

~~Hall County Court DUI Court~~ Hall County DUI Court

~~Participant Handbook~~ Participant Handbook 2019

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NORTHEASTERN JUDICIAL CIRCUIT

NAME: _____



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Hall County Court DUI Court
Participant Handbook

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Contact Information

This handbook belongs to:

My Coordinator is:

Katie Bruner

My Case Manager is:

Nathan Strong

Drug Screen Line: (678) 261-5872 [Web Address: https://doi.testday.com](https://doi.testday.com)

The Hall County DUI Court: (770) 536-3837 Fax: (770) 531-4951

Emergency On-Call Phone: (678) 276-6555

New Hope Counseling: (770)-539-9669



Welcome and Introduction

If you are reading this handbook, you have been sentenced into the Hall County DUI Court Program. This handbook is designed to be an overview of what to expect as a participant. It provides a basic outline of the program and is a resource for the many questions you might have.

This is a mandated program, which means you were either sentenced or revoked into Hall County DUI Court. Participants entering the DUI Court Program are expected to follow all of the guidelines set forth in this handbook. It is the participant's responsibility to understand all of the rules and expectations of the DUI Court Program and to ask questions for clarification. As a condition of the DUI Court Program, all participants must reside in Hall County for the duration of the program.

We encourage you to share this handbook with your family, significant other, and clean and sober friends, all of whom are important parts of your recovery. They are also welcome to attend your scheduled court sessions with you.

If you have additional questions, please ask your attorney, coordinator, or case manager for more details.

Mission Statement and Program Goals

The Hall County DUI Court mission is to make offenders accountable for their actions, bringing about a behavioral change that reduces DUI recidivism and the abuse of alcohol and other drugs while raising the re-licensure rate for participants that complete the program; to protect the public, to treat the victims of DUI offenders in a fair, just way; and to educate the public as to the benefits of DUI courts for the communities that they serve.



The DUI Court Team

The DUI Court Team

Judge's Role

The DUI Court Judge has knowledge of the impact of substance abuse on the court system, the lives of participants, and the entire community and is, therefore, committed to the program's mission and goals, working as a lead partner to ensure its success. The Judge oversees the DUI Court team in the development of policies and procedures for the program. The Judge also attends non-court settings such as status review meetings to determine appropriate, effective sanctions for program violations, as well as to discuss incentives for good behavior and compliance with the program rules. The Judge advocates for the program and utilizes community resources for the individual needs of the participants, while developing a working relationship with participants and monitoring their progress.

The DUI Court Judge has many responsibilities beyond DUI Court. Hence, his time is limited. The Judge is NOT your case manager and should not be contacted outside of the courtroom.

(NOTE: **At no time should you contact the Judge outside of the courtroom.** Any questions you have regarding DUI Court should be routed through the DUI Court Coordinator and/or Case Manager.)

Coordinator's Role

The coordinator provides program oversight for the day-to-day operations of DUI Court. He/she serves as the primary administrator of all DUI Court operations and acts as the point of contact among all entities involved. The coordinator participates in status review meetings, revocation hearings and is responsible for all data collection and dissemination to the DUI Court Team. The coordinator maintains program integrity and is responsible for ensuring long-term sustainability by presenting the benefits of the Program to partnering organizations and community stakeholders.

Prosecutor's Role

Without the Solicitor's cooperation and support, you could not be offered the opportunity to participate in the DUI Court Program. The Solicitor has many responsibilities to the DUI Court Program. While in the courtroom, the Solicitor ensures that each eligible offender is referred to the DUI Court Program. Further, the Solicitor presents each case to the Judge and facilitates entry into the DUI Court Program. The Solicitor attends staff meetings to determine appropriate incentives and sanctions and is involved in community education and the acquisition of community resources to aid the program.

(NOTE: **During your participation in the DUI Court Program, it is NOT appropriate for**



you to seek legal counsel from the staff of the Solicitor's Office. *If you need to speak to the Solicitor, you will be required to schedule an appointment, if appropriate, as court sessions are not the time for these type of discussions.* You should never contact the Solicitor at home.

In the event you are terminated from the DUI Court Program, the Solicitor will make recommendations to the Court regarding your probation revocation.

Defense Attorney's Role

Defense Attorney's Role

The Defense Attorney's role is to evaluate the offender's legal situation and to ensure the offender's legal rights are protected. The Defense Attorney effectively advises offenders on their legal rights, legal options, treatment options, program conditions, and sentencing outcomes while developing a relationship that promotes the offender's long-term best interest. Additionally, the DUI Court Defense Attorney represents each participant in the DUI Court Program during status review meetings and makes recommendations for appropriate incentives and sanctions. Like the Prosecutor, the Defense Attorney also contributes to educating the community and assists in educating peers, colleagues, and the judiciary.

(NOTE: It is NOT appropriate for you to seek legal counsel from the DUI Court Defense Attorney regarding matters unrelated to DUI Court.)

(NOTE: Leaving the courtroom after speaking with the Defense Attorney regarding a pending sanction will result in further disciplinary action up to and including jail.)

Case Manager's Role

The case manager is responsible for the tracking of participant progress and data collection; therefore, he/she is your initial go-to person for address changes, employment updates, and fee payments. The Case Manager also oversees job search and curfew compliance.

Treatment Provider's Role

The treatment provider is responsible for providing oversight for treatment groups and individual counseling, as well as providing weekly participant progress reports to the DUI Court Team. The treatment provider also attends and participates in status review meeting, revocation hearings, and court reviews. Additionally, the treatment provider makes recommendations for incentives and sanctions. **(NOTE: The treatment provider is NOT responsible for relaying information or passing along non-treatment documentation to the DUI Court Team.)**

Probation's Role

Probation Services will provide a representative to be a liaison between the Probation Department and the DUI Court Team. The probation officer attends status review meetings and court reviews, schedules revocation hearings, and participates in making recommendations for incentives and sanctions. The probation officer will meet with participants before and after court sessions.



Law Enforcement's Role

Law Enforcement provides accountability for Program participants through their attendance at status review meetings and court sessions and by conducting random searches of participants' homes and person. For many, this will be the first positive interaction with law enforcement representatives, and one of the Program's goals is to build positive rapport between the Sheriff's Office and participants.

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DUI Court Program Overview

DUI Court is a **minimum** 15-month program consisting of 4 Phases:

Phase 1: Acclimation and Early Recovery Phase (minimum of 4 months)

Phase 2: Transitional/Action Phase (minimum of 3 months)

Phase 3: Maintenance Phase (minimum of 3 months)

Phase 4: Aftercare Phase (minimum 5 months)

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Phase 1: Acclimation/Early Recovery Phase (minimum of 4 months)

Treatment start date for Phase 1: _____

Targeted Phase 2 move date: _____

Objective: Phase 1 provides an orientation to treatment, socialization skills, and group therapy. The primary method of treatment is group therapy.

Requirements:

- Attend treatment groups 2 times weekly and complete MRT Steps
 - MRT group - Tuesdays: 6:30 p.m.-8:30 p.m.
 - PRIME Solutions group - Saturdays: 3:30 p.m.-5:30 p.m.
- Attend 2 self-help meetings weekly
- Submit to random urine drug screens and breathalyzers
- Report to Probation as directed
- Attend DUI Court twice a month
- Obtain and verify full-time employment, school, or a combination of work/school (minimum 28 hours per week)



- Answer the door for Community Policing when home visits are conducted
- Remain current on treatment, drug screen, and probation fees and all other financial obligations
- Meet any other requirement deemed appropriate and approved by the DUI Court Team

Phase 2: Transitional/Action Phase (minimum of 3 months)

Phase 2: Transitional/Action Phase (minimum of 3 months)

Phase 2 start date: _____

Targeted Phase 3 move date: _____

Objective: Phase 2 is a transitional phase that allows you the opportunity to practice the skills you learned in Phase 1.

Requirements:

- Attend Treatment Group – Saturdays 1:30 p.m.-3:30 p.m.
- Attend individual counseling as scheduled
- Attend 2 self-help meetings weekly
- Submit to random urine drug screens and breathalyzers
- Report to Probation as directed
- Attend DUI Court once a month (first court session of month)
- Maintain full-time employment, school, or a combination of work/school (minimum 28 hours per week)
- Answer the door for Community Policing when home visits are conducted
- Remain current on treatment, drug screen, and probation fees and all other financial obligations
- Meet any other requirement deemed appropriate and approved by the DUI Court Team
- Complete Risk Reduction/DUI School



Phase 3: Maintenance Phase (minimum of 3 months)

Phase 3 start date: _____

Targeted Phase 4 move date: _____

Objective: [Phase 3 is an opportunity to](#) utilize skills learned to maintain sobriety.

Requirements:

- Attend Treatment Group – Saturdays 1:30 p.m.-3:30 p.m.
- Attend individual counseling as scheduled
- Attend 2 self-help meetings weekly
- Submit to random urine drug screens and breathalyzers
- Report to Probation as directed
- Attend DUI Court once a month (first court session of month)
- Maintain full-time employment, school [or](#) a combination of work/school (minimum 28 [hours](#) week)

Phase 4: Aftercare Phase (minimum 5 months)

Phase 4 start date: _____

Anticipated graduation date: _____

Objective: [Phase 4 allows participants to](#) develop an individualized aftercare treatment plan and maintain sobriety with less program structure and supervision.

Requirements:

- Attend Treatment Group 2 Saturdays per month ([first](#) 3 months only)
- Attend 2 self-help meetings weekly
- Submit to random urine drug screens and breathalyzers
- Report to Probation as directed
- Attend DUI Court once a month (second court session of month)
- Maintain full-time employment, school, [or](#) a combination of work/school (minimum 28 [hours](#) week)
- Answer the door for Community Policing when home visits are conducted
- Pay off any balance owed for treatment and drug screen fees and be in good financial standing with Probation

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Program Guidelines

Residence

All participants must reside in Hall County until completion of the Hall County DUI Court Program. Your residence should be free from any alcohol, drugs, or drug paraphernalia. It is strongly encouraged that all prescription medication in the home be locked in a secure place.

(NOTE: If you signed a fourth amendment waiver, your residence, vehicles, and person may be searched at any time by Community Policing Officers. In the event you are searched, in any way, it is your responsibility to contact the DUI Court coordinator.)

Should you decide to move [from](#) your residence, you must submit a new residence form to the DUI Court case manager **in advance** of the move. Moving without proper notification may result in a jail sanction. If an emergency arises that requires you to immediately leave your residence you must contact the DUI Court coordinator. If it is after hours you may contact the coordinator on the emergency line. Again, you must reside in Hall County for the duration of the program.

Curfew

[You may be placed on curfew while in DUI Court. If so, you are required to be at home to answer the door for law enforcement from 7:00 p.m. until 5:00 a.m. unless you have prior, documented approval](#) for work and/or school purposes. All work or school documentation should be submitted on letterhead to the DUI Court case manager. All non-work and/or school related curfew extension requests must be submitted in writing, **in advance** to the DUI Court coordinator for consideration and approval.

While on curfew you may attend treatment, self-help meetings, and all other approved and documented DUI Court activities. **You will be given no more than 30 minutes for travel time.** Please contact the DUI Court case manager if you have any questions regarding curfew.

Attendance

Verifiable attendance is required for all groups, [self-help](#) meetings, probation appointments, and court reviews. Failure to attend scheduled groups, meetings, or court will result in sanctioning. Participants are expected to be on time and to remain until the end of class to receive credit.

Employment and Job Search

You are required to maintain full-time employment (a minimum of 28 documented hours per week) while in the program. Participants who are currently enrolled in school and/or have a documented disability may be given consideration on employment requirements. This will be determined on a case-by-case basis. If you are not gainfully employed for at least 28 hours per week, you may be required to report to Job Search at Treatment Services.

Job Search is held at the Treatment Services Office on Tuesdays and Thursdays at 8:30 a.m. You are expected to be on time. You will remain on Job Search until employment is verified. It is **your responsibility** to report immediately to the case manager if you become unemployed.



While on Job Search, you are expected to report dressed and ready for an interview. Appropriate attire is slacks and collared shirt for men and slacks or skirt and blouse for women. **Showing up to job search dressed inappropriately, without your job search form filled out completely or being tardy will result in a sanction.**

(NOTE: You are not cleared from Job Search until the DUI Court case manager receives appropriate documentation from your employer on their letterhead stating that you have been hired full-time and your new job is approved. You are expected to report to Job Search until you are cleared by the DUI Court case manager or coordinator).

New Arrests or New Citations

If you receive a new charge or citation or have contact with law enforcement, excluding home visits, you must report the new offense to your probation officer and/or Treatment Services within 24 business hours. Leave a voicemail message, if necessary.

Although all new charges are taken seriously by the DUI Court Team, Driving on a Suspended License, DUIs, drug charges, and charges of a violent nature are significant matters of concern. This is the exact type of behavior the DUI Court Program is attempting to address and correct; therefore, these types of offenses will likely result in a jail sanction.

Court Sessions/Courtroom Behavior

Attendance in court is a critical condition of participation in the Hall County DUI Court Program. From the time you leave your automobile to the time court is in session, you are expected to project a positive image to the DUI Court Program.

Proper attire is essential. Your attire should NOT include short shorts/skirts, tank tops, halter-tops, sleeveless shirts, hats, sunglasses, or excessively baggy clothing. Clothing which displays offensive language / pictures or alcohol and drug advertisements is strictly prohibited.

You are expected to be on time for court appearances. DUI Court begins promptly at 3 p.m. **You are required to arrive at 2:30 p.m. to begin the court check-in process.** Loud, boisterous behavior before court and/or during the court check-in process will not be tolerated.

When addressed by the Judge, you should stand and respond respectfully. For example, "yes" and "no" or "yes, sir" and "no, sir" or "yes, ma'am" and "no, ma'am" are appropriate as indicated. You should speak clearly and directly to the Judge and remain in front of the Judge until you are dismissed.

Late arrival to court may result in a sanction. Not showing up for court may result in a bench warrant being issued.

Court check-in is **NOT** the time to discuss individual case matters with the DUI Court coordinator, case manager, or treatment provider. **No paperwork will be accepted during court check-in.**

Once you have entered the courtroom, you are not allowed to leave until excused by the Judge. Once DUI Court is in session, you are to remain quiet unless you are engaged in a conversation



with the Judge, the Defense attorney, or another member of the DUI Court Team.

Food, beverages, gum, cell phones, and/or other distracting items are strictly prohibited in the courtroom. If you are found to be in possession of said items, you are at risk of having those items taken away and held until the items are released by the court. Non-compliance with courtroom rules will result in a sanction. If you are found to be sleeping or reading in court, you are subject to receiving a sanction at the discretion of the DUI Court Team.

Any visitors you bring to court will be expected to follow the rules of the court.

Treatment Facility

All DUI Court activities and locations are an extension of [Hall County State Court](#). Your behavior should reflect that understanding at all times. This includes the treatment facility, parking lot, all contracted treatment locations, community service sites, special events, and any other function associated with DUI Court activity. All violations of program rules may result in sanctions and/or new criminal charges. The staff members of the Hall County DUI Court are officers of the Court, and you are expected to follow their instructions.

1. No alcohol, drugs, weapons, or pocket knives will be brought to the facility.
2. Groups will begin on time! You must be punctual, as tardiness will result in sanctions. You must attend and participate in the full session to receive credit.
3. Confidentiality is a must. What is said here stays here! There will be stiff consequences for any violation to this rule.
4. Free expression of your thoughts and feelings is encouraged; however, violence, threats, or intimidation will not be tolerated.
5. Use of profanity is not acceptable.
6. Leave group only in an emergency after notifying a DUI Court staff member.
7. Cellphones should be turned off during group and court. Cellphones are not permitted in the Treatment Services/Probation Office.
8. **Smoking is not** permitted in or around the treatment facility property. Smoking is permitted in your parked car and designated smoking areas only.
9. **Dress code:** *No tank tops, low-cut blouses which expose cleavage, see-through shirts, sleeveless shirts, sunglasses, or short shorts (shorts higher than six inches above your knee) are allowed.* Clothing must cover all undergarments. No clothing advertising alcohol or drugs is permitted. Remove hats while inside the building.
10. Children are not allowed in the Treatment Services/Probation Office.
11. No visitors are allowed. You will be notified of scheduled exceptions to this rule. This includes children and pets.



12. No littering in the parking lot or in the building. You must be responsible for assisting in maintaining the cleanliness of the building.

12.-Destroying or defacing any treatment center property will lead to sanctions.

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Emergency After-Hours Contact

(678)276-6555

This number is only to be used for the following:

1. To get approval for prescription medications or personal medical emergencies (**after regular business hours only**)
2. Family emergencies that require permission to travel (*A family emergency in this case is defined as hospitalization, critical care, or death of spouse or immediate family member(s) to include the following: mother, father, sister, brother, son, daughter, grandparents, mother-in-law, father-in-law only.*)
3. Court orders to be released from jail that should be resolved on the weekend when no order is showing on file at the sheriff's office
4. Termination from a residential facility
5. Emergencies that require curfew extensions or approval to temporarily stay at an alternate residence

If someone calls the line on your behalf, it will be treated as though you called the line. An appropriate sanction will be given at the team's discretion for misusing this phone number. Leave your name, call back number, and nature of emergency on voicemail and your call will be returned as soon as possible.

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If someone calls the line on your behalf, it will be treated as though you called the line. An appropriate sanction will be given at the team's discretion for misusing this phone number. Leave your name, call back number, and nature of emergency on voicemail and your call will be returned as soon as possible.

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Non-Emergency Leave Requests

Only legitimate requests will be considered at the discretion of the Hall County DUI Court Team. Each participant is allowed to request two non-emergency leaves while in the program under the following guidelines:

- A leave may not extend longer than five days at a time.
- Request must be submitted in writing 2 weeks in advance of leave.
- Requests must be at least 90 days apart.
- Participant must be in Phase 2 or higher.
- Participant must present written plan for makeup of any missed treatment and/or self-help meetings.



If your leave request is approved, you are required to discuss drug testing requirements with the DUI Court coordinator and/or case manager. You will be required to submit a urine drug screen **before and after** your leave regardless of the call-in response you receive through the Test Day System.

Maternity Leave

Two weeks of maternity leave is granted for women who give birth while in the DUI Court Program. The two weeks starts from the date of hospital discharge. Maternity leave is for female participants only. Although rare, additional maternity leave may be granted on a case by case basis due to certain medical circumstances; therefore, it's important to discuss maternity leave with the coordinator at least six weeks before your scheduled due date.

Medical Leave/Medical Emergency

Medical Leave is approved on a case-by-case basis and requires proper medical documentation. In cases of medical emergency, documentation must include the following: reason for doctor or emergency room visit, date/time in and date/time out, diagnosis, doctor's office or emergency room name and phone number. Initial documentation from a doctor's office representative or emergency room staff must be provided within 48 hours. Additional documentation and/or release of information may be requested by the DUI Court team. (NOTE: A discharge summary will not suffice as proper medical documentation.) Let your physicians, dentist, pharmacists, and all other persons that will be involved in your receiving medications know that you are in recovery. Seek their written advice as to how the prescribed medication will influence your recovery and "clean" drug testing ability.

If you are admitted to the hospital, please contact the coordinator as soon as possible. If it is after business hours please call the emergency line and leave a voicemail with your name, hospital name, and room number, if applicable. It is also your responsibility to notify the coordinator at the time of hospital discharge.

Drug Testing

What you should know about Drug Screening

Testing is performed daily at the Treatment Services Building located at 2318 Browns Bridge Road. Screening is random and can be up to seven times per week in all phases. Your treatment provider and/or probation officer may also test you at any time or location outside of the regular screening window. It is a requirement that a participant submit a drug screen upon request of any staff member or it will be considered a missed screen for sanctioning purposes.

Instructions for Test Day System

For the duration of your participation in the Hall County DUI Court Program, you are required to check either by telephone or internet **DAILY** to see if you must report for a drug test. Hall County DUI Court utilizes a computerized telephone and internet based system for informing participants on whether ~~or not~~ they need to report for a drug screen. Participants are required to



access the system daily. The phone number for drug testing information is **(678) 261-5872**. Screening information can also be accessed at <https://doi.testday.com>. If you access screening information online, you will be prompted to enter a [personal identification pin-number \(PIN\)](#). The Hall County [PIN is pin number is 1370](#). You will also be asked to enter your id number which is your social security number. All calls and internet logins will be logged into the Test Day [Lite](#) System. **In the event that, for any reason, you cannot access this information by phone/internet, you MUST report to Treatment Services during scheduled drug testing hours.**

Drug Screening Hours

Monday	7:00 am-7:45 am	12:00 pm-1:45 pm	5:00pm-6:15pm
Tuesday	7:00 am-7:45 am	12:00 pm-1:45 pm	5:00 pm-6:15pm
Wednesday	7:00 am-7:45 am	12:00 pm-1:45 pm	5:00 pm-6:15pm
Thursday	7:00 am-7:45 am	12:00 pm-1:45 pm	5:00 pm-6:15pm
Friday	7:00 am-7:45 am	12:00 pm-1:45 pm	5:00 pm-6:15pm
Saturday	7:00 am-11:30 am ONLY		NO PM SCREENING
Sunday	7:00 am-11:30 am ONLY		NO PM SCREENING
Holiday Hours	7:00 am-11:30 am ONLY		NO PM SCREENING

2019~~6~~ Holiday Drug Screening Schedule

January 01 ¹⁴ , 2019 6	New Year's Day
January 21 ¹⁸ , 2019 6	Martin Luther King Day
May 27 ³⁰ , 2019	Memorial Day
July 4, 2019 6	Independence Day
September 25 ² , 2019 6	Labor Day
November 28 ⁴ , 2019 6	Thanksgiving Day
November 29 ⁵ , 2019 6	Hall County Holiday
December 24 ³ , 2019 6	Hall County Holiday
December 25 ⁶ , 2019 6	Christmas Day

Drug Screen Photo Identification Card

You are required to have a DUI Court Photo Identification Card in order to provide a breath [alyzer](#) and urine drug screen. This card will be issued to you at the time of orientation. You will present this card every time you come to Treatment Services for a drug screen. This card is to be used for DUI Court purposes only. If you did not receive DUI Court ID card, you should notify the DUI Court [cCoordinator](#) or [cCase mManager](#) immediately.

In order to drug screen, you **MUST** present a photo ID. Failure to show photo identification will result in a missed screen and will be sanctioned. Should your drug screen ID be misplaced or stolen, you may use an alternative photo ID; however, this is on a limited basis. It is **YOUR** responsibility to obtain a replacement card within [in one-4](#) business day. Drug screen



replacement IDs are **ONLY** issued during regular business hours (Monday-Friday 8 AM to 5 PM). A \$15.00 replacement fee will be charged to your drug screen account. Failure to obtain a replacement card in a timely manner will be sanctioned.

Tardiness/Missed Drug Screens

You must be punctual and prepared to submit a specimen during the specified testing hours. Participants who arrive late **will not** be allowed to test and it will be considered a missed screen for sanctioning purposes. **No exceptions** will be made for late arrivals; therefore, it is advised that participants plan ahead and build in extra time for traffic, etc. If, for any reason, you miss a drug screen or cannot provide a specimen on a day you are required, you **must** report for a drug screen the very next screening day **during the morning testing time**. Failure to report during the next **morning testing time** will result in another missed screen for sanction purposes.

Dilution

The most common way for participants to attempt to beat a drug screen is by flushing their system with fluids. Almost all of the substances that claim to help you beat screens require this and that is why we require that YOU be responsible for providing a valid specimen. A specimen is considered dilute and invalid if the creatinine level is below 19 mg/dL. The best way to avoid a dilute specimen is to drink a minimal amount of **ANY** type fluid (including, but not limited to, water, coffee, tea, soda, sport and energy drinks, etc) just prior to submitting a specimen. The recommended guideline is a maximum of eight ounces of fluid every 30 minutes for at least two hours prior to the screen. If you have questions or concerns regarding dilution and/or fluid intake please contact your coordinator or case manager to discuss.

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Substitution or Adulteration

Any participant who brings in urine to a drug screen or possesses or distributes urine with intent to provide to another participant to substitute in a drug screen will be sanctioned. Adulteration of a drug screen will not be tolerated.

If proven, tampering with a drug screen or providing a replacement sample **will result in a probation revocation and will likely include significant jail time and possible termination from DUI Court.**

Confirmation of Positive Drug Screen

To ensure accurate test results, ALL positive urine samples are analyzed in the Treatment Services Lab a minimum of two times. In addition, any positive sample may be sent off to an outside toxicology lab for confirmation.

It is **YOUR** responsibility to limit your exposure to products and substances that contain ethyl alcohol. It is **YOUR** responsibility to read product labels, to know what is contained in the products you use and consume, and to stop and inspect these products **BEFORE** you use them. **Use of products containing ethyl alcohol will NOT be allowed as an excuse for a positive test result. When in doubt, don't use, consume, or apply.**



Admit Form

Any time you use alcohol and/or drugs (including prescription and non-prescription medication), you **MUST** fill out an admit form prior to breathalyzing and providing a urine sample. It is imperative that you fill this form out completely by listing the names of drug(s) used and date of last use. It is NOT sufficient to write "RX on file". It is important we have a clear list of all medications in order to check for cross-reaction.

Treatment Services Lab: Drug Screening Policies and Procedures

1. Only one participant is allowed in the testing area at a time. A staff member must accompany you at all times during drug testing.
2. You must make sure that your name, date, and program are on your specimen bottle.
3. You must indicate an admission or denial of alcohol or drug use and grant permission for confirmation of results if appropriate. If you admit to a use, **it is your responsibility** to fill out the admission form prior to drug testing. Honesty is a crucial component for recovery and participation in the Hall County DUI Court Program. Self-disclosure of use will be considered by the Court when sanctions are imposed.
4. You will not be allowed to leave the testing area or to drink excessive fluids until a specimen is rendered.
5. A staff member of the same [gender](#) must always witness the sample being given.
6. You may not carry purses, coats, bags, etc. into the testing area.
7. Shirt sleeves should be rolled up to the elbow and you may be requested to remove additional clothing to ensure the validity of a specimen.
8. The test cup must contain a minimum of 1/3 level to be adequate for testing.

Incentives and Sanctions

Incentives and Sanctions

Incentives

Program compliance and good behavior will be recognized by the Judge as an incentive to continue your recovery. The program's desire is to focus on the progress you are making in your recovery. The staff will attempt to be consistent and creative in recognizing your good behavior.



Your input into additional ways that we can motivate you is very welcome and should be shared with your counselor.

Some incentives for participating in the DUI Court Program are as follows:

- Participation in the DUI Court Program may result in less jail time than if your case remained on the regular criminal calendar.
- House [Arrest](#) time may be served through a 60 [day](#) curfew or be reduced by as much as one-third
- A reduction in the number of sentenced community service hours
- A \$500 fine credit upon graduation

Some examples of incentives used in court session:

- **Star Award** – [Star Awards recipients are nominated by their counselors. Selection is based upon outstanding progress, participation, and/or effort towards treatment goals. Star Award recipients get to leave court first.](#)
- **Candy bars**
- **Zero Balance group** – [In order to be eligible for the Zero Balance group, a participant must have a zero balance with both treatment and drug screen fees at the time of the court session. Participants in the Zero Balance group get to leave court first.](#)
- **Front of the drug screen line cards** – [Front of the line cards are presented to any participant who is receiving a third Star Award. These cards are also given to participants who successful complete a phase without receiving any sanctions.](#)

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Sanctions

The judge will impose swift sanctions if you violate the program rules. Sanctions may include jail time, curfew, community service, and additional treatment requirements. In the event that jail time is required for your program violations, you must make sure that childcare is not an issue. DUI Court utilizes a progressive sanctioning model for missed and/or positive drug screens.

Some examples of sanctions include, but are not limited to, the following:

Broom Award: Broom Awards may be issued by any DUI Court Team member for non-compliant behavior. A Broom Award is equal to one hour of service work and you will need to schedule a time (through the DUI Court Coordinator) to complete the Broom Award.

Community Service/Probation Bus: Community Service Work will either be completed on the Probation Bus or a DUI Court approved community service site. You are expected to turn in your completed community service form to the DUI Court Probation lock box at the [Treatment Service Office](#) as directed by your probation officer but **no later than noon on the Wednesday prior to your next DUI Court session**. Failure to do so will result in an additional sanction at the discretion of the DUI Court Team.

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Courtroom Clean-up: Courtroom Clean-up may be assigned for minor program violations. Participants assigned courtroom clean-up will pick-up and dispose of any trash left in the courtroom and first floor hallway at the [conclusion](#) of court.

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Curfew: Curfew is from 7:00 p.m. until 5:00 a.m. unless you have prior, documented approval for work and/or school purposes. You are able to attend [treatment](#) and [self-help](#) meetings as long as [they are](#) documented. You will be given no more than 30 minutes for travel time.

Jail/Work Release: While in [Work Release](#), you will be required to provide breathalyzers and drug screens at [Work Release](#) at your expense. You are also expected to remain current with [Work Release](#) fees and to follow the rules of [Work Release](#) as defined by the Hall County Sheriff's Office. If you are placed on worker status, you **MUST** attend all requirements of the DUI Court Program (treatment groups, [self-help](#) meetings, probation appointments). Failure to attend DUI Court requirements will result in a sanction at the discretion of the DUI Court team. Chronic non-compliance while in [Work Release](#) will likely result in removal from the Work Release Program. ***Work Release is a privilege not a right.*** In the event that jail time is required for your program violations, you must make sure that childcare is not an issue. Medications are to be in your possession when you come to court. Lastly, vehicles are not to be left unattended while you are incarcerated.

Treatment Responses

Treatment responses are designed to target specific maladaptive behavior. It is possible to receive a sanction and a treatment response for non-compliant behavior. Sanctions are punitive consequences for non-compliant behavior. Treatment responses are designed to assist you in addressing the underlying reasons you are continuing to make poor choices.

Treatment responses include, but are not limited to, the following:

- Intensive Outpatient Treatment, possibly at your [expense](#)
- Behavior specific treatment (for example, domestic violence or anger management classes, etc.) at your [expense](#)
- Increased drug screening, possibly at your [expense](#)
- Additional treatment assignments and/or groups
- Additional individual counseling, possibly at your [expense](#)
- [Repeat](#) of MRT Steps
- Increased AA/NA/Self-Help Meetings
- Other treatment responses [s](#) deemed appropriate and approved by the DUI Court team



Termination

Termination

The Hall County DUI Court Program is committed to giving participants the opportunity to learn to become alcohol and drug free. However, continued participation in the Hall County DUI Court Program is contingent upon compliance with ALL program guidelines and regulations. Non-compliance includes, but is not limited to:

1. Your inability to remain clean and sober
2. Chronic failure to attend and participate in groups
3. Threats or violence against peers or staff
4. Altering or tampering with drug screens
5. Obtaining a new DUI charge
6. An accumulation of program violations
7. Chronic failure to pay program fees
8. Continued non-compliance to program guidelines

We want every participant to succeed, and we consider termination the last resort. Our goal is to help you obtain and maintain a healthy lifestyle. However, we also understand that not everyone who enters the Hall County DUI Court Program is capable of and/or committed to achieving sobriety. Our resources are limited, and the Court may determine that termination from the Program is necessary.

Termination from residential: If you are terminated from a residential [treatment](#) facility, you are to report to your [coordinator](#) at [Treatment Services](#) as soon as possible and drug screen during the next screening window. If termination occurs [after-hours](#), call the [emergency](#) phone number. Failure to contact the [coordinator](#) immediately will result in a warrant issued for your arrest.

Program Fees

Program Fees

Each participant in DUI Court is responsible for paying for the services they receive in DUI Court. This includes treatment fees, drug screening fees, and probation [fines](#)/supervision fees. The DUI Court team is committed to keeping the program costs associated with DUI Court as low as possible.

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The DUI Court team is committed to keeping the program costs associated with DUI Court as low as possible.

Treatment Fees

Participants will be assessed a weekly treatment fee of \$25 for the duration of treatment. The treatment fee covers group [counseling](#), individual sessions, treatment materials, and administrative fees. Participants will be charged and invoiced [on](#) the first Tuesday of each month. Participants are expected to pay this fee weekly. ***Please note: Failure to comply with the requirements of DUI Court may result in increased treatment and additional treatment fees.*** Payments are to be made directly to the contracted treatment provider. Treatment Services and Probation are not responsible for the collection of any treatment fees and will not accept payments on behalf of the treatment provider. Please contact the contracted provider if you have additional questions regarding treatment fees and/or payments.

The current DUI Court contracted treatment provider is:
The current DUI Court contracted treatment provider is:
New Hope Counseling: 770-539-9669

Drug Screen Fees

Drug Screen Fees

Participants are required to pay \$10 per week for drug screens. You will be charged and invoiced on the first Tuesday of each month (months with [four](#) Tuesdays will be billed \$40; [five](#) Tuesdays will be billed \$50). Treatment Services will only accept money orders as payment for drug screens. Money orders should be placed in the drop box marked DUI Court located right inside the front entrance of the Treatment Services lobby. Payments are processed on Tuesday at 8 AM of each week. The drug screen payment deadline to ensure credit in court is Monday no later than 5 PM.

Probation Fees

Participants are responsible for paying monthly fine and supervision fees as directed. In order to be eligible [for graduation](#) from the DUI Court Program, participants are expected to pay a minimum of \$100 a month towards their fine and supervision fees for a minimum of 15 months. Any remaining fine balance may be paid after graduation from DUI Court.

Fee Sanction and Arrearages

Fee Sanction and Arrearages

If your combined treatment and drug screening balance is above \$200, you may be subject to receiving a fee sanction in court. The DUI Court team will review the payment history when assessing fee balances.

If you receive a fee sanction in court and want to avoid a fee sanction at your next court date you must pay the weekly cost, plus a minimum ~~\$5.00~~ \$5 a week towards your arrearages. In other words, some progress must be made in paying down arrearages to avoid further fee sanction.



Sanctions for fees are progressive and the community services hours increase each court session you are not in compliance.

A fines and fees revue hearing may be held if a participant displays continual problems meeting the financial obligations of DUI Court. Sometimes, as a result of this hearing, a participant is placed on a payment plan to help facilitate paying down arrearages. Participants are expected to remain current with their payment plan. Failure to make consistent payments according to the payment plan will result in a community service sanction.

If your financial circumstances change due to the loss of a job and/or unforeseen life events, please speak with the DUI Court team as soon as possible so that any information may be reviewed and given consideration.



Treatment

Orientation and Phase Moves

Participants are required to attend a [treatment orientation](#). The date you attend [treatment orientation](#) will become the start date used for the DUI Court Program. In addition, participants are also required to meet with the [treatment liaison](#) at each phase move.

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Group Rules

Participation is crucial to recovery. Your behavior may influence other member's recovery process in either positive or negative ways. Due to the importance of this, being consistently disrespectful and distracting from the group process will lead to sanctions.

1. Maintain the confidentiality of everyone in the group. This cannot be emphasized enough. You can tell anyone what you say or do in group but not what others say or do.
2. Do not get up to leave until excused by staff.
3. Be respectful and attentive to peers.
4. Speak one at a time and listen when peers are sharing. "Side conversations" are prohibited.
5. No threats or intimidation at any level will be tolerated.
6. Do not get up during group. Use the restroom prior to group. It is disruptive to the group process and disrespectful to get up when someone else is sharing.
7. Maintain eye-to-eye contact.
8. No cell phones are allowed in the treatment center. They will be confiscated by staff if they are used or ring/beep during group.
9. Maintain appropriate attire and hygiene at all times.
10. Use "I" language when talking. When referring to yourself use "I" and when talking to someone else say "you" or their name.
11. Keep nothing in your hands or lap during group.
12. Get your own chair out and put it back where it belongs. No leaning back on two legs of the chair.
13. No food, gum, or drinks allowed in the group room.

**Confidentiality**

The Hall County DUI Court has developed policies and procedures to guard your privacy. To participate in this treatment program, you will be required to sign Release of Information forms, which will include Consent for Disclosure of Confidential Substance Abuse Information for your treatment providers and the Judiciary. This disclosure of information is for the sole purpose of hearings and reports concerning your DUI Court case and for collaboration with other providers regarding your treatment.

Confidentiality in Staffing: As described earlier in this [handbook](#), the Hall [County](#) DUI Court team will meet prior to [court](#) to discuss your progress at a meeting called a staffing. This does not mean that the [court](#) personnel will learn [the details of](#) your private discussions during treatment sessions. Rather, the staffing team will learn more general information, such as whether you are participating and/or progressing [in the program](#).

Confidentiality in Court: Please remember that the courtroom is a public place. Every effort will be made to limit discussion of treatment information during court sessions; however, there are times during proceedings that certain information may be submitted as evidence if a formal review or revocation hearing is being conducted.

Confidentiality in Treatment: Confidentiality also means that what is said in group stays in group. Obviously, people are not going to talk easily about themselves unless they feel safe and secure. One way to feel safe and secure is to make sure everything shared in group is not mentioned outside the group. Therefore, to avoid hurting fellow group members, do not talk about what happened in group, whether in the coffee area/lounge, in other therapy sessions, or anywhere else. Also, by "gossiping" outside of group, a group member is deprived of comments and perspectives which could help him or her grow. So don't gossip.

If you have more questions about how confidentiality applies in the Hall County [DUI Court](#) Program, please talk with your [coordinator](#) or lawyer. You can also review the confidentiality policies at your treatment provider's [facility](#).

Self-Help Meetings

Participants are required to attend [Alcoholics Anonymous](#), [Narcotics Anonymous](#), Celebrate Recovery, and/or other court approved self-help meetings while in DUI Court. This requirement varies according to each phase:

Phase 1

[2 self-help](#) meetings per week

-The meetings can be attended anywhere in the county (out of county meetings need prior approval by DUI Court Team) at any time **except for the HALT Club**. Only early morning meetings (6 a.m. [Monday-Friday](#), 7:30 a.m. [Saturday-Sunday](#)) and the Down Under Group (**MUST BE** stamped with the Down Under Seal to be approved) can be attended at this location.



Phase 2 & Phase 3

- 2 [self-help](#) meetings per week
- Can ONLY attend 1 meeting at the HALT Club at any time per week. The other meeting must be at a different location OR must be the early morning meeting (6 a.m. [Monday-Friday](#), 7:30 a.m. [Saturday-Sunday](#)) or Down Under Group

Phase 4

- 2 AA/NA meetings per week until graduation
- Can attend meetings anywhere, at any time (out of county meetings need prior approval by DUI Court Team)
- Can turn in meetings weekly or once a month at treatment; [however](#), meetings are due no later than the [second](#) Saturday of every month
- CANNOT stockpile meetings (attend 6 one week, 0 the next week), you must have 2 meetings each week

PLEASE NOTE: Documentation of meeting attendance for Phase 1, 2, & 3 is due each Saturday by 5:30 pm (even if you attend DUI School or have community service). Phase 4 documentation of meeting attendance is due no later than 5:30 pm [second](#) Saturday of each month. Class attendance is mandatory.

All absences must be approved in advance [and](#) must be for legitimate reasons (hospitalization, death of family member).

Relapse

Relapse

Relapse is a possibility no matter how long you have been clean and sober. Relapse is the process of returning to the use of alcohol and/or drugs after quitting. Once in recovery, most alcoholics and addicts begin to notice stressors, patterns, triggers, or warning signs that lead to relapse. Relapse warning signs involve your behavior, thinking patterns, attitude, feelings, or a combination of all [four](#).

Addicts tend to see relapses as "letting their guard down" or "an impulsive act". However, this is not true. Stress, coping skills or the lack thereof, [addictive thinking](#), and criminal thinking all play a pivotal role in relapse behavior. Relapse is the final result of a chain of events that starts days, weeks, or months in advance of an actual relapse. Thus, it is imperative for you to develop a relapse prevention plan to address relapse triggers and relapse behavior.



Medications

Cross Addiction Overview

As you will learn in the DUI Court Program, cross addiction is real. Many of you were already addicted to more than one substance when you started DUI Court but only had one “favorite” substance. You will find it quite easy to change from one mood-altering substance to another and continue to be addicted. As long as you continue to manipulate your mood with a substance rather than *new* thoughts and *new* activities, you will remain cross-addicted and actively ill.

There are many reasons that you may continue to feel the need to use a variety of substances. *Insomnia (sleeplessness)* may occur and you may be tempted to return to using sleeping medications within a short period of time because of poorly developed abilities to get yourself to sleep (these skills can be developed: warm milk, reading, meditation, relaxation techniques, etc.).

Pain is the second most common reason and if you choose to use mood-altering analgesics (pain-killers), especially any of the narcotic drugs (Lortab, Percocet, Darvocet, Darvon, etc.), you are extremely likely to return to your drug of choice eventually because this will short-circuit your ability to control impulsive action. You have to be very cautious when you become physically ill, even with respiratory diseases (colds, flu, or pneumonia) because many of the drugs used to treat these conditions cause mood changes and decreased ability to control impulses. There are many compounds that will cause you to crave a drink/drug...watch out for cough syrups.

Medication Guide-Obtaining permission for medications

It is difficult to remember which drugs to avoid. **In addition to this handbook, you will be provided with a Medication Guide to help assist you. The Medication Guide has been prepared for you so you know what you can take and what you must avoid. You have to take responsibility for all of your future drug use** because not every physician, pharmacist, or dentist knows about the nature of your condition and what you have learned. If you have a particular problem, be sure and discuss it with the coordinator. **Unless it is a life-threatening or emergency situation, any drugs not listed in the Medication Guide as “safe to use” requires prior approval from the DUI Court coordinator. All prescription medications must be reported.**

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Prescription Medication

Any new prescription must be brought to [Treatment Services](#) during normal business hours (8:00 am - 5:00 pm Monday - Friday). If you need a prescription to be filled outside of the normal business hours, call the emergency phone line for prior approval, and your call will be returned as soon as possible.

Upon entering the DUI Court Program, new ~~intake~~ participants will be informed of the doctor notification form process during the initial orientation. Participants are provided a form to be signed by the doctor or ~~his/her~~ assistant. **If a participant fails to submit a doctor**



notification form, each time he/she goes to the emergency room, Quick Care, or hospital, he/she will be sanctioned according to the positive/missed sanctioning guidelines. It is not necessary to have a form signed each visit if the participant goes to his/her regular physician and DUI Court staff has a form on file in his/her chart.

Zero Tolerance Alcohol Policy

No alcohol use is acceptable including [the](#) use of the following substances. If you test positive, we are not going to try to figure out why or what it is, it is alcohol...period. None should be in your system at any time. Avoid the use of hand sanitizer as well. Please note that even the purchasing of or the possession of any type of alcohol while in this Program will result in a sanction. Please read all labels for contents.

After-Shave Lotion	Extracts
Hair Tonics	Medical Alcohol
Mouthwash/Toothpaste	Perfumes
Sterno	Wood Alcohol

Other substances that are prohibited while in the program

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Other substances that are prohibited while in the program

Volatile Substances/Anesthetics-Inhalants

Volatile Substances/Anesthetics-Inhalants

Anesthetics	Nitrous Oxide	Panthrane
Paint Thinners	Gasoline	Amyl/butyl Nitrate
Banana Oil	Glue	Surital
Pentothane	Freon	Fluothane
Trilene		

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Hallucinogens

Butotinine (Dimethylserotomin)	DET (Diethyltryptamine)	"68"
DMT	Grass (Roach, Joint, Mary Jane)	Hashies
Hashish	LSD (Lysergic acid, Diethylamide, Acid)	Marijuana (Pot, THC)
Mescaline	Pailocybin	Peyote

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Psilocin	"STP" or "DOM" (4-methyl-2, 5,	Demethoxyamphetamine)
Ibogaine	Red Dawn	Blue Dawn
Salvia	Tenuate	K2
Spice	All Synthetic THC Herbal Incense	

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Stimulants

Benzadrine (Bennies, whites)	Cylert	Desbutal (greens)
Desoxyn	Dexadrine (Dexies, hearts)	Dexamyl
Dexaspan	Didrex	Eskatrol
Fastin	Ionamin	Methamphetamine (Speed, Meth, Desoxyn, Methadrine)
Preludin, Prelu-2	Thorazine	Midrin
Reglan	Bontril	Nardil
Phentermine	Bath Salts	Synthetic Stimulants

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Re-fillable e-cigarettes and "vapes" are also prohibited in the program. Only e-cigarettes that are **not refillable are allowed.

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Community Resources

Hospitals

Northeast Georgia
Medical Center
743 Spring St. NE
Gainesville, GA
(770) 219-9000

Laurelwood
Mental Health-Alcohol & Drug Abuse
200 Wisteria Dr.
Gainesville, GA 30501
(770) 219-3800

Basic Needs

Consumer Credit Counseling	404-527-7630
Food Stamps (DFCS)	770-532-5298
Gainesville Baptist Rescue Mission (Men)	770-287-9700
Good News at Noon	770-503-1366
Hall Area Transit	770-503-3333
Housing Authority	770-536-1294
L.A.M.P. Ministries	770-503-0588
Ninth District Opportunities	770-532-3191
Salvation Army	770-534-7589
United Way	770-536-1121

Crisis Lines

HELP LINE	770-534-0617
Gateway House (Domestic Violence)	770-536-5860
Georgia Counsel on Child Abuse	1-800-532-3208

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Rape Response	770-503-7273
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AVITA Community Partners (Mental Health)

Emergency Number	1-800-347-5827
Regular Office Number	770-535-5403

**Treatment Community**

Gainesville/Hall County is very fortunate to have a strong recovery community. The following is a list of local AA meetings, NA meetings, and other treatment providers:

Alcoholics Anonymous (AA)

Saint Luke Church	770-531-0350
H.A.L.T. Club	770-354-3777

Narcotics Anonymous (NA)

H.A.L.T. Club	770-354-3777
Laurelwood	770-219-3800

Treatment Providers

Absolute Treatment Solutions	678-450-8098
AVITA Community Partners	770-535-5403
Brenau Counseling Center	770-297-5959
Center Point Counseling	770-535-1050
Community Service Center	770-503-3330
Creation Counseling	678-343-1451
Family Recovery	770-535-1073
Laurelwood	770-219-3800
LifeWorks Counseling	770-503-6683
Midtown Counseling	770-536-6683
New Hope Counseling	770-539-9669
Turning Point	770-533-9021



Notes:

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