

PUTNAM ADULT DRUG COURT OPERATION (PADCO)



PARTICIPANT HANDBOOK “Stay on Course”



Handbook Last Updated: Thursday, January 25, 2024

The MISSION of the Putnam Adult Drug Court Operation (PADCO) is to protect society by identifying and treating addicted, non-violent substance abusing offenders in a more efficient and effective way in the Criminal Justice System. Through improved communication and collaboration among community stakeholders, we intend to reduce alcohol and drug abuse in the community, lower recidivism rates, lessen the financial impact on society, and help those so identified to lead productive lives as law abiding citizens.



PADCO PARTICIPANT HANDBOOK TABLE OF CONTENTS



Welcome to Drug Court!	Page 2
Addresses, Introduction, Program Description	Pages 2-3
Intake, Orientation	Page 4
Court Supervision, Goals	Page 5
Very Important! Substance Abuse Treatment	Page 6-8
LLC Guidelines, Probation Supervision	Pages 9-10
Financial Obligations, Constructive Use of Time, Dress Appropriately	Pages 10-11
Drug Testing, Relapse Testing	Pages 12-14
Drug Testing (Continued), Mood Altering Substances	Page 15
Incentives / Sanctions (Consequences)	Pages 16-17
Standardized Consequences, Phase Advancement, Termination from Drug Court	Page 18-19
Graduation	Page 20
PADCO Participant Contract	Page 21-22
Consent for Disclosure of Confidential Substance Abuse Info	Page 23
Pre-Graduation Questionnaire	Page 24
PADCO Phase Requirement Structure	Page 25-26
PADCO Phase Requirement Structure (Long Term Residential)	Page 27
PADCO Participant Budget Form	Page 28
PADCO Forms - Requests to Advance to Phases Two, Three and Four	Page 29-34
The Mission and the Vision of the Florida Judicial Branch	Page 35

Under the leadership of the Honorable A.W. Nichols, Circuit Court Judge, the Putnam Adult Drug Court Operation (PADCO) became a reality. Many community members worked tirelessly to develop and implement this program. With federal grant dollars, Putnam County started this program in January 2002. If not for the vision and hard work of Selma Carrow of the Florida Department of Corrections, this program would not exist today. Following Judge Nichols retirement, the Honorable Elizabeth A. Morris became the Drug Court Judge in January 2011. Remarkable support from the Putnam Board of County Commissioners and the entire community continues to make this a successful program!

WELCOME TO DRUG COURT!



We are pleased that you chose to participate in the Putnam County Adult Drug Court Operation (PADCO). We began planning for your arrival over a decade ago. Your commitment begins now. Total participation is vital. We want to assist you in your recovery, encourage you to improve your quality of life, and to make Putnam County a better place to live.

We intend to assist you in completing a program of effective substance abuse treatment. We use graduated phases to encourage you to succeed. You are not alone. Other people who are in recovery will also assist you in developing a lifestyle that is free of alcohol and other drugs.

This handbook is a guide that contains information that you will need to successfully complete this program. We encourage you to read it and share it with your family and friends so that they can support you on your road to recovery.

The answers to most of your questions concerning this program are in this handbook. If you have any other questions, please do not hesitate to ask your probation officer, treatment counselor or any Drug Court Team Member. We wish you every success in this program.

Stay on Course - Drug Court Works!

Professionally yours,
The Drug Court Team

- Judge Elizabeth Morris (Julie Richter, Judicial Assistant) – 386.326.2736
- Jackie Pollack, Drug Court Coordinator / Random UA Number – 386.326.7646
- Suzette Young-Jackson – SMA Healthcare – 386.385.1281
- Pete Tuck – SMA Healthcare – 386.385.1270
- Officer Vanessa Struck – DOC Probation –386.643.6272
- Probation After hours Emergency Number - 386.326.6800
- Sam Frazer, State Attorney's Office – 386. 329.0259
- Samantha Earls – Public Defender's Office –386. 329.0301
- **Call 911 for Emergencies**
- Detective George Traber – Putnam County Sheriff's Office – 386.329-0800
- Christopher Garrett / Emily Griner – Clerk's Office – 386.326.7652
- Kimberly Clark – Drug Court Manager – 386-313-4561
- Shirley Olson – Director of Court Services – 386-248-8102

ADDRESSES

Putnam County Courthouse

Courtroom 302, 410 St. Johns Avenue, Palatka, FL 32177
<http://www.circuit7.org>

Drug Court Coordinator

Main Courthouse 1st Floor Rm 126, 410 St. Johns Avenue
Palatka, Fl. 32177

Florida Department of Corrections Probation

3216 Crill Ave. Palatka, Fl. 32177 (Save A Lot parking lot).
<http://www.dc.state.fl.us/>

SMA Healthcare

330 Kay Larkin Drive, Palatka, FL (about four miles north of the Courthouse)
<http://www.smabehavioral.org>

National Association of Drug Court Professionals

<http://www.allrise.org/>



INTRODUCTION

The Putnam Adult Drug Court Operation (PADCO) works with non-violent felony offenders who have problems with alcohol and other drugs. If you participate in this program, your quality of life may drastically improve. This handbook covers information about Drug Court. After reading it, you should have a good understanding of what we expect. As a participant, you should follow the instructions given to you by your probation officer, treatment counselor, and other team members, especially the Judge. All participants are encouraged to share this handbook with family and friends.

PROGRAM DESCRIPTION

PADCO is a judicially led, supervised, comprehensive treatment program for non-violent, substance abusing probationers. The program combines the efforts of the Court, State Attorney's Office, Public Defender's Office, Court Administration, Clerk of the Court, Sheriff's Office, Stewart-Marchman Center and other treatment providers, the Department of Corrections, law enforcement and multiple community members. This voluntary program involves regular court appearances before the Drug Court Judge, community supervision, substance abuse treatment counseling, random drug testing, and support group meeting attendance. Referrals for life-skills training, vocational training, educational advancement, and

job placement are available to participants. The program length, determined by each participant's individual progress, will be no less than one year. If you are eligible and choose to participate in this program, you must be willing to commit to the entire program. The phase requirements are detailed in the back of this handbook.

WHO MAY ENTER DRUG COURT?



Non-violent, adult felony offenders who reside in Putnam County are eligible to enter PADCO. The candidate must exhibit a substance abuse problem. Program participants are placed on felony probation with a special condition requiring completion of all drug court requirements.

THE INTAKE PROCESS

The State Attorney's Office makes sure that all referrals meet the legal entrance requirements for the program. Your attorney fully informs you about the program so that you can decide if you would like to volunteer to become a participant. You will be encouraged to view Drug Court Hearings in progress. A substance abuse assessment will be completed to determine if you have a substance abuse problem. Based on input from the team, the Drug Court Judge makes the final determination concerning program eligibility. All participants shall test negative for drugs and alcohol before being allowed to plea into Drug Court. Entry into the program occurs when you are sentenced to probation with the special condition that you must complete the Drug Court Program. Expect to start right away!

DRUG COURT ORIENTATION

We want you to know what is expected of you while you participate in this program. Therefore, the following people will be involved in telling you about the program: your attorney, your treatment counselor, the program coordinator, the Judge, and your probation officer. Some of the paperwork that we use includes substance abuse screening and assessment forms, the Participation Agreement, Consent to Release Information Forms, Probation Order, and this Handbook. Please ask questions that will help you to understand the program and succeed!

COURT SUPERVISION AND COURTROOM BEHAVIOR



As a Drug Court participant, you will be required to appear in Court regularly. Missing a Drug Court Hearing may result in a warrant for your arrest. At each appearance, the Judge will be given a report from the Team concerning your progress, which will include drug testing results, attendance, progress in treatment, supervision comments, etc. The Judge may ask you questions about your progress and discuss any problems you may be experiencing. If you are doing well, you will be encouraged to continue the good work. We use incentives! If there are problems, the Judge may impose sanctions.

Dress appropriately and speak directly with the Drug Court Judge concerning your progress. You are responsible for your own behavior. Be on time. Everyone should remain seated and quiet while in Court unless asked to stand and speak. Address the Judge with respect. Remain in Court for the entire Hearing unless approved to leave early. No children shall attend Court without prior approval. No cell phones in court, treatment or while working community service hours.

GOALS

Although your treatment counselor and probation officer will work with you to set individualized goals, these goals will apply to nearly every participant.

1. Remain free of alcohol and other drugs by living a drug free lifestyle.
2. Learn to apply better ways of coping with the problems that life offers.
3. Develop a law-abiding pattern of living.
4. Improve employability through vocational training and education.
5. Participate in support groups like Narcotics Anonymous and Smart Recovery
6. Improve your social skills.
7. Enhance self-esteem and personal motivation.
8. Learn relapse warning signs and develop a personal relapse prevention plan.
9. Accept responsibility for financial obligations and learn budgeting skills.
10. Develop and improve time management skills.
11. Learn to recognize and change undesirable behaviors.
12. Surround myself with people, places and things that support a drug-free lifestyle.



VERY IMPORTANT!

Drug Court Hearings take place on Wednesdays at 10:30AM in Courtroom #302.

**Treatment fees must be paid by Mondays at 5pm prior to Court each Wednesday.
Please remember to bring your receipts with you to Court.**

Support group verifications must be turned in at SMA Healthcare every Monday by 12:00PM to receive credit in Court on Wednesday. If Monday is a holiday, turn the verification in as early as Friday by 4:30pm or no later than Tuesday morning by 9AM to the receptionist at the front desk.

Documentation of completed community service work hours, job searches and proof of hours worked each week must be turned in to probation every Monday by 1PM to receive credit in Court on Wednesday. If Monday is a holiday, turn the documentation in as early as Friday by 1pm or no later than Tuesday by 9AM.

The Drug Court Coordinator is available for office visits Thursday afternoons or by appointment.

SUBSTANCE ABUSE TREATMENT - CONFIDENTIALITY

Federal and Florida law protects your identity and privacy. Because of these regulations, policies and procedures have been developed to guard your confidentiality. You will be asked to sign a waiver authorizing the transfer of information among all participating agencies. An identification number will be assigned to you that will be used in all research and evaluation activities to safeguard your identity.

As participants in this program, you are expected to maintain the confidentiality of anything pertaining to treatment.

SUBSTANCE ABUSE TREATMENT – GROUP COUNSELING

You will be required to attend group treatment counseling sessions and education classes that **must not be missed unless properly excused in advance**. If the counselor, due to holiday or emergency, cancels treatment sessions, you may be required to attend an additional support group. Treatment groups are a major component of this program. Arrive on time, participate as appropriate and remain until the event is over. Otherwise, you may be counted as absent.

Your family and friends cannot loiter at the treatment center. If they are providing transportation, they should simply drop you off and pick you up afterward. You might be able to make up missed meetings before your next Hearing if your counselor allows it.

The following actions will not be tolerated:

1. Violence or threats of any kind toward staff or other participants.
2. Use and/or possession of drugs and/or alcohol.
3. Belligerent behavior or acts of vandalism to property.
4. Possession of any type of weapon.
5. Inappropriate sexual behavior or harassment.

SUBSTANCE ABUSE TREATMENT - INDIVIDUAL COUNSELING



You will be required to participate in individual counseling sessions with your treatment counselor. Please take advantage of this valuable opportunity to progress. Additional sessions may be scheduled if necessary.

SUBSTANCE ABUSE TREATMENT - FAMILY COUNSELING

Family counseling sessions will be conducted for participants and their families or significant others. These sessions will help your family to understand the basic principles of addiction so that they can support you in your recovery. Perhaps these sessions will encourage someone close to you to seek help also. You may earn credit for thirty community service hours for family participation. To qualify, at least one family member must participate in twelve sessions of the Family Education Program (FEP). You and your family members must sign-in at each FEP session to receive credit.

SUBSTANCE ABUSE TREATMENT AND SUPPORT GROUPS

Involvement in support groups like Narcotic Anonymous (NA), Alcoholic Anonymous (AA), Celebrate Recovery or Smart Recovery is important. The program requires you to attend and to provide verification that you are doing so. You should get to know the people at these meetings who are recovering from addiction and living a drug-free lifestyle. Developing this support system may be critical to long-term successful recovery. It is your responsibility to find out when and where meetings take place. Your treatment counselor and probation officer will assist you if necessary. Warning -everyone who attends these meetings is not necessarily living a drug free lifestyle.

SUBSTANCE ABUSE TREATMENT – LIFE SKILLS and BUDGETING

As you advance in the program, life skills, anger management, parenting classes and other types of educational sessions will be made available to you. You are encouraged to take advantage of these activities, even if they are not required. Properly managing personal finances is an important skill for everyone to have. All participants in phase one will be required to work with their primary counselor to develop a budget that includes paying the Department of Corrections (DOC) for restitution and other mandated costs. Each participant will review their budget with their primary counseling every month. The budget will consider your current income and expenses. You will be expected to pay DOC at least thirty percent of your net income after other necessary expenses are subtracted. Adherence to your budget will be used when considering if a participant qualifies for “A-Team” or to advance to the next phase. A sample budget is included in the handbook for your reference.

SUBSTANCE ABUSE TREATMENT – MEDICATION ASSISTED TREATMENT (MAT)



Recent studies have shown that some addicts engaged in substance abuse treatment have responded well in recovery when their treatment also included Medication Assisted Treatment (MAT). One of the medications available for MAT and used by the Putnam Adult Felony Drug Court is Subutex.

A participant may request, or a Team Member may recommend the use of Subutex. Upon agreement of the Team, the participant would be referred to the Drug Court Treatment Provider to undergo the approved, written screening process. Whether or not a participant takes part in the use of MAT as part of their substance abuse treatment regimen is completely voluntary. If a participant chooses to seek MAT outside of SMA, the provider must specialize in addiction.

If a participant decides to utilize Subutex, the decision of when to take the participant off the medication will be made after a discussion with the Doctor, the Treatment Provider, the Drug Court Coordinator and most importantly the Participant. The decision to cease administering the medication will be discussed with the Drug Court Team, prior to implementation.

OBTAINING AN LLC AND REQUIREMENTS

Obtaining an LLC will only be approved under the following conditions at minimum:

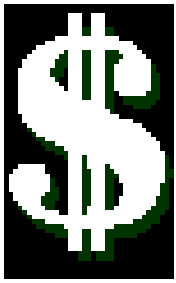
- Participant must be in Phase 3 of the drug court program.
- Must be in complete compliance with all Drug Court Obligations.
- Will be required to show proof of LLC registration paperwork with Sunbiz to probation prior to starting work.
- Provide receipts and itemized documentation of work rendered to probation.
- Must provide proof of quarterly taxes paid and annual business report to probation.
- Cash receipts and or bank statements associated with your LLC must be produced upon request from probation.



PROBATION SUPERVISION

Report to probation as instructed! You must abide by all the terms of your Probation Order. Be prepared to provide a urine sample any time you report to probation or treatment. You must notify your probation officer if you are arrested or charged with any new law violation. You must immediately notify Probation and the Court if you change your address, change employment status, or have any contact with law enforcement. If you are unable to report as required, inform your probation officer concerning your problem. Unless it is a true emergency, you will not likely be excused. Keeping your probation officer informed should help you to successfully complete this program.

FINES & COURT RELATED FINANCIAL OBLIGATIONS



Drug Court fines are to be paid \$20 per week unless the Court orders otherwise. Program participants with court related financial obligations such as child support, restitution, crime victims' fund, and legal aid fees are expected to make Court approved payments on a regular schedule. If you cannot make a payment, discuss your situation with your probation officer. If you have financial obligations and it has been shown that you had the ability to pay, failure to do so may result in a Violation of Probation (i.e., tax returns, pay checks, unemployment, lottery winnings, child support, settlements, alimony, etc.). Treatment may assist you with financial planning and money management.

CONSTRUCTIVE USE OF TIME, EMPLOYMENT, EDUCATION and JOB SEARCHES:

It is important for you to use your time constructively. Idleness and boredom are not your friends. Once ordered, all participants will be required to spend at least thirty (30) hours every week working at:

- 1) a legitimate job
- 2) attending an accredited school
- 3) or completing community service work hours at an approved site.

A combination of these is acceptable. Full-time verifiable, gainful employment of at least thirty (30) hours a week is the goal; therefore, those who are working less than thirty (30) hours a week at verifiable, gainful employment and are not attending an accredited school, you will be required to complete 20 Community Service hours 4 per day 5 days a week, and three (3) job searches a day for five (5) days a week until full-time gainful employment is achieved. Employment is required within 60 days of entering drug court.

Probation will verify your hours. You are expected to inform your employer about your participation in Drug Court. You must inform probation right away if your employment or educational status changes. Although we will work with you as much as possible, you cannot miss court, drug testing, group sessions or other drug court appointments due to conflicts with your work schedule. We want you to spend your time constructively. Naturally, team members will be glad to work with you to help you find a job.

DRESS APPROPRIATELY

Program participants will be required to wear “appropriate” clothing while participating in the program. Men must wear pants, shirt, and shoes. Ladies may wear pants, skirts, or dresses of appropriate length with a modest blouse. Women should not wear see through blouses, midriff tops, tube tops, bathing suit tops or halter-tops. No hip hugger pants. Clothing bearing drug or alcohol related themes, promoting, or advertising alcohol or drug use are prohibited. No caps, hats, gang colors or gang clothing. Sunglasses may not be worn inside the courtroom or at any drug court related meetings. You may be asked to change your clothes if the staff notices that you are wearing clothing that is not appropriate. Speak with your probation officer if you have any questions concerning what clothing is appropriate to wear while participating in the program.

DRUG TESTING – “A POSITIVE IS A POSITIVE”



We believe that the answer to most problems cannot be made better by drinking alcohol or using illicit drugs. We understand that on occasion you may need to take prescription medication or over the counter drugs. Before you use an over-the-counter drug, you must gain approval by your Treatment Counselor or the Program Coordinator.

In this program, you will be drug tested a lot! Expect to be randomly tested at any time. Instead of trying to “catch you” when you use alcohol and other drugs, we would prefer to assist you in remaining free of alcohol and other drugs. Even though we strive to use the best testing methods possible, no drug testing system is perfect. This program will only be successful for you if you let it. Do not sabotage yourself by trying to figure out how to “beat the test”.

Failing to provide a urine sample upon request will be counted as a positive drug test. Tampering with a test, using adulterants, or smuggling in another person’s urine will be dealt with more severely. Experience has taught us that making exceptions to this policy usually enables addicts to continue to use drugs. We are against that. Your success in this program depends on you holding yourself accountable for your own actions. We want to help you to be honest. You will not likely be “kicked out” of the program because you use drugs. Instead, you will be held accountable while you continue to participate in the program. We are very interested in assisting you to live a drug-free lifestyle.

We want you to spend your time working on recovery instead of arguing about drug-testing results. Therefore, when a participant tests positive on a drug test, the program says: **“a positive is a positive.”** This program also monitors creatinine levels upon receiving UA test results from the lab. Any creatinine level that falls below the program’s cut off number of 20 will be considered a dilute sample. If you provide a dilute urine sample, no warning will be given. Dilute urine samples are considered positive and will result in a sanction and the loss of clean days.

DRUG TESTING – NO ALCOHOL - ALCOHOL IS A DRUG

Alcohol is a drug. Do not consume alcohol. You are not permitted to enter an establishment whose primary purpose is to sell or distribute alcohol. The use of tobacco and caffeine are not prohibited; however, we encourage you to make healthy choices.

CALL THE RANDOM DRUG TESTING NUMBER EVERYDAY!

You must call the random drug testing number every night after 10PM to include weekends and holidays to find out if you must provide a urine sample at the Putnam Community Medical Center the following morning. Testing will start at 7:00am and end promptly at 8:15am unless discretion is given by Coordinator. Once you arrive, you must not leave the drug testing site for any reason prior to giving a sample. The random UA phone number is the same as the Drug Court Coordinator's:

386-326-7646

We respect your time and make every effort to run the random drug testing system as smoothly as possible; nonetheless, on rare occasion mistakes happen.

In the unlikely event that you arrive on time for drug testing and the drug testing folks do not show up, please wait twenty (20) minutes. If no one shows up after twenty minutes, please leave a message for the drug court coordinator at the drug testing number about the problem you experienced and then go on about your normal day.

If there is an obvious problem with the drug testing message such as a message for the wrong day, please check your email for further instruction and call the number back the following morning before 6AM. If the message continues to be inaccurate, please leave a message for the drug court coordinator about the issue and go about your normal day without coming in to provide a urine sample.

Drug Testing Instructions:

Once you arrive at the hospital, you will enter the medical records room (Outpatient services) and follow these proceedings:

- Sign in on the sign in sheet providing your name and the **exact** time of arrival.
- Find your demographic sheet, sign it, have a seat, and hold your paper until you are called to provide your sample.
- Provide sample upon being called. (**Once you arrive, you must not leave the drug testing site for any reason prior to giving a sample.**)
- Observe your sample being sealed.
- Leave the hospital.

**DO NOT LINGER AND SOCIALIZE. PLEASE LEAVE AND GO ABOUT YOUR DAY.
RELAPSE TESTING**

If a participant is struggling with continued use, they may be subject to Relapse Testing. This is an addition to the random UA testing to help prevent and discourage further use. Relapse testing will be ordered by the Judge if the drug court team deems necessary. You must comply with all instructions given from the UA line regarding relapse testing. Any removal from relapse testing will be ordered by the Judge.

DRUG TESTING – OVER THE COUNTER MEDICATIONS

We encourage you **not** to resolve ailments and other problems by using medications when possible; nonetheless, you may use over-the-counter medications as needed. Before taking these medications, you must discuss it with your treatment counselor for approval. Do not take medications that contain ephedrine, pseudoephedrine, phenylpropanolamine, or alcohol. These medications may test “positive” on a drug screen. Examples of these medications are Sudafed, Nyquil, Contac, Sine-Off and Allerest. This is not a complete list. Read the label or ask the pharmacist for medications that do not contain these substances. Some over the counter medications that do not contain these substances are aspirin, ibuprofen, naproxen, and acetaminophen. Read and follow the directions on the label.

Furthermore, you must not purchase or be in possession of any over-the-counter medications, chemicals or products that are commonly used in the manufacture of controlled substances in such quantity or combination that raise a reasonable belief that the purchase or possession of these items are for illegitimate use. Our law enforcement partners on the Drug Court Team frequently check pharmacy ephedrine/pseudoephedrine logs to determine if you are buying these products and how often. If you are found to be purchasing or in possession of these items and the circumstances reasonably indicate that the purpose is for something other than a legitimate use, then that could constitute a violation of the Drug Court rules and even a violation of your probation. Any over the counter or prescribed medications must be discussed with your treatment counselor. Written approval must be obtained, and copies provided to the Drug Court Coordinator and Probation Officer.

DRUG TESTING - YOUR DOCTOR AND PRESCRIPTION DRUGS



You should follow the medical advice of your doctor. We encourage you to receive medical treatment from a qualified doctor. In fact, one component of recovery is to properly address medical issues and physical ailments. It is a good idea to get a physical examination by your doctor on a regular basis. We do insist that you honestly disclose your substance abuse history to your doctor.

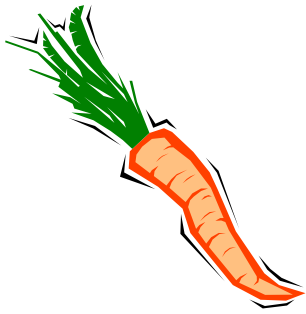
You must register any prescription or over the counter medication with your treatment counselor **before** purchasing or taking the medication except in a life-threatening situation. In such a case, inform your treatment counselor as soon as possible after taking such medications. You may not be allowed to enter the program if you are using a mood-altering prescription drug or one that will test positive on a drug test. You may become eligible for the program if you stop using the medication under the supervision of your doctor, or if your doctor prescribes another medication that is not mood altering and will not test positive on a drug test.

If you must briefly take a prescription medication that will test positive on a drug test, your clean day count may be suspended while you are taking the medication. You should not have to take this type of prescription very often. Maintaining sobriety can be hard if you must take mood-altering drugs, even for a little while. Pain medication can be a big problem. Many prescription drugs are effective, not mood altering, and they will not test positive on a drug test. Most antibiotics fit into this category. Any leftover prescriptions need to be destroyed or turned over to law enforcement.

DRUG TESTING – MOOD ALTERING SUBSTANCES



As a participant in drug court, it is expected that you will refrain from consuming any and all mood-altering substances such as (but not limited to) K2, bath salts, and other products that are not made for human consumption. At least one type of energy shot has resulted in a positive drug screen result. Consuming such substances is contrary to the goals of the program and many can be dangerous to your health. If you do not know that something is safe to ingest, you are almost always better off leaving it alone. Drug court team members can assist you with any questions you may have concerning the consumption of questionable substances. The use of any mood-altering substances may result in removal from the program.



INCENTIVES...

We use incentives and sanctions to help you to live a law-abiding, drug-free lifestyle. You may have heard of the “carrot and the stick”. The Team looks for reasons to encourage you! Incentives are the “carrots” that encourage you to accomplish your goals. This is a list of examples.

EXAMPLES OF INCENTIVES	REASONS FOR INCENTIVES
<ul style="list-style-type: none"> • <i>“A Team”</i> • <i>Candy Bowl</i> • <i>Verbal Praise and Encouragement</i> • <i>Decreased Court Appearances</i> • <i>Social Engagement and Outings</i> • <i>Phase Advancement</i> • <i>Certificates</i> • <i>Reduction of Supervision Requirements</i> • <i>Graduation Ceremonies</i> • <i>Recognition Certificates</i> • <i>UA Fast Pass</i> • <i>Travel Approvals</i> • <i>Reduced Community Service Hours</i> • <i>Community Activities</i> • <i>Graduating from Program</i> • <i>Graduation Award</i> 	<ul style="list-style-type: none"> • <i>Consecutive Days of Sobriety</i> • <i>Completion of Phases</i> • <i>Obtaining Employment</i> • <i>Advancing Educational Status</i> • <i>Obtaining Driver’s License</i> • <i>Assisting Others</i> • <i>Perfect Attendance (with Participation)</i> • <i>Outstanding Accomplishment</i> • <i>Surpassing Minimum Requirements</i> • <i>Family Involvement in Treatment</i> • <i>Progressing Well</i> • <i>Job referral (if a peer is hired)</i>

...AND SANCTIONS



We also use sanctions, if necessary, to help you to change your behavior in meaningful ways. Remember the carrot? Well, sanctions are the “stick” that might help to keep some from going to prison. The threat of such consequences might assist you to succeed in the program. The use of incentives and sanctions, even incarceration, can motivate you to succeed. Although additional treatment requirements (like extra groups or individual sessions) may seem like a sanction, we consider them a treatment response. Keeping in mind that we want you to make a positive change in your life, some examples of consequences and the reasons for them are listed below.

CONSEQUENCES	REASONS FOR CONSEQUENCES
<ul style="list-style-type: none"> • <i>Judicial Warning / Admonishment</i> • <i>Curfew</i> • <i>Written Assignments</i> • <i>Reading Assignments</i> • <i>Relegation to Previous Phase</i> • <i>Removal of Community Service hours</i> • <i>Increased Drug Testing</i> • <i>Community Service Hours</i> • <i>Increased Supervision</i> • <i>Increased Court Appearances</i> • <i>Holding Cell *Time to think*</i> • <i>Home Detention</i> • <i>Relapse Testing</i> • <i>Incarceration in County Jail</i> • <i>Expulsion from the Program</i> • <i>State Prison Sentence</i> 	<ul style="list-style-type: none"> • <i>Missed Treatment (unexcused)</i> • <i>Missed supervision contacts (unexcused)</i> • <i>Failure to abide by curfew</i> • <i>Negative attitude</i> • <i>Positive UA's</i> • <i>Missed 12 step meetings</i> • <i>Missed Court</i> • <i>Late for Court</i> • <i>Dilute UA's</i> • <i>Adulterated UA's</i> • <i>Missed UA's</i> • <i>Untruthful about use</i> • <i>Failure to comply with job searches</i> • <i>Failure to comply with community service hours</i> • <i>Taking over the counter medications without prior written consent</i> • <i>Taking any mind-altering substances</i>

STANDARDIZED CONSEQUENCES

The Drug Court Judge has adopted the following standardized consequences:

- *The first positive UA will result in a seven-day jail sanction.*
- *Any other positive UA = Subjected to a minimum of 48 hours in Putnam County Jail*
- *Any missed meeting or missed probation contact = Minimum of 4 additional hours of community service. Additional future missed meetings will increase the consequences.*
- *Home detention is an alternative to a jail sanction. Participant who has been ordered home detention must provide their schedule to probation and will only be excused from home for mandatory drug court obligations, doctor visits and other appointments with prior approval from probation. Participants on home detention should expect a home visit for verification from probation at any hour. This sanction will be ordered by the Judge during court. Failure to remain at home during this time may result in a jail sanction or further action by the drug court team. Removal of home detention will be ordered by the Judge.*

PHASE ADVANCEMENT

You will be eligible to advance to the next phase of the program once you have completed all requirements of the phase that you are currently in and the Judge, based on the Team's input, approves your advancement to the next phase. Please see the phase requirements at the back of this handbook for details. The Phase Advancement forms that you must complete to advance to phases two, three and four are also included in this handbook.



If you are required to complete a long-term residential treatment program while you are in drug court, after completing residential treatment, you will be given the opportunity to advance through the phases more quickly to allow you to complete drug court in a reasonable amount of time.

TERMINATION FROM DRUG COURT

We would like all participants to remain in treatment until they are able to live a law abiding, drug free lifestyle. Therefore, we do not want to terminate you from the program until we have tried very hard to assist you. If you will not complete the requirements of the program, the Drug Court Judge, based on the recommendations of the Team, decides if you will be unsuccessfully terminated from drug court. Typically, expulsion from the program may occur because of continuous failures to participate in treatment, continuous failures to complete all program requirements, numerous positive drug tests, tampering with a drug test or new charges such as:



- Drug sales to include trafficking.
 - Multiple offender DUI or DUI with property damage or personal injury
 - Possession of firearm
 - Violent offenses (assault, domestic violence battery, robbery, sexual offenses, etc.)
 - Any new charge or charges will be considered on a case-by-case basis.
 - **STAY IN TREATMENT AND DO NOT RUN!**
- Those who abscond for more than thirty (30) days will be automatically terminated from drug court unsuccessfully.

GRADUATION

You will be eligible to graduate from the program upon approval of the Drug Court Judge who will base the decision on the input from the Team. To graduate, you will be required to advance to the program's fourth phase and complete the phase four requirements. You should be able to show how Drug Court has positively influenced your life. **Graduates will be honored at a special ceremony.** Your family will be invited to join you as the Judge congratulates you on successfully completing the Drug Court Program and achieving your goals. Depending on your case, in some instances, probationers will graduate from Drug Court, but remain on probation.

After graduation, you may remain on probation with the Department of Corrections and, accordingly, will be required to participate in activities assigned by the Drug Court Judge. These activities may include, but are not limited to, the following: group sessions, AA/NA meetings, mentoring, public speaking, continued employment, and ongoing payment of court obligations.

For those who are not under supervision after graduating, we would encourage you to continue in the above-mentioned activities as you strive to live a law-abiding, drug-free lifestyle one day at a time.



**PUTNAM ADULT DRUG COURT OPERATION (PADCO)
PARTICIPANT CONTRACT**

NAME _____ ID# _____ DC# _____

1. I agree to participate in all alcohol and other drug treatment requirements as directed by the Court and specified in my individualized treatment plan. My plan will likely involve participation in treatment sessions and support groups such as twelve step meetings, smart recovery, church attendance or an approved alternative. This plan is intended to help me live a law-abiding, drug free lifestyle. My level of participation in treatment will be reported to the Drug Court Judge.
2. I understand I will be supervised by the Department of Corrections and agree to follow all conditions of my probation/community control as ordered by the Court.
3. I understand failure on my part to comply with the requirements of this contract will result in consequences being imposed including, but not limited to incarceration in the county jail and community control (house arrest).
4. I understand if I fail to successfully complete this program and am terminated from the program, I will be sentenced to any lawfully allowed sentence which may well include prison.
5. I will be on time for all treatment sessions, court dates and other scheduled appointments.
6. I will pay fees as directed by the Court.
7. I understand I will be required to submit to random urine screens and breath tests.
8. I understand if I fail to produce a urine specimen or if it is not of sufficient quantity, it may be considered a stall on my part and it may be treated as if it was positive for drugs/alcohol.
9. I understand that failure to fully participate, failure to appear, positive urine tests and other program failures may result in consequences being imposed against me.
10. I understand that any attempt to falsify a urine test is grounds for immediate termination.
11. I understand a missed drug test may be considered a test which is positive for drugs and will be subject to the same consequences as a test which tested positive for drugs.
12. I agree to sign a consent form waiving confidentiality of any medical, treatment or social service records. If I withdraw consent, I understand that I may be terminated from drug court.
13. I understand that after entry into PADCO, statements made by me to any member of the PADCO Team regarding the current offense which I am charged will not be used against me in any action or proceeding while participating in the drug court program.

14. I understand that a failure to appear for a court date or any other breach of this agreement may result in an immediate bench warrant.
15. I agree to keep the Court, Treatment Provider and Probation informed of my current address and telephone number(s).
16. I agree that I will not use, possess, or associate with persons who uses or possesses any controlled substance or illegal drug such as marijuana, heroin, cocaine, methamphetamine, PCP, or LSD. I will not use or possess alcohol or visit any place where the sale of alcohol is the primary source of income (such as bars and package stores).
17. I understand I will not use or possess any prescription drugs without a valid prescription. If prescribed medication, I will consult my treatment counselor prior to taking it (except in the event of an emergency). I am responsible for confirming with a pharmacy or medial professional that any prescription medications or over-the-counter medications I may take are non-addictive and do not contain alcohol. I will not eat any foods containing poppy seeds or take over-the-counter medications which may result in a false positive urine test. Before purchasing or taking any over-the-counter drugs, I will contact my treatment counselor for approval and permission to purchase and use “over the counter medications”.
18. I will not eat foods containing poppy seeds. I will be mindful that some foods, drinks, or supplements can result in false positive urine tests. For example, poppy seeds, pure vanilla, protein, and energy drinks, etc. I understand that a positive test is a positive test, and I am responsible for what I consume.
19. I understand that using ANY mood-altering substances may result in removal from the Putnam Adult Drug Court Program.
20. I understand I will not use any electronic devices during treatment, community service, AA/NA meeting and court proceedings.
21. I understand that I will not discuss or disclose any information regarding drug court and any participants through social media.

Date: _____ Participant Signature: _____

Date: _____ Witness: _____

CONSENT FOR DISCLOSURE OF CONFIDENTIAL SUBSTANCE ABUSE INFORMATION:

PUTNAM ADULT DRUG COURT OPERATION

423 St. Johns Ave.

Palatka, FL 32177

(386) 329-3757

I, _____, hereby consent to communication between the PADCO's treatment provider; Drug Court Judge; Putnam County State Attorney's Office; Putnam County Public Defender's Office or my private counsel; State of Florida, Department of Corrections Probation and Parole representative; PADCO's Program Coordinator; PADCO's program evaluator, Putnam County Sheriff's/Medical Department, and/or any additional person working directly with the PADCO.

The purpose of and the need for this disclosure is to inform the Court and other above-named parties of my eligibility and/or acceptability for substance abuse treatment services and my treatment attendance, prognosis, compliance, and progress in accordance with the drug court monitoring criteria.

Disclosure of the confidential information may be made only as necessary for and pertinent of hearings and/or reports concerning my charges of _____, case number _____.

I understand that this consent will remain in effect and cannot be revoked by me until there has been a formal and effective termination of my involvement with the drug court for the case named above, such as the discontinuation of all court and/or probation supervision upon my successful completion of the drug court requirements or upon sentencing for violating the terms of my drug court involvement and/or probation.

I understand that Part 2 of Title 42 of the Code of Federal Regulations, which governs the confidentiality of substance abuse patient records, binds any disclosure made and that recipients of this information may redisclose it only in connection with their official duties.

Date: _____ Participant Signature: _____

Date: _____ Witness: _____

Notice to patients pursuant to 42 C.F.R. § 2.22.

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations. Generally, the treatment provider may not say to a person outside the program that a patient attends the program or disclose any information identifying a patient as an alcohol or drug abuser; unless:

- (1) The patient consents in writing;
- (2) The disclosure is allowed by a court order; or
- (3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations. Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime. Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

PRE-GRADUATION QUESTIONNAIRE

On a separate sheet of paper, answer the following questions. Use white, standard size paper, single-sided only. Please use a pen or type your responses. Include the questions, then the answer.

It is to your advantage to provide as much detail and information as possible when answering these questions. Make sure your name is on every page and remember this is a reflection of your time spent in Drug Court.

1. How long have you been clean and sober?
2. Describe your sober support system and how you plan to use it after completing drug court.
3. Are you currently employed?
4. How long have you been employed?
5. What kinds of work do you or could you do?
6. Is there room for advancement where you work?
7. What are your educational plans or goals?
8. Describe your life prior to your entry into the Drug Court Program.
9. Describe how your life is different today (after Drug Court).
10. What did you like most about the Drug Court Program? Why?
11. What did you like least about the Drug Court Program? Why?
12. Describe, in detail, the following:
13. Two of your 90-day goals after graduating from the program.
14. Two of your 6-month goals after graduating from the program.
15. Two of your one-year goals after graduating from the program.
16. Do you have “life goals” and how do you intend to attain them?
17. Do you intend to stay alcohol/drug free? Why? How?
18. Do you intend to stay crime free? Why? How?
19. Describe how your recovery has affected your relationship with others (spouse, children, parents, sisters/brothers, and close friends).
20. How will you handle stressful situations?
21. Where do you live? Who else lives with you?
22. What support groups are you attending?
23. Do you have any commitments to the support groups you attend?
24. Do you remember your arresting officers name(s) and would you like to invite him/her to the graduation?
25. Have you re-united with any of your children during your treatment here at Drug Court?
26. Has anyone in your family gone into recovery because of your being in Drug Court?

When you have completed the questionnaire, please return your responses to your Drug Court Probation Officer at least two weeks prior to your graduation.

PADCO Phase Requirements Structure

Phase I: Assessment, Orientation and Stabilization - At a minimum:

1. Minimum duration of two months
2. Participant will have mandatory curfew upon entering program and the duration of phase 1 (9:30pm-6:00am)
3. Participant will appear in Court at least once per week.
4. Participants will participate in at least four group counseling sessions per week.
5. Participant will complete at least two individual counseling sessions during the phase.
6. Participant will comply with random urinalyses testing - a minimum of three times per week.
7. Participant will attend at least two support groups per week. One must be attended at the treatment site.
8. Participant will make five face to face contacts with probation staff each week
9. Participant will pay \$20 per week towards Drug Court fine.
10. No family counseling sessions are required unless specified in individualized counseling plan.
11. Prior to advancing to Phase Two, the participant must:
 - A. Be current on program related financial obligations.
 - B. Obtain approval of the Drug Court Team, utilizing the "Request to Advance" form
 - C. Progress in individualized treatment plan to include acquiring a primary support group, counselor approved support person and weekly peer counseling activities.
 - D. Accumulate forty-five (45) "consecutive clean days" while in the program.
 - E. Present a signed "Sponsorship Agreement".
 - F. Complete and follow a personal budget to include DOC payment plan.

Phase II: Intensive Outpatient Treatment - At a minimum:

1. Minimum duration of four months
2. Mandatory curfew will be modified on a case-by-case basis.
3. Participant will appear in Court at least once every two weeks.
4. Participant will participate in at least three group counseling sessions per week consisting of at least one session that will address relapse prevention or topics directly related to recovery and one family counseling session every two weeks. (Participant will encourage family members and/or significant others to participate as instructed)
5. Participants will complete at least two individual counseling sessions as instructed.
6. Participants will comply with random urinalyses testing - a minimum of two times per week.
7. Participants will attend at least three support groups per week. One must be attended at the treatment site.
8. Participant will make two face to face contacts with probation staff each week
9. Participant will pay \$20 per week towards Drug Court fine.
10. Prior to advancing to Phase Three, the participant must:
 - A. Be current on program related financial obligations.
 - B. Obtain approval of the Drug Court Team, utilizing the "Request to Advance" form
 - C. Progress in individualized treatment plan to include completing step ten of MRT, starting a moral inventory of self, maintaining contact with primary support group and approved support person.
 - D. Complete reading the main book from the support group of your choice
 - E. Accumulate ninety (90) "consecutive clean days" while in Phase Two
 - F. Complete Family Group Exit Paper as outlined in your Treatment Plan.

Phase III: Skills - At a minimum:

1. Minimum duration of four months
2. Participants will appear in court at least once per month.
3. Participant will participate in at least one group counseling session per week.
4. Participant will complete individual counseling sessions as directed.

5. Participant will comply with random urinalyses testing - a minimum of once each week.
6. Participants will attend at least three support groups per week. One must be attended at the treatment site.
7. Participant will make one face to face contact with probation staff each month.
8. Participant will pay \$20 per week towards Drug Court fine.
9. Participants will participate in at least one family counseling session per week and encourage family members, or significant others, to participate as instructed.
10. Participant will participate in at least one life skill class per week.
11. (Three of the life skill classes during the phase must address parenting, childcare, and pregnancy.)
12. Prior to advancing to Phase Three, the participant must:
 - A. Be current on program related financial obligations.
 - B. Obtain approval of the Drug Court Team, utilizing the "Request to Advance" form
 - C. Progress in individualized treatment plan to include completing a moral inventory of self, maintaining contact with primary support group and counselor approved support person.
 - D. Maintain regular contact with twelve step sponsors.
 - E. Accumulate one hundred twenty (120) "consecutive clean days" while in Phase Three
 - F. Together with the treatment clinician, develop a written continuing care plan.
 - G. Complete Phase Three Project as outlined in your Treatment Plan.
 - H. Complete and have verified one hundred forty (140) community service work hours.

Phase IV: Continuing Care - At a minimum:

1. Minimum duration of two months
2. Participants will appear in court at least once a month.
3. Participants will participate in at least two group counseling sessions that focus on relapse support.
4. Participant will complete at least two individual counseling sessions during the phase.
5. Participant will comply with random urinalyses testing upon request.
6. Participants will attend support groups at least four times per week.
7. Participant will make one face to face contacts with probation staff each month.
8. Participant will pay \$20 per week program fee.
9. Participant will participate in family counseling sessions as directed, and encourage family members, or significant others, to participate as instructed.
10. Participant will participate, as directed by treatment clinician, in at least two peer led treatment activities such as being a peer leader, guest speaker, or other similar activity.
11. Prior to Graduating from the program, the participant must:
 - A. Be current on program related financial obligations in accordance with your Offender Financial Obligation Agreement (OFOA)
 - B. Obtain approval of the Drug Court Team by submitting an application to Graduate / Questionnaire to Program Coordinator
 - C. Progress in individualized treatment plan to include maintaining contact with primary support group and counselor approved support person.
 - D. Accumulate one hundred eighty (180) "consecutive clean days" which may include clean days accumulated during Phase Three, provided no relapse occurs in Phase Four
 - E. Together with the treatment clinician, update a written continuing care plan.
 - F. Be crime-free as evidenced by having no new arrests.
 - G. Maintain employment, full time student status or other alternatively approved requirements.
 - H. Complete a typed Phase four project as outlined in your Treatment Plan.
 - I. Complete an approved picture collage which must be turned in with your final Phase four project to your Primary Counselor.
 - J. Must complete a Phase Up to Graduation form and turn in to the coordinator a week before set graduation.
 - K. Attend two court weeks back-to-back right before set graduation date.

PADCO Phase Requirements Structure

When combined with Long Term (Six Months) Residential Treatment

A Drug Court Program participant that needs long-term residential treatment may gain access to such services via funds made available through the State of Florida. These residential treatment services are of great value! Such an individual must follow the rules of the residential program while remaining a drug court participant. Progress in residential treatment will be periodically reviewed by the Drug Court Judge and Team to include status conferences in front of the Drug Court Judge if deemed necessary.

After completing the residential portion of the program, the participant should expect to return with a curfew to be modified on a case-by-case basis at the discretion of the courts. A participant can advance through subsequent phases in an accelerated fashion provided that the participant follows the program rules such as remaining drug free. The minimum duration of phases two, three and four will simply be the same as the minimum required number of consecutive clean days needed to advance. The responsibility to remain drug free belongs to the participant. Using mood altering substances after having completed long term residential treatment will result in a participant not being able to advance any faster than the standard Drug Court Program regimen. Therefore, a person that begins the Drug Court Program in long term residential treatment can complete the program in approximately 15 months if abstinence is practiced. Otherwise, the program will take substantially longer to complete. The Drug Court Judge and Drug Court Team will continue to determine exactly when any program participant will advance to a subsequent phase.

Phase 1: Long Term Residential Treatment Program

1. Expected duration: One hundred eighty (180) days.
2. May advance to Phase 2 upon successful completion of residential program.

Phase 2:

1. Minimum duration needed to advance equals ninety (90) days.
2. The minimum number of consecutive clean days needed to advance equals ninety (90) days.
3. All other requirements to advance are the same as for other participants.

Phase 3:

1. The minimum duration needed to advance equals one hundred twenty (120) days.
2. The minimum number of clean days needed to advance equals one hundred twenty (120) days.
3. All other requirements to advance are the same as for other participants.

Phase 4 (Continuing Care):

1. Minimum duration equals sixty (60) days.
2. To graduate, a participant must accumulate one hundred eighty (180) “consecutive clean days” which may include clean days accumulated in Phase Three, provided no relapse occurs afterward.
3. All other requirements to graduate are the same as for other participants.

Minimum Duration Calculation: $180 + 90 + 120 + 60 = 450$ days or 15 months

STEWART – MARCHMAN – ACT BEHAVIORAL HEALTHCARE

PERSONAL BUDGET

Program Name: PADCO

RU: 4542

Date:

Client Name:

MR#:

Employer: _____

Drug Court Expenses (check if current or delinquent)

Weekly Hours: _____

Current Delinquent _____ Amount Delinquent: _____

Bi-weekly Hours: hrs

Total DOC amount: _____

Hourly Wage: \$ _____

Pay check amount before taxes:	\$	-	Amount after taxes:	\$	-
Other Income:	\$	-	Monthly Income:	\$	-
Monthly Expenses: List all MONTHLY household expenses (i.e.) electric, water, etc.					
Treatment Costs			\$	-	
Personal Items			\$	-	
Electric			\$	-	
Water			\$	-	
Rent			\$	-	
Food/Groceries			\$	-	
Gas			\$	-	
Car Insurance			\$	-	
Car Payment			\$	-	
Cell Phone			\$	-	
Child Support			\$	-	
Child Care			\$	-	
Total monthly expenses					
Balance after expenses			\$	-	
Monthly amount to DOC			\$	-	

**Attached: copies of bills and pay stub or hour/pay documentation from employer

I _____ have completed my budget and payment plan to address my DOC and Restitution. I have agreed to pay \$_____ monthly beginning _____ and by the _____ of each month.

Client Signature

Date

Therapist Signature

Date

**Putnam Adult Drug Court Program
Request to Advance from Phase 1 to Phase 2**

Participant Name: _____ Requested Phase up Date: _____

In order to be considered for advancement this form must be completed and submitted to the Drug Court Coordinator one week prior to your requested advancement date.

I have met or exceeded all of the requirements of this drug court program so far and believe that I should advance to Phase 2 on _____. This is why:

1. I have been in Phase 1 of this program for _____ months (at least 2 months).
2. On the following date, _____, I earned _____ "clean days" (minimum 45 consecutive days) because I did not use any alcohol or other drugs prohibited by the program for at least that long or since then, plus my drug screens agreed.
3. While in phase 1, I attended weekly individual sessions and 4 group sessions a week.
4. I have met with my treatment counselor in order to complete a review of my phase 1 treatment plan and assure that I have met all required objectives.
5. I have met with the coordinator and know that I am current with my treatment fees because I recently confirmed that I paid \$ _____ of my total bill of \$ _____ (\$20 X number of weeks in program).
6. I have secured and submitted my sponsorship form which was confirmed by my treatment counselor.
7. I have participated in weekly peer counseling activities with my assigned peer counselor.
8. I have met with my primary counselor and completed a budget plan which was accepted by the drug court team.
9. I am in compliance with my approved budget and DOC payment plan.
10. I acknowledge that I am responsible for 140 community service hours prior to advancing to phase 4 of the program and have completed _____ hours while phase 1.

Please take some time to reflect on your Phase 1 experience and write at least two paragraphs regarding what you have learned:

Continue on the Back

**Putnam Adult Drug Court Program
Request to Advance From Phase 1 to Phase 2**

The decision to advance into the next phase is a Team decision; however the Presiding Judge will make the final decision. Good Luck.

We agree that this participant should advance to Phase 2!

Drug Court Participant Date

Drug Court Treatment Counselor Date

Drug Court Coordinator Date

Drug Court Supervision Officer Date

**Putnam Adult Drug Court Program
Request to Advance from Phase 2 to Phase 3**

Participant Name: _____ Requested Phase up Date: _____

In order to be considered for advancement this form must be completed and submitted to the Drug Court Coordinator one week prior to your requested advancement date.

I have met or exceeded all of the requirements of this drug court program so far and believe that I should advance to Phase 3 on _____. This is why:

1. I have been in Phase 2 of this program for _____ months. I have successfully completed a long term residential program? ____Yes ____No
2. On the following date, _____, I earned _____ “clean days” (minimum 90 consecutive days) because I did not use any alcohol or other drugs prohibited by the program for at least that long or since then, plus my drug screens agreed.
3. While in phase 2, I attended bi-weekly individual sessions and 3 group sessions a week.
4. I have met with my treatment counselor in order to complete a review of my phase 2 treatment plan and assure that I have met all required objectives.
5. Completed through Step 10 of MRT.
6. Completed and submitted Family Group Exit Paper to Group Facilitator.
7. I have participated in weekly peer counseling activities with my assigned peer counselor.
8. I am in compliance with my approved budget and DOC payment plan.
9. I acknowledge that I am responsible for 140 community service hours prior to advancing to phase 4 of the program and have completed _____ hours while phase 2.

Please take some time to reflect on your Phase 2 experience and write at least two paragraphs regarding what you have learned:

Continued on the Back

**Putnam Adult Drug Court Program
Request to Advance from Phase 2 to Phase 3**

The decision to advance into the next phase is a Team decision; however the Presiding Judge will make the final decision. Good Luck.

We agree that this participant should advance to Phase 3!

Drug Court Participant Date

Drug Court Treatment Counselor Date

Drug Court Coordinator Date

Drug Court Supervision Officer Date

Putnam Adult Drug Court Program Request to Advance from Phase 3 to Phase 4

Participant Name: _____ Requested Phase up Date: _____

In order to be considered for advancement this form must be completed and submitted to the Drug Court Coordinator one week prior to your requested advancement date.

I have met or exceeded all of the requirements of this drug court program so far and believe that I should advance to Phase 4 on _____. This is why:

1. I have been in Phase 3 of this program for _____ months. I have successfully completed a long term residential program? ____ Yes ____ No
2. On the following date, _____, I earned _____ "clean days" (minimum 120 consecutive days) because I did not use any alcohol or other drugs prohibited by the program for at least that long or since then, plus my drug screens agreed.
3. While in phase 3, I attended monthly individual sessions and 2 group sessions a week.
4. I have met with my treatment counselor in order to complete a review of my phase 3 treatment plan and assure that I have met all required objectives.
5. My phase 3 project has been completed, submitted, and approved by my primary treatment counselor.
6. I have provided peer counseling to my assigned participant at least weekly.
7. I am in compliance with my approved budget and DOC payment plan.
8. I have met with my supervising officer and confirmed that I have completed a total of _____ community service hours. (Must total at least 140 hours).

Please take some time to reflect on your Phase 3 experience and write at least two paragraphs regarding what you have learned:

Continue on the Back

The Mission and the Vision of the Florida Judicial Branch

Mission & Vision

The mission of the judicial branch is to protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes.

Vision of the Florida Judicial Branch

Justice in Florida will be accessible, fair, effective, responsive, and accountable.

- **To be accessible**, the Florida justice system will be convenient, understandable, timely, and affordable to everyone.
- **To be fair**, the Florida justice system will respect the dignity of every person, regardless of race, class, gender, or other characteristic, apply the law appropriately to the circumstances of individual cases, and include judges and court staff who reflect the community's diversity.
- **To be effective**, the Florida justice system will uphold the law and apply rules and procedures consistently and in a timely manner, resolve cases with finality, and provide enforceable decisions.
- **To be responsive**, the Florida justice system will anticipate and respond to the needs of all members of society and provide a variety of dispute resolution methods.
- **To be accountable**, the Florida justice system will use public resources efficiently and in a way that the public can understand.

<http://www.flcourts.org/florida-courts/mission-and-vision.shtml>