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**MISSION STATEMENT  
CITY OF ST. LOUIS DRUG COURT**

To divert alcohol and drug abusing non-violent felony offenders from the normal criminal justice process by providing frequent judicial oversight, intensive supervision, and treatment through a holistic approach to positively impact offender lifestyle and community safety.

## I. INTRODUCTION

**Welcome to the 22<sup>nd</sup> Judicial Circuit St. Louis Drug Court Program.** Drug Court is a court-supervised drug treatment program for non-violent adult felony offenders. This handbook is designed to answer your questions and concerns about Drug Court and provide overall information about the program and what is expected of you as a participant. We encourage you to share this handbook with your family and friends.

Participants accepted on a pre-plea basis are recommended by the Circuit Attorney and approved by the Drug Court Team. Participants entering on a post-plea basis are referred by judicial officers, based on certain guidelines, and are deemed eligible by the Drug Court Team. The Drug Court Team is under the direction of the **Drug Court Commissioners**. Other members of the team include the prosecutor, your defense attorney, the probation officers, the Court Administrator, a treatment specialist, the court clerks and the deputy sheriffs.

**Drug Court is a voluntary program;** however, once you enter the program you are bound by the orders and jurisdiction of the Court. As a participant, you will be expected to follow the instructions given by the Commissioner, to comply with the treatment plan

developed for you, and to respect all members of the team. Participation includes regular court appearances, drug testing, treatment counseling, probation officer appointments and attendance at recovery meetings. Participants may also be assisted with education and skills assessments, referrals for vocational training, education and/or job placement services, and mental health assessments and other appropriate referrals.

Your privacy is respected in Drug Court. We are bound to make every effort to protect your identity and maintain **confidentiality** about your Drug Court participation. However, upon entry into Drug Court, you sign a **Consent to Release Information** which gives Drug Court permission to obtain treatment information from your treatment provider and allows us to talk with your provider about your progress in the program without you being present. We also expect you to allow us to access medical and other records of care and service to you, as necessary with your full knowledge, that may impact your participation in the Drug Court program. Also be aware that if you fail the program and thereafter appear before a judge for sentencing on your case, Missouri law provides that your sentencing judge may consider the reason(s) you were terminated from Drug Court.

The **program length** is determined by each participant's individual progress, but is at least fifteen (15) months. Upon completion of the program, the Circuit Attorney will drop the case against all successful "graduates" accepted on a pre-plea basis. For participants accepted on a post-plea basis, the participant's graduation will be provided to the sentencing judge for consideration at sentencing or as satisfaction of a condition of probation.

The St. Louis Drug Court Team expects to see positive changes in your life as a result of this program.

## II. PROGRAM REQUIREMENTS

### A. Drug Testing

You will be drug tested throughout the entire program at least once per week and often more. Testing will be on a **random basis any day of the week.**

On the day you enter Drug Court, you will be assigned a **color**. You must call the drug testing telephone number, **314-549-8793**, everyday to find out if your color is called, and, if so, you are to test that day. You must call every morning, seven days a week, including holidays. When you call, you will get a recording which will provide you with the color(s) for that day. Listen to the complete recorded message.

The primary site for urine drops is **Avertest, 400 N. Tucker, (231-8029)** in downtown St. Louis. If your color is called, you must report to Avertest on that day between the **hours of 7:00 a.m. and 6:00 p.m.** only.

### B. Court Appearances

As a Drug Court participant, you will be required to appear in court on a regular basis. At each appearance, the Commissioner will be given a report about your progress prepared by your probation officer. The report will include drug test results, recovery meeting

attendance, participation in treatment, probation officer appointment attendance, successes and/or problems you are having, your health and your attitude. The Commissioner may ask you questions about your progress and discuss any problems you experience. **If you are doing well**, you will be called early on the docket and encouraged to continue working with your treatment team toward graduation from Drug Court. You may also receive an incentive.

**If you are not doing well**, the Commissioner will discuss this with you and determine the proper response.

If you cannot appear in court as scheduled, you must notify your probation officer as soon as possible to get permission from the Commissioner. Unexcused failure to appear in court on the date and time you are scheduled is a crime. It will result in a warrant being issued for your arrest.

### **C. Fees**

There is a **\$40.00 per month** Drug Court fee that you must pay while in the program. Payments are to be made directly to the clerk/cashier on the first floor of the civil courts building. The cashier will give you a receipt to show to the Commissioner each time you make a payment. Try to make a payment every time you come

to court.

#### **D. Probation Officer**

Every participant will be assigned a probation officer from the Department of Probation and Parole. You are to schedule regular appointments with your probation officer as directed by your probation officer. You are expected to be on time. Your probation officer will give continuous updates to the Drug Court Commissioner and team about your progress. The probation officer may make home visits and check in with your work place, schools, physician, counselor and any other person working with you while you are in Drug Court. Information shared with or obtained by the probation officer can and will be shared with the team.

#### **E. Treatment**

Every Drug Court participant will be assessed and an individual **treatment plan** will be developed between you and your primary counselor. Helping you achieve the goals in this plan will be a team approach using the resources of the Drug Court and network of treatment providers. The plan will serve as a guide for you throughout treatment and will be updated regularly.

The treatment assessment will determine the initial intensity of treatment that will best meet your needs.



You may be placed in detoxification, residential treatment or outpatient services. Most participants initially enter outpatient services. This will include both individual and group counseling. If you are placed in detoxification and/or residential treatment, a court order will be issued requiring your presence at the treatment facility.

You must participate fully in your treatment plan.

Drug Court treatment programs are designed to help you develop self-awareness, self-discipline and realize your self-worth. They include recognition of your issues, strengths and help resolve issues.

## **F. Recovery Meetings**

Attendance at **recovery meetings**, like Narcotics Anonymous or Alcoholics Anonymous, or another approved recovery type program, is required throughout the Drug Court program. These meetings are a vitally important part of your recovery. You must provide proof of attendance to your probation officer prior to each court appearance.

You must also obtain a sponsor of your same sex. A sponsor is a 12-step group member with a minimum of one year sobriety, who assists you on a personal level with sobriety, personal problems, and working the steps

### **III. GENERAL DRUG COURT RULES**

As a Drug Court participant, you will be required to abide by some basic rules:

**1. Always tell the truth.** Overcoming alcohol or drug dependence is not easy, yet thousands of individuals do it every year with the help of others. Your success will take your best effort, including constant truthfulness on your part. The Drug Court Team will tell you the truth and will expect the truth in return. For example,

- a. Do not forge documents** such as self-help meeting attendance sheets. Forgery is not only a lie, it is a crime.
- b. Do not miss urine drops or attempt to subvert any urine test in any way.** Missed drops are considered dirty drops. Tampering with urine specimens will not be tolerated. Both are dishonest.

**2. Possess NO alcohol or consume any sub-stance that contains alcohol or other controlled substance not prescribed for you.** Sobriety is the primary focus of this program. Maintaining a drug-free lifestyle is very important to your recovery process.

**3. Do not gamble or enter a gambling casino.**

**4. Follow the treatment plan designed for you by your counselor and attend all assigned assessment and**

**treatment sessions including individual and group counseling, education sessions and recovery meetings.** If you are unable to attend a scheduled session, you must contact your treatment counselor in advance.

**5. Be on time!** You must not be late for treatment or court sessions. Late for treatment may mean you miss the session. Contact your treatment counselor if there is a possibility that you may be late. The Commissioner may sanction you for being late to court, treatment, probation officer appointments or other appointments related to Drug Court. Keep scheduled appointments with your probation officer. Do not just “drop in”.

**6. Behave appropriately in court and at treatment.**

- a. Inappropriate physical and/or verbal behavior** will not be tolerated and may result in your termination from the Drug Court program. Do not make threats toward other participants, counselors or Drug Court team members or behave in a violent or aggressive manner.
- b.** Avoid bringing your **children** to court.
- c.** Do not bring **beepers or cell phones** to court.
- d.** No **gum or food** is allowed in the courtroom.
- e. Dress appropriately** in court and at treatment.

The sheriffs will require that you dress appropriately in the court building. This means wearing shirts, pants, dresses of

reasonable length. No shorts, tank tops or clothing with drug or alcohol themes are acceptable. Gang attire is unacceptable. Sunglasses should not be worn inside without medical approval. Speak with your treatment team if you need assistance with clothing.

**f.** Do not establish romantic relationships or have sexual contact with other drug court participants.

**7.** Obey all laws and pay outstanding traffic fines.

**a.** Do NOT drive a vehicle without a valid **driver's license**.

**b.** A **new arrest** and criminal charge may result in your termination from Drug Court. Remember that drug use or sale is illegal.

**c.** Take care of all outstanding cases you may have in traffic and **municipal courts**. Outstanding warrants can interrupt your Drug Court participation and ruin your chance for success. If you need help, let your defense attorney and the Commissioner know the extent of your problem right away.

**8. Do not travel away from the St. Louis metropolitan area**, which includes City of St. Louis, St. Louis County, Jefferson County, and St. Charles County, **without permission from the Commissioner**.

## **IV. CONSEQUENCES OF BEHAVIOR**

This section is designed to let you know the consequences of both your good and bad behaviors. **The choice is yours.**

### **A. Incentives**

When you consistently cooperate and participate in the Drug Court program, you may be recognized, at the judge's discretion, in one or more of the following ways:

1. Credit on your Drug Court fee
2. Call you early on the docket
3. Certificate for path advancement
4. Allow travel privileges
5. Reward of movie tickets or gift certificates
6. Applause and praise in the courtroom
7. Enter drawing for prizes
8. Fish bowl drawing for clean drug test
9. Individualized incentives

### **B. Sanctions**

When you fail to comply with the Drug Court program, the Court may, at the judge's discretion, order one or more of the following sanctions:

## **PROGRAM NON-COMPLIANCE SANCTIONS:**

<b>Actions Contrary to Program Principles</b>	<b>Consequence for Actions Contrary to Program Principles</b>
Tampering with or dilution of urine sample	<ul style="list-style-type: none"> <li>• community service</li> <li>• jail time at the discretion of the Court</li> </ul>
Missed probation officer appointment	<ul style="list-style-type: none"> <li>• community service</li> </ul>
Missed recovery meetings	<ul style="list-style-type: none"> <li>• make up meeting</li> <li>• community service</li> </ul>
Missed Pre-Treatment or missed treatment Sessions	<ul style="list-style-type: none"> <li>• make up session</li> <li>• increase recovery meetings</li> <li>• journaling</li> <li>• workbook assignment</li> <li>• community service</li> <li>• restart the previous path</li> <li>• jail</li> <li>• termination</li> </ul>
Positive drug test	<ul style="list-style-type: none"> <li>• increase urine drops</li> <li>• increase recovery meetings</li> <li>• journaling</li> <li>• electronic monitoring and curfew</li> <li>• workbook assignment</li> <li>• increase outpatient treatment</li> <li>• change outpatient treatment location</li> <li>• restart path</li> </ul>

	<ul style="list-style-type: none"> <li>• return to previous path</li> <li>• residential treatment</li> <li>• jail</li> <li>• termination</li> </ul>
Inappropriate behavior	<ul style="list-style-type: none"> <li>• apology</li> <li>• community service</li> <li>• restart path</li> <li>• return to previous path</li> <li>• jail</li> <li>• termination</li> </ul>
Leaving residential treatment without permission	<ul style="list-style-type: none"> <li>• arrest warrant issued</li> <li>• sent back to residential</li> <li>• restart path</li> <li>• return to previous path</li> <li>• jail</li> <li>• termination</li> </ul>
Missing court appearance	<ul style="list-style-type: none"> <li>• arrest warrant issued</li> <li>• electronic monitoring and curfew</li> <li>• jail</li> <li>• termination</li> </ul>
Forging self-help meeting sheets, treatment attendance sheets, or other written documents	<ul style="list-style-type: none"> <li>• jail</li> <li>• termination</li> </ul>
New arrest	<ul style="list-style-type: none"> <li>• jail</li> <li>• possible termination</li> </ul>

### **MISSED DROP SANCTIONS:**

<b>Program Requirement Not Met</b>	<b>Path I</b>	<b>Path II</b>	<b>Path III &amp; IV</b>
1 <sup>st</sup> missed drop during the entire program	8 hours community service	one day in jail	sanction imposed at the discretion of the Court with minimum of 4 days in jail
2 <sup>nd</sup> missed drop during the entire program	one day in jail	2 days in jail	sanction imposed at the discretion of the Court with minimum of one week in jail
3 <sup>rd</sup> missed drop during the entire program	2 days in jail	minimum of 4 days in jail	sanction imposed at the discretion of the Court
All subsequent missed drops during the entire program	sanction imposed at discretion of the Court	sanction imposed at the discretion of the Court	sanction imposed at the discretion of the Court



## **V. PATHS TOWARDS GRADUATION**

There are four Paths in the Drug Court program. Each must be completed before you can “graduate” from Drug Court.

### **A. Path I (minimum time 1 month)**

In Path I, you will be assigned a probation officer. You will also attend Pre-Treatment for intake assessment and to learn drug court rules and regulations. This program is held weekday mornings or evenings, depending on your schedule. You will be expected to participate in Pre-Treatment until you are assigned to primary treatment. In Path I, your problems and needs will be assessed in preparation for an individual treatment plan.

The **requirements** of Path I are as follows:

1. Complete Pre-Treatment;
2. Attend a pre-self help presentation as directed by the Court or probation officer;
3. Appear in court as directed;
4. Comply with all court orders and directives;
3. Attend treatment as directed by the Court;
4. Meet with probation officer as directed;
5. Call the drop line every day and give a urine

sample for testing according to procedure or as directed by the Commissioner or probation officer;

6. Keep all medical appointments;
7. Medication compliant, if applicable;
8. Demonstrate awareness and ability to meet proximal goals and exercise the cornerstone concept of drug court---honesty;
9. Meet all Path I requirements.

The Drug Court Team must agree that you have met all of these requirements before you can move to the Path II.

## **B. Path II (minimum time 4 months)**

Path II is your **primary treatment path**. In Path II, you will begin the process of developing strategies and patterns of behavior to achieve long-term sobriety. You will develop an individual treatment plan and a Relapse Prevention Plan (RPP) with your counselor that you will use throughout the program.

The **requirements** of Path II are as follows:

1. Appear in court as directed;
2. Comply with all court orders and directives;

3. Attend a minimum of two recovery meetings each week and get a sponsor as ordered, or other resource as directed by the Court;
4. Meet with probation officer as directed;
5. Call the drop line daily and give a urine sample and breath sample for testing according to procedure or as directed by the Commissioner or probation officer;
6. Attend treatment as directed by the Court;
7. Have a completed individual treatment plan;
8. Be in compliance with the individual treatment plan including medication compliance, if applicable;
9. Prepare a Relapse Prevention Plan (RPP) with the aid of the treatment counselor and submit the RPP to the Court for consideration of advancement to Path III;
10. Verify completion of eight (8) hours of volunteer service;
11. Make regular payments toward restitution, if any, and regular payments toward drug court fees;
12. Have no major sanction, including a positive drug or alcohol test, for the last four (4) weeks in

- order to be eligible for advancement to Path III;
12. Prepare a written or oral promotion request for review by the Court.

The Drug Court Team must agree that you have met all of these requirements before you can move to Path III.

### **C. Path III (minimum time 6 months)**

Path III is the **recovery phase** of treatment. Your treatment plan will be updated by you and your counselor to identify your treatment goals and objectives and your adherence to the Relapse Prevention Plan (RPP) monitored for compliance. Your personal Sustainable Recovery Plan will focus on your problem areas and help you to identify ways of coping with stressful situations to build a strong recovery program.

Path III **requirements** are as follows:

1. Appear in court as directed;
2. Comply with all court orders and directives;
3. Attend a minimum of two (2) recovery meeting per week;
4. Maintain weekly sponsor contact, if applicable;
5. Meet with probation officer as directed;
5. Call the drop line daily and give a urine sample

and breath sample for testing according to procedure or as directed by the Commissioner or probation officer;

6. Make regular payment toward restitution, if any, and regular payments toward the drug court fees;
7. Resolve all outstanding warrants;
8. Verify twelve (12) hours of volunteer service;
9. Attend treatment as directed by the Court;
10. Be in compliance with the individual treatment plan, including medication compliance;
11. Be in compliance with the Relapse Prevention Plan (RPP) and review document with treatment counselor;
12. Obtain or maintain employment and/or a training program or a formal academic program approved by the Court;
13. Have no major sanctions, including a positive drug or alcohol test, for the last eight (8) weeks in order to be eligible for advancement to Path IV;
14. Prepare and submit a personal Sustainable Recovery Plan to the Commissioner and request permission to advance to Path IV.

#### **D. Path IV (minimum time 4 months)**

Path IV is a **sustainable recovery** phase. It is designed to address your ongoing recovery needs including total abstinence from drugs and alcohol through relapse prevention by using your Sustainable Recovery Plan. The goal is to support your return to the community as a productive and responsible person. The focus will be on daily living skills and learning how to assist others in recovery.

Path IV **requirements** are as follows:

1. Appear in court as directed;
2. Comply with all court orders and directives;
3. Attend a minimum of one (1) recovery meeting per week;
4. Maintain weekly sponsor contact, if applicable and verify contact;
5. Call the drop line daily and give a urine and breath sample for testing according to procedure or as directed by the Commissioner or probation officer;
6. Attend treatment as directed by the Court;
7. Meet with probation officer as directed;

8. Pay all restitution, if any, and pay all drug court fees;
9. Attend two (2) court sponsored or alumni events per month;
10. Maintain employment or training or a formal academic program approved by the Court for a minimum of the last eight (8) consecutive weeks in the program;
11. Have no major sanctions, including a positive drug or alcohol test, for the last twelve (12) consecutive weeks; and be viewed by the Operations Committee to have sufficiently integrated the necessary information to support long term recovery to be eligible to graduate from drug court;
12. Prepare a written request to graduate for review by the Operations Team;
13. Be in compliance with the:
  - a. Individual Treatment Plan, including medication compliance, if applicable;
  - b. Relapse Prevention Plan; and
  - c. Sustainable Recovery Plan.

The Drug Court Team must agree that you have met all of these requirements and that you have sufficiently integrated the necessary information to support long-term recovery in order for you to GRADUATE FROM DRUG COURT.



## **VI. IMPORTANT INFORMATION**

### **Phone Numbers:**

Drug Testing Daily Drop Line .....	314-549-8793
Probation Officer's Office .....	314-340-6999
Drug Court Office .....	314-622-4924
Public Defender's Office .....	314-340-7625
Circuit Attorney's Office .....	314-622-4941

## **VII. MY PERSONAL INFORMATION**

My Probation Officer is

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I can reach him/her at

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My treatment program is

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My treatment counselor is

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I can reach him/her at

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My color for urine testing is

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**MY RECORD OF REWARDS AND  
SANCTIONS I HAVE RECEIVED**

Date	Reward or Sanction Received	Reason