

RUTHERFORD COUNTY, TENNESSEE
16th JUDICIAL DISTRICT
RECOVERY COURT

RECOVERY COURT
PARTICIPANT HANDBOOK



WELCOME TO THE RECOVERY COURT PROGRAM!

The Recovery Court Program is committed to assisting individuals with intervention, treatment, and rehabilitation surrounding substance use disorders and criminogenic thinking.

This handbook will provide overall information about the Recovery Court Program and what is expected of you as a participant. You are encouraged to share this handbook with your family and friends.

Recovery Court participants are responsible for following all the rules of the Recovery Court Program, those established by the court, treatment personnel, and supervision officers.

If you have any questions not answered in this handbook, please call the Recovery Court Program Director. The entire Recovery Court Treatment Team supports you and your efforts and will provide accountability and support.

Sincerely,

The Recovery Court Team

RECOVERY COURT TEAM

The team meets each week to review participants' progress through the program. The following are its active members and their positions within the program:

Judge:	Honorable Jimmy Turner
District Attorney:	Brent Pierce
Public Defender:	Leslie A. McBride
Program Director:	LaChelle Ricks
Clinical Supervisor/Treatment Therapist:	Janet Mattingly (615) 217-7124 x1145
Treatment Therapist:	Nich Lyle (615) 217-7124 x1149
	Amanda Mills (615) 217-7124 x1154
Alcohol & Drug Counselor:	Marcus Jemison (615) 217-7124 x1143
Case Manager:	Tameika Gray (615) 217-7124 x1127
	Miranda Snide (615) 217-7124 x1159
Law Enforcement:	Lt. Richard T. Grissom
Certified Peer Recovery Specialist:	Shaun Smith Katie Turner
Veterans Crisis Hotline:	(800) 273-8255 Option 1
Mobile Crisis:	Text "HELP" to 741741 or (855) 274-7471
TN Redline:	(800)-889-9789
My Sponsor:	_____

TABLE OF CONTENTS

INTRODUCTION TO RECOVERY COURT	6
OFFICE ADDRESS & PHONE NUMBER	6
RECOVERY COURT MISSION STATEMENT	6
RECOVERY COURT PROGRAM DESCRIPTION	7
ELIGIBILITY REQUIREMENTS	7
COURT STATUS HEARINGS	7
JOURNAL ENTRIES	8
TREATMENT SERVICES	8
CASE MANAGEMENT	9
COUNSELING	9
RECOVERY COURT PROGRAM.....	9
PHASE ONE (1).....	9
PHASE TWO (2).....	10
PHASE THREE (3)	10
PHASE FOUR (4).....	11
PHASE FIVE (5)	12
COMMENCEMENT FROM RECOVERY COURT	12
TERMINATION FROM DRUG COURT	12
TELEPHONE POLICY	13
ATTENDANCE.....	13
TELEHEALTH POLICY	14
TRAVEL REQUESTS.....	14
HOUSING PLACEMENTS	14
HOME VISITS	15
TRANSPORTATION POLICY	15
SEARCH POLICY	15
CHILDCARE POLICY	15
RECOVERY-SUPPORT MEETINGS	16
WORK, COMMUNITY SERVICE AND/OR SCHOOL	16

FINANCIAL RESPONSIBILITIES	16
DRUG TESTING.....	17
MEDICATION USE.....	19
MOOD-ALTERING SUBSTANCE POLICY	19
APPROVED “OVER THE COUNTER” MEDICATIONS	19
MEDICATION ASSISTED TREATMENT (MAT).....	21
SANCTIONS AND INCENTIVES	21
PARTICIPANT RESPONSIBILITIES/RIGHTS	22
TITLE VI	23
RELEASES OF INFORMATION & CONFIDENTIALITY	24
GRIEVANCE PROCEDURES.....	24
CONCLUSION.....	24

INTRODUCTION TO RECOVERY COURT

First and foremost, welcome to Recovery Court. As a participant of Recovery Court, you are expected to follow the instructions given to you in court by the judge and the treatment team. You will also be responsible for complying with the individualized treatment plan developed specifically for you. This treatment plan will be developed by treatment staff at Recovery Court with your input. This handbook will explain what is expected of you and provide general program information. **We encourage you to share this handbook with your direct support system so they will know about the work you are doing with the court. Support from those around you will be extremely important throughout your participation in the program.**

PLEASE NOTE THAT THE INFORMATION IN THIS HANDBOOK MAY CHANGE AS NEW MANDATES ARE RELEASED BY STATE AND FEDERAL REGULATORY AGENCIES, THE TREATMENT TEAM MAKES ADJUSTMENTS, OR FUNDING CHANGES OCCUR.

OFFICE ADDRESS & PHONE NUMBER

525 North University Street
Murfreesboro, TN 37130
Phone: (615) 217-7124
Fax: (615) 396-3191

HOURS OF OPERATION

Monday: 8:00a– 4:30p
Tuesday: 8:00a – 4:30p
Wednesday: 8:00a – 4:30p
Thursday: 8:00a – 4:30p
Friday: 8:00a – 4:30p
Saturday: Closed
Sunday: Closed

The office will be closed on all holidays recognized by the Rutherford County Government.

THE RECOVERY COURT OFFICE IS A TOBACCO AND SMOKE FREE FACILITY. YOU WILL NOT BE ALLOWED TO VAPE OR USE TOBACCO PRODUCTS INSIDE THE FACILITY.

RECOVERY COURT MISSION STATEMENT

The mission of the 16th JDRC program is to reduce the length and use of incarceration, reduce the recidivism rate of crimes related to substance abuse and improve the safety and quality of life in our community by utilizing an innovative, efficient, integrated model of services.

RECOVERY COURT PROGRAM DESCRIPTION

The Recovery Court Program (also called Drug Court) is designed to be a minimum of 18 months, consisting of five (5) phases; each phase having a minimum time to complete. Treatment may consist of inpatient, residential, and outpatient treatment, or a combination of any of the above through our program, and/or other available community resources. The five phases are designed to help break the pattern of substance abuse/dependency, address mental health issues and assist with re-entry into the community.

Recovery Court is a VOLUNTARY program for its participants but requires approval of the prosecutor, defense counsel, the referring Judge and the Recovery Court treatment team. While there are certain things that you must complete, your ability to progress through the program and graduate will depend greatly upon your actions. If you miss appointments, ignore court requirements, or fail to remain sober your time and participation in the program can be impacted through delayed advancement through phases or possible termination.

ELIGIBILITY REQUIREMENTS

Individuals may apply for the Recovery Court at any time prior to sentencing. In addition, an otherwise eligible probationer who becomes subject to an application to revoke their probation may be eligible for admission. Individuals must have a minimum of eighteen (18) months remaining on their probationary period in order to be eligible.

Eligibility Requirements are as followed:

- Candidate must voluntarily agree to enter the Recovery Court.
- Candidate must be eighteen (18) years or older.
- Candidate must reside within the 16th Judicial District.
- Candidate must not have violent charges and/or convictions that would make them ineligible.
- Candidate must self-report a history of drug and/or alcohol abuse.
- Candidate must have all legal matters in other courts and/or other jurisdictions resolved.
- Candidate must score as high risk/high need on the TNRAS.

COURT STATUS HEARINGS

Your Recovery Court status hearings are set on Thursday at 8:00 a.m. unless rescheduled ahead of time by the court. You will be given a calendar indicating the date and time you are to appear for court each month.

Court status hearings give you a chance to discuss your progress in the program directly with the Judge. The Judge is truly interested in the progress that you are making and wants to assist you in any way possible. It is still a court appearance, and you are expected to dress appropriately, address the Judge respectfully and behave in a respectful manner during the entire proceeding.

In the event of severe weather, closings will be announced by all three major television stations and radio stations. If the Rutherford County Courts are closed, there will be no court. If the Rutherford County Government is closed, the Recovery Court offices will be closed also.

JOURNAL ENTRIES

At each court appearance all participants are required to submit a journal entry for the Judge to read. This journal entry should be a one-page summary of how you are doing in the program. This journal entry is submitted to case management at court who then turns them over to the Judge. Journal entries are returned to case management the following week. Upon graduation, each participant receives their journal entries from the entirety of their program.

TREATMENT SERVICES

The Recovery Court team will assess what level of treatment will best meet your needs and will develop an individualized treatment plan based on services available. The following services are available and may be provided to you during your participation in the program. Many of these services are provided in house, but others are the result of community partnerships with other local agencies.

- Residential Intensive Inpatient Treatment
- Intensive Outpatient Program (IOP)
- Supervised Transitional Housing Programs
- Group Therapy
- Individual Therapy Sessions
- Relapse Prevention Class (Matrix)
- Seeking Safety Class
- Recovery Support Groups (AA/NA, etc)
- Moral Reconciliation Therapy (MRT)
- Cognitive Behavioral Therapy (CBT)
- Dialectical Behavioral Therapy (DBT)
- Occupational Therapy (OT)
- Eye Movement Desensitization and Reprocessing Therapy (EMDR)
- Acudetox
- Emotional Freedom Technique (EFT)
- Sensory Regulation
- Couples and/or Family Therapy
- Equine Therapy
- Life Skills Class
- Mindfulness
- Anger Management Class
- Yoga
- Mental Health referral and follow up services

Note: Treatment groups continue to be added as needs are presented and training is obtained.

CASE MANAGEMENT

Your case manager will be your primary point of contact during the program. It is important that you keep them informed of any changes in your contact information. Services made available by your case manager include, but are not limited to, the following:

- Maintain contact with residential placements
- Home visits and family contacts
- Ensure drug screening
- Verify all over the counter and prescribed medications
- Verify employment status
- Verify financial obligations
- Present Phase Promotion to Treatment Team
- Conduct curfew checks (if assigned)
- Assist with budgets and schedules
- Assist the participants in understanding legal issues such as child support, custodial issues and drivers' licenses
- Maintain contact with participants to ensure they are in compliance with the program
- Annotate client notes to state level database
- Communicate issues and concerns with Treatment Team
- Is the primary person the participant is to maintain all contact with, and must be aware of what is happening in the participant's daily life.

COUNSELING

Counseling sessions are a required part of your treatment plan. Substance abuse and mental health counseling is comprised of two separate formats: individual and group. Together they are designed to develop self-awareness, self-discipline, and coping mechanisms necessary to maintain an individual's sobriety and mental health. All participants are required to meet with a therapist individually upon admission into the program to assess the need for individual sessions.

RECOVERY COURT PROGRAM

There are five (5) Core Phases of the Recovery Court program that all participants shall adhere to until completion. Trained staff will complete an ASAM on each participant at intake, in the event of a relapse, and upon discharge. It is essential that each participant presents with honest and open communication to better establish a foundation for recovery. It is also fundamental that each participant demonstrates willingness to participate and utilize learned skills. Advancing in phase is done at the discretion of the treatment team.

PHASE ONE (1) is designed to last a minimum of sixty (60) days. Actual program time will vary by participant. Phase One (1) includes, but is not limited to, the following:

- Meet with Case Manager in person weekly.
- Frequent & Random urine drug screens, minimum of twice weekly.
- Attend one (1) community/outside recovery support meeting per week.
- Attend group therapy as directed by individualized treatment plan.
- Engage with Peer Recovery Support Specialist a minimum of one (1) time weekly.

- Weekly court appearance
- Submit weekly journal entry to the court
- Engage in individual therapy as deemed necessary.
- Set up a payment plan with the Criminal Court Clerk's Office for fines, fees, and court costs.
- Engage in positive daily activity. This can be employment, schooling, or volunteer work.
- Pay monthly program fees (\$50.00/mo.)

To successfully complete Phase One, participants must have fourteen (14) consecutive days of abstinence from all mood-altering substances. This is evidenced by negative urine drug screens. Any non-negative and/or missed screens may result in an extension of the phase. Participants must also be in compliance with their individualized treatment plan and have attended 90% of the required recovery support meetings.

PHASE TWO (2) is designed to last a minimum of ninety (90) days. Actual program time will vary by participant. Phase Two (2) includes, but is not limited to, the following:

- Meet with Case Manager in person bi-weekly.
- Frequent & Random urine drug screens, minimum of twice weekly.
- Attend two (2) community/outside recovery support meetings per week.
- Obtain a Recovery Support Sponsor.
- Attend group therapy as directed by individualized treatment plan.
- Engage with Peer Recovery Support Specialist a minimum of one (1) time weekly.
- Bi-weekly court appearance
- Submit bi-weekly journal entry to the court
- Engage in individual therapy as deemed necessary.
- Continued compliance of payment plan with the Criminal Court Clerk's Office for fines, fees, and court costs.
- Engage in positive daily activity. This can be employment, schooling, or volunteer work.
- Pay monthly program fees (\$50.00/mo.)

To successfully complete Phase Two, participants must have thirty (30) consecutive days of abstinence from all mood-altering substances. This is evidenced by negative urine drug screens. Any non-negative and/or missed screens may result in an extension of the phase. Participants must also be in compliance with their individualized treatment plan and have attended 90% of the required recovery support meetings.

PHASE THREE (3) is designed to last a minimum of ninety (90) days. Actual program time will vary by participant. Phase Three (3) includes, but is not limited to, the following:

- Meet with Case Manager in person bi-weekly.
- Frequent & Random urine drug screens, minimum of twice weekly.
- Attend two (2) community/outside recovery support meetings per week.

- Continue to engage with Recovery Support Sponsor.
- Attend group therapy as directed by individualized treatment plan.
- Engage with Peer Recovery Support Specialist a minimum of one (1) time bi-weekly.
- Court every three weeks
- Submit journal entry to the court every three weeks.
- Engage in individual therapy as deemed necessary.
- Continued compliance of payment plan with the Criminal Court Clerk's Office for fines, fees, and court costs.
- Engage in positive daily activity. This can be employment, schooling, or volunteer work.
- Pay monthly program fees (\$50.00/mo.)

To successfully complete Phase Three, participants must have forty-five (45) consecutive days of abstinence from all mood-altering substances. This is evidenced by negative urine drug screens. Any non-negative and/or missed screens may result in an extension of the program. Participants must also be in compliance with their individualized treatment plan and have attended 90% of the required recovery support meetings.

PHASE FOUR (4) is designed to last a minimum of one hundred twenty (120) days. Actual program time will vary by participant. Phase Four (4) includes, but is not limited to, the following:

- Meet with Case Manager in person monthly.
- Frequent & Random urine drug screens, minimum of twice weekly.
- Attend three (3) community/outside recovery support meetings per week.
- Continue to engage with Recovery Support Sponsor.
- Attend group therapy as directed by individualized treatment plan.
- Engage with Peer Recovery Support Specialist a minimum of one (1) time monthly.
- Appearance in court every four weeks.
- Submit journal entry to the court every four weeks.
- Engage in individual therapy as deemed necessary.
- Continued compliance of payment plan with the Criminal Court Clerk's Office for fines, fees, and court costs.
- Engage in positive daily activity. This can be employment, schooling, or volunteer work.
- Pay monthly program fees (\$50.00/mo.)

To successfully complete Phase Four, participants must have three months (90 days) consecutive days of abstinence from all mood-altering substances. This is evidenced by negative urine drug screens. Any non-negative and/or missed screens may result in an extension of the phase. Participants must also be in compliance with their individualized treatment plan and have attended 90% of the required recovery support meetings.

PHASE FIVE (5) is designed to last a minimum of one hundred eighty (180) days. Actual program time will vary by participant. Phase Five (5) includes, but is not limited to, the following:

- Meet with Case Manager in person monthly.
- Frequent & Random urine drug screens, minimum of twice weekly.
- Attend three (3) community/outside recovery support meetings per week.
- Continue to engage with Recovery Support Sponsor.
- Attend group therapy as directed by individualized treatment plan.
- Engage with Peer Recovery Support Specialist as needed.
- Monthly court appearance
- Submit monthly journal entry to the court
- Engage in individual therapy as deemed necessary.
- Continued compliance of payment plan with the Criminal Court Clerk's Office for fines, fees and court costs.
- Engage in positive daily activity. This can be employment, schooling, or volunteer work.
- Development of a Discharge Plan with Case Manager.
- Pay monthly program fees (\$50.00/mo.)

To successfully complete Phase Five, participants must have ninety (90) days consecutive of abstinence from all mood-altering substances. This is evidenced by negative urine drug screens. Any non-negative and/or missed screens may result in an extension of the program. Participants must also be in compliance with their individualized treatment plan and have attended 90% of the required recovery support meetings.

COMMENCEMENT FROM RECOVERY COURT

Prior to the completion of Phase Five (5) the participant will be presented to the Treatment Team to discuss eligibility for Graduation/Commencement. Prior to this, the participant will complete a *Graduation Questionnaire* and return to their Case Manager.

Every quarter, the 16th JDRC will hold a formal commencement ceremony to honor those who have successfully completed the program. The purpose of this celebration is to recognize the commitment each graduate has made to themselves, their family, and their community. The participant will be encouraged to participate in the group graduation but will not be required to make any public statements regarding the program. The participant will not be required to perform in public gatherings or have photographs used without their written consent.

Successful completion of the 16th JDRC may result in a reduction of court costs, fines, and fees, the dismissal of criminal charges, or a reduction in the terms of the graduate's probation period. This is a decision that is dependent upon the originating Judge.

TERMINATION FROM DRUG COURT

The 16th JDRC is a voluntary program. A participant may voluntarily terminate their participation in the program at any time. The participant should inform their Case Manager of their decision to exit the program and the Case Manager will present the information to the Treatment Team. This will result in

the participant returning to their court of origin pursuant to the terms of the original furlough order and judgment.

Outside of self-termination, participants in the 16th JDRC can be terminated as a Treatment Team decision as carried out by the Judge. Although not an exclusive list, the following situations may result in termination.

- Participant has continually failed to follow the rules of the 16th JDRC.
- Participant attempts to adulterate a urine drug screen.
- Participant needs are outside the scope of services provided at the 16th JDRC.
- Participant is re-arrested for new criminal charges while in the program.
- Participant knowingly involves another participant in prohibited actions.
- Participant enters a sexual/romantic relationship with another 16th JDRC participant.
- Participant absconds.

TELEPHONE POLICY

Recovery Court Participants must have a telephone (or cell phone) at client's place of residence to participate in the program. While clients are residing at a transitional housing, they are to follow the house rules. Therefore, if the placement house has a restriction on cell phones the phone number for the placement house is the contact number for the client. If client does not have a phone, the Recovery Court team reserves the right to require electronic monitoring at participant's expense.

ATTENDANCE

Attendance at court sessions, treatment sessions, mental health appointments, and support recovery meetings is mandatory. Being on time is essential. You will be assigned a weekly group and will be expected to attend every group. Excused absences are the exception, not the rule. Occasionally, participants may be granted excused absences from court, treatment, or other scheduled appointments for the following reasons:

- Severe medical emergencies
- Other court obligations
- Illness (must have a doctor's note)
- Death in your immediate family

Unless you are proven unconscious, you must call your case manager prior to seeking treatment for any medical emergency, and proof of the emergency must be given for an absence to be excused after non-attendance. In cases of non-emergency illnesses, you must report to the office/meeting first and request to be excused.

In the event of a death in your immediate family, you must call your case manager or treatment counselor. Proof may be required and if so, a copy of the obituary or some other form of information can be provided. Unexcused absences may result in a sanction if the judge decides it is necessary.

TELEHEALTH POLICY

If attendance of court, treatment sessions or case management appointments is not an option due to illness, medical quarantine, or death of an immediate family member, participants may be asked to report via teleservices. Recovery Court is set up to utilize a HIPAA compliant platform which allow the privacy of all participants. When utilizing teleservices, participants should ensure that they are in a private setting where others cannot overhear. It is recommended that headphones are utilized. During telehealth sessions, participants should be fully clothed and adhere to the same guidelines as if in person at the 16th JDRC facility.

TRAVEL REQUESTS

Participants may submit a leave request, in writing, for the team to consider once they enter Phase 2. Travel is a privilege and is allowed at the discretion of the treatment team. The Recovery Court Team must approve the leave request prior to leave being taken and the following conditions must apply:

- You must be in Phase 2 (or above) of the Recovery Court Program.
- You must attend support recovery meetings during, before and/or after your leave depending on the details of the request.
- You must have an important reason for the leave request.
- You must have approval from the Recovery Court before taking leave.
- You must submit the request in time for the team to discuss it prior to the date of the leave requested (14 days prior). Staffing is held on Wednesday; leave must be submitted prior to Treatment Team Meeting.
- You must be in compliance with the Recovery Court.
- If you are under the supervision of another agency, you must also be in good standing with that agency and have their approval.
- You must report for a drug screen the day prior to leaving and upon your return.

**You are advised not to make reservations of any sort until you have been informed that your Travel Request has been approved. **

ANY VIOLATION OF THE TERMS OF YOUR TRAVEL PASS, MAY RESULT IN FUTURE TRAVEL REQUESTS BEING DENIED.

HOUSING PLACEMENTS

Placements are NOT punishment. They are used to give support for recovery and a safe environment to help with your transition. You may be required to live in a supported transitional housing placement if:

- You do not have a stable, supportive home to go to after your jail release.
- People living in your home use illegal drugs and are under the supervision of the court or other legal issues are present.
- People living in your home are not equipped to assist you with the people, places and things that need to change.

- You need more structure and accountability.
- You request it.
- The Recovery Court determines it is in your best interest.

During your stay at placements, you must:

- Follow all the rules of the placement and Recovery Court.
- Apply to the Recovery Court Team for any overnight or weekend passes. You must be in Phase 2 or above and complete a Travel Request Form with your Case Manager.
- Attend Recovery Court status hearings, as scheduled, unless other arrangements are made by your placement and case manager.
- Attend Recovery Court classes as scheduled.
- Complete a transitional-living plan with the placement and your case manager before leaving.
- Submit to all drug screens required of the housing placement and the Recovery Court program.
- Engage in treatment and maintain compliance.

HOME VISITS

Recovery Court staff may visit you at your home or place of employment. Home visits may be random. Therefore, it is imperative that the address and phone number provided to the 16th JDRC are accurate.

TRANSPORTATION POLICY

Participants must arrange transportation in advance for office visits, treatment, and court. The Recovery Court staff does not have the ability to be the primary mode of transportation. If transportation becomes an issue, you shall immediately notify your case manager so that all solutions can be examined.

SEARCH POLICY

Participants of the Recovery Court program are subject to random searches for the protection and safety of staff and fellow participants. Searches may be conducted if there is reasonable suspicion of illegal activity or safety concerns. Search methods may include pat searches (conducted by same sex staff members,) automobile search, or no-contact search of participant and/or their personal property.

Participants of the 16th JDRC voluntarily consent to allow the staff to search their person, automobile, or residence at any time without a warrant. This search will be for the purpose of ensuring compliance with the agreement made with the Recovery Court and may be conducted without probable cause.

Any contraband that is discovered during the search may be confiscated by staff.

CHILDCARE POLICY

The 16th JDRC does not currently provide childcare services to participants. The Recovery Court staff will assist all participants in locating and obtaining adequate childcare services to allow for full participation in the Recovery Court program. In instances where childcare falls through, the participant is responsible for contacting their Case Manager to make arrangements for any missed treatment sessions.

PARTICIPANT PERSONAL BELONGINGS POLICY

The 16th JRDC building does not currently have the capacity available to store client belongings. Any personal property left at the 16th JRDC building for greater than 30 days will be donated or disposed of. Any exceptions must be requested in writing to the Director of Recovery Courts.

RECOVERY-SUPPORT MEETINGS

Recovery-support meetings, such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA) or other similar Recovery Court-approved programs are required. There is a variety of meetings in the county. Your Case Manager has a list of locations, meeting dates, and times. You may pick which ones you would like to attend. (Peer Support Group at our facility is mandatory during Phases 1 and 2 and counts toward one of your meetings.) How many meetings you are required to attend each week depends on what program phase you are in, your treatment plan and on the discretion of your Case Manager and/or the Recovery Court Treatment Team. Obtaining and working with a sponsor is part of this requirement. At the meetings you need to:

- Be honest
- Listen to others and be respectful
- Find a Sponsor (as required)
- Gain additional support for your recovery
- Maintain confidentiality

WORK, COMMUNITY SERVICE AND/OR SCHOOL

As part of the Recovery Court Program, you are required to:

- Maintain gainful and lawful employment and/or
- Complete community service work, and/or
- Enroll in school full-time

You may choose a combination of these, but it must be approved by the Treatment Team. You are required to provide proof of hours worked, hours in school, and/or hours involved in community service. Your Case Manager will occasionally check with your employer, school, or community service agency or group to verify your report.

FINANCIAL RESPONSIBILITIES

You are responsible for meeting all of your financial obligations such as:

- Court costs
- Fines
- Restitution
- Drug Screen Confirmation Fees
- Recovery Court Fees
- Probation fees
- Placement House Rent (if you are a resident)
- Monthly rent/mortgage if you are not in a transitional housing placement

- Maintain a telephone and make sure the Recovery Court has the correct phone number on file.

For court-related costs and fees, unless a specific amount is ordered by the court, payment schedules are to be established with the Rutherford County Criminal Court Clerk's Office and documented for the Judge's approval. Failure to make timely payments will result in delaying your phase promotion or completion of the program.

You must provide your case manager with proof of regular payments being made on all fees, costs, fines, restitution, and placement house rent. Again, failure to make timely payments will result in delaying your phase promotion or completion of the program. If you are having difficulty making the payments, please notify your case manager immediately.

DRUG TESTING

Random drug and alcohol screening will be required of all participants entering the Recovery Court program. Drug and alcohol testing will be administered by Averhealth, a third-party vendor, located at 805 S Church Street Murfreesboro, TN 37130. All tests conducted are laboratory tests.

Non-negative drug screen results include positive test results, missed drug screens, tests where an insufficient sample is provided or where the participant is unable to provide a sample. A non-negative result can also mean that a specimen was adulterated (tampered with), substituted or invalid. Test results showing abnormal creatinine are considered a non-negative result.

Random drug testing protocols include the following:

1. Upon entry into the program, each participant will be assigned a Pin Number for Averhealth. Participants will call the drug screen line **(629) 201-2988** daily after 6am to see if they are called for testing. The drug screen line must be called 7 days per week, 365 days per year.
2. Averhealth business hours are from 11:00pm-5:00pm Monday-Friday. On weekends and holidays, hours are 9:00a-12:00pm.
3. All specimens will be collected under direct observation, following Averhealth protocol.
4. If a screen is completed by another approved agency, the Recovery Court office will receive a copy of the drug testing form (unless otherwise approved.) Any outside agency used for drug testing must be pre-approved by the Director of Recovery Courts and the treatment team must agree.
5. It is the participant's responsibility to make sure the staff is aware of all medications they are prescribed prior to drug testing (refer to medication policy).
6. It is the participant's responsibility to know if they are called for a screen and to make the appropriate arrangements. Failure to do so is considered a non-negative screen.
7. Participants are required to call the drug screen line daily to see if they have a drug screen. Staff may also contact participants to report for a drug screen. When this occurs, failure to report will be considered a missed screen.
8. It is the participant's responsibility to report to the assigned location at the time given for the test.

9. If the participant is late for a test, or misses a test, it will be considered as a non-negative test for drugs/alcohol and the participant may be sanctioned.
10. If a participant fails to produce a urine specimen or if the sample provided is not of sufficient quantity, it will be considered as a non-negative test for drugs/alcohol and they may be sanctioned.
11. If a participant produces a dilute urine sample, it will be considered a non-negative test for drugs/alcohol and they may be sanctioned.
12. The participant is informed that the ingestion of excessive amounts of fluids can result in a diluted urine sample and they understand that their urine sample will be tested to ensure the sample is not dilute.
13. Participants are informed that substituting or altering their specimen or trying in any way to modify their body fluids for the purposes of changing the drug testing results will be considered as a non-negative test for drugs/alcohol and may result in sanctioning and may be grounds for immediate termination from the program.
14. Participants are informed that the use of creatinine supplements are prohibited while participating in Recovery Court.
15. If a participant is non-negative for any substance that requires a specialized test for confirmation, (e.g. Synthetic Cannabinoids/Synthetic Drugs, Gabapentin, Neurontin, CBD, Wellbutrin, Ketamine, Kratom, etc.) participant may be responsible for the cost of that specialized drug screen.
16. If a participant would like to dispute the results of the initial laboratory testing, the participant is required to pay the additional costs associated at AVerhealth.

Each participant agrees to the following regarding UDS at program intake:

- All non-negative drug/alcohol screens will be reported to the Treatment Team at the weekly meeting. Non-negative screens may result in a sanction. The Team will make sanction recommendations to the presiding Judge who will determine the appropriate sanction.
- Using, possessing, or being in the presence of any illegal drugs, drug paraphernalia or alcohol may result in a sanction.
- A participant's final 90 days of drug/alcohol screens must be free of drugs and/or alcohol for that participant to be considered for Graduation/Commencement.

Honesty is the guiding principle for the Recovery Court Program. Therefore, the team may use discretion in determining the sanction or choose not to impose a sanction if a participant self-reports use absent a scheduled drug screen or prior to a drug screen. The team will consider the following in making this determination:

- Participant personal safety
- Safety issues to the general public or community
- Number of sanctions previously imposed
- Treatment compliance and recommendations
- Program and supervision compliance

MEDICATION USE

As a person who is actively drug testing as part of this treatment court, it is very important that you not take certain medications, as they could be detrimental to your recovery as well as cause positives in your drug screening.

Remember, once sworn into the program no over-the-counter medications may be taken without permission!

MOOD-ALTERING SUBSTANCE POLICY

Many medications are mood-altering, either as their primary purpose or as a side effect. For a person who needs these medications and uses them appropriately, mood-altering medications are positive and promote the person's overall well-being. However, for people trying to recover from addictions to substances in this category, mood-altering medications can be extremely dangerous. Because of these dangers, Recovery Court participants are prohibited from taking mood-altering medications unless all the following conditions are met:

- The medication is necessary and truly promotes the person's health and well-being and does not cross-react with the drug screens used by the Recovery Court.
- The prescription is written by a physician who is aware or made aware of the person's history of substance abuse and status as a Recovery Court participant. The participant is required to provide a copy of this policy to the treating physician. The prescription must be reviewed regularly, and these actions must be documented by use of the appropriate Recovery Court form.
- The Recovery Court Team has given approval prior to the participant's filling the prescription.
- The Participant understands and agrees that random pill counts and calls to pharmacies may be required as an additional method to verify that she/he is taking the medication as prescribed. The participant understands that this medication cannot be left accessible to any other person, especially any other Recovery Court participant.
- The Recovery Court participant fully understands these conditions, agrees to them, and acknowledges that taking this medication in any way other than exactly how it is prescribed will be treated as a positive drug screen, subject to the same sanctions as any other positive drug screens.

The use of such substances will be considered on a case-by-case basis and the Recovery Court Team reserves the right to exercise its reasonable discretion with respect to each case.

Once in the program, documentation of all medications prescribed by a physician must be on file, this includes any change in dosage. All medications must be taken as they are prescribed. If you are not compliant with your prescription medications, the Treatment Team may require you to take the shot form of the medication to assist with compliance.

APPROVED "OVER THE COUNTER" MEDICATIONS

The following medications are approved for 16th JDRC participants to take without prior approval of the Case Manager. This medication **MUST** be taken for the labeled ailments and at the recommended dose found on the label. Taking more than the recommended dose may result in a positive drug screen. Please make certain that you read the entire label to ensure that there are no

additives (i.e Tylenol Cold/ Tylenol PM/ Mucinex DM) that may result in a non-negative UDS. If you have any questions about a medication, please contact your Case Manager.

FOR PAIN: <i>(No PM Formula)</i>	Acetaminophen (Tylenol) Ibuprofen (Advil, Motrin) Aspirin (Ecotrin) Naproxen (Aleve) Excedrin Migraine
JOINT PAIN:	Ben Gay muscle rub &/or thermal patches Icy Hot muscle rub &/or thermal patches
FOR STOMACH:	Mylanta Milk of Magnesia Pepto Bismol Pepcid (Famotidine) Prilosec (Omeprazole) Tums/Roloids
FLU SYMPTOMS: <i>(No PM formula)</i>	Theraflu Alka-Seltzer
ALLERGY/ COUGH & COLD: <i>(No “D” or “DM” Formula)</i>	Claritin (Loratadine) Allegra (Fexofenadine Hydrochloride) Zyrtec (Cetirizine Hydrochloride) Seldane (Terfenadine) Nasal Strips Saline Nasal Spray Vick’s Vapor Rub
VITAMINS:	Multi-Vitamin Pre-natal Vitamin

Your Case Manager will tell you what approved medications you may take if you have a cold, headache, or other minor illness. **While under the supervision of the 16th JDRC, you are NOT permitted to ingest CBD products, kratom, products containing poppy seeds, products containing alcohol.** It is your responsibility to be aware of what you are putting in your body. Please read the full ingredients list on all products- alcohol is a main ingredient in many over the counter meds, mouth washes and vanilla extract. Failure to report medication (prescribed or over the counter) use prior to a positive drug screen is considered a failed screen and a sanction will be imposed. It is highly recommended that energy drinks be used in moderation as they may alter the outcome of your screens.

THE BOTTOM LINE: The use of any materials (i.e. chemicals, ingestibles, drugs, non-medicinal products, non-FDA approved supplements, etc) that have the potential to

interfere with the court's ability to accurately and reliably evaluate or interpret the results of abstinence monitoring/drug testing ARE PROHIBITED.

MEDICATION ASSISTED TREATMENT (MAT)

Medication-assisted treatment (MAT) is the use of medications in conjunction with counseling and behavioral therapies to treat substance use disorders and prevent opioid overdose. Research shows that a combination of medication and therapy can successfully treat these disorders, and for some people struggling with addiction, MAT can help sustain recovery. MAT is primarily used for the treatment of addiction to opioids such as heroin and prescription pain relievers that contain opiates but may be utilized for the treatment of alcohol use disorder as well. The 16th JDRC allows for the use of Methadone, Naltrexone (Vivitrol) and Buprenorphine (Suboxone) while in the program, if you are under the supervision of a trusted medical professional.

Prior to enrolling in a MAT program, please consult with your Case Manager to ensure that you follow the proper protocol. All MAT providers must be willing to provide the 16th JDRC with a comprehensive treatment plan surrounding your participation in a MAT program. You must consult with the Treatment Team PRIOR to discontinuing MAT services.

SANCTIONS AND INCENTIVES

It is important to understand that part of the recovery process is change and we recognize that change is not always an easy process. This program is designed to deal with issues of non-compliance by issuing sanctions for noncompliance that are determined by the Recovery Court Treatment Team. Sanctions used by the Recovery Court include, but are not limited to:

- Admonishment
- Meeting with Team
- Designated Community Service Hours
- Writing Assignments
- Increased drug testing
- Increase support group
- Daily check-ins
- Home visits
- Suspension of privileges
- Verbal/Written apology to other participants and court
- GPS monitoring
- Behavioral contract/Probation
- House Arrest or earlier curfew
- Special assignment such as attending full criminal court sessions
- Phase extension
- Restarting of current phase
- Incarceration

Incentives are also used to recognize accomplishments and reward those individuals who are working their program and making forward progress in their recovery. Incentives used by the Recovery Court include, but are not limited to:

- Certificates for completion of the phases
- Certificates for completion of classes
- Verbal recognition
- Applause from the Judge, Team, and others present
- Handshake from Judge
- Waive fees/Fee reduction
- Remove/Reduce sanctions
- Travel privileges
- Leave early from court
- Food and coffee during class
- Medallions or coins
- Other tangible rewards
- Braggin' Bucks

Braggin' Bucks are given in court, by the Judge, when a participant is following their treatment plan. Five (5) Braggin' Bucks can be turned into your Case Manager for the following:

- \$5 off of program fees
- Reduction of CSW by 1 hour
- Substitution for 1 Recovery Support Meeting
- Move to the front of the line at court status hearings

PARTICIPANT RESPONSIBILITIES/RIGHTS

- Participants are not responsible for the emergency transportation or emergency medical care of other program participants in the case of an emergency
- Participants are not responsible for the care of other program participants
- Participants are not responsible for the supervision of other program participants
- Participants are not required to access confidential information for the completion of any program related task
- Participants of the Recovery Court have the right to treatment regardless of race, creed, national origin, religion, sexual preference/orientation, and/or gender.
- Participants have the right to considerate, respectful care with recognition of their personal dignity and individuality. Internal policies will ensure that each participant is given respect and consideration and will be protected from all forms of exploitation. No verbal, physical, fiduciary, or psychological abusive behavior is allowed by the Recovery Court at any time.
- Participants have the right within law to personal and informational privacy as covered under Federal Confidentiality (42 CFR part 2) and Health Insurance Portability and Accountability Act of 1996 (HIPAA) (45 CFR parts 160 & 164) regulations
- Participants have the right to refuse to see or talk with anyone not officially connected with the Recovery Court.
- Participants have the right to expect his/her treatment records to be kept in a locked file, accessible only to those involved in his/her treatment or those responsible for monitoring treatment quality

- Participants have the right to expect his/her presence and activities to be totally confidential unless he/she gives permission otherwise
- Participants have the right to expect reasonable safety. Every reasonable effort will be made to ensure a participant's safety
- Participants have the right to be fully informed upon admission about their rights and responsibilities and about any limitations on these rights, which might be imposed by the rules of the Recovery Court
- Participants have the right to be assisted by the Recovery Court and exercise their civil rights
- Participants have the right to be free of any requirements by the Recovery Court that are ordinarily performed by the 16th JDRC staff
- Participants have the right to privacy and freedom in the use of the Recovery Court restroom (except when submitting a direct observation urine drug/alcohol screen)
- Participants may request from the Recovery Court staff a review of their personal record in order to correct any false information
- Participants have the right to contact outside legal, medical and advocacy services
- Participants have the right to not be involved in any on-site research projects
- Participants have the right to voice grievances to the Recovery Court staff, and to outside representatives of their choice with freedom from restraint, interference, or discrimination
- Participants have the right to be treated with consideration, respect, and full recognition of their dignity and individuality
- Participants have the right to be protected by the Recovery Court from neglect; from physical, verbal, and emotional abuse (including corporal punishment), and from all forms of exploitation
- Participants have the right to be free of any requirement by the Recovery Court that they perform services that are ordinarily performed by staff
- Participants have the right to participate in the development of their individual program plans and to receive sufficient information about proposed and alternative interventions and program goals to enable them to participate effectively

TITLE VI

The 16th Judicial District Recovery Court assures that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity. The 16th Judicial District Recovery Court further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether these programs are federally funded or not.

If you believe that you have been aggrieved by an unlawful discriminatory practice by an employee of the 16th Judicial District Recovery Court under Title VI, you have the right to file a formal complaint. Any such complaint must be in writing and filed with the Rutherford County Department of Human Resources. Title VI Discrimination Complaint forms may be obtained by contacting Sonya Stephenson at (615)494-4480.

RELEASES OF INFORMATION & CONFIDENTIALITY

The program's policy on participant confidentiality and the need for releases of information should be clearly explained. Participants should be assured that their information is protected and will only be utilized for the intended purpose of the drug court program.

GRIEVANCE PROCEDURES

Every effort should be made to resolve issues within the Recovery Court before a written grievance is filed. All active Recovery Court participants may file a grievance, by requesting the *Grievance Procedure Form* from the Recovery Court staff. A completed grievance form will be reviewed by the following until it is resolved:

1. Clinical Supervisor of the Recovery Court
2. Rutherford County Director of Recovery Courts
3. Rutherford County Human Resources Director and Title VI Coordinator

If the complaint is directly related to the Recovery Court Director, the process will begin with step three (3).

A meeting will be held with the participant within five (5) business days of the filing of a grievance.

Certain matters are subject to grievance by a participant and others are not. The following ARE examples of matters that are appropriate for filing a grievance:

- Abusive/distasteful language directed specifically at the participant and/or his/her family
- Physical/sexual abuse or harassment
- Conflicts of interest, such as the 16th JDRC staff receiving personal benefit from actions which he/she directs of the participants.

The following are examples of matters that ARE NOT accepted for grievance:

- Recovery Court Policies and Procedures, rules and regulations

PARTICIPANTS MUST FILE GRIEVANCE WITHIN 45 DAYS OF THE ALLEGED INCIDENT; OTHERWISE THE GRIEVANCE DOES NOT APPLY

CONCLUSION

The Recovery Court program is dedicated to supporting you through the cooperation and collaboration of the Judge, prosecutors, defense counsel, probation authorities, case managers, counselors, peer specialist, plus an array of local service providers to facilitate a successful outcome. Our hope is that we can be a positive support in your journey to recovery.

Acknowledgements/Consents

Please initial the following:

- _____ I acknowledge receipt of the Recovery Court (RC) Participant Handbook.
- _____ The material contained in the RC Participant Handbook has been explained to me verbally. All of my questions have been answered, and I freely and voluntarily choose to participate.
- _____ I understand that RC staff maintain office hours from 8:00a-4:30p and will not be reachable outside of those hours
- _____ I was given a list of my rights as a participant of Recovery Court.
- _____ I authorize the Recovery Court Treatment Team whose members include representatives from: Rutherford County's Public Defender's Office, Sheriff's Office, District Attorney's Office, Human Resources Office, Tennessee Department of Mental Health and Substance Abuse Services, Judge Jimmy Turner and members of the Recovery Court staff to discuss my case openly as part of treatment planning, but to maintain the utmost of confidentiality with my personal information.
- _____ I authorize Recovery Court Staff to contact me, if needed, by way of text message on my personal phone or email. I understand that texting/emailing will not be utilized for counseling purposes.
- _____ I understand that RC staff can require a UDS at any time.
- _____ I understand that dilute urine samples (abnormal creatinine) will be counted as a positive urinalysis and treated as such.
- _____ I understand that I must obtain permission from my Case Manager to take any medications that are not on the "Approved" list in this handbook. Once medication is approved, I must take it as directed.
- _____ I will attend all mental health and physical health appointments as directed.
- _____ I understand that I am responsible for any substances that I choose to put in my system. If there are any questions about whether a medication or similar product is approved, I will ask my Case Manager prior to consuming them.
- _____ I understand that RC staff can visit me at my home or place of employment.
- _____ I understand that RC staff can conduct a search of my person, my automobile and/or my personal belongings at will.
- _____ I agree to follow the guidelines surrounding the use of telehealth services when unable to attend treatment sessions in person.
- _____ I understand that my outside support group requirements change throughout my time in the program and that I am responsible for obtaining valid signatures confirming that I am attending these outside meetings. I understand that forging signatures is a sanctionable action.

I understand that the information in this handbook may change as new mandates are released by state and federal regulatory agencies, the treatment team makes adjustments, or funding changes occur.

Signature of participant

Date

Signature of witness/staff

Date