

**Fourth Judicial District Court
Drug and Alcohol Court
Client Handbook**

Effective: February 1, 2023



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Letter of Introduction

To All Participants:

Welcome to the Drug and Alcohol Court!!! Enclosed in this handbook are the Fourth Judicial District Drug and Alcohol Court rules and your rights as a Participant in our program. As you progress in our program, we will assist you in utilizing your personal strengths to not only motivate yourself but grow in your personal recovery program. Your Treatment Counselor will assist you in developing a treatment plan that will address your individual needs. We will provide the counseling services necessary to give you the opportunity to work on your behavioral and emotional problems in order for you to become drug free and lead a productive life.

Recovery from drug abuse is based on honesty, open-mindedness, and willingness. Your level of honesty will determine your success in this program. It is very important that you be honest with yourself, your peers, and the treatment staff. The consequences of your drug use and related behaviors have played a large part in your being placed in our program. It is our goal to assist you in getting back on track. Together we can accomplish this and more. At any time during your participation in the Drug and Alcohol Court Program, feel free to speak with me or any Drug and Alcohol Court staff member. We are here to help you. Again, welcome to Drug and Alcohol Court!!!

Sincerely,

Quita Kidd Benford

Quita Kidd-Benford
Drug Court Program Coordinator

The mission of the Fourth Judicial District Drug and Alcohol Court is to improve the overall quality of life in our community by providing a Court-supervised program to effectively treat substance use disordered offenders that will reduce recidivism, hold offenders accountable, reduce costs to the community, reduce the overcrowding of Louisiana prisons and ultimately transform these offenders into positive, contributing members of our community.

Vision Statement

Recovering Lives. Uncovering Hope.

Client's Rights

Clients that are admitted to the Fourth Judicial District Drug and Alcohol Court Program have the following rights:

- Protection from retaliation when client exercises his/her rights.
- To be treated in a humane environment that provides reasonable protection from harm and appropriate privacy for personal needs.
- To be free from abuse, neglect, and exploitation by the Drug and Alcohol Court staff.
- To be treated with dignity and respect.
- To be advised of the program rules and regulations prior to admission.
- Make a complaint and receive a fair response within a reasonable amount of time.

Confidentiality

Each Participant has a right to confidentiality (Title 42 CFR subsection 2.22) of his/her substance abuse treatment records. The staff will not release any information contained in the substance abuse treatment record without the Participant's written consent.

Confidentiality is also essential in group therapy. Anything that is discussed in group must remain within the confines of the group. No information pertaining to any Participant should be discussed outside of group by group members. The Drug and Alcohol Court staff will discuss with each other only that information relevant to the progress of any Participant in the program.

Communication

The Reconnect App is an aid to communication between the Participant and the Drug Court Team. The Participant will download and install the Reconnect application on their smartphone (the Reconnect App is available in the respective App Stores) at their initial meeting with their Case Manager. Participant will carry their phone with them at all times and maintain active data service (except during Court, treatment, or testing). Participant must remain logged in and respond to any notifications or on-screen prompts from the Reconnect App.

If Participant changes phones, Participant will immediately install and log-in to Reconnect on their new device. Participant will notify their Case Manager, in advance, if Participant knows they will be out of cell phone or Wi-Fi range for more than 10 minutes. Participant will not put their phone into “Do Not Disturb”, “Airplane”, or “Silent Mode”. Participant agrees that not hearing their phone go off will mean that they are in violation with the terms of their program and will result in sanctions. If Participant loses or misplaces their phone they will contact their Case Manager immediately.

You are required to notify your Probation Officer of any new arrest or police contact within 24 hours of the arrest/police contact. Failure to do so is a violation and may result in a sanction.

When You Begin

The Treatment Staff will conduct an initial assessment and you will be assigned to a group. You will be oriented to the program by your assigned Counselor.

*Your **COUNSELOR** is:* _____

To leave a message for your COUNSELOR call the treatment office:

All clients call (318) 388-7675

*Your **CASE MANAGER** is:* _____

To leave a message for your CASE MANAGER:

*Ouachita Parish DRUG COURT clients call (318) 361-2292 Toni Williams x 1112
Quita Kidd x 1111*

Ouachita Parish DWI COURT clients should call Bob Hilton at (318) 338-2246

CRISIS LINE: (800) 256-2522

If you are in danger of relapsing, please call the crisis line, your sponsor, or go to a meeting. You may also speak to a Counselor during office hours. You are encouraged to call the office during normal working hours and call the crisis line after normal working hours. Both numbers have a voice mail. If you do not receive an answer, LEAVE A MESSAGE. Your call will be returned as soon as possible.

IF YOU FEEL YOU ARE EXPERIENCING A MEDICAL EMERGENCY, CALL 911.

The staff of the Fourth Judicial District Drug and Alcohol Court is here to help you in your recovery program. **Do not hesitate to ask for or call for assistance when you need it.**

Participant Rules

1. Confidentiality is mandatory.
 - a. What goes on in group stays in group.
 - b. Do not discuss other Participants with anyone outside the group.
2. No use or possession of alcohol or drugs. (See Drugs and Alcohol p. 6 for more information.) Cannot go to bars, clubs, or other places where alcohol is primarily served.
3. No possession of contraband such as:
 - a. Drug paraphernalia.
 - b. Anything that could be used as a weapon. Weapons of any kind are strictly prohibited and are a violation of your probation.
4. No verbal abuse, physical abuse, or assaultive behavior toward others.
 - a. No profanity.
 - b. No derogatory statements, name calling, or discounting.
 - c. No intimidating or threatening behavior.
 - d. No physical contact that could harm others, such as tripping, pushing, etc.
 - e. No acts or threats of violence, even in a joking manner, will be tolerated.
 - f. Violent or inappropriate behavior will not be tolerated and could lead to expulsion from the program.
5. No destruction of property, including writing or scraping on walls and/or furniture.
6. No stealing.
7. No sexual contact between Drug and Alcohol Court clients. No sexual or profane gestures. Socialization is permitted within the confines of treatment and verifiable community-based addiction recovery support groups. Fraternalization is not permitted under any circumstances.
8. No physical contact with peers or staff except for handshakes.
9. No self-destructive behaviors, i.e. drinking, drug use, self-mutilation, prostitution, etc.
10. No enabling by covering up another's rule violations.
11. No smoking, eating, or drinking during group time.
12. No cell phones, recording devices, or cameras are allowed in therapy building.
13. Practice honesty in everything you do.

The Process

Drugs and Alcohol

Participants are prohibited from consuming or using alcohol, controlled drugs, any mind or mood altering substance, or poppy seeds. Maintaining a drug and alcohol-free lifestyle is important to the Participant's recovery. **All Participants are required to have a Primary Care Provider (PCP) and notify their Case Manager of who it is.** In some cases, you may be required to consult with a physician specializing in addiction rather than a regular PCP.

If you see a healthcare professional, you must notify your Case Manager immediately. You must also provide your healthcare professional with the Physician/Medical Provider Form. This form should be completed by your healthcare professional for each visit and returned to your Case Manager within 24 hours of the visit along with other medical documentation showing your name, date, time of treatment, and instructions and/or prescriptions. And, if it is a new healthcare provider, you must also provide a signed Consent to Release Medical Information. Both of these documents are attached to this handbook. Copies may also be obtained from your Case Manager or the court's website www.4jdc.com. If your visit occurs on the weekend, then this paperwork is due to your Case Manager by 9:00 AM the following Monday.

Always tell your healthcare professional you are in recovery and request non-narcotic or non-mood-altering alternatives when available. Prescribed medications monitored by a physician are allowed. You are required to provide a copy of **ALL** prescriptions to your Case Manager **BEFORE** you fill them and follow the instructions of your Case Manager, which may include bring the actual medications to their office. You are also required to inform your treatment Counselor and sponsor of any prescriptions. You must always obtain approval from your Case Manager prior to taking ANY Over The Counter (OTC) medications that do not appear on the following approved OTC medications list:

APPROVED OVER THE COUNTER (OTC) MEDICATIONS LIST

The following OTC medications are approved for Participants to take without prior permission from the Case Manager. These medications must be taken in the appropriate dosage listed on the medication's label. **DO NOT TAKE MORE THAN THE DOSAGE INDICATED ON THE LABEL!!** Participants must still notify their Case Manager within 24 hours of taking any OTC on this list.

If the medication is not listed below, Participants are not allowed to ingest that medication without prior approval from the Drug Court Case Manager. Participants are only allowed to take the medication as it is listed and in no other form. Participants are allowed to take store brand versions of these medications. Taking any other OTC medications not on this list or without prior approval will be a violation and Participants can be sanctioned.

PAIN MEDICATIONS

- Tylenol or Tylenol Arthritis (any strength)
- Bayer
- Motrin (any strength)
- Aleve (any strength)
- Advil (any strength)
- Excedrin or Excedrin Migraine (any strength)
- Ben Gay or Icy Hot Rub or thermal patches
- Oragel – Regular or Maximum Strength

STOMACH/DIGESTIVE MEDICATIONS

- Prilosec
- Nexium
- Pepcid AC
- Tums/Roloids
- Maalox / Mylanta / Phillips Milk of Magnesia / Pepto Bismol / Gaviscon
- Gas-X, Bean-O
- Kaopectate

COLD, FLU, ALLERGY MEDICATIONS

- Theraflu / Alka-Seltzer Plus Cold, Allergy & Flu, or Cold & Cough
- Vicks VapoRub / VapoSteam
- Mucinex
- Dayquil Tablets / Capsule

- Zicam Quick Dissolve Tablets
- Halls Lozenges – Cough or Sore Throat
- NasalCrom Spray
- Claritin
- Allegra
- Zyrtec
- Tylenol Sinus or Cold & Flu / Advil Sinus
- Ocean Nasal Spray
- Visine or Clear Eye drops (Regular or Allergy)

FEMININE CARE

- Monistat 1, 3, or 7
- Vagisil
- Cortizone 10

SLEEP MEDICATIONS

- Unisom
- Melatonin

VITAMINS / SUPPLEMENTS

- Pre-natal Vitamins
- One-A-Day Men's or Women's
- Centrum
- Vitafusion Men's or Women's
- Vitamin C Chewable or Gummies
- All supplements must have been evaluated and approved by the FDA and approved by the Court Administrator

**Participants are not allowed to possess or consume energy drinks of any kind.
If you have questions, please contact your Case Manager.**

IF AN EMERGENCY arises over non-business hours (holidays, weekends) and you must visit a healthcare provider and you are prescribed medication, you MUST inform your Case Manager by calling the office and leaving a message on your Case Manager's phone prior to filling your prescription. Bring your actual medication to your Case Manager by 9:00 AM on the Monday following your visit to the healthcare provider.

Dress Code

- Participants have a responsibility to appear at treatment services activities and the Courthouse dressed according to Fourth Judicial District Drug and Alcohol Court rules.
- Participants will be fully attired at all times. Shorts, tank tops, muscle shirts, halter tops, see-through clothing, and undershirts (as outer garments) are not acceptable.
- Shirts must be worn at all times. Shirts must be long enough to cover the stomach. No bare midriffs for men or women.
- Loose-fitting slacks, skirts, and jeans are acceptable. Pants must be worn at waist level, not around the hips. Underpants and boxers should never be visible. Skirts must be no more than five inches above the knee.
- Footwear with soles must be worn. House shoes are not acceptable.
- No clothing displaying alcoholic beverages, illegal drugs, or obscene pictures will be allowed.
- Modest shorts allowed at treatment center, but not at Court. No “Daisy Dukes” or cut offs allowed.
- No jewelry or accessories displaying drugs, alcohol, obscene, or profane language.
- Satanic, cult, or gang-related symbolism in any form is prohibited.
- No hats, caps, bandanas, sweat bands, or other gear will be worn at treatment services or the Courthouse at any time.
- No sunglasses are to be worn indoors.
- All Participants must wear appropriate undergarments and dress modestly.

Attendance and Absences

It is the Participant’s responsibility to be on time for all treatment sessions, court hearings, and appointments with the Case Manager and Probation and Parole. The Participant is not to leave the Clinic during treatment sessions. Breaks are to be taken in designated areas. Clients should call at least one (1) hour before group time if they will be unable to attend a group session. This contact will not be considered an excused absence. To excuse an absence, there must be written verification. The only absences that will be excused are for doctor’s appointments, verifiable illnesses, specific family emergencies, and other uncontrollable events. To be excused, bring the written excuse to the next group session. If you are late for a group session you may not be allowed to attend group and will be considered absent unless otherwise approved. When group is finished and you are waiting on transportation you are to wait in the back parking lot. **Any three (3) consecutive appointments missed** may be considered **AWOL** from the program.

Curfew

It is the intention of this court, that unless a Participant has a legitimate reason to be away from home during the hours of curfew (e.g., work) **and** they have obtained prior approval from their Probation Officer, then we will expect that each Participant will remain at home during the following hours:

PHASE I	from 10:00pm to 6:00am
PHASE II	from 11:00pm to 6:00am
PHASE III	from MIDNIGHT to 5:00am
PHASE IV	No Curfew
Commencement Phase	No Curfew

There will be **NO ALTERNATE ADDRESSES** for your residence. The address you give your Probation Officer is the address he/she will check. You are reminded that you are to notify your Probation Officer and Case Manager if and/or when you change residences.

↑

**THE ABOVE SECTION IS NOT APPLICABLE TO
DWI CLIENTS ON HOME INCARCERATION**

**THE SECTION BELOW IS APPLICABLE TO
DWI CLIENTS ON HOME INCARCERATION**



1. Submit to home incarceration for six (6) months or more as mandated by La. R.S. 14:98. Home incarceration restrictions shall be as follows:
 - a. Electronic monitoring.
 - b. Defendant must remain at home except to attend work, church services, community-based addiction recovery meetings, treatment, driver improvement programs, Court, or any other Court approved activity.
 - c. Home visitation at least once per month by the Department of Public Safety and Corrections.
 - d. Employment must be obtained.
 - e. Participation in a driver improvement program is required.
 - f. Driving privileges shall be restricted to traveling to and from work, church services, community-based addiction recovery meetings, and a Court approved driver improvement program.
 - g. Any other applicable provisions of C.Cr.P. art. 894.2.
 - h. Any other restriction imposed by the Judge.

Treatment Schedule Ouachita and Morehouse Parish Clients

Treatment groups meet at Ouachita Counseling Services, 1917 Stubbs Avenue, Monroe, Louisiana. A schedule of treatment days and times is posted at the treatment clinic.

Phase I Treatment

Groups meet 6 hours per week.

Phase II Treatment

Groups meet 4 hours per week.

Phase III Treatment

Groups meet 2 hours per week.

Phase IV Treatment

Groups meet 3 hours per month.

Commencement Phase Treatment will be scheduled with Counselor.

Treatment Program

Phase I

(Approximately 3 months)

The focus in Phase I is to acknowledge and address the client's drug addiction/abuse and illegal behaviors. To progress to Phase II, the client must do the following:

1. Successfully complete the treatment plan.
2. Have fourteen (14) consecutive days in Phase I without a positive, dilute, or missed screen. Time spent in in-patient treatment or in jail does not count.
3. Must have a sponsor. The sponsor cannot be a Drug and Alcohol Court client, and the sponsor must have at least two (2) years of sobriety.
4. Clients must meet any additional obligations required by the Judge, Case Manager, or the Probation Officer.

Phase II

(Approximately 6 months)

The focus in Phase II is to continue the client's personal recovery program and demonstrate responsibility to self and others. To progress to Phase III, the client must do the following:

1. Successfully complete the treatment plan.
2. Have thirty (30) consecutive days in Phase II without a positive, dilute, or missed screen. Time spent in in-patient treatment or in jail does not count.
3. Verifiable sponsor requirement continues in Phase II.
4. Must be employed or in school full-time or a combination of both.
5. Develop Hi-Set Attainment Plan with Case Manager (if applicable).
6. Purchase relevant group materials at start of Phase.
7. Clients must meet any additional obligations required by the Judge, Case Manager, or the Probation Officer.

Phase III

(Approximately 6 months)

The focus of Phase III is to continue in recovery and assist in formulating a relapse prevention plan. Life skills training begins in Phase III. To progress to Phase IV the client must do the following:

1. Successfully complete the treatment plan.
2. Clients must have forty-five (45) consecutive days in Phase III without a positive, dilute, or missed screen. Time spent in in-patient treatment or in jail does not count.
3. Verifiable sponsor requirement continues in Phase III.

4. Have a job or in school, all fees paid, and working on a HiSet Attainment Plan (if applicable).
5. Clients must meet any additional obligations required by the Judge, Case Manager, or the Probation Officer.

Phase IV

(Approximately 3 months)

The focus of Phase IV is life skills training and relapse prevention. To progress to Commencement Phase, the client must do the following:

1. Complete the treatment plan.
2. Clients must have at least ninety (90) consecutive days in Phase IV without a positive, dilute, or missed screen. Time spent in in-patient treatment or in jail does not count.
3. Clients must meet additional obligations required by the Judge, Drug and Alcohol Court, and Probation Officers.
4. Verifiable sponsor requirement continues in Phase IV.
5. Pass Hi-Set (if applicable; note that a commensurate employment certification such as CDL, Master Plumber, or certified electrician may, at the discretion of the drug court team, be deemed to satisfy this requirement).
6. Have no sanctions for ninety (90) days.
7. Clients must meet any additional obligations required by the Judge, Case Manager, or the Probation Officer.

Commencement Phase

(Approximately 2 months)

During the Commencement Phase, clients will have a treatment plan that includes meeting with their primary Counselor once a month, individually, to discuss their upcoming transition from Drug and Alcohol Court. For the first month of the Commencement Phase, the client will attend a Phase I group and share their Drug and Alcohol Court experience. For the second month of the Commencement Phase, the client will attend a Phase II group and review their goals that were set during their time in MRT and share this with the current group. For the third month of the Commencement Phase, the client will attend a Phase III group and process their experience of the Commencement Phase. The client only spends the first hour with the Phase group and can leave at the break if they have satisfied this requirement. Clients must have no sanctions during this phase. Counselor and client will develop a written Continuing Care Plan, signed by both, which includes participation in an alumni association or a peer support group, as well as any other reasonable mechanisms designed to encourage and support the Participant's continued sobriety. A copy of this plan will be provided to the Participant prior to completion of the program.

Community Based Addiction Recovery Support

All clients must attend three (3) verifiable Community Based Addiction Recovery Support Group meetings per week on separate days unless directed by the staff to complete additional meetings. Client is responsible for turning in verification slips for Support Group meeting attendance on time.

Verification Slips for Community Based Addiction Recovery Support Group Meetings are due by Noon on Tuesday in Ouachita at treatment center or by 11:00am on Tuesday in Morehouse at Case Manager's office. Late meeting slips will not be considered.

Client Behavioral Expectations

Phase I - Upon Entering Group

- A. Understand and adhere to group rules.
 - 1. Be on time for group. Being late will be considered absent.
 - 2. Observe, listen, and ask questions.
 - 3. Be considerate when others are sharing information. No cross-talking. No laughing about embarrassing information shared.
 - 4. Don't discuss other Participant's information outside of group setting.
 - 5. Stay awake in group.
- B. Client will be given written assignments that should be completed and ready to present in group as directed by the Counselor.
- C. Client should call if they will be unable to attend group session at least one (1) hour before group time. Absences will be excused by the Counselor only. Medical excuse forms should be brought to the next group session.
- D. Contact your Case Manager with questions about court dates/drug screens. (Your Counselor does not have the power to excuse drug screens.)
- E. Contact Probation Officer about travel permits 72 hours before expected departure. A copy of the travel permit should be turned in to your Case Manager.

For the Remainder of Phase I

- A. Clients should be actively participating in group sessions (i.e., giving feedback to peers).
- B. Should be open to feedback from Counselors and peers.
- C. Be breaking through denial about addiction. Identifying powerlessness, unmanageability, and consequences.
- D. Have written request to Phase up turned in one (1) week prior to advancement.
- E. Should obtain sponsor, complete sponsorship form, and turn in form with Phase request.
- F. Keep all written materials as they will be needed to complete Commencement Phase.

Phase II

- A. Continue Phase I expectations and complete MRT.
- B. Feedback should begin to show more insight as Client develops a deeper understanding of the disease of addiction and program requirements.
- C. Client should begin to acknowledge the damage addictive behavior has created in their lives.

- D. Understand how defenses/character defects are part of active addiction and begin making appropriate lifestyle changes.
 - 1. Change people, places, and things.
 - 2. Be more responsible in group, family, and work settings.
- E. Keep all written materials as they will be needed to complete Commencement Phase.

Phase III

- A. Continue Phase I and II expectations.
- B. Client should be modeling appropriate recovery behavior.
 - 1. Maintain full-time employment, school enrollment, or volunteer activity.
 - 2. Attend all scheduled events and meetings.
 - 3. Have a positive attitude about involvement with Drug and Alcohol Court program.
 - 4. Maintain contact with their sponsor.
 - 5. Have assignments completed in a timely manner.
- C. Should have active, honest participation in group sessions.
- D. Use appropriate confrontation; care about others enough to confront addictive behaviors.
- E. Recognize and openly admit addictive thinking and behaviors.
- F. Be willing to share information learned about the addictive process with peers.
- G. Keep all written materials as they will be needed to complete Commencement Phase.

Phase IV

- A. Continue Phase I, Phase II, and Phase III expectations.
- B. Continued responsibility to adhere to Drug and Alcohol Court requirements.
- C. Client attitude in this phase should be positive as client is taking responsibility for recovery and participation in the program.
- D. Keep all written materials as they will be needed to complete Commencement Phase.

Commencement Phase

- A. Continue Phase I, Phase II, Phase III, and Phase IV expectations.
- B. Continued responsibility to adhere to Drug and Alcohol Court requirements.
- C. Client attitude in this Phase should be positive as client is taking responsibility for recovery and participation in the program.

Drug Screening Policy

Drug and Alcohol Court has a zero tolerance for any illegal substance use, any alcohol use, or abuse of medications prescribed for you. As such, clients of the Fourth Judicial District Drug and Alcohol Court are prohibited from using any mind or mood altering substance or any substance “not intended for human consumption” or poppy seeds. Clients are required to submit to frequent and random drug screening for the purpose of detecting any prohibited substance and/or alcohol. Clients are obligated and responsible for providing an unadulterated, testable sample of sufficient quantity upon demand by their Case Manager, Probation Officer, Counselor, or a Judge.

Random drug screens will be administered as follows:

All clients will be assigned a testing PIN Number by their Case Manager immediately upon their admission into the program.

Clients are required to call a computerized phone message daily in order to determine if they are required to test on that particular day.

***To reach the computerized message call the following number:
1-800-494-1250***

All clients who are required to test are to report to the specimen collection location between the hours of 3:00pm and 6:00pm, or as otherwise directed.

Upon arriving at the collection site, the client should present himself/herself to the collection monitor for submission of specimen and sign in.

Prior to submitting specimen, the monitor will be responsible for completing the necessary Custody and Control Form (CCF).

The client should sign the CCF, and initial and date the tamper proof seal located at the bottom of the CCF.

Upon being instructed to do so, the client will accompany the collection monitor into the restroom for collection. The monitor shall visually observe the collection of the specimen into the large cup provided by the monitor.

The client should then pour the specimen from the large cup into the small container, up to the 30 ml line. A sample of less than 30 ml will be rejected for testing and will be considered to be the same as a MISSED screen.

The monitor will then affix the tamper-proof seal to the small container. NOTE: The client has every right to inspect the tamper-proof seal to make sure that the seal is intact and that it bears their initials and date.

The collection monitor shall then place the sample into the shipping bag, place the white copy of the completed CCF into the shipping bag, remove the protective tape and seal the shipping bag. The sample will then be placed into a locked refrigerator where it will be kept until it is shipped to the laboratory.

Failure to report for screening when notified to do so will result in client being sanctioned for a missed screen. If the client misses a drug screen they should contact their Case Manager immediately.

Falsification

**Be aware that falsifying your drug test
Is against the law and is grounds for revocation**

REVISED STATUTE 14

§133.3. Falsification of drug tests

A.(1) No person who submits to court-ordered drug testing, either after arrest for an offense and as a condition of pretrial release or after conviction of, or plea of guilty to, an offense and as a condition of probation, shall intentionally falsify or alter or attempt to falsify or alter the results of such a drug test by the substitution of urine or other samples or specimens or the use of any device in order to obscure or conceal the presence of a substance the presence of which the test is administered to detect.

(2) No person shall knowingly and intentionally deliver, possess with intent to deliver, or manufacture with intent to deliver a substance or device designed or intended solely to falsify or alter drug test results.

B. Whoever violates the provisions of this Section shall be fined not more than five hundred dollars or imprisoned for not more than six months, or both.

Acts 1995, No. 250, §1.

Dilution

Dilution is the ingestion of excessive quantities of fluid prior to submitting the specimen.

WHEN Urinary Creatinine is LESS THAN (<)20 mg/dl the specimen is DILUTE.

Drug and Alcohol Court clients are cautioned not to consume excessive quantities of fluid within a few hours prior to submitting a specimen in order to avoid submitting a dilute specimen.

Adulterated and Substituted Samples and Consumed Products

Clients are strictly forbidden from using any products for the purpose of defeating a drug screen. This includes products that are consumed and products that are added to the sample (*adulteration*). These products include, but are not limited to:

Commercial Products

Urine Luck
Golden Seal
Stealth
Clean-X
Klear
Purafyzit
Instant Clean
Krystal Kleen
UR'n Kleen

Common Household Products

Chlorine bleach
Liquid drain cleaner
White vinegar
Visine
Hydrogen Peroxide
Sodium Bicarbonate

Substitution is the act of presenting urine that is not your own or that is your own but was collected at another time.

***Adulteration and substitution are considered
falsification of a drug test and are grounds for revocation.***

Drug Screen Testing Method

All specimens collected for analysis will be submitted to a laboratory which has been certified by both the Substance Abuse Mental Health Services Administration (SAMHSA) and the National Institute of Drug Abuse (NIDA).

Until further notice, the Fourth Judicial District Drug and Alcohol Court will utilize the services of:

Cordant Health Solutions
1760 East Route 66
Flagstaff, AZ 86003-7000
(800) 348-4422

OR

Public Safety Innovations, LLC
122 Hubbard Rd.
Winnfield, LA 71483
(318) 461-2572

The submitted urine specimen will be screened by Enzyme Immunoassay technology. Any positive result will be confirmed by LC-MS/MS liquid chromatography coupled with tandem mass spectrometry.

All positive and dilute samples will be maintained by the laboratory for twelve (12) months.

Re-Testing of Positive Samples

Disputed positive or dilute results may be re-tested at the client's expense and payment for re-testing must be made in advance of the re-test. The client has the option of requesting that Cordant Health Solutions re-test the sample, or the client has the option of having a portion of the positive or dilute sample forwarded to another SAMHSA and NIDA certified lab of their choice for re-testing and confirmation by LC-MS/MS.

Re-test must be of the initial sample. No new sample will be considered and no alternative tests, e.g. hair or saliva, will be considered in order to refute a positive or dilute drug screen.

If the re-test is positive or dilute, then it is the policy of Drug and Alcohol Court to recommend that the original sanction(s) be doubled. If Client declines re-test after his/her initial request, then sanction will be imposed and doubled.

Incentives

If a Participant obtains his or her HiSet their drug screen fees will be waived for a period of six (6) months.

- ✓ Rocket Docket and drawing for prizes and gifts
- ✓ Quarterly drawing
- ✓ Drug screen fee voucher for Phase advancement
- ✓ Certificates
- ✓ Praise
- ✓ Applause

Sanctions

Drug and Alcohol Court clients should realize that each Participant is expected to adhere to the rules and policies of the Drug and Alcohol Court and that failure to comply will result in known consequences that are swiftly applied.

The following are **examples** of **recommended** sanctions in Drug and Alcohol Court. This list is a guideline, and the Drug and Alcohol Court Judge has the authority to modify each sanction according to the situation of each Drug and Alcohol Court client, in other words, the Judge can increase or decrease the sanction or impose a different sanction depending on circumstances of the case. Additionally, a treatment response may also be imposed, for example, homework assignments or redoing all or part of a prior phase).

Examples of recommended sanctions are:

VIOLATION	SANCTION
1 st Positive Drug Screen or misuse of prescription medications	16 Hours Trash Detail
2 nd Positive Drug Screen or misuse of prescription medications	32 Hours Trash Detail
3 rd Positive Drug Screen or misuse of prescription medications	48 Hours Trash Detail
4 th Positive Drug Screen or misuse of prescription medications	Weekend Jail – Friday @ 5pm to Sunday @ 5pm
5 th Positive Drug Screen or misuse of prescription medications	6 Straight Days in jail from Court
6 th Positive Drug Screen or misuse of prescription medications	Revocation and alternatives to revocation will be considered
1 st Problematic (Dilute, Missed, Unable to Produce)	32 Hours Trash Detail
2 nd Problematic (Dilute, Missed, Unable to Produce)	4 Straight days in jail from Court
3 rd Problematic (Dilute, Missed, Unable to Produce)	7 Straight days in jail from Court
4 th Problematic (Dilute, Missed, Unable to Produce)	Revocation and alternatives to revocation will be considered
Positive Re-test	Double Original Sanction
Unauthorized Use of OTC Medications	To Be Determined on a Case-by-Case Basis
Falsifying, Adulterating, or Substituting a Drug Screen	Revocation and alternatives to revocation will be considered
Missed Treatment Session (includes sleeping in group and being tardy to group)	24 Hours Community Service
Failure to Bring Treatment Material to Group	1 st Offense – 8 Hours Community Service 2 nd Offense – 16 Hours Community Service 3 rd Offense – 32 Hours Community Service
Missed Community Recovery Support Meetings	8 Hours Community Service Per Meeting Missed
Cell Phone in Treatment Building	16 Hours Community Service
Forging Support Group Attendance Slips	4 Straight Days in jail from Court
Curfew Violation	1 st Offense – 16 Hours Community Service 2 nd Offense – To Be Determined
Failure to do Court Ordered Community Service	1 Day Incarceration for Each Hour Not Completed
Failure to Report to in-Patient	30 Days Immediate Incarceration
Leaving in-Patient AMA	30 Days Immediate Incarceration
Expulsion from Inpatient	60 Days Immediate Incarceration
Missed Court	Bench Warrant, Immediate Incarceration
AWOL	Revocation will be considered
Failure to Comply with Behavioral Expectations	Placement in Lower Phase
Failure to Timely Report to Probation Officer	8 Hours Community Service
Violation of Any Law	Revocation and alternatives to revocation may be considered
Driving without a valid Louisiana driver's license while under suspension or revocation	15 Days Jail – Each Instance
Associating with disreputable people	15 Days Jail

Conclusion

The goal of the Fourth Judicial District Drug and Alcohol Court is to help you achieve and maintain sobriety and a crime free lifestyle. The program is designed to promote self-sufficiency and to return you to the community as a productive and responsible member of society. The Judge, Court staff, Probation Officers, and Treatment Team are available to guide and assist you, but the final responsibility is yours. Building on your strengths to overcome your addictive behaviors is a primary goal of the Team.

We hope this Client Handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about the Fourth Judicial District Drug and Alcohol Court program, please feel free to ask a member of our staff.

ACKNOWLEDGEMENT OF RECEIPT

I, _____, do hereby acknowledge by my signature below, that I have received a copy of the Fourth Judicial District Drug and Alcohol Court Client Handbook and understand it is my responsibility to read it and ask questions about any part I do not understand.

SIGNATURE OF CLIENT

DATE RECEIVED

*****Place in Client File*****