Mountain Judicial Circuit Accountability Court

Policies and Procedures Manual

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Memorandum of Understanding

### **Planning/Operation Team**

**PURPOSE:**

Comprised of executive level personnel from each agency to facilitate the process, expeditiously resolve issues and to provide buy-in at the upper echelon, so that later committees with non-executive level personnel will be comprised of people who are confident that the Head of each agency has made drug court a priority mission. The team has a clear purpose, roles of members are defined, and the committee meets on a regular, quarterly basis.

**MEMBERS:**

* Judge Superior Court, Mountain Judicial Circuit
* Mountain Judicial Circuit Accountability Court Coordinator
* District Attorney or representative
* Criminal Defense Attorney or representative
* State Probation or representative
* County Sheriff, or representative
* Addiction Treatment Provider

### **Advisory Committee**

**PURPOSE:**

This committee is comprised of 3 or 4 community members from each county (Habersham, Rabun and Stephens) that share in and support the mission of the Mountain Judicial Circuit Accountability Court. Their basic guidelines are as follows:

1. meeting with the Coordinator and or Judge minimum twice per year
2. provide recommendations that would strengthen the program and benefit the participants of the Accountability Court
3. attend court and or staff meetings minimum one time per year
4. advise, assist in, set up graduations
5. advise, assist in, set up recreational activities outside of court
6. educate the community about the Accountability Court Program
7. make recommendations where participants could complete community service/give back project
8. assistance with fundraising and grant applications
9. build relationship with community partners that promote and support the mission of the Mountain Judicial Circuit Accountability Court

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### **Mission Statement**

The mission of the Mountain Judicial Circuit Accountability Court is to enhance public safety through a coordinated effort of treatment and intense supervision within the judicial system by promoting abstinence, law abiding behavior, compliance and participation through prompt intervention thus reducing the recidivism rate. By offering the offender an alternative to incarceration and the tools to abstain from illegal activity, promoting rehabilitation that encourages the offender to become a productive and law abiding citizen.

### **Goals and Objectives**

Goals are general statements about what you need to accomplish to meet your purpose, or mission, and address major issues facing the Mountain Judicial Circuit Accountability Court.

Objectives are specific activities or action steps to implement each goal. They define exactly what you will attempt to accomplish for whom and in what time period – a set of measurable situations, which when achieved will satisfy a need.

**GOAL 1: To provide early screening, assessment and court intervention.**

**Objective 1:**

Eligible offenders referred to the program will receive substance abuse

assessment within 21 days of referral to Accountability Court Program

as measure by the management information systems.

**Objective 2:**

Selected participants will receive court intervention within 21 days of

referral to Mountain Judicial Circuit Accountability Court Program as

measured by attendance at court.

**OUTCOME MEASURES:**

1. Percentage of eligible offenders receiving substance abuse assessment within 21 days of referral to Mountain Judicial Circuit Accountability Court Program.
2. Percentage of eligible offenders receiving court intervention within 21 days of referral to Mountain Judicial Circuit Accountability Court Program.

**GOAL 2: To provide effective court supervision.**

**Objective 1:**

100% of Mountain Judicial Circuit Accountability Court participants will receive intensive court supervision including regular hearings, tracking of progress, and progressive sanctions and incentives as measured by the Accountability Court management information systems.

**Objective 2:**

At least 85% of participants receiving program services will reduce the frequency of alcohol and other drug use as measured by alcosensor and/or urinalysis testing results.

**Objective 3:**

65% of the eligible participants will complete the program successfully.

**OUTCOME MEASURES:**

1. Percentage of program participants who demonstrate reductions in alcohol and other drug use as measured by clean alcosensor and/or urinalysis test results.
2. Percentage of eligible participants completing the program.

**GOAL 3: To provide an integrated program of drug treatment, substance abuse education, and rehabilitation services.**

**Objective 1:**

100% of the participants referred will receive inpatient or outpatient substance abuse treatment at any given time as measured by treatment provider verification reports.

**Objective 2:**

90% of the participants who complete the program will be employed upon

graduation as measured by follow-up employment verification reports.

**Objective 3:**

100% of the graduates with less than a high school degree will improve literacy skills or earn a GED prior to program completion as measured by educational verification reports.

OUTCOME MEASURES:

1. Percentage of program participants receiving outpatient and/or inpatient substance abuse treatment.
2. Percentage of program graduates who have maintained full-time employment.
3. Percentage of program participants who have increased literacy skills and/or completed a GED.

Goals and Objectives will be monitored by ADE program. This will include by not limited to drug rankings ,office contacts, surveillance information community support attended, drug screen statistics (number completed by county by date range), jail time and cost, arrears by participant/phase, community service hours, LSI ranking, arrest statistics, children born of active participants, tracking graduates for two years after completion, etc. Information will be entered on daily bases of progress of participants in treatment and results of drug screens. This information will be available for team members to view daily.

### **Structure/Model**

The Mountain Judicial Circuit Accountability Court is a post-plea model, offered to eligible participants charged with but not limited to felony drug or related offenses. Entry into the program is completely voluntary, upon successful completion of program case may be dismissed, expunged or sentence modified. Typically, those found guilty of drug related offenses are sentenced to minimum 5 years to be served on probation, special conditions not limited to suspension of driver’s license, fines, fees, community service, drug screens, drug and alcohol assessment and follow up to the recommendations made in that assessment, etc.

Mountain Judicial Circuit Accountability Court is also offered as an alternative at a revocation for those offenders who are on probation and may subsequently test positive for or are battling substance abuse. The probationer may enter the Accountability Court in lieu of incarceration that provides intensive rehabilitative services.

Mountain Judicial Circuit Accountability Court offers a more forgiving program for those offenders who have a substance addiction and want help fighting it. For example, the first time an Accountability Court participant tests positive for drugs or alcohol, the sanction will likely be 24 hours in jail. The sanctions will be progressive in severity if violations continue

Transferring Jurisdiction

Upon confirmation of eligibility and acceptance into the Mountain Judicial Circuit Accountability Court program any case that is transferred will follow all guidelines as outlined in participant’s handbook. Permanent jurisdiction will transfer to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, Mountain Judicial Circuit Accountability Court. All monitoring and supervision will be completed by receiving court.

### **Target Population**

The target population for the Mountain Judicial Circuit Accountability Court includes but not limited to those charged with felony offenses that may be drug related, and those on probation that test positive for illegal substance. Additionally, participants must meet clinical criteria for having substance abuse or dependence (high risk/high need). According to Mountain Judicial Circuit County Justice personnel, the main drug abused in Mountain Judicial Circuit is prescription medication and methamphetamine; therefore, the Mountain Judicial Circuit Accountability Court program will focus heavily on dealing with abuse of and addiction to prescription medication and methamphetamine.

The Mountain Judicial Circuit Accountability Court will not knowingly accept those known or thought to be involved with the sale or distribution of drugs or those previously convicted of violent felonies.

“Violent offender” as defined in 42 U.S.C. 3797u-2, a person who- (1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct-(A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances descried in subparagraph A or B is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

### **Eligibility Criteria**

Eligible participants will meet the following criteria:

* Currently facing, but not limited to felony charges due to substance abuse
* Meet criteria for moderate to high risk abuse or dependence on LSI-R and SASSI.
* At least 17 years old
* Presence in United States is legally documented
* May not reside with any individual (legally married or otherwise) that uses narcotic (prescribed or illegal)
* Reside within the Mountain Judicial Circuit (Habersham, Stephens, Rabun County)

Probation Eligibility

* Has violated condition of probation that is related to substance abuse
* Must have at least 36 months left on probation sentence
* At least 17 years old

### **Disqualification Criteria**

The following criteria disqualify an offender for the Mountain Judicial Circuit Accountability Court Program:

* Violent convictions or history as outlined under 42U.S.C 3797 u-2.
* Involvement in trafficking, manufacturing or multiple sale of narcotics
* Severe and/or untreated mental/physical health problem which would impede their ability to actively participate in and complete the intensive program
* Presence in the United States is not legally documented
* Receiving medical management of addictive pain medication (not to include prescribed psychotropic medication)
* Registered sex offenders

### **Entry Process**

After arrest, defendants are identified by defense attorney, family members or Accountability Court team member as potentially eligible for the Mountain Judicial Circuit Accountability Court Program. They are given a bond in the usual manner with a return as directed. Those unable to make bond, or those on probation, are given Mountain Judicial Circuit Accountability Court information and referred to the Accountability Court Coordinator to arrange for discussion with defense counsel and screening.

Once an individual has been identified by the Probation Office, Public Defender and or District Attorney to be eligible and interested in the program the Accountability Court Coordinator will be notified and complete a screening process to include application, criminal history, TCU/CTS and SASSI 3. Coordinator will notify Treatment Provider to complete screening (LSI-R) and determine appropriate level of treatment and or need for Mental Health Services. Defendant’s information will be reviewed by the Accountability Court Team to determine entrance into the program. Defendant will be instructed when to return to Mountain Judicial Circuit Accountability Court for a decision about their entry. Those still incarcerated are brought back to the Courthouse on next court session for a decision about their entry.

The Mountain Judicial Circuit Accountability Court Treatment Team consists of the Judge, Coordinator, District Attorney, Felony Probation, Law Enforcement, Defense Attorney, and Treatment Provider. The Treatment Team determines who will be offered entry into the program.

The anticipated maximum length of time between date of referral and entry into the program is 21 days. Once accepted into the program participant will immediately report to Coordinators office, given all information regarding program (community support location, treatment groups/locations/times, court dates, drug screening protocol etc). Treatment sessions will begin on next scheduled date for that county and community support will begin on first available (CR, AA, NA) upon release. There will be a field contact by probation or surveillance officer within 7 days of entrance into the program.

A copy of assessments, drug screens, evaluations, progress reports, treatment plans or any other report related to a participant (active, terminated, denied or being considered) of the Mountain Judicial Circuit Accountability Court must be given to the Coordinator and maintained in the participants file. All files will be kept in secured area as outlined under 42 C.F.R. § 2.22.

### **Phases**

The Mountain Judicial Circuit Accountability Court is 18 to 36 months in duration and consists of five phases. Phase 1 is the Preparation Phase, Phase 2 is the Education Phase, Phase 3 and Phase 4 is the Maintenance Phase and Phase 5 is dedicated to re-entry into unsupervised society.

Transfer request must be completed and approved by treatment team prior to moving from one phase to another. Treatment plan is completed on each participant to include short term and long term goals.

Phase 1- up to 2 months in duration. Participants will attend court two times per month, 3 treatment sessions per week, 2 random alcohol/drug screens per week and 1 community support group per week. Daily 8:00 p.m. to 6:00 a.m. curfew unless approved otherwise. Must have clean screens for minimum 60 days and recommendation from treatment team prior to moving to next. Must have community support sponsor prior to moving to phase 2 and provide acceptance letter and contact number from that sponsor. Sponsor must be same gender as participant, no exceptions.

Phase 2- up to 4 months in duration. Participants will attend court two times per month, 3 treatment sessions per week, 2 random alcohol/drug screens per week and 1 community support group meeting per week. Daily 8:00 p.m. to 6:00 a.m. curfew unless approved otherwise. Must have minimum 90 days clean screens and recommendation from treatment team prior to moving to next phase. Must continue with community support sponsor and working steps.

Phase 3- up to 6 months in duration. Participants will attend court two times per month, 2 treatment sessions per week, 2 random alcohol/drug screens per week and 2 community support groups per week. Daily curfew from 10:00 p.m. to 6:00 a.m. unless approved otherwise. Must continue with community support sponsor and working steps. Must have clean screens for minimum 120 days and recommendation from treatment team prior to moving to next phase. Will repeat TCU/CTS with Coordinator or Case Manager within 30 days of starting phase 3, this is used to measure reduction in criminal thinking to include “Entitlement, Justification, Power Orientation, Cold Hearedness, Criminal Rationalization and Personal Irresponsibility”.

Phase 4- up to 6 months in duration. Participants will attend court sessions 2 times per month, 1 treatment session per week, 2 random alcohol/drug screens per week and 3 community support groups per week. Daily curfew from 10:00 p.m. to 6:00 a.m. unless approved otherwise. Must continue with community support sponsor and working steps. Must have clean screens for minimum 150 days and recommendation from treatment team prior to moving to next phase.

Phase 5- up to 6 months in duration. Participants will attend court sessions 1 time per month, attend 2 treatment session per month (1 individual and 1 group), 2 alcohol/drug screen per week and 3 community support groups per week. Daily curfew from midnight to 6:00 a.m. unless approved otherwise. Must have clean screens for minimum 180 days and recommendation from treatment team prior to commencement. Must continue with sponsor and working steps. Opportunity to mentor participants in Phase 3 and 4, during Drug Court activities. May be asked to speak to individuals regarding how Accountability Court has affected their life. Discuss with Coordinator commencement requirements within 30 days of starting phases 5 and begin process. Participants will attend court the first court date of each month. Court session and treatment session attendance will not be on the same week.

All graduates of the Mountain Judicial Circuit Accountability Court will automatically be considered alumni. Alumni will receive request and invitations to attend any and all functions of the program. Any cost for functions will be waived to alumni.

Transfer request goals and objectives must be completed and approved by treatment provider prior to moving from one phase to another.

The numbers of meetings, drug/alcohol screens, etc. listed above are minimum requirements. It may be necessary for participants to submit to additional groups, court sessions, etc. based on their level of commitment, progress, etc.

**All participants will be proved a list of local community support groups this includes AA, NA, Celebrate Recovery both secular and non-secular groups. List will include meeting locations, contacts, start time and day. Some groups may be closed discussion, gender specific etc. and is the responsibility of the attendee to verify prior to meeting.**

Leave requests must be submitted in writing to the Mountain Judicial Circuit Accountability Court Coordinator at least one week prior to requested leave. Participants in Phase 1 will not be granted leave for any reason other than emergencies and/or documented court appearances, etc. Phase 2 participants will be granted 1 leave requests. Phase 3 participants will be granted 2 leave requests. Phase 4 and 5 participants will be granted 3 leave requests total. Aftercare phase participants will not be granted leave for any reason other than emergencies and /or documented court appearances, etc. If group is missed during a leave, the participant must make up the group within two weeks of the leave being granted. Only 1 group may be missed per leave request and any missed group must be made up within 7 days of returning. These requests are apart from any emergency, subpoena, court appearance, etc. Any questions may be directed to the Accountability Court Coordinator for clarification.

Medical leave is defined as a period of time during which a medical doctor states that a participant cannot (either in hospital or on bed rest) attend/participate in Mountain Judicial Circuit Accountability Court sessions of any kind outside of the hospital or home. Medical leave form will be completed by participant (in advance when possible) and reviewed by Treatment Team at Accountability Court staffing for approval. Maternity leave will require similar documentation but the leave will be approved as follows (with the exception of extenuating circumstances): a female participant will be excused from all Accountability Court participation for two weeks following birth. For weeks three and four, the female participant will be required to submit to screens as normal. At the conclusion of the fourth week following birth, the participant shall return to their regular Mountain Judicial Circuit Accountability Court schedule. For other medical leave situations, the status of the participant will be assessed by the staff at the four week (28 day) point to determine if further leave will be granted. If possible, the participant shall be required to attend court as directed by Mountain Judicial Circuit Accountability Court staff during their medical leave.

Participants are required to pay $175.00 per month for duration of the program. This fee must be paid within 15 days of the first of every month.Each participant will be required to provide copy of completed tax returns each year while in program. A copy of any tax refund check each year while active in program (local or state) must be made by coordinator’s office prior to cashing refund.

There is a $25.00 fee for any drug screen that is contested and confirmed to be positive. If contested screen is clean there is no cost to the participant for confirmation. If a participant falls behind, sanctions can be imposed until they are current. After three months of arrears on fees team will review for termination. For those in residential programs, no fees will be assessed until active in the Accountability Court Program. Length and intensity of residential program will be considered when participant enters Accountability Court. Consideration will be given to fast track (through Phase 3) participants once they have completed residential program and reenter Accountability Court Program.

All participants are required to work or attend a continuing education program. Documentation will be required upon request. Felony probation has a quarterly employment workshop, all participants will be required to attend if unemployed or not a full time student. Participants will be notified of location and date of each workshop.

Staffing will be held 1 ½ hours prior to start of each court. All staff meetings are closed except to Steering Committee members, unless approved by the sitting judge and confidentiality form sign and adhered to. Any person that violates confidentiality of staff meetings will not be allowed to attend further staff meetings. Court sessions are open to the public. Courts times and dates are as follows:

|  |  |  |
| --- | --- | --- |
| **Habersham County** | **Stephens County** | **Rabun County** |
| 1st Friday of each month, starting 10:00 a.m. | 1st Tuesday of each month starting 4:00 p.m. | 2nd Tuesday of each month, starting 3:00 p.m. |
| 3rd Friday of each month, starting 10:00 a.m. | 3rd Tuesday of each month starting 4:00 p.m. | 4th Tuesday of each month, starting 3:00 p.m. |

PERSONAL ACHIVEMENTS ATTACHED TO PARTICIPANTS HANDBOOK IS TO BE TURNED INTO MOUNTAIN JUDICIAL CIRCUIT ACCOUNTABILITY COURT COORDINATOR AT THE END OF EACH PHASE. PARTICIPANTS WILL ALSO BE GIVEN TRANSFER REQUEST FORM PRIOR TO MOVING FROM ONE PHASE TO ANOTHER. TRANSFER REQUEST FORM WILL BE FILLED OUT WITH TREATMENT COUNSLOR AND TURNED IN ALONG WITH PERSONAL ACHIVEMENT FORM PRIOR TO MOVING FORWARD.

### **Termination Criteria**

Termination will be considered as a “last resort.” If termination becomes necessary, the State, in a Mountain Judicial Circuit Accountability Court session, will give oral notice to the participant of a termination hearing with the expectation that the participant will contact defense attorney and be prepared for said hearing the following court session. Once terminated from program, revocation hearing will not be held before Accountability Court Judge.

The Mountain Judicial Circuit Accountability Court has identified criteria to be used in deciding whether to terminate a participant from the program**.** The following will be used as guidelines only and will not be absolute. The Accountability Court Team will use discretion regarding each individual situation.

* Commission of a new offense; felonies are to be determined at hearing, misdemeanors will be at the discretion of the staff
* Substituting or otherwise tampering with a drug screen
* Chronic non-compliance evidenced by continued use, multiple missed groups, failure to follow program requirements, poor attitude, disruptive behavior, etc.
* Being AWOL from the program for over 30 days.
* Threats/violence toward other participants or any Mountain Judicial Circuit Accountability staff member
* Termination/discharge/or otherwise leaving a residential treatment program without prior permission from Mountain Judicial Circuit Accountability Court staff (warrant to be issued upon Mountain Judicial Circuit Accountability Court /DA Office/Public Defender/Probation notification)
* Selling or purchasing illegal narcotics from others within the program.

### **Graduation Criteria**

The following criteria must be completed prior to anticipated graduation date:

1. Write a letter to the Judge regarding your progress in the Mountain Judicial Circuit Accountability Court Program, letter must be submitted to and approved by Mountain Judicial Circuit Accountability Court Coordinator, and must include the following:
   * Background: Life before Accountability Court
   * Arrest situation
   * Reflections on Accountability Court success (for self and family if applies)
   * Reflections on Accountability Court struggles (for self and family if applies)
   * Plans/Goals for future: personal and recovery
2. Complete Giving Back Project

* Project/Site to be approved by Accountability Court Coordinator/Case Manager
* Minimum of 24 volunteer hours
* Documentation must be verified by Accountability Court Coordinator/Case Manager
* Submit to Accountability Court Coordinator/Case Manager a written summary of how/why project was chosen, feelings while completing project, personal reactions after project completion

1. All Mountain Judicial Circuit Accountability Court and Treatment fees must be paid in full or substituted community service work must be completed
2. Complete recovery plan with assistance of treatment staff and submit to Coordinator
3. Provide certification of having GED, high school diploma, other educational improvement records.
4. Complete a minimum of 150 days clean screens and no sanctions within 90 days to commencement; Must not be placed on daily support meetings within 4 weeks of anticipated graduation date
5. Must meet with Accountability County Coordinator/Case Manager within 30 days of beginning Phase 5 (or designated staff) to review requirements for commencement of Accountability Court Program.
6. Completion of Phase 5 Program.

Once you have completed the 150 days clean & all above criteria is completed you will no longer be required to attend treatment sessions or pay monthly court fees. However, you will be required to drug screen and/or report until the formal commencement date.

### **Sanctions and Incentives**

Sanctions are the imposition of consequences, perceived as negative by the receiver, as a direct result of a prohibited activity. Sanctions will be swift and appropriate. The Mountain Judicial Circuit Accountability Court Team will determine sanctions on an individual basis as related to the current violation. Sanctions may include but are not limited to: a day in court, community service work, increased drug screens, and jail time.

**Unless otherwise noted, all jail sanctions are immediate.**

Graduated Sanctions:

* **Drug/ALCOHOL/MIND ALTER SUBSTANCE Screens**

**1st Missed/Positive Screen**= minimum 24 hours in jail.

**2nd Missed/Positive Screen**= minimum 48 hours in jail, minimum 1individual session with treatment provider within 1 week of release.

**3rd Missed/Positive Screen**= minimum 96 hours in jail, placed on “Thin Ice”. Team will consider need for residential treatment.

**4th Missed/Positive Screen**=8 days in jail, review by Mountain Judicial Circuit Accountability Court Team of further sanctions, or termination.

**“THIN ICE”**

* + - “Thin ice” is also imposed if residential is refused and participant is permitted to enter in the Mountain Judicial Circuit Accountability Court Program; it requires the following:
    - Minimum 1 individual sessions per week, more if recommended by treatment provider. Continue to attend group sessions by phase.
    - 90 community support group meetings in 90 days (violations will be treated as if on “daily meeting”.
    - Attend court sessions 2 times per month for minimum of 90 days
    - Minimum 3 drug/alcohol screens per week.
    - Team to review at the end of 90 days for compliance or need for further sanctions or termination.
  + If participant is placed in residential program and positive screens continue, termination will be considered.

**\*\*If the participant denies use and the screen is confirmed positive, these sanctions will be doubled. A MISSED SCREEN IS TREATED AS**

**POSITIVE WITH DENIAL**

**A 2 hour window is provided for all drug screens. If a screen is announced the 2 hours window will begin at time of announcement. Failure to submit a screen during those times will result in a missed screen for sanctioning purposes. Missing a screen announced at group will count as a missed screen for sanctioning purposes.**

**DAILY CALL IN:** Sanctions listed below only apply to call in not missed screens.

* Each participant is required to call in daily to verify if there is a scheduled drug screen. Habersham window to call in is 7:45 a.m. to 8:15 a.m., Stephens County window to call in is 3:30 p.m. to 4:00 p.m. and Rabun County window to call in is 3:00 p.m. to 3:30 p.m. every day. Failure to call in during this time will result in the following sanctions:

**1st violation-** 3 days of Stand and Remind, to be completed within 1 week of violation. Participant is required to attend 3 treatment sessions within their county of residence, prior to start of group will stand at the door and remind each attendee to call in the following day between hours listed above, will have to remain for that group. Before group is over will stand at door and remind each attendee as they leave to be sure to call in between hours listed above.

**2nd violation-** 6 days of Stand and Remind, to be completed within 2 week of violation. Participant is required to attend 6 treatment sessions within their county of residence, prior to start of group will stand at the door and remind each attendee to call in the following day between hours listed above, will have to remain for that group. Before group is over will stand at door and remind each attendee as they leave to be sure to call in between hours listed above.

**3rd violation-** 9 days of Stand and Remind, to be completed within 3 week of violation. Participant is required to attend 9 treatment sessions within their county of residence, prior to start of group will stand at the door and remind each attendee to call in the following day between hours listed above, will have to remain for that group. Before group is over will stand at door and remind each attendee as they leave to be sure to call in between hours listed above.

**4th violation-** Sanction will be at the discretion of the team.

* + **Honesty Gift**: if participant admits a prior use not caught by the drug screen, the use will be treated as an admission. Additionally, a treatment response will be added. This will only be allowed one time and will not be used to terminate if the admitted screen is their 5th, etc.
    - **For participants who enter the program positive for illegally substance:** 
      * Will be placed on daily community support groups until they have 2 cleans screens which are at least 5 days apart. Minimum 2 random alcohol/drug screens per week.

**Statute of Limitations**: None in Phase 1; In Phase 2 and above, participants will be sanctioned for one less sanction than the total received IF participant has gone 6 months without a positive or missed drug screen. For example, if current screen would be third but participant has 6 months with no positive or missed screen, participant would be sanctioned as if the current was the second missed/positive screen. **No participant will receive this benefit more than 2x throughout their time in the program.**

Use of any substance (including supplements/meal replacements) without prior approval of the Drug Court Office

1st =8 hours community service as directed.

**2nd** =16 hours community service as directed.

**3rd** = minimum 24 hours in jail, minimum 1 page handwritten letter on harmful effects of substance that resulted in violation and other choices that could have been made. Must be turned in to Coordinator within 5 days of sanction being ordered, a copy will be given to treatment provider to review with participant.

**This does not refer to positive/missed drug screens.**

* + Adulteration or substitution of alcohol/drug screens in Phases 1 or 2 will result in up to 30 days in jail or, at the discretion of the court or termination from the program. If such adulteration or substitution occurs in Phase 3 or higher, the participant will likely be terminated from the program.
* **Groups and Individual**
  + Failure to sign in at all to Treatment/ Accountability Court event
    - Minimum 2 hours community service for each violation. Further sanctions will be imposed after third violation.
  + Late to check in for Treatment or Accountability Court event (15 minutes late or more).
    - * **1st time** = 2 hours community service and/or 2 days of stand and remind. Must be completed within 5 days of sanction.
      * **2nd time**= 4 hours community service and/or 4 days of stand and remind. Must be completed within 7 days of sanction.
      * **3rd time**= 6 hours community service and/or 6 days of stand and remind. Must be completed within 9 days of sanction.
      * **4th time**= 8 hours community service and/or 8 days of stand and remind. Must be completed within 11 days of sanction. Review by Accountability Court team as to any further consequences.
* Treatment Assignments: Failure to complete any assignments given by treatment provider will result in the following:
* **1st violation** = report to Coordinator/Case Manager office 9:00 a.m. following business day of violation. Must complete all missed assignments, remain at office for minimum of 1 hour.
* **2nd violation** = report to Coordinator/Case Manager office 9:00 a.m. following business day of violation. Must complete all missed assignments, remain at office for minimum of 2 hour.
* **3rd violation** = report to Coordinator/Case Manager office 9:00 a.m. following business day of violation. Must complete all missed assignments, remain at office for minimum of 3 hour.
* **4th violation** = Review by Accountability Court Team to further sanctions or termination.

**If late for Treatment/** **Accountability Court event and allowed to enter (15 minutes or more): 1 week of Stand and Remind.**

**If late for Treatment/Accountability Court event and not allowed to enter (15 minutes or more) sanctions will be imposed as if missed completely.**

**If participant has missed any group/individual session, that group/individual session must be made up within 7 working days of original missed group date. Failure to make up group/individual session will result in sanction at the discretion of the team.**

* + - * **If not allowed to enter but participant remains until the conclusion**). **Stand and Remind to begin within 3 days of violation**. **Participant will report to group 15 minutes prior to start time, thank each participant for being on time and remind each participant to sign in. At the end of session participant will stand at exit door and remind each participant of next session and start time.**
      * **1st time**=8 hours community service.
      * **2nd time**=8 hours community service. One page handwritten explanation as to reason for continued violation and resolution.
      * **3rd or more**= Stand and remind for one week or discretion of the team
      * **If missed completely\*\* or participant leaves without permission.** 
        + **1st time**= minimum 24 hours in jail, make up group within 1 week of release.
        + **2nd time**= minimum 48 hours in jail, make up group within 1 week of release. Handwritten explanation of absence.
        + **3rd time or more**=discretion of the team

**\*\*Judge will waive jail sanction if a true emergency can be proven and documented.**

* + **Being kicked out of group**= minimum 3 days in jail and minimum 2 page handwritten letter requesting reentrance into group and explanation regarding why participant was kicked out and participants solution. Handwritten letter to be turned into the Coordinator within 24 hours of release. This will be reviewed by the Mountain Judicial Circuit Accountability Court Team for any further sanctions.
* **COMMUNITY Support GROUP Meetings or SponSor**

Participant must provide letter from sponsor prior to moving to Phase 2. Sponsor must be same gender as participant. Participant must maintain a sponsor through entire program. Falsifying document from sponsor or not maintaining contact with sponsor will result in sanctions at the discretion of the team.

* + **Failure to turn in** **Community Support attendance or information sheet lacks proper documentation:**
    - * **1st** = turn in proper documentation within 3 business days of request. Failure to turn in documentation within 3 business days will result in 2 hours of community service daily till documentation is turned in. This sanction will not exceed 1 week before further sanctions will be imposed at the discretion of the team.
      * **2nd** = turn in proper documentation within 3 business days of request. Failure to turn in documentation within 3 business days will result in 4 hours of community service daily till documentation is turned in.
      * **3rd** = turn in proper documentation within 3 business days of request. Failure to turn in documentation within 3 business days will result in 6 hours of community service daily till documentation is turned in.
    - Failure to attend community support meeting as directed = up to 4 hours in jail for each missed meeting.
  + If in Phase 5, participant placed on daily meetings within 4 weeks of their anticipated graduation date: anticipated graduation date is extended until the Judge releases the participant from the daily meeting sanction
* **JOB VERIFICATION**
  + Documentation not turned in on time or incomplete:
* **1st week**: 4 hours community service. Community service must be completed within 1 week of sanction being ordered.
* **2nd week**: 8 hours community service. Community service must be completed within 1 week of sanction being ordered.
* **3rd week**: sanction to be determined by the Treatment Team.

**If any information is falsified, additional sanctions will be determined by Treatment Team**.

* Unemployed

Report to Accountability CourtCoordinator’s office as instructed. Minimum 3 face to face and 2 call in inquires per day. 4 hours job search daily and 4 hours of bench duty at the probation office per day till employed or 4 hours job search and 4 hours community service daily. Form must be completed and returned as directed, community service or bench duty may be replaced with GED classes or Employment workshop. This will continue each day (Monday through Friday) until employed. Unemployment requirements will be adjusted at the discretion of the team if participant is a full time student. Felony probation has a quarterly employment workshop, all participants will be required to attend if unemployed , (consideration for full time student) also any job fairs as directed. Participants will be notified of location and date of each workshop or job fair. Failure to comply with unemployed guidelines will result in sanctions being imposed at the discretion of the treatment team. Falsifying documents can result in sanctions or termination.

Employment is not permitted with any business that serves strictly alcohol or head shops, such as but not limited to bars, strip clubs etc.

**CONTRABAND**

* + Consorting with known users
    - **1st time**: Minimum 1 page letter on advantages and negative consequences of changing playmates/playgrounds while in recovery. Turn in to Coordinator within 5 days of sanction. Copy of letter will be provided to treatment provider for review with participant.
    - **2nd time**: no identified reaction, further sanction will be imposed at the discretion of the team
  + Contraband found in house/seen/found on person
    - Alcohol **minimum 48 hours in jail**
    - Paraphernalia **minimum** **96 hours in jail**
    - Firearms **minimum** **7 days in jail**

**Includes all firearms regardless of age/size/location**

* + - Any mind altering substance or controlled substance not legally prescribed to the participant or another person residing in the household **96 hours in jail**

**These sanctions for contraband found in house/seen/found on person are subject to change depending investigation of circumstances. This will be determined by Mountain Judicial Circuit Accountability Court Team. Certain contraband could result in new charges.**

* **CONTACT POLICIES** 
  + Incorrect address/not at provided address= **minimum** **24 hours in jail**
    - Staying away from provided address more than 1 night a week, owner of residence must agree to the search or participant will be sanctioned as above (consorting with known users). Continued violation will result in further sanction or possible termination.
  + **Failure to provide vehicle information to Accountability Court Coordinator within 2 business days of possessing/changing vehicles**

Minimum 2 hours community service daily till information is reported to Coordinators Office. This sanction will be imposed for up to one week any further sanction will be at the discretion of the team.

* **Failure to provide phone number where a message can be left on voicemail, answering machine or with a person. Or failure to provide information on personal social networking site and access of that site to Accountability Court Team.**

Minimum 2 hours community service daily till information is reported to Coordinators Office. This sanction will be imposed for up to one week any further sanction will be at the discretion of the team.

* + Curfew
  + Missed curfew/ not calling as instructed
    - **1st** = earlier curfew (TBD by staff)
    - **2nd** =earlier curfew (TBD by staff) and 8 hours community service. Community service must be completed within 3 days of sanction being ordered.
    - **3rd** = review by team to further sanctions or possible termination.
  + Violation of House Arrest
* **1st violation** = minimum 24 hours in jail
* **2nd violation** = minimum 48 hours in jail
* **3rd violation** = review by team to further sanctions or possible termination.

If curfew is in place it is the responsibility of that participant to call in to Accountability Coordinator as instructed. And to be available to take call from AccountabilityCoordinator at place of residence any time.

* **FEES**
  + Progressive sanctions will also be imposed for being behind in finances. Arrearage is defined as over sixteen days behind in program fees.
    - **16 days** = Meet with coordinator, provide documentation of income, family members in household, monthly expenses etc, Complete a budget plan to follow till financial obligations are current. Follow up as directed to ensure budget is being followed. Failure to comply will result in progressive sanctions at the discretion of the team
    - **23 days** = Will report minimum one time per week till financial obligations are current. Sanctions may be imposed at the discretion of the team
    - **30 days** = Report minimum two times per week till financial obligations are current. This will continue through day 59.
    - **61 days** = Review by Accountability Court Team to further sanctions or termination.
* OTHER
  + Failure to complete community service= **24 hours in jail**
    - Up to 8 hours community service is equivalent to 24 hours in jail
    - Failure to complete community service as directed (right time, correct paperwork, violation of community service contract, etc.)
* **1st time-** Redo community service, complete community service within 5 days of sanction being ordered.
* **2nd time-** original community service hours doubled, complete community service within 1 week of sanction being ordered.
* **3rd time-** review by treatment team as to further sanctions.
  + If participant leaves courthouse; a bench warrant will be issued for their arrest and participant will remain in jail until the Mountain Judicial Circuit Accountability Court convenes again.
  + Late to Court or graduation= **Report directly to jury box on day of violation or next court session, remain till dismissed by judge.** **Participant will be given the opportunity to give explanation prior to sanction being imposed. Sanction will be imposed at the discretion of the team.**
  + Participants are not permitted to have contact directly or indirectly with persons of harmful or disreputable character. Sanctions will be imposed at the discretion of the team.
  + Progressive Sanctions will be imposed when participants do not move from one phase to another in a timely manner. Progressive sanctions will be imposed to encourage participants to finish the requirements and move on to the next phase. These sanctions will be as follows:
    - 1st (15 days) = Meet with Coordinator and discuss reason for not moving to next phase. Coordinator will assist participant in setting goals and plan to move forward. Participant encouraged to provide any supporting documentation at meeting
    - 2nd (30 days) = 4 hours of community service weekly. Community service will continue till participant has moved to next phase.
    - 3rd (45 days) = 8 hours of community service. Community service will continue till participant has moved to next phase.
    - If requirements are still not met within 60 days of potential move date, Drug Court Team will review for further sanctions or termination.
  + Failure to report to court for anticipated sanction or if violation is not addressed by staff timely and participant fails to report it to the Treatment Team or Mountain Judicial Circuit Accountability Court
    - Double the sanction
  + Other infractions such as but not limited to, failure to attend education programs will result in progressive community service for each violation. This sanction will require the participant to perform certain duties as specified by the Mountain Judicial Circuit Accountability Court Coordinator or other Accountability Court Staff. Such duties could include cleaning up related-agency parking lots, completing additional paperwork assignments, etc. Failure to complete will result in additional sanction or termination.

**For those on PROBATION also: they must complete all conditions of probation (including restitution) in addition to their Mountain Judicial Circuit Accountability Court requirements. Habersham County Accountability Court does not substitute for any condition or requirement of probation.**

Incentives are responses to compliance, perceived as positive, by the participant. The Mountain Judicial Circuit Accountability Court recognizes the importance of rewarding participants for good behavior. Incentives will also be swift to support program compliance. Incentives can range from praise from the Judge to having charges dismissed upon program completion.

Free Pass will be granted for use on sanctions other than jail-time, arrearage, positive screens or missed groups. Participant will be granted one pass for each phase as noted below and will not accumulate or rollover:

* **Phase 1 =NONE**
* **Phase 2= must have no sanctions for 30 days to be eligible.**
* **Phase 3= must have no sanctions for 60 days to be eligible.**
* **Phase 4=must have no sanctions for 90 days to be eligible.**
* **Phase 5= must have no sanctions for 120 days to be eligible.**
* **Aftercare=NONE**

**1. There will be a monthly participant of the month or outstanding leader announced in court. Incentive is certificate or choice of book.**

**2. “I was caught doing something right” will be given to participants observed by a staff member doing anything positive toward their recovery (not required behavior). At each court session participant will hand card to judge when called to the bench, judge will discuss positive action. Candy bar given for each card presented. Card will remain in container where once a quarter one name will be drawn from, participant will be allowed to select one gift from those provided, all remaining names will then be discarded and process begins again.**

**3. Recognition will be given to participants celebrating a birthday, anniversary or other significant milestone.**

**4. For every participant that provides a clean drug/alcohol screen (administered by staff) their name will be placed in a container; name will be drawn during court. Participant will receive a gift card. Remaining names to be discarded from that day. If a positive drug or alcohol screen occurs between court sessions participant is disqualified from having name in container for that drawing.**

**5. Any active participant that successfully completes and receives GED certificate will be reimbursed for all cost of testing. Participant must provide GED certificate and receipt of payment prior to reimbursement.**

**6. All participants are encouraged to participate in group organized activities such as soft ball, cookouts, bowling, movies etc. Continued participation is based on no violations and sanctions.**

**7. Turtle and Hare card related to community support groups. If participant attends community support as required per phase, names goes in bowl. Two names are pulled out (1 male and 1 female) each court. The Hare card allows the holder to jump at the front of the line during screens on either Saturday or Sunday. All other participants must wait till the holder of this card is screened.**

**If participant fails to attend community support as required by phase, they will receive a turtle card. The holder of the turtle card will report at beginning of announced screen and remain till end of screen. If participant receives 3 turtle cards in a row, additional sanction will be 8 hours of community service. Once community service is imposed 3 times (total of 24 hours community service), further sanctions will be considered including termination for non compliance.**

**Any participant unable to provide handwritten sanctions (due to learning disability or valid medical reason) will dictate that information to an Accountability Court Team member.**

### **Treatment Protocol**

All Accountability Court activities and locations are viewed as an extension of the Mountain Judicial Circuit Accountability Court Program. Participant behavior should reflect that understanding at all times. This includes treatment, community service sites, special events, and other functions associated with Accountability Court activities. Violations of program rules can result in sanctions and/or new criminal charges. All staff members of the Mountain Judicial Circuit Accountability Court are officers of the court, and participants are expected to follow their instructions.

1. No alcohol, drugs, weapons, or pocket knives will be brought to these facilities.
2. Court, treatment or any Accountability Court activity will begin on time! Participants must be punctual, as tardiness will result in sanctions. Participants must attend and participate to receive credit.
3. Confidentiality is a must. What is said here stays here! There will be **severe consequences** for any violation of this rule.
4. Free expression of participant’s thoughts and feelings is encouraged; however, violence, threats or intimidation will not be tolerated. Extreme use of profanity is not acceptable.
5. Leave group only in an emergency after notifying staff. No visitors allowed. Participants will be notified of scheduled exceptions to this rule. This includes children and pets.
6. Pairing up with another Mountain Judicial Circuit Accountability Court participant outside of Accountability Court activities is not permitted (unless legally married prior to entering Accountability Court Program. Intimate relationships are NOT permitted between participants and or staff members.
7. Smoking is permitted ONLY in designated areas. **However, make sure cigarettes are extinguished and placed in proper receptacle.**
8. No littering in parking lot or in building. Participants must be responsible for assisting in maintaining the cleanliness of the building.
9. Destroying or defacing property will lead to sanctions.
10. Appropriate attire is required for all Mountain Judicial Circuit Accountability Court related activities. No clothing with alcohol or drug related logos or accessories should be worn at any time during Accountability Court functions.
11. Pagers and cell phones must be left outside in a locked vehicle. They will be confiscated if they ring or beep during group.
12. **No sexual harassment will be tolerated!**

# Curriculum

Treatment Provider programs include, but are not limited to, MRT, Life Skills, Anger Management, Parenting Training, domestic violence, substance abuse education, the concept of addiction, relapse, gender based groups, spirituality, problem solving, communication, and some co-occurring issues such as depression and anxiety.  The curriculum (evidence-based treatment modality), will include, but not limited to motivation for change to assess treatment readiness, needs to address thinking errors, and criminality and addiction, in conjunction with 12-step philosophy, family systems and psychodynamic treatment models. All treatment counselors will be certified CACI (or equivalent) and supervised by a counselor no less than a certified CACII (or equivalent). All counselors must maintain their state certification while providing services to participants of the Mountain Judicial Circuit Accountability Court.

# GROUPS

Initially, Mountain Judicial Circuit Accountability Court participants will meet three times per week for one and one-half hours per group; individual time will be minimum 1 hour per session. Counseling services may be gender specific when needed, all MRT groups will be gender specific. Group times and locations are set by Treatment Provider and participants are responsible to be aware of schedules and any changes. Treatment will provide reports on individual participant’s progress during groups on form provided by court and fax sheet to coordinators office within 18 hours of end of said session. Treatment will provide by phase/by participant treatment plan/progress report to coordinators office. Treatment will provide any information to the court that could significantly affect the progress/recovery of any participant. Groups will be monitored by Coordinator as outlined by the Georgia Accountability Court Standards and any State Grant Funding. Each participant will complete TCU/CTS during original interview and again once they enter phase 3. Treatment will review TCU/CTS results from both to determine if participant is receiving treatment that meets their needs. Meeting will be held with Treatment Provider and Coordinator if adjustments need to be made for participant.

Participants may require the services of Mental Health before or during their treatment. When necessary and at the recommendation of the treatment team participants will be referred to Avita Community Partners for services not limited to developmental disabilities, mental illness, ambulatory detoxification, co-occurring disorder or other services that will support a health recovery program.

### **Supervision Protocol**

Mountain Judicial Circuit Accountability Court participant cases will be managed by the Accountability Court Coordinator and staff. The Mountain Judicial Accountability Court Coordinator/Case Manager is responsible for maintaining client records regarding group attendance, meeting attendance, fulfillment of community service requirements, drug screen requirements and results, sanctions and incentives, demographic information, and all other pertinent information. The information will be maintained by the Mountain Judicial Circuit Accountability Court Coordinator. The Accountability Court Office will gather such information from necessary agencies and then prepare weekly progress notes on each participant to be used in Treatment Team staffing and in court. This information must be as current and accurate as possible to ensure continuity and fairness in the sanctioning process. All communication between agencies shall be governed by the release of information signed by each participant. Treatment providers will give Coordinator information for staff meeting one day prior to each court session.

Mountain Judicial Circuit Sheriff’s Office (by county) Deputies will do random searches due to participant’s waiver of 4th Amendment Rights. Coordinator will accompany surveillance officer randomly during period of participants program. During such searches, Deputies may perform but not limited to, administering alcohol/drug screens, look in refrigerators, open cabinets, etc., to determine if the participant is in possession of drugs or alcohol. If a participant tests positive for alcohol/drugs during a field contact, the deputy will notify the Mountain Judicial Circuit Accountability Court Coordinator and the participant could be arrested. Additionally, if illegal drugs or drug paraphernalia is found in the home, the participant may be arrested on new charges which will likely result in termination from the Accountability Court Program. Any law enforcement contact (direct or indirect) outside Accountability Court activity must be reported by participant within 24 hours to Coordinator.

If you have a social networking web site (facebook, twitter, myspace etc) you must notify the coordinator of which site and under what personal profile name it is listed. You must allow the Mountain Judicial Circuit Accountability Court access to your account at all times.

### **Testing Protocol**

All clients are required to have random alcohol/drug for the duration of their program. Drug testing is performed on a random basis(use I cups) (reading within 5 miniutes); however, a breath, hair follicle, saliva or urine specimen may be required at any time

For the duration of the client’s participation, it is their responsibility to check daily to determine if they are required to drug test that day.

**Participant must call number designated for that county, each day to determine if a screen is required, call in time is set for each county. It is the responsibility of the participant to know number and time to call in. In the event that, for any reason, they cannot access this information by phone or the recorded message is not clear, it is the participant’s responsibility to contact Coordinator immediately. Screens must be provide and read within 2 hours of announcement. Each participant must leave full name on voice mail. Failure to comply will result in graduated sanctions.**

**Upon release and acceptance into the program, participant will be given information regarding call in time, number to call, group’s locations and times, community support locations, court dates and locations, any other information regarding program.**

Breathalyzing equipment is also on-site to allow for testing of participants for alcohol at any time.

If a screen is announced upon arrival for group, the 2-hour starts at the beginning of check-in. Screens will be performed until group starts and then again for 15 minutes following the conclusion of group. Failure to provide a screen during those times will be considered a missed screen. If late or not allowed to enter group due to being late, the same time restraints apply.

Should a participant contest the results of a drug screen (instant cup) for any reason or suspicion of tampering is suspected, the specimen will be forwarded to laboratory for confirmation at an additional cost of $25.00 to the participant (if screen results are positive). If a drug screen is positive and participant denies, the specimen will be sent to a laboratory for confirmation at participant’s expense or further testing to be completed at local hospital. If the contested specimen is in fact positive/diluted/adulterated sanctions will be doubled (additional cost is the responsibility of the participant) and or termination .

Observer of drug screen will notify Accountability Court Coordinator of all positive screens or other violation immediately.  Any screen that results in a positive reading will require the participant to contact the Mountain Judicial Circuit Accountability Court Coordinators office immediately for further instructions.

Random drug testing will be conducted at, but are not limited to the treatment facility. Drug testing days will be randomly chosen with a two hour compliance window. **Late arrivals after call in each morning will be required to contact coordinator/case manager immediately and the failure to submit a specimen will be considered a positive screen. Tampering with or diluting a drug screen can be grounds for termination from the Mountain Judicial Circuit Accountability Court** **Program.**

**Upon reporting for a drug screen:**

1. Only one participant is allowed in the testing area at one time. A staff member must accompany clients at all times during the drug screening.
2. Clients must make sure that they hand their specimen to observer. Client will remain in sight of specimen till read and or sent off for further testing. Once specimen has been read and no further testing required client will properly dispose of urine and test cup.
3. Clients must complete all information requested on drug screen form prior to providing urine sample. **Honesty is a crucial component for recovery and participation in Mountain Judicial Circuit Accountability Court Program. Self-disclosure of use will be considered by the court when sanctions are imposed.**
4. Clients will not be allowed to leave the testing area or drink excessive fluids until a specimen is received. It is suggested that clients not drink any fluids 2 hours prior to screening to avoid possibility of dilution.
5. A staff member of the same gender must always witness the sample being given.
6. Clients must not carry purses, coats, bags, etc. into the testing area.
7. Client must wash hands thoroughly prior to providing specimen.
8. Shirt sleeves should be rolled up to the elbow and clients may be required to remove additional clothing to ensure validity of specimen.
9. The test cup must contain a minimum of 1/3 level to be adequate for testing.
10. Proper chain of custody will be followed by both participant and collector.

**Clients may not be able to stop using drugs immediately and recovery may not occur overnight. However, all use of illegal drugs or alcohol will be sanctioned. This is not intended as a punishment, but to encourage sobriety. Thus, the ultimate goal of drug testing is to provide accountability and confirmation of an individual’s progress towards recovery.**

### **Memorandums of Understanding**

The following enter into the memorandum of understanding to document, roles and responsibilities in the planning and operation of the Mountain Judicial Circuit Accountability Court Program; will provide minimum 5 hours per year of continuing education and training in substance dependency and or related fields. Will complete the Essential Elements of Adult Drug Court. Core team will attend yearly State Court Conference as well as Georgia State requirements:

Judge Superior Court

Mountain Judicial Accountability Court Coordinator

Mountain Judicial Circuit District Attorney

Mountain Judicial Circuit Public Defender

Mountain Judicial Circuit County Sheriff

Mountain Judicial Circuit Felony Probation

Treatment Provider

Each of the parties adopts and support the Ten Key Components established by the National Association of Drug Court Professional.

* 1. Integration of alcohol and other drug treatment services with justice systems case processing.
  2. Use of a non-adversarial approach by prosecution and defense that promotes public safety while protecting any participant’s due process rights.
  3. Identification of eligible participants early with prompt placement in the program.
  4. Access to a continuum of alcohol, drug and other related treatment and rehabilitation services.
  5. Monitoring of participants effectively by frequent alcohol and drug testing to ensure abstinence from drugs or alcohol.
  6. Use of a coordinated strategy with a regime of graduated sanctions and rewards to govern the courts responses to participants’ compliance.
  7. Ongoing close judicial interaction with each participant and supervision of progress for each participant.
  8. Monitoring and evaluation of the achievement of program goals and program effectiveness.
  9. Continued interdisciplinary education in order to promote effective drug court planning, implementations and operations.
  10. The forging of partnerships among other accountability courts, public agencies and community based organizations to generate local support.

**Judges Role**

* Preside over the Mountain Judicial Circuit Accountability Court Program
* Leads team in developing protocols and procedures for the program
* Promote Mountain Judicial Circuit Accountability Program in the community
* Establish and participate in planning committee to develop policy and procedures
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose
* Attends all staffing and court sessions

**Mountain Judicial Accountability Coordinator Role**

* Oversees the Mountain Judicial Accountability Court Program
* Implementing/Supervision policies and procedures
* Screens potential participants
* Explains to participant all regulation and policies of program
* Administers SASSI 3 and other assessment tools
* Keeps all Accountability court Records
* Administers alcohol/drug screens
* Accompany Law Enforcement on field contacts of participants
* Attends all staffing and court sessions
* Aids participant and family with community resources available
* Educates the community on Mountain Judicial Circuit Accountability Court program
* Schedules court calendar, staff meetings, participants location for community service or any other activity associated with Mountain Judicial Circuit Accountability Court program
* Observe treatment session to ensure standards as required under any funding and following evidence based practices
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose.
* Provide local schools and organizations information and resources regarding substance abuse

**Case Manager Role**

* Assists the Accountability Court Coordinator with all duties
* Advises the participants of their requirements and conditions
* Maintains records of the participant program fee payments, residence, employment and other information
* Manage participant files and maintain updates from any agency.
* Maintain ADE monitoring program from entrance into program to completion to include but not limited to: termination, death, child birth, drug screens, treatment groups, community support groups, new charges, job history, residential, etc.
* Administer drug screens to test for drugs/alcohol
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose

**Prosecutors Role**

* Offers offenders opportunity to participate in Mountain Judicial Circuit Accountability Court Program
* Facilitates participant entry into program
* Attends all court sessions and staff meetings
* Educates Peers and colleagues on Mountain Judicial Circuit Accountability Court program
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose

**Defense Attorneys Role**

* Represents each participant Mountain Judicial Circuit Accountability Court Program if not represented by private counsel
* Protects the legal rights of the participant as it pertains to Mountain Judicial Circuit Accountability Court Program
* Attends all court sessions and staff meetings
* Educates peers and colleagues on Mountain Judicial Circuit Accountability Court program
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose

**Law Enforcements Role**

* Surveillance of participants in Mountain Judicial Circuit Accountability Court County
* Execute 4th amendment waiver
* Attend all staffing and court sessions
* Administer alcohol/drug screens
* Educate peers and colleagues on Mountain Judicial Circuit Accountability Court program
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose

**Probation Officers Role**

* Make recommendation to court of potential participants
* Maintain supervision of participant depending on level
* Administer random alcohol/drug screens
* Surveillance of participant
* Educates peers and colleagues on Mountain Judicial Circuit Accountability Court program
* Aids participant with community resources available
* Attend court sessions and staff meetings
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose

**Treatment Provider**

* Provide counseling services to participants
* Administer evaluations and assessments
* Administer random alcohol/drug screens
* Attend court sessions and staff meetings
* Provide training to Accountability Court Team regarding substance abuse and treatment therapy
* Provide information and recommendations to the court on participants progress
* Provide information to Accountability Court Coordinator within 18 hours of drug/alcohol screens, groups/individual sessions or any other information relating to participant
* Attend yearly State Court Conference and Operational Tune Up
* Attend local forums that address substance abuse and provide information to the community regarding Accountability Courts and their purpose

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Honorable Russell Smith, Superior Court Judge

Mountain Judicial Accountability Court

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Coordinator

Mountain Judicial Accountability Court

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District Attorney

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Public Defender

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Sheriff’s Department

Habersham/Stephens/Rabun County

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Probation Officer

Habersham/Stephens/Rabun County

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Treatment Provider

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Case Manager

Habersham/Stephens/Rabun County

### **Memorandums of Understanding**

The following enter into the memorandum of understanding to roles and responsibilities of the advisory committee for the Mountain Judicial Circuit Accountability Court. Will comply with and follow the guidelines as set forth by the Georgia Standards for Accountability Courts and this Court:

1) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HABERSHAM COUNTY

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HABERSHAM COUNTY

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HABERSHAM COUNTY

4) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STEPHENS COUNTY

5) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STEPHENS COUNTY

6) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STEPHENS COUNTY

7) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RABUN COUNTY

8) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RABUN COUNTY

9) ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RABUN COUNTY