to complete a sanction satisfactorily your time serving/completing that sanction will be vacated and you will have to serve the equivalent amount of jail time for that particular sanction.**

**This is not a complete list of ALL sanctions that may be given. This is just to give you an idea. There is a Proposed Sanction List provided in the orientation notebook to give you a list of sanctions for non compliance issues.**

**Therapeutic Interventions:**

Therapeutic interventions are tasks or assignments that are given in addition to sanctions. The sanction is the punishment, the therapeutic intervention is meant to HELP you in your recovery. Some examples of therapeutic interventions are as follows:

- a. Increased Self-Help Meetings
- b. Increased Individual Sessions
- c. Short-Term Residential Treatment
- d. Long-Term Residential Treatment
- e. Placement in Halfway Houses

**This is not a complete list of ALL Therapeutic Interventions that may be given. Again, this is just to give you an idea.**

**15. New Charges/Tickets**

- i. May be grounds for termination or more intensive supervision/help.
- ii. Any new violations of the law must be reported to Drug Court staff within **one hour**.
- iii. Any contact with law enforcement, even if it does not result in a new charge, must also be reported to staff within **one hour**.

**16. Contact with the Judge & Drug Court Staff outside of Drug Court**

- a. Drug Court is a confidential program. We will honor this, as long as you do. If we run into you in public, we may or may not acknowledge that we know you. It is not personal. It is meant to protect your identity.
- b. Do not contact Judge Foust outside of court times. This includes letters and phone calls to his office. His staff will just forward everything onto Drug Court staff.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Calloway/Marshall County Drug Courts**  
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17. \_\_\_\_\_ **Participant Change of Data Sheet (Update Policy)**

You are responsible to update staff in writing about change of address, work, telephone numbers, etc. **Failure to turn in a new "Participant Change of Data Sheet" each time you have changes may result in curfew misses, etc. furthermore, resulting in sanctions.**

*This form is located in your Drug Court Orientation binder as well as copies provided to you in the drug court office or ask your case worker for a copy.*

18. \_\_\_\_\_ **New People, Places, and Things**

- a. **OLD PEOPLE:** You are NOT allowed to associate with people who have felonies within the last 3 years and are not active in the **Recovery Community**. This means you are **not** allowed to visit friends/family members in jail or prison. If there is a situation where you think that you need to visit someone in custody, you must get prior approval from Drug Court staff.
- b. **OLD PLACES:** You are NOT allowed to be in known drug areas (homes, stores, parking lots, etc.)
- c. **OLD THINGS:** You are NOT allowed to do the things you once did such as 4 am poker playing, hanging out on the front steps till 5 am, not working, etc.

19. \_\_\_\_\_ **Confidential Informants**

- i. You are not allowed to contact or harass suspected or known Confidential Informants. **CONTACTING/HARASSING SUSPECTED OR KNOWN CONFIDENTIAL INFORMANTS MAY BE GROUNDS FOR TERMINATION.**
- ii. You are not allowed to be a Confidential Informant while in Drug Court. ( This is covered in the Agreement of Participation)

20. \_\_\_\_\_ **Fraternizing**

- i. You are not allowed to engage into any romantic or sexual relationships with other drug court participants while actively involved in the Drug Court program.
- ii. Failure to engage in appropriate behavior while in the program may lead to sanctions and/or termination from the program.

21. \_\_\_\_\_ **Energy Drinks and Supplements**

NO Energy Drinks!!! All supplements must be approved by drug court staff prior to taking them and must be documented on your medication form that will you turn in each month

22. \_\_\_\_\_ **Releases Of Information**

**As the Drug Court team sees fit, requirements for the program may change.**  
**Plenty of notice will be given about these changes.**  
**You will be subject to these changes.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drug Court Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**14<sup>th</sup> Judicial Drug Court  
Orientation Checklist  
For New Drug Court Participants**

My initials below indicate that I have discussed the following expectations of drug court, and understand my responsibilities towards successful completion of drug court.

1. \_\_\_\_\_ Purpose of Drug Court
2. \_\_\_\_\_ Expectations
  - a. Honesty is expected. Dishonesty won't be tolerated.
  - b. Changes are inevitable. Let us know.
  - c. Problems will come up. Let us know.
3. \_\_\_\_\_ Agreement of Participation
4. \_\_\_\_\_ Consent to Search Form
5. \_\_\_\_\_ Contents of Drug Court Handbook
  - a. Sign paper stating you have received and are responsible for contents of the handbook.
  - b. Carry booklet with you at all times.
6. \_\_\_\_\_ Drug Court numbers:
  - a. 502-545-3016 – Curtis
  - b. 859-396-6100 - Lucy
7. \_\_\_\_\_ Minimum Requirements:
  - a. No illicit drug or alcohol use
    1. cannot take any cold/sinus remedy containing pseudoephedrine or alcohol
  - b. Court appearances
    1. court appearances are mandatory
    2. failure to appear at court without being excused in advance will mean a sanction for you
    3. Bring journal to court – if not turned in at court, must be turned in by 5pm that day
    4. Bring "since my last court appearance" sheet to court
  - c. Journal & Assignments
    1. Your journal is what happens to you and how you feel about it.
    2. Assignments are designed to get you to think about things you might not have thought about.
  - d. Drug Screening
    1. call drug testing number 7 days a week – even holidays
    2. a missed drug screen is counted as a positive
    3. a diluted or altered drug screen is counted as a positive
    4. a positive drug screen will mean a sanction for you, usually including jail time
  - e. Regular sessions with caseworker
    1. Bring all documentation:
      - a. GED sessions
      - b. Employment pay stubs

- c. Restitution/child support/fees/fines payments
  - d. NA/AA meeting sheets
    - i. Must be signed by meeting chairperson
    - ii. Write what the meeting was about
  - e. Community Service verification
  - f. Journal and assignment sheets – if not turned in at meeting, must be turned in by 5pm that day
  - f. Comprehensive Care (see attached sheet)
  - g. Get and maintain a job
    - 1. If you are not working, you are required to do community service
  - h. Education
    - 1. If no GED, begin working towards GED
  - i. Pay all court fees and restitution & child support during time in drug court
  - j. NA/AA Meetings
    - 1. In Phase I, must attend at least 2 AA/NA meetings per week (more are recommended)
    - 2. Must obtain sponsor
  - k. May involve additional help (treatment, vocational rehabilitation) on case by case basis
8. \_\_\_\_\_ Releases of Information
- a. Comprehensive Care
  - b. Drug Court team
  - c. Other as needed (doctors, Voc Rehab, GED Center, etc)
9. \_\_\_\_\_ Curfew
- a. 11:00 Sunday-Thursday, 12:00 Friday, Saturday unless otherwise approved
  - b. MUST be at residence at that time unless approved.
  - c. All out of state travel must be approved.
  - d. All overnight travel must be approved.
10. \_\_\_\_\_ Other violations of the law
- a. May be grounds for termination or more intensive supervision/help
  - b. You must let us know any violations of the law immediately
11. \_\_\_\_\_ Medication
- a. Tell health care professionals you cannot take any narcotics or "scheduled drugs" whatsoever. Get them to sign statement that you have asked to not be given these drugs.
  - b. Get approval in advance for all exceptions (surgery, for instance)
  - c. Tell caseworker all medications and any changes in medications.
12. \_\_\_\_\_ No contact with judge outside of court time
- a. Contact caseworker for any questions for judge

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

Date: \_\_\_\_\_