

Participant Handbook

8th Judicial District DUI Recovery Court Program



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WELCOME

Welcome to the Larimer County DUI Recovery Court! This handbook is designed to answer your questions, set out expectations, and provide information about the DUI Recovery Court program. As a participant in the Recovery Court, you will be expected to know and follow the rules and conditions set out by the DUI Recovery Court team. The information in this handbook should help you understand these rules and conditions.

The DUI Recovery Court operates as a team collaboration of many agencies. This team looks forward to getting to know you and assisting you as you advance in the program. The current DUI Recovery Court team consists of:

- Magistrate Matthew Zehe, Judicial Officer
- Harry McCrystal, Coordinator
- Tom Hulse, Probation Supervisor
- David Lagac, Probation Officer/Case Manager
- Courtney Armstrong, Probation Officer/Case Manager
- Amanda Maas, Creative Counseling Services
- Michael Mangione, District Attorney's Office
- Haley Barton, Public Defender
- Nathan Hansen, Private Defense Attorney
- Jennifer Koenig, Alternative Sentencing Case Manager
- Corporal Samuel Roth, Larimer County Sheriff's Office
- Tina Gomez, Court Judicial Assistant



ASK QUESTIONS

Any member of the DUI Recovery Court team is available to answer your questions.

Program Mission

The mission of the Larimer County DUI Recovery Court is to provide a positive, multi-disciplinary approach to the treatment of repeat DUI offenders. The goals of the Larimer County DUI Recovery Court are to reduce recidivism of those otherwise likely to reoffend, to promote offender accountability, and to improve the health and safety of the community at a reduced cost.

THERE IS HOPE!



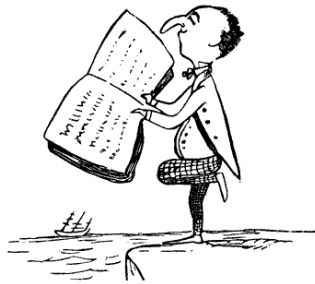
The team recognizes that participants in this program take on significant responsibilities and challenges. The team thus **congratulates** you and **appreciates** you for your willingness to take on these responsibilities and challenges. We have full confidence that, with your commitment and hard work, you will establish yourself as a safe and sober driver, employee, family member, and citizen.

READ THE HANDBOOK!

Please note that your first responsibility is to read this handbook carefully. You are encouraged to ask questions about anything you do not understand. You will later sign an acknowledgement stating that you have read the handbook completely and that you understand the expectations outlined in it.



UNDERSTAND THE ROLE OF THE HANDBOOK



This handbook is intended to educate you about how this program works and about the program's expectations of you. The workings of the program will be explained in some detail.

However, please understand this: The program's structure and characteristics may change over time, as may the expectations for participants. Program adjustments for particular participants may be made from time to time depending on the needs of the participant. Adjustments may also be made program-wide and in the handbook if such adjustments will help the program achieve its mission more effectively. All decisions regarding program structure, content, and obligations, as well as decisions regarding any particular participant, are made by the DUI Recovery Court team after full consideration of all relevant issues.

UA and BA Testing

You will be tested for sobriety during your entire time with the program. Testing is **random** and **frequent**. Testing typically consists of urinalysis (UA). We may use other forms of testing, such as the use of portable devices or dip tests, as needed. **You must call daily.** The DUI Recovery Court may require testing at any time without notice, such as before court and during home visits. While the DUIRC team may provide some funding for testing for participants experiencing financial hardship, **participants are always responsible for the costs of testing.**



NO EXCUSES !

The participant is responsible for everything that goes into his or her body and everything that comes out. Therefore, *any* detectable level of alcohol, drug, or mood-altering substance is considered a positive test. The DUI Recovery Court team will consider the participant's honesty about his or her use of intoxicating substances in determining the appropriate sanction for a positive test. If a participant wishes to challenge the reliability of a positive test result, he or she may request a confirmation test. However, the participant will be responsible for the costs of the confirmation test if the test reaffirms the positive result. If the confirmation test returns a negative result, then the Court will pay for the test.

DILUTE UA's

A dilute UA occurs when a person consumes excessive water or diuretics, like coffee or tea. These substances internally dilute the urine the body produces and can produce false negatives. Dilution will be detected by the test, and drugs and alcohol can still show up even in a dilute UA. While a dilute UA may have an accidental cause, deliberate dilution has often been used to mask drug or alcohol use by producing a false negative. Thus, a dilute UA is **ALWAYS** considered an invalid test and will **ALWAYS** result in a sanction. Any falsified or adulterated tests will also result in a sanction.

To submit a valid sample, DO ...

- * **Do** submit a sample early in the morning, or.
- * **Do** eat more protein and/or have a snack (e.g. nuts, cheese, granola, or protein bar) at least 90 minutes prior to submission of your sample.

And DON'T ...

- * **Do not** drink excessive amounts of water or caffeinated drinks like coffee, tea, or cola the day of the test.
- * **Do not** eat poppy seeds, vanilla or other extracts, foods with alcohol as an ingredient, or alcohol-based medications— they can trigger positive UAs. Remember, you are responsible for everything that goes into your body!
- * **Do not** try to test at multiple locations. The system will only allow you one test per day.

CALL EVERY DAY! Even Saturday, even Sunday, even holidays, even if you took a drug screen every day this week. CALL EVERY DAY!



Positive Incentives



Your general success in the program will be marked by many smaller successes you achieve day to day. These smaller successes reveal how well in your daily life you are practicing the skills and concepts you learned during treatment and supervision. The DUI Recovery Court will encourage your general success by recognizing your smaller successes. Positive incentives, which may be referred to informally as “rewards,” will be awarded during court reviews to mark your achievements that occurred in the time between reviews.

These achievements may include, but are not limited to, the following:

- 👍 Milestones achieved in number of days sober (e.g., 30 days, 90 days, one year, etc.).
- 👍 Milestones achieved in treatment.
- 👍 Successful navigation of a stressful event without resorting to new substance use.
- 👍 Successful management of triggers when encountered in the community.
- 👍 Successful management of social situations, celebrations, and events that, prior to your recovery, would have involved you drinking or using drugs.
- 👍 Demonstration of leadership or mentoring within the DUI Recovery Court group or in the recovery community such as a local AA chapter.
- 👍 Success in the community, such as promotions at work, or significant donation of leisure time to a charitable activity.
- 👍 Advancement in phase.



The primary incentive you will receive for your successes is the verbal recognition and appreciation in court by the DUI Recovery Court team and your fellow participants. However, the Court will draw from a wide variety of other available resources when deciding other kinds of incentives to award.

Sanctions

The DUI Recovery Court team sincerely hopes that your progress in the DUI Recovery Court will be as trouble-free as possible. However, some participants will make mistakes while in the DUI Recovery Court that will slow their progress. These mistakes are not unusual, and the program plans for their possible occurrence. However, these mistakes, and the choices behind them, can reveal a person's lapses in the management of his or her recovery, or can reveal that a participant's commitment to recovery is challenged. Therefore, mistakes related to program rules will not be excused.



Common mistakes that occur in a treatment court setting include, but are not limited to, the following:

- 👉 Dishonesty when communicating with any DUI Recovery Court team member.
- 👉 Possession and/or use of alcohol, marijuana, drugs, and paraphernalia. Possession and use of controlled substances that are not prescribed and known to the team is forbidden. A doctor's certification WILL be required for prescriptions that can be abused.
- 👉 Sobriety tests that are positive for the presence of a forbidden substance.
- 👉 Sobriety tests that are missed without having been excused by the team.
- 👉 Test samples that are suspicious for tampering, such as dilute UAs.
- 👉 Missed calls for testing.
- 👉 Missed appointments with treatment providers or probation officers that are not excused by the team.
- 👉 Missed court reviews.
- 👉 Rule violations or failure to comply with Work Release rules.
- 👉 Leaving the state without permission.
- 👉 Driving prior to the reinstatement of driving privileges.
- 👉 Associating with people or locations identified as high-risk by the team.
- 👉 Law enforcement contact producing new charges.
- 👉 Failure to complete a task specifically assigned in court.



Types of Sanctions

Testing



- Increase in the level and frequency of sobriety monitoring.
- Additional court appearances.
- Essays on topics related to the choices made.
- Additional useful public service hours to be completed by the next court review.
- Electronic home monitoring.
- Weekend/midweek work crew sessions.
- **Short periods of jail, served via straight time or in the work-release facility.**

Due Process: *For all sanctions other than jail, you have the right to offer your explanation for the perceived violation. However, the sanction decision will be immediate, final, and non-negotiable. This also applies if the sanction is jail and you have not yet completed your original work release sentence.*

If jail is the likely sanction, and you have completed your original work release sentence, you will receive written notification (see Appendix C to this Handbook) of the alleged behavior causing the sanction. You will also receive a written advisement (see Appendix D to this Handbook) of your rights to deny the allegations and demand a separate hearing at which the Court will decide based on the evidence presented whether the behavior to be sanctioned occurred. At your court review, you may choose to accept the sanction and waive your rights to a hearing. You may also deny the behavior causing the sanction and demand an evidentiary hearing. The hearing will then be set within four business days of your request. The defense attorney representatives on the DUIRC team are available to speak to you prior to your court review about your rights and your choices.

*Sanctions are otherwise imposed at the first court review that follows the violation, unless emergency circumstances require a more immediate intervention. **Sanctions must be completed by your next review unless given specific instructions otherwise.***

TREATMENT



Treatment is the primary means by which you will be able to achieve recovery! You are encouraged to be active with your treatment providers and DUI Recovery Court team members by asking questions and becoming informed about this critical component.

Treatment will consist of at least three mandatory components for all participants:

- Level II Four Plus comprehensive assessment and treatment** supervised through a DUI Recovery Court provider licensed by the state.
- DUI Recovery Court Group** meeting after the participant's court review.
- Any community-based substance-related support group:** Examples of resources that satisfy this requirement include, but are not limited to, 12-step program such as Alcoholics Anonymous or Narcotics Anonymous, The Shambhala Center, Celebrate Recovery, Phoenix Multisport, SMART, or Rational Recovery. The team will consider suggestions for other groups and services. Verified attendance at a minimum of one such group per week is required.

Philosophical, religious, or other objections to twelve-step systems such as Alcoholic Anonymous must be shared with the team. If a specific twelve-step program is not available given your objections, you must find a program that shares the dual components of a structure for managing the day-to-day challenges of recovery, and sponsorship for dealing with cravings and triggers as they arise.

Your attendance and good-faith participation for all treatment components is

ABSOLUTELY MANDATORY

The **Level Two Four Plus treatment category** is designed to comprehensively treat all issues that impact upon a person's recovery. Assessments conducted at the beginning and during treatment identify the treatment needs. Other treatment components may be introduced into your treatment plan as indicated by the assessments and depending on your needs, desires, and progress, including:

- Intensive outpatient substance abuse treatment
- Short-term residential substance abuse treatment
- Individual counseling
- Mental health treatment and medications management
- Behavior and cognitive-based counseling
- Family and relationships counseling
- Grief counseling
- Trauma-specific treatment



Treatment progress will be reported to the DUI Recovery Court team.

Treatment Adjustments

One response available to the Court to address poor decision-making is to require the participant to take on more treatment-oriented obligations. This kind of response will be especially common for new reports of the possession or use of intoxicating substances. Treatment responses include, but are not limited to, increased sobriety monitoring, electronic sobriety monitoring, attendance at additional treatment sessions or programs, additional substance abuse or mental health evaluations, and preparation of, or changes to, a written relapse prevention plan.



Interaction



The DUI Recovery Court requires active investment from its participants. Likewise, participants can expect the active investment of the DUI Recovery Court team in their cases.

Communication between the DUI Recovery Court team and the participants is critical to the success of the participants and of the program. You will be expected to participate in good faith in all conversations with the DUI Recovery Court team regarding your progress in the program. You will be expected to provide full, accurate, and honest information during these conversations. If problems with your performance occur, you must not be dishonest when discussing these problems. Minimization, exaggeration, avoidance, deflection, and omission are all considered forms of dishonesty.

RULES OF INTERACTION

DO:

Be truthful
Be accurate
Be complete
Be forthright
Be polite

DON'T:

Lie
Minimize or exaggerate
Omit
Avoid
Argue or interrupt

Court Hearings



DUI Recovery Court participants attend reviews in court every two weeks for the first three phases of the program. As participants advance through the phases, court reviews will become less frequent.

Participants must remain for the entire review docket. The DUI Recovery Court considers the experience of each participant to be valuable to all participants.

Participants must appear for all scheduled court reviews. An arrest warrant will issue for participants who fail to appear when required.

When in the courtroom the following standards of dress and behavior are expected:

Dress Code:

- ✓ Clothing must be neat and clean.
- ✓ No clothing or jewelry depicting drugs, alcohol, or offensive language.
- ✓ No caps or hats.
- ✓ No sagging trousers.
- ✓ No gang colors or items identified with gang membership.
- ✓ No sleeveless shirts, halters, or tank tops.
- ✓ No bare shoulders, backs, or midriffs.
- ✓ No revealing clothing (clothing must cover all undergarments for both men and women).





When addressing the Court:

- ✓ Stand at the podium unless permitted to sit.
- ✓ Address the Court by "Your Honor," "Judge," "Magistrate," "Sir," etc.
- ✓ Use clear and respectful language when addressing the Court. Answer "yes" or "no" instead of "yeah," "mm-hmm," or "uh-uh."

TURN OFF cell phones **BEFORE** entering the courtroom! Participants are not allowed to use cell phones or other portable computing devices during court reviews. Smartphones or other devices that are used during court or that make disruptive noises during court may be confiscated for the remainder of court.

Food and beverages (including gum and candy) are not permitted.

DO NOT INTERRUPT THE JUDGE!



TURN OFF YOUR CELL PHONE!



Remote Appearances

The agencies that make up the DUIRC's multidisciplinary team have worked hard to set up services that participants can attend remotely using technology in addition to in-person services. Remote services have many benefits such as making treatment services more convenient, expanding the choices among treatment and community-based support group options, and enabling court attendance despite a health issue.

However, in-person services have advantages that the DUIRC also values, such as building stronger relationships and improving conversations between the participants and with the provider. Overreliance on technology also creates complications, such as when limited bandwidth causes a video or audio feed to cut out, a participant is at a location that is distracting, or the participant doesn't own the technology that allows full access to the remote service.

To balance between these benefits and drawbacks for each type of appearance, the DUIRC sets out this rule - participants must appear in person for the following program requirements unless the participant receives the provider's permission in advance to appear remotely due to an emergency or substantial hardship:

- Court reviews
- After-Court Group
- Probation appointments
- Individual counseling sessions.
- Other treatment and program contacts that the participant's treatment plan or the team specifically requires to be in person.

The participant may choose to appear remotely for all other program requirements. The program encourages participants to choose to appear in-person when such appearances are available. For example, participants are strongly encouraged, and in fact may be required on a case-by-case basis, to attend the required weekly community-based support meeting in person if their meeting of choice is local. But participants may also find online community-based support group communities that better fit their needs. The DUIRC supports and encourages that kind of online interactivity.

Participants are also encouraged to use technology to supplement their participation in non-required services and events that support their recovery, such as recovery-oriented social networking participation, remote attendance at extra community-based support meetings, and accessing recovery-oriented media such as podcasts and TED Talks.

For contacts that are held remotely, the participant is expected to fully abide by the provider's remote services contract and/or rules of service. If the provider or the team observe that remote appearances are not accomplishing program objectives as successfully as in-person appearances would, the provider or the team may require the appearances to transition to in-person.

Other Program Requirements

Work!

Recovery from substance use disorder requires your self-sufficiency, productivity, and responsibility as well as your sobriety. Thus, during the course of your participation in this program, you will be expected to find and maintain full-time employment or involvement in an educational or vocational training program or both. You may be required to attend programming that will assist you in becoming self-sufficient, such as a GED program, vocational training, or classes in life skills. *You **must** seek permission from the DUI Recovery Court team **before** starting work for an employer that sells or produces alcohol. You **may not** work for an employer whose primary source of revenue is from the sale or production of alcohol or who derives any revenue from the sale or production of marijuana.*

Play!

Recovery also requires that your leisure time is spent in activities that do not involve the consumption or culture of alcohol and drugs. You previously spent a lot of your personal time consuming intoxicating substances. Your recovery plan will require that you pay attention to how you spend your leisure time while in the program. You may be directed or encouraged to participate in more appropriate leisure activities, such as attending community college courses, attending civic/cultural events, and participating in an exercise or outdoor program. Further, the DUI Recovery Court will require that personal time be spent at times and locations that are safe for your recovery, and may require curfews and location restrictions.



Engage!



In addition to the specific requirements of DUI Court, you will have legal requirements that are common to all DUI sentences. These requirements include useful public service, a Victim's Impact Panel developed by Mothers Against Drunk Driving, and the payment of fines and costs.

TRAVEL

☞ Travel **out of state** is **not** permitted during the **first three phases** of DUI Court, except for emergencies or special permission granted by the DUI Recovery Court team. Travel out of state during phases 3 and 4 needs to be approved through your probation officer and DUI Recovery Court team.

☞ If you would like permission to travel out of state, discuss the issue with your probation officer. Your probation officer will require that you prepare a **written plan for travel** that describes in detail how you will comply with program requirements, such as sobriety testing, while you are traveling. This plan will be shared with the team for approval. You must submit your travel plan **before** making irrevocable travel commitments and **at least a week prior to the travel departure** so that the team has time to review it.



☞ The team will review the purpose for the travel as well as the preparations. Travel authorization, when granted, is typically for one trip at a time, for purposes such as short vacations, family visits, events such as weddings or funerals, or emergencies. Regular, routine, or frequent trips out of state for the same purpose such as for work are not permitted.

☞ Travel is **never** an excuse to miss drug/alcohol tests. Expect to take alcohol and drug tests while you are away. You must arrange for testing before you leave for your trip. While travelling, you may be required to use a portable monitoring device, and upon your return, you may have to submit to a urine test.

☞ Remember, permission to leave may be taken away at any time based upon your compliance with the program.

Prescription Drug Use

Participants must inform the DUI Recovery Court of the types and dosages of prescribed medications they are taking. **All prescribing physicians must certify in writing** that they are aware of the participant's addiction issues, using the form on page 32 of this handbook. The DUI Recovery Court may require that a participant cease taking a medication that is susceptible to abuse. Failure to communicate about prescription issues with your probation officer will result in a sanction, and may result in the team deciding to forbid the medication. **Use of medical marijuana is NEVER permitted.**

Participants must sign a release of information allowing the DUI Recovery Court team to contact any physician or dentist providing treatment (see appendix for form). The DUI Recovery Court team may speak with physicians and dentists about whether and why a certain medication was prescribed, whether the participant disclosed his or her substance use disorder to the physician, whether the medication is advisable given the substance use disorder, and any other topic the team thinks is relevant to the participant's success in the program.



You MAY NOT CONSUME medical marijuana or marijuana-derived remedies such as CBD oils.

NO EXCEPTIONS!

PHASES



As you progress through the DUI Recovery Court program, you will advance through five phases of the program. Each phase has its own set of requirements, but those requirements ease as you advance from one phase to the next. Exemplary performance may accelerate your progress through the phases.

Orientation Phase

The Orientation Phase of the DUI Recovery Court is intended to make sure you are oriented to the program, stable in Work Release, and moving forward on your treatment assessments. This initial phase will lay the groundwork for your success as you begin your journey in DUI Recovery Court. The Orientation Phase is a minimum of 30 days in length.

You will be required to:

- **Report to Work Release on the same day as your sentencing in Court.**
- Attend all scheduled Court appearances, twice per month
- Attend all scheduled probation meetings, twice per month
- Attend all assessments and intakes, and begin treatment groups
- Meet with Collections and set up a payment plan for fines, fees, and costs.
- Submit drug screens (UA, BA, patch, swab, etc.) as directed
- Work or attend school, or actively search for work or arrange schooling
- If your driver's license is revoked, prepare a transportation plan that identifies transportation resources you will use to get yourself to your various obligations.

While serving the jail sentence, you will be released to begin the other elements of the program.

If you are unemployed at the time you begin your sentence, then you will be allowed some time to search for a job while in work release.



To advance to the next phase, you:

- Attended probation appointments and court reviews
- Submitted UAs: no missed or diluted UAs for the review period prior to promotion
- Completed an intake with treatment provider and start treatment groups
- Prepared a payment plan with Collections
- Prepared a transportation plan
- Submitted an essay to the DUI Recovery Court in which you shared your impressions of your progress and why you are ready to advance.

Phase 1: Adjustment and Acclimation

Phase One is a **minimum** of 4 months (16 weeks) in length. The amount of time spent in Phase One depends primarily on your completion of the jail component of your sentence, through work release or a combination of work release and electronic home monitoring, before you can advance to the next phase.

You will be required to:

- Complete your Work Release sentence.
- Attend all scheduled court appearances, twice per month.
- Attend all scheduled probation meetings, twice per month.
- Attend all assessments and intakes, and attend all recommended treatment.
- Attend the after-court group after your court appearances.
- Submit negative, tamper-free drug screens (UA, BA, patch, swab, etc.) as directed.
- Investigate additional positive supports, including community-based support group.
- Set up useful public service with the Alternative Sentencing Department.
- Begin regular payments according to your plan with Collections.
- Set up a payment plan with Collections



While serving the jail sentence, you will be released to begin the other elements of the program. You will be expected to work or attend school. If you are unemployed during your time in Work Release, then you will be allowed some time to search for a job while in work release.

To advance to the next phase, you:

- Completed Jail/Work Release.
- Regularly attended probation appointments and court reviews.
- Initiated treatment as recommended by your assessments and complied with all treatment requirements.
- Actively pursued employment, education, or both.
- Demonstrated consistent compliance with sobriety monitoring requirements. No missed or diluted UAs for the review period prior to promotion.
- Started regular payments according to your payment plan with Collections.
- Submitted an essay to the DUI Recovery Court in which you shared your impressions of your progress and why you are ready to advance.

Phase 2 – Sobriety and Stability



Phase 2

Phase Two lasts a minimum of 4 months (16 weeks). Many of the requirements during this phase are similar to the requirements of the first phase. Court reviews occur every two weeks. You will also meet with your probation officer every two weeks, and you will be expected to introduce members of your support system to your probation officer during this phase. There will be random home visits by your probation officer.

During Phase 2 you will be required to:

- Attend all scheduled Court appearances, twice per month.
- Attend all scheduled probation meetings, twice per month.
- Participate in all treatment programs
- Attend regularly your community-based support group.
- Submit negative, tamper-free drug screens as directed.
- Work on UPS hours also work on budget and start paying fines and fees.
- Work or attend school for at least 30 hours per week.
- Submit to home visits by probation.
- Submit a budget that incorporates regular payments as anticipated by the plan set up with Collections.



To advance to the next phase, you:

- Regularly attended treatment appointments, probation appointments, and court reviews.
- Met with your probation officer every two weeks.
- Continued to be employed or in school at least 30 hours per week.
- Submitted a budget that shows how you will maintain payment of program obligations.
- Completed at least 12 hours of useful public service.
- Continued to actively participate in all treatment programs, including your community-based support group.
- Established at least thirty straight days of consistent testing, with no samples missed, suspicious for tampering, or positive for a forbidden substance, prior to promotion.
- Submitted an essay to the DUI Recovery Court in which you shared your impressions of your progress and why you are ready to advance.

Phase 3 – Growth and Sober Living Skills

Phase 3

Phase Three lasts a minimum of 4 months (16 weeks). The third phase, Growth and Sober Living Skills, is intended to begin the process of expanding the reach of your recovery into all elements of your lifestyle. You will spend less time devoted to DUI Recovery Court activities as you are trusted more to live in compliance with DUI Recovery Court goals.

During Phase 3 you will be required to:



- Attend all scheduled Court appearances, once per month.
- Attend all scheduled probation meetings, at least once per month.
- Participate in all treatment programs and activities.
- Submit negative, tamper-free alcohol and drug screens (UA, BA, patch, swab, etc.) as directed.
- Work or attend school at least 30 hours per week.
- Participate in community-based support group at least once per week.
- Work regularly toward assigned UPS hours and payment of fines and fees.
- Submit to home visits by probation.



To advance to the next phase, you:



- Regularly attended probation appointments and court reviews.
- Met with your probation officer at least once a month.
- Continued to be employed or in school at last 30 hours per week.
- Showed progress in paying court fines and any fees that are owed.
- Completed at least HALF of your assigned useful public service hours.
- Continued to participate actively in all treatment programs and activities as directed.
- Established at least sixty straight days of consistent testing, with no samples missed, suspicious for tampering, or positive for a forbidden substance, prior to promotion.
- Submitted an essay to the DUI Recovery Court in which you shared your impressions of your progress and why you are ready to advance.

Phase 4 – Sober Lifestyle/Community Transition

Phase 4

Phase Four is a minimum of 4 months (16 weeks) in length. This is the final phase of the program. When completed successfully, you will graduate from the DUI Recovery Court program. The requirements of this phase are directed at strengthening the foundations of your sobriety, recovery, and prosperity so that you continue to thrive once your involvement in the DUI Recovery Court program concludes.



During Phase 4 you will be required to:

- Attend all scheduled Court appearances, once per month.
- Attend all scheduled probation meetings, once per month.
- Participate in all treatment programs and activities.
- Submit negative, tamper-free drug screens (UA, BA, patch, swab, etc.) as directed.
- Work or attend school at least 30 hours per week.
- Participate in community-based support group at least once per week.
- Complete all remaining UPS hours.
- Pay off at least 75% of fines and fees and adhere to payment plan.

TO COMPLETE PHASE 4, YOU:

- Attended all Court Reviews, treatment appointments, and probation meetings.
- Continued with full-time employment, education, or both.
- Submitted a final essay with what you have learned in DUI Recovery Court, why you are ready to graduate, and your plan to maintain a recovery lifestyle.
- Paid at least 75% of your court fines, fees, and costs, or, if you are experiencing financial hardship, established a proven track record of regular payments according to your plan with Collections.
- Completed all assigned useful public service hours.
- Completed all required alcohol/drug treatment.
- Participated actively and regularly in other treatment programs and your community-based support group as directed.
- Accomplished at least 180 straight days of consistent negative sobriety testing, with no samples missed or suspicious for tampering, prior to graduation.



PHASE GUIDELINES

	ORIENTATION PHASE	PHASE 1	PHASE 2	PHASE 3	PHASE 4
JOB	FIND EMPLOYMENT	WORK/ATTEND SCHOOL MINIMUM 30 HOURS PER WEEK	WORK/ATTEND SCHOOL MINIMUM 30 HOURS PER WEEK	WORK/ATTEND SCHOOL MINIMUM 30 HOURS PER WEEK	WORK/ATTEND SCHOOL MINIMUM 30 HOURS PER WEEK
COMMUNITY SERVICE		BEGIN ASSIGNED UPS HOURS	COMPLETE 12 UPS HOURS BEFORE PHASE ADVANCEMENT	COMPLETE ½ of ALL UPS HOURS BEFORE PHASE ADVANCEMENT	COMPLETE ALL UPS HOURS BEFORE GRADUATION
COURT APPEARANCE	EVERY 2 WEEKS	EVERY 2 WEEKS	EVERY 2 WEEKS	EVERY 4 WEEKS	EVERY 4 WEEKS
PROBATION MEETINGS	EVERY 2 WEEKS	EVERY 2 WEEKS	EVERY 2 WEEKS, INTRODUCE FAMILY/SUPPORT NETWORK TO PO	EVERY 4 WEEKS,	EVERY 4 WEEKS,
TREATMENT	ATTEND ASSESSMENTS AND BEGIN TREATMENT	ATTEND, PARTICIPATE IN ALL RECOMMENDED TREATMENT	ATTEND, PARTICIPATE IN ALL RECOMMENDED TREATMENT	ATTEND, PARTICIPATE IN ALL RECOMMENDED TREATMENT	ATTEND, PARTICIPATE IN ALL RECOMMENDED TREATMENT
POSITIVE SUPPORTS		GET INVOLVED WITH COMMUNITY SUPPORT GROUP (AA/ 12-Step/Celebrate Recovery/SMART Recovery/etc.)	ATTEND COMMUNITY SUPPORT GROUP AT LEAST ONCE PER WEEK	ATTEND COMMUNITY SUPPORT GROUP AT LEAST ONCE PER WEEK	ATTEND COMMUNITY SUPPORT GROUP AT LEAST ONCE PER WEEK
SOBRIETY TESTING*	NO MISSES OR DILUTES FOR PRIOR REVIEW PERIOD	NO MISSES OR DILUTES FOR PRIOR REVIEW PERIOD	NO MISSES, DILUTES, OR POSITIVE RESULTS FOR MIN. 30 DAYS	NO MISSES, DILUTES, OR POSITIVE RESULTS FOR MIN. 60 DAYS	NO MISSES, DILUTES, OR POSITIVE RESULTS FOR MIN. 180 DAYS
FINES AND FEES/COLLECTIONS	SET UP A PAYMENT PLAN	START PAYMENTS ACCORDING TO PAYMENT PLAN	FOLLOW PAYMENT PLAN, SUBMIT BUDGET	FOLLOW PAYMENT PLAN	MIN. 75% PAID, OR HISTORY OF REGULAR PAYMENTS ACCORDING TO PLAN

*Screening may include but is not limited to urinalyses, breathalyzers, rapid tests, SCRAM, swipes, the patch, hair tests, etc. Depending upon conduct and particular type of testing the participant may be required to assume responsibility for full payment of testing.

GRADUATION

Your participation in the DUI Recovery Court is bookended by two very important events, each requiring your resolve, courage, strength of character, and commitment to yourself and your community to achieve. The first is your decision to commit your time, energy, and resources to this program. The second is the culmination of your hard work and commitment – your graduation from the DUI Court.



Graduation marks the successful conclusion of your time with the DUI Recovery Court. Graduation will be acknowledged through a celebration in court. The DUI Recovery Court team and your fellow participants will attend and honor your achievement. You are encouraged to invite your family, friends, and any other person significant to you. Refreshments will be served, and certificates will be awarded.



Your continued involvement in the court system after graduation depends on the specifics of the plea deal that brought you to the DUI Court. For some, graduation may mark the conclusion of probation and the release of the participant from the jurisdiction of the court system. For others, the jurisdiction of the court system may continue through unsupervised probation or some other involvement.

It is possible that you will still owe the court system money related to fines, fees, costs, and restitution. If so, you will be expected to work with the Collections Department to set up a plan for payment of your remaining obligations. If probation continues after graduation, regular payments remain a condition of probation. If graduation marks the end of your involvement with the court system, then any remaining payment obligations will convert to a civil judgment.

TERMINATION



A participant's compliance setbacks will be handled through the use of sanctions for as long as the DUI Recovery Court believes that resources are available to address a participant's needs, and the participant is invested and committed to his or her recovery and to program goals. However, if the DUI Recovery Court has tried all the resources available to assist the participant and he or she is still not progressing after a reasonable and generous amount of time, or if he or she consistently fails to demonstrate investment in and commitment to program goals and to recovery generally, the participant may be terminated from the program.

Other developments may also cause the DUI Recovery Court team to review the participant for possible termination. These developments include, but are not limited to, the following:

- Voluntary withdrawal by the participant from the DUI Recovery Court program.
- Absconding from supervision.
- A sentence in another case outside the DUI Recovery Court that substantially interferes with compliance with the requirements of the DUI Recovery Court program.
- Arrest for any criminal offense if the allegations include violence, the use or threatened use of a weapon, the distribution of controlled substances, the distribution of alcohol or other drugs to minors, or the infliction of death or serious bodily injury. Any new offense not containing these allegations may still be considered a basis for termination, determined on a case-by-case basis.
- Abusive, threatening, and/or violent behavior demonstrated towards the DUI Recovery Court team, participants, treatment providers, court staff, or affiliated personnel.
- Persistent dishonesty.
- Participant relocation outside Larimer County.



Any participant who is removed from the DUI Recovery Court program, voluntarily or involuntarily, will be referred back to the original courtroom assigned to the case to face revocation proceedings. The participant's probation sentence may be revoked by that court. If revocation occurs, a new sentence, which may include substantial additional jail, will be imposed. A warrant for the arrest of the participant will be issued if the reason for termination is absconding.

Continuing Care and Mentorship



Graduation ends your obligations to the DUI Court. However, the DUI Recovery Court will remain interested in you and would like to hear from you. Graduates are encouraged to maintain their connection with the DUI Recovery Court Team. You may be contacted from time to time by the DUI Recovery Court coordinator, and you are also encouraged to contact the DUI Recovery Court on your own, to check on how things are going post-graduation.

You would also do the DUI Recovery Court a great favor by participating in occasional post-graduation interviews for use in formal evaluations of the DUI Recovery Court program, in an effort to improve the effectiveness of the program. Information from these interviews would be reported in the evaluations without identifying you specifically.

The DUI Recovery Court team strongly encourages those who graduate from the program to remain involved in support groups, aftercare programs, and other activities that will assist themselves and others in their ongoing recovery efforts. Graduates who are interested in mentoring may be requested to provide mentor services, including speaking to groups, meeting with other DUI Recovery Court participants who are struggling, and helping participants connect with a community support group. Graduates are encouraged to discuss available aftercare options with their treatment provider, probation officer, and DUI Recovery Court coordinator.



Conclusion

We hope this handbook has been helpful to you and has answered your questions. If you have any additional questions or concerns about the DUI Recovery Court Program, please feel free to ask of any DUI Recovery Court team member, or discuss your questions with your attorney.

The DUI Recovery Court Program has been developed to help you achieve total abstinence from alcohol and other drugs of abuse and all criminal activity. The program is designed to promote self-sufficiency and to return you to your community as a safe, productive, and responsible member. The program is voluntary and is your personal choice. The judicial officer, the court staff and the DUI Recovery Court team are here to guide you and assist you, but the final responsibility and credit for your success in this effort is yours and yours alone.

Best Wishes for Your Success!



Appendix A – Instructions regarding Alcoholics Anonymous and Narcotics Anonymous, from the providers ...

1. A.A. and N.A. has no affiliation with the court or any criminal justice or treatment agency.
2. Each individual A.A. and N.A. group decides if it will sign attendance cards. This is a courtesy a group may choose to extend, but is not required to extend.
3. Before the meeting begins, ask if your attendance card will be signed and the procedure for signing.
4. Please do not ask to have an attendance card signed for someone not in attendance.
5. Most meetings require approximately one hour to complete.
6. Arrive before the meeting begins and stay for the entire meeting.
7. Each meeting location has rules regarding smoking; please check when and where smoking is allowed.



Appendix B - USEFUL COMMUNITY RESOURCES



AL-ANON/Alateen family groups http://al-anon-co.org/ www.fortnet.org/alanon	Fort Collins (970) 488-1383 Estes Park and Loveland (970) 237-0779
Alcoholics Anonymous Colorado website - http://www.coloradoaa.org/ Northern Colorado Website - http://www.northcoloradoaa.org/	Fort Collins, LaPorte, Loveland Wellington, Windsor, Berthoud- (970) 224-3552 Estes Park (970) 586-2471
Alcohol Counseling Guidance Services	(970) 221-3425
Alternative Sentencing Department 2307 Midpoint Drive, Fort Collins 80525 http://www.larimer.org/cjs/asd/	(970) 980-2600 Work Release – (970) 980-2640 EHM (970) 980-2680
Colorado Quit Line (Tobacco) www.coquitline.org	1-800-784-8669

<p>Creative Counseling Services</p> <p>www.creativecounselingonline.com</p> <p>Fort Collins – 2310 E. Prospect Rd Suite A, 80525</p> <p>Loveland- 325 E. 7th Street Suite E, 80537</p> <p>Windsor – 617 Main Street, 80550</p>	<p>Fort Collins (970) 221-4057</p> <p>Loveland (970) 663-2900</p> <p>Windsor (970) 686-6304</p>
<p>Harry McCrystal, DUI Court</p>	<p>970-494-3554</p>
<p>DUI Recovery Court Probation</p> <p>http://www.courts.state.co.us/Probation/County/Index.cfm/County_ID/22</p> <p><u>DUI Recovery Court Probation Officer</u></p> <p>David Lagac</p> <p>Wendi Tucker</p>	<p>(970) 494-3900</p> <p>(970) 494-3947</p> <p>(970)- 494-3946</p>
<p>Education & Life Training Center Programs</p> <p>www.eltcentr.org</p>	<p>970-482-4357</p>
<p>Employment Services of Larimer County-</p> <p>Larimer County Workforce (www.larimerworkforce.org)</p>	<p>Larimer County Jobline: (970) 498-5979</p> <p>Fort Collins Workforce: (970) 498-6600</p> <p>Loveland Workforce: (970) 667-4261</p>
<p>Fort Collins Bicycle Library –</p> <p>www.fcbikelibrary.org</p>	<p>Old Town – 970-419-1050</p> <p>LaPorte – 970-221-2453</p> <p>CSU – 970-491-6444</p>
<p>Larimer Court Support (non-profit)</p> <p>http://www.larimercourtsupport.org/</p>	<p>(970) 488-9444</p>
<p>Summitstone Health Partners – summitstonehealth.org</p> <p>Fort Collins-525 W. Oak, 80521</p> <p>Loveland – 1250N. Wilson Ave, 80537</p>	<p>Fort Collins (970) 494-4300</p> <p>Loveland (970)494-9870</p>
<p>Larimer County Department of Human Services</p> <p>http://www.co.larimer.co.us/humanservices/</p>	<p>(970)498-6300</p>
<p>Larimer County Food Bank</p> <p>1301 Blue Spruce Drive, 80524</p>	<p>(970) 493-4477</p>

http://www.foodbanklarimer.org/	
Larimer County Department of Motor Vehicles www.revenue.state.co.us	Fort Collins (970) 494-9804 Loveland (970) 667-7247
Narcotics Anonymous Colorado Website: http://www.nacolorado.org/ Larimer County Website w/meetings: http://www.fortnet.org/na/	(970)-282-8079
TRANSFORT http://www.fcgov.com/transfort/	(970) 221-6620
United Way 2-1-1 http://uwaylc.org/	2-1-1 or (970) 407-7066



Other Useful Phone Numbers :

Notes

PRESCRIBING MEDICAL PROVIDER'S NOTICE

Name of Patient: _____ DOB: _____

Dear Prescribing Medical Provider:

The above-named patient is a participant in the DUI Recovery Court Program in the Larimer County court system. This is a court-based program designed to monitor sobriety and support long-term recovery for **participants diagnosed with substance use disorder**. The program requires that participants alert all prescribing physicians of their disorder and of their participation in this program any time a prescription is issued, **regardless** of the drug prescribed.

If at all possible, please prescribe this participant a drug that is not on the federal schedule of controlled substances. Please only prescribe controlled substances if no other alternative medication will be effective. Please also note that the program does not permit the use of medical marijuana or THC products.

The program requests that prescribing providers confirm through signature below that they are aware of this participant's substance use disorder at the time that they issued the prescription. The program also requests that providers specify whether the prescription issued is for a controlled substance and indicate whether an alternative drug to the controlled substance may be available for the condition treated.

Your assistance will help ensure the success of the participant in this program, the success of the participant's recovery from substance use disorder, and the safety of the community. If you have any questions, please feel free to contact the participant's probation officer:

_____ Wendi Tucker _____ at (970) 494-3946
_____ Dave Lagac _____ at (970) 494-3947

.....

Medication: _____ Date of prescription: _____

_____ This medication prescribed **IS NOT** a controlled substance.

_____ This medication prescribed **IS** a controlled substance, but no effective alternative exists.

_____ This medication prescribed **IS** a controlled substance, and an effective alternative exists but is not prescribed for the following reason: _____

Medical Provider's Signature: _____

Medical Provider's Printed Name: _____

Medical Provider's Number: _____

Date: _____

District Court, Larimer County, Colorado 201 La Porte Avenue, Division 2A, Fort Collins, Colorado 80521 <hr/> People of the State of Colorado v. , Defendant	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
	Case Number: Division 2A
Notice of Violation of DUI Recovery Court Policies and Procedures	

1. Defendant was sentenced in the above-captioned case to participate in, and successfully complete, the Larimer County DUI Recovery Court (“the Program”) as a condition of probation.
2. Pursuant to the policies and procedures of the Program, the Court is authorized to impose sanctions, including jail, on the Defendant when the Defendant violates the Program’s policies and procedures.
3. Defendant has not complied with the Program’s policies and procedures as follows:
[List violations, including dates and locations where available, and which Program policies and procedures were violated]
4. In response to the above listed violation(s), Probation requests that the Court consider imposing a jail sanction.

Submitted by:

 Probation Officer Date

Email address for Haley Barton, public defender representative for the DUIRC: nathan@nphlawoffice.com

Email address for Nathan Hansen, private defense bar representative for the DUIRC: Haley.Barton@coloradodefenders.us

District Court, Larimer County, Colorado 201 La Porte Avenue, Division 2A, Fort Collins, Colorado 80521 People of the State of Colorado v. , Defendant	COURT USE ONLY ▲ ▲
	Case Number: Division 2A
Advisement of Rights Regarding Imposition of Jail Sanction	

1. Defendant was sentenced in the above-captioned case to participate in, and successfully complete, the Larimer County DUI Recovery Court (“the Program”).
2. Pursuant to the policies and procedures of the Program, the Court is authorized to impose sanctions, up to and including jail sanctions, on the Defendant when the Defendant violates Program policies and procedures.
3. Defendant has been separately informed in writing of specific alleged violation(s) of the Program’s policies and procedures.
4. In response to the alleged violation(s), the Court may impose the following jail sanction:
5. I, the undersigned Defendant, acknowledge that I have the following rights that I may exercise regarding the alleged violation(s):

Initials of Defendant

- _____ I have the right to deny the alleged violation(s) and demand an evidentiary hearing before a neutral and detached judicial officer regarding the alleged violation(s).
- _____ I have the right to have an attorney represent me at this hearing. If I am indigent, I have the right to request appointment of the public defender as my attorney at no cost to me.
- _____ I have the right see and examine the evidence against me.
- _____ At a hearing, the State must prove the alleged violation(s) by a preponderance of the evidence.
- _____ At a hearing, I have the right to testify or not testify. I also have the right to call witnesses, present evidence, and confront and cross-examine witnesses called by the prosecution.
- _____ I have the right to a written statement from the judicial officer presiding over the hearing as to the reasons for the decision and the evidence relied on.

I, the undersigned Defendant,

_____ Acknowledge I have read and understand this advisement, and (initial one choice below):

_____ **I Deny** that I have violated the Program’s policies and exercise my right to an evidentiary hearing and all other attendant rights.
or

_____ **I Waive** my rights to an evidentiary hearing as set forth above and **accept** the imposition of the jail sanction. I am waiving my rights knowingly and voluntarily. I acknowledge and agree that this waiver is voluntary and not the result of undue influence, pressure or coercion. I am not under the influence of any drugs, intoxicants, or medication that would interfere with my ability to understand this advisement and waive my rights.

Defendant’s Signature

Date