

# Williamson County Veterans Treatment Court



## PARTICIPANT HANDBOOK



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## **WELCOME TO THE WILLIAMSON COUNTY VETERANS TREATMENT COURT**

Welcome to the Williamson County Veterans Treatment Court (“WCVTC”). This handbook will provide you with a description of what is expected of you as a Veterans Treatment Court participant. Participants are encouraged to share this handbook with family and friends. Three simple rules will ensure success:

- 1. Show up**
- 2. Try hard**
- 3. Be honest**

## **VETERANS TREATMENT COURT DESCRIPTION**

The WCVTC is a voluntary program with a Project Team dedicated to working with the Veteran participant to guide him/her towards successful completion of the program. The Project Team includes the Judge, Defense Attorney, Prosecutor, Program Coordinator, Program Probation Officer, Probation Officer from Adult Probation, Mental Health Professionals, Veteran Mentor Coordinator, and the Veterans Justice Outreach Specialist (VJO). Veterans will be provided with referrals for services needed to begin implementation of their plans and will be scheduled for a series of court appearances to monitor and reinforce their progress towards meeting the objectives of their treatment and completion of the phases in the Court Program. Once the objectives have been successfully met, the Veteran will graduate from the Program.

The Court Program has two tracks available for Veterans who are charged with a crime that may be related to or resulting from their military service. The two tracks available are the Pre-trial Diversion Track or the Probation Track. The Court Program may offer Veterans an opportunity to avoid prosecution and a criminal conviction if eligible for the Pre-Trial Diversion Track. The track will be determined by reviewing the nature of the arrest and the Veteran will be informed of the track available to them prior to their decision to participate in the Court.

Participants in the Court Program will be assessed for psychological needs, chemical dependency, and other issues that can be addressed through various types of treatment and supportive services. The assessment of the Veteran will be done by the Program Case Manager. A treatment plan will be developed by the Program Case Manager and the Veteran after completion of the assessment. The Treatment Plan may be revised while the Veteran is enrolled in the Court Program, to meet the individualized needs of the Veteran, as treatment progresses, and information becomes available.

A case plan will also be created after the Veteran completes an evidenced-based Texas Risk Assessment with the Probation Officer. The case plan will allow the Veteran input on individualized goals that they would like to achieve while in the Court Program. Some of these goals may include assisting the participating Veteran with obtaining employment, education, VA benefits, and health and housing services.

The treatment and case plans (plans) will be reviewed with the Veteran prior to pleading into the Court Program. After pleading into the Court, the Veteran will again review their plans with their Probation Officer prior to signing the plans and beginning their Court Program. The Veteran will review the plans with the Probation Officer again after completion of Phase 2 of the program.

## **MISSION STATEMENT**

The Mission of the Williamson County Veterans Treatment Court (WCVTC) is to enhance public safety and empower veterans to be productive members of the community by providing a judicially supervised, therapeutic Court that ensures accountability and recovery.

## **ELIGIBILITY CRITERIA FOR PARTICIPATION**

The WCVTC accepts all military branches-including reserves, National Guard and Active-Duty Military service members who are charged with a crime in Williamson County and the crime charged is appropriate for the Veterans Treatment Court.

The criteria for eligibility include the following:

- You must be at least 18 years of age.
- You have received an honorable or general under honorable conditions discharge. Other discharge conditions are considered on a case-by-case basis.
- You have received a mental health diagnosis that has materially affected your criminal conduct for which you are being charged OR considering the circumstances of your conduct, personal and social background, and criminal history the WCVTC is likely to achieve the objective of ensuring the public safety through rehabilitation of the veteran in the manner provided by Texas Penal Code, Section 1.02(1).

## **PROCESS**

The Veteran will submit to the Veterans Treatment Court an application for consideration into the WCVTC. Admissions to the WCVTC is not automatic and assistance with an attorney in preparing your application is recommended, but not required.

Completed applications, a copy of your DD214 or Orders, and a Release of Information is submitted to the Program Case Manager and forwarded to the County Attorney's Office for review to determine your eligibility based upon criminal history and current charges. The Program Case Manager will meet with you to go over the requirements of the WCVTC and to conduct substance abuse and/or mental health assessments to develop an individualized treatment plan with you.

If program criteria are met and you are accepted into the WCVTC your case will be transferred to the Veterans Treatment Court.

## **PROGRAM LENGTH**

The Veterans Court Program is minimally a 12-month program that is broken up into five phases. The exact length of time in the program is determined by each participant's needs, progress towards successful implementation of the veteran's treatment and plans, nature of the offense, and arrest history.

## COURT SESSIONS

Court is held the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month in County Court at Law #2 located at 405 Martin Luther King St., Georgetown, Texas. There are two veteran court dockets – one at 2:00 p.m. and one at 4:00 p.m.

## SUPERVISION

You will be required to appear in court for progress reviews. The Judge will be given a progress report prepared by your Probation Officer, with input from the Project Team, regarding your performance in the program. If you are doing well, you will be encouraged to continue with the program, and to work with your project team toward success. If you are not doing well, the Judge will discuss this with you and the project team, and further action will be determined.

## PROGRAM RULES

1. **Attend all ordered treatment sessions** - This includes individual and group counseling, educational sessions, doctor appointments, recovery support/self-help meetings, and any other treatment requirements.
2. **Report to your Probation Officer as directed** - You must comply with all conditions of probation as directed by your Probation Officer. You must also notify your Probation Officer prior to any change in residence. If you are unable to report as directed, contact your Probation Officer immediately.
3. **Submit to drug and alcohol testing** - Sobriety is a primary focus of this program. Maintaining a lifestyle free of drugs and alcohol is very important in your recovery process. Do not use or possess any drugs or alcohol. You must be prepared to provide a urine sample at each visit to the VA and Probation. If you fail to provide a monitored urine sample, this will be considered a positive drug test. You must notify your project team of any prescription or over-the-counter medication or supplements prior to taking any unless it is a medical emergency.
4. **Be on time to all appointments including court appearances** - If you are late for a counseling session or testing, you may not be allowed to participate or test and will be considered non-compliant.

## PROGRAM FEES

All WCVTC clients are required to pay a minimum program fee as mandated by the WCVTC Judge. Each client will be required to pay a \$250.00 program fee, which will be made in monthly payments towards the cost of the program operations. All program fees must be paid in full to fulfill the requirements for graduation unless otherwise ordered by the WCVTC Judge. If clients are unable to afford the program fee the Probation Officer will assist the client in arranging community service in lieu of the program fee upon approval from the Judge.

In addition, as a participant on Track 2 probation, you will be required to pay the cost of probation supervision, which is \$40.00 a month. Payments will be made directly to the Probation Department. Treatment providers and/or residential treatment programs may also impose their own fees on a sliding scale. No one will be refused services due to an inability to pay.

## **DRUG TESTING**

You will be tested for drug and alcohol use at random times throughout the entire treatment process. During Phase 1 through 4, you will be tested a minimum of two times weekly. Once you advance to Phase 5, you may be tested less frequently. Additionally, you may be required to wear a drug test patch (a 24-hour drug testing device). The Judge will have access to all drug test results, including any failures to test, and may order a drug test at any time. Relapse may occur in recovery; however, a positive, dilute, or missed test will result in a court-imposed sanction. Tampering with any drug test will be deemed a positive test.

## **TREATMENT**

The treatment team will assess what level of treatment will best meet your needs and recommend to the Judge that you receive either outpatient or residential treatment. If you are admitted to a residential treatment program, your treatment plan will include the requirements of that program. Upon release from a residential program, you will continue your participation in the program as directed by the Judge and project team. If you are not admitted into a residential treatment program, you will participate in a multi-component, outpatient program developed through the VA, the Local Mental Health Authority, or private provider, which includes developing a treatment plan, drug testing, counseling, recovery support services, recovery support/self-help meetings, and working with your mentor.

## **COUNSELING**

Counseling is comprised of two separate formats: individual and group. As part of your treatment plan, you will be required to participate in both types of counseling, if it is appropriate. You may be required to attend additional treatment such as Post Traumatic Stress (PTS) groups, Traumatic Brain Injury (TBI) treatment, anger management, parenting classes, or any other topic the treatment team recognizes as needed. Your attendance at both individual and group counseling sessions will be reported to the Judge as part of your progress report. You must have prior permission from your VA treatment provider or private provider to be excused from any counseling sessions.

## **RECOVERY / SELF-HELP MEETINGS**

You may be required to attend recovery support/self-help meetings. The frequency of required attendance is determined by your progress in the program and your phase level. Attendance is an important part of the recovery process. The meetings will familiarize you with the recovery support/self-help philosophy and help you to create social bonds with other recovering addicts. Your treatment team will provide you with information regarding the time and location of these meetings and will also direct you to special interest and recovery events in your community. You must provide proof of attendance to your Probation Officer prior to each court appearance.

## **MENTOR PROGRAM**

You will be assigned a volunteer veteran mentor from the community to support your efforts to create a better life. The goal of the mentor is to act as an ally and friend, and help fellow veterans successfully readjust to civilian life.

## **INCENTIVES**

If you comply during the program, the Judge may reward your positive progress and/or pro-social behavior with incentives. The following is not an exhaustive list.

- Court-announced perfect compliance list
- Drawings for gift certificates
- Applause/Praise from Judge & team
- Sports/Concert tickets
- Advancement to next phase
- Fewer court appearances
- Called first & leave early
- Adjust curfew
- Fun sober events
- Grant travel privileges
- Graduation ceremony

## **SANCTIONS**

If you are out of compliance or fail to follow the rules, the Judge may impose sanctions. The following is not an exhaustive list.

- Admonishment from the Judge
- Write an essay and read it aloud
- Increased reporting
- Increased frequency of court appearances
- Community Service
- Lengthen time in program
- Periods of incarceration

## **THERAPUTIC RESPONSES**

If you need additional support due to a recent relapse or experiencing triggers, the Judge may impose a Therapeutic Response. The following is not an exhaustive list.

- Increased Self-Help meetings
- Increased drug testing
- Thinking report
- Additional Therapy
- Financial study/budget report



## **TREATMENT PHASES**

The Veterans Treatment Court is a five-phase, highly structured program, lasting for a minimum of 12 months. Individual progress will vary. Each phase consists of specified treatment objectives and specific requirements for advancement into the next phase.

### **Phase One – Stabilization and Orientation (Minimum of 60 days)**

#### **Requirements**

- Be Honest.
- Attend Veterans Treatment Court hearings the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, as scheduled.
- Attend appointments with your Probation Officer weekly or as directed.
- Home checks - random
- Enroll in and attend treatment according to your Individualized Treatment Plan.
- Develop timeline to begin working on other goals as identified by the Veteran in the Texas Risk Assessment in the Case Plan.
- Comply with random urinalysis 2x/week and maintain sobriety.
- Evaluate housing, medical, and transportation needs.
- Prior to being promoted to the next phase Veteran must be sober for 14 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) with Probation Officer a minimum of 7 days prior to the Court date in which consideration for Phase 2 is requested. Advancement to Phase 2 will be dependent upon meeting the above expectations.

### **Phase Two – Treatment (Minimum of 60 days)**

#### **Requirements**

- Be Honest.
- Attend Veterans Treatment Court hearings the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, as scheduled.
- Attend appointments with your Probation Officer biweekly or as directed.
- Home checks – random
- Review Individualized Treatment Plan and update, as needed.
- Continue to work towards goals established in the Case Plan in accordance with timeline.
- Comply with random urinalysis 2x/week and maintain sobriety.
- Establish pro-social relationships with people who are supportive of recovery.
- Attend peer support, recovery, and/or self-help groups 2x/week.
- Review housing, medical, transportation, and financial needs.
- Prior to being promoted to the next phase, Veteran must be sober for 30 consecutive days.
- Submit a Phase Promotion Request with Probation Officer a minimum of 7 days prior to the Court date in which consideration for Phase 3 is requested. Advancement to Phase 3 will be dependent upon meeting the above expectations.



### **Phase Three – Pro-Social Habilitation (Minimum of 60 days)**

#### **Requirements**

- Be Honest.
- Attend Veterans Treatment Court Hearings on the 1<sup>st</sup> Thursday of every month, as scheduled.
- Attend appointments with your Probation Officer 2x/month.
- Home checks - random
- Review Individualized Treatment Plan and update, as needed.
- Attend group classes, as assigned.
- Comply with random urinalysis 2x/week and maintain sobriety.
- Attend peer support, recovery, and/or self-help groups 2x/week.
- Review housing, medical, transportation, and financial needs.
- Begin developing Pro-Social activity project.
- Complete 10 hours of Community Service Restitution.
- Maintain stable housing arrangements.
- Prior to being promoted to the next phase, Veteran must be sober for 45 consecutive days.
- Submit a Phase Promotion Request with Probation Officer a minimum of 14 days prior to the Court date in which consideration for Phase 4 is requested. Advancement to Phase 4 will be dependent upon meeting the above expectations.

### **Phase Four – Adaptive Habilitation (Minimum of 90 days)**

#### **Requirements**

- Be Honest.
- Attend Veterans Treatment Court hearings on the 1<sup>st</sup> Thursday of every month, as scheduled.
- Attend appointments with your Probation Officer monthly, as scheduled.
- Home checks - random
- Complete a Treatment review with your treatment provider.
- Attend group classes, as assigned.
- Comply with random drug testing 2x/week and maintain sobriety.
- Continue developing Pro-Social activity project.
- Attend peer support, recovery, and/or self-help groups 2x/week.
- Maintain stable housing arrangements and stable employment and/or enrolled in school, vocational training, or volunteer services, as directed.
- Prior to being promoted to next phase, Veteran must be sober for 60 consecutive days.
- Submit a Phase Promotion Request with Probation Officer a minimum of 21 days prior to the Court date in which consideration for Phase 5 is requested. Advancement to Phase 5 will be dependent upon meeting the above expectations.

## Phase 5 – Continuing Care (Minimum of 90 days)

### Requirements

- Be Honest.
- Attend Veterans Treatment Court hearings on the 1st Thursday of every month, as scheduled.
- Attend appointments with your Probation Officer monthly, as scheduled.
- Home checks - random
- Review treatment plan and develop an aftercare plan with treatment provider.
- Attend group classes, as assigned.
- Comply with random drug testing as directed and maintain sobriety.
- Complete Pro-Social activity project.
- Attend peer support, recovery, and/or self-help groups 2x/week.
- Maintain stable housing arrangements and stable employment and/or enrolled in school, vocational training, or volunteer services, as directed.
- To Graduate, Veteran must be sober for 90 consecutive days.
- Complete and submit a Veterans Court Program Graduation Request Form a minimum of 30 days prior to the Court that the graduation is requested. A request for graduation should include a “Hello to My New Life” letter that can be read at graduation.

### TRAVEL REQUESTS

- No travel requests will be granted during phase one of the WCVTC.
- A detailed written notice must be submitted to the Probation Officer **two weeks prior to the requested travel** for consideration and approval by the Court.
- All travel requests will include departure and return date and time, reason, full address, route, how the participant will travel, and copies of any reservations or orders. Additional requested information, additional UA's, and additional monitoring equipment may be required for all granted travel requests.
- Notice must be given as early as possible for work or emergency related travel requests. The work or emergency related travel requests will be considered on a case-by-case basis and is not a guarantee it will be granted.

### GRIEVANCES

All parties participating in the WCVTC have the right to express concerns, recommendations, and grievances. In addition, all parties have the right to request and receive responses via a procedure of due process. Anyone who wishes to file a complaint or grievance may do so without fear of negative repercussions. Grievances should first be submitted in writing to the Specialty Court Program Coordinator (405 Martin Luther King St., Box 4, Georgetown, Texas 78626), or by email (Brenda.Staples@wilco.org). Oftentimes, the complaint or grievance can be explained or corrected. However, you also have the right to submit your complaint or grievance directly to the Office of Court Administration, by email [Anissa.johnson@txcourts.gov](mailto:Anissa.johnson@txcourts.gov), by phone (512-936-0288), by fax (512-463-1648) or by mail (Office of Court Administration, Attn: Anissa Johnson, PO Box 12428, Austin, TX 78711).

### CONFIDENTIALITY

Your identity and privacy will be protected consistent with Federal Regulations and State laws (e.g., 42CFR, Part 2; 45CFR, Parts 160 and 164; CA Health & Safety Code Sections 11812(c) and 5328). 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 insure confidentiality. You are required to maintain confidentiality of other Veteran Court participants.

## **COURTROOM ETIQUETTE**

- **DO** arrive to treatment court proceedings 5-10 minutes early. If participant does not appear for Court as scheduled and does not have an excuse, a Bond Forfeiture Alias Warrant could be issued for participant's arrest.
- **DO Turn Off** phones/electronic devices before Court begins.
- **DO** address the Judge and staff with respect.
- **DO NOT** leave the Courtroom. Participant will remain in the courtroom until he/she is dismissed from the courtroom by the Judge at the end of Court. Exceptions can be made for early dismissal from Court upon written request to your probation officer and approval from the Judge.
- **DO NOT** talk in the Courtroom during the treatment court proceeding.
- **DO NOT** bring food, or beverages into the Courtroom, except bottled water.
- **DO NOT** chew gum in the Courtroom.
- **DO NOT** sleep in the Courtroom.
- **DO NOT** wear clothing with obscene or inappropriate language, pictures, or references to drugs/alcohol.
- **DO NOT** wear clothing or colors that show gang affiliation.
- **DO NOT** wear risqué clothing (i.e., revealing shirts, blouses, excessively short shorts) tank tops, muscle shirts, crop-tops, sweatpants, see through shirts, or unbuttoned shirts.
- **DO NOT** wear hats, bandannas, or sunglasses.
- **DO NOT** wear sagging pants (i.e., pants or shorts that hang below the waist, or with the crotch of the pants hanging to the knees).
- **DO NOT** wear shorts, even in the summertime.

## **CONCLUSION**

The Veterans Court program is designed to help you live in our community as a productive and responsible citizen. The Judge, the Court staff, and the treatment team will guide and assist you, but the final responsibility is yours. You must be committed to a better life. Remember the three basic rules:

**1. Be honest**

**2. Show up**

**3. Try hard**

## VETERANS COURT STAFF CONTACT INFORMATION

### Judge

Hon. Laura Barker  
County Court at Law No. 2  
405 Martin Luther King, St., Box 4  
Georgetown, TX 78626

### Probation Officer

Mike Holliday  
301 SE Inner Loop Rd, Suite 101  
Georgetown, Texas 78626  
512-943-3500  
[mike.holliday@wilco.org](mailto:mike.holliday@wilco.org)

### Prosecutor

Joe Register  
405 Martin Luther King Street, Box 7  
Georgetown, TX 78626  
512-943-1111  
[joe.register@wilco.org](mailto:joe.register@wilco.org)

### Defense Attorney

Joseph Marcee  
4500 Williams Suite 212-148  
Georgetown, TX 78633  
512-893-4501  
[joseph@marceelaw.com](mailto:joseph@marceelaw.com)

### Defense Attorney

Todd Ver Weire  
3011 Dawn Drive, Suite 104,  
Georgetown, TX 78628  
512-368-7202  
[todd@toddvwlaw.com](mailto:todd@toddvwlaw.com)

### Mentor Coordinator

Michael Carson  
713-857-2942  
[Carson09112001@gmail.com](mailto:Carson09112001@gmail.com)

### Specialty Court Coordinator

Brenda Staples  
405 Martin Luther King St., Box 4  
Georgetown, TX 78626  
512-943-1568  
[Brenda.Staples@wilco.org](mailto:Brenda.Staples@wilco.org)

### Program Case Manager

Erin Lucas  
405 Martin Luther King St., Box 4  
Georgetown, TX 78626  
512-943-1664  
[Erin.Lucas@wilco.org](mailto:Erin.Lucas@wilco.org)

### Supervisor of Specialty Courts

Jess O'Brien  
405 Martin Luther King, St.,  
Georgetown, TX 78626  
[Jess.obrien@wilco.org](mailto:Jess.obrien@wilco.org)

### Veterans Justice Outreach (VJO)

Tracie Dick  
901 Veterans Memorial Drive  
Temple, TX 76504  
512-663-2746  
[Tracie.dick@va.gov](mailto:Tracie.dick@va.gov)

### Director of Jail Division

Jonathan Lemuel  
1009 North Georgetown Street  
Round Rock, TX 78664  
512-869-2650  
[jonathan.lemuel@bbtrails.com](mailto:jonathan.lemuel@bbtrails.com)

### Military Veteran Peer Network

Marcos Garcia  
1009 North Georgetown Street  
Round Rock, TX 78664  
512-298-7590  
[Marcos.Garcia@bbtrails.org](mailto:Marcos.Garcia@bbtrails.org)

## GENERAL CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

I, \_\_\_\_\_, \_\_\_\_\_, hereby consent to reciprocal communication  
Name of Participant Date of Birth  
between the **Williamson County Veterans Treatment Court** team, which includes: The Judge, Court Coordinator, Program Case Manager, Prosecutor, Defense Attorneys, Probation Officers, Treatment Providers, Mentor Coordinator, and Veterans Justice Treatment Outreach (VJO).

The purpose for disclosure is to provide collaboration with the above entities regarding my attendance, progress, and attitude toward my evaluation and required treatment, education, or both. The extent of necessary information to be disclosed includes attendance, prognosis, required services, results of drug/alcohol screens, completion of classes, or \*other \_\_\_\_\_.

I understand that this consent will remain in effect until there has been a formal and effective termination of my involvement with the Williamson County Veterans Treatment Court.

I also understand that any disclosure made between the above name agencies or individuals regarding alcohol and drug abuse patient records is confidential and bound by Part 2 of Title 42 of Federal Regulations. The recipients of this information may disclose it only in connection with their official duties. I understand that matters relating to my case and compliance will be discussed in open court.

I have received a copy of this signed form.

_____ Participant Signature	_____ Date
_____ Participant Address	(____)____-____ Participant telephone
_____ Witnesses	_____ Interpreter if Applicable

(a photocopy of this completed form shall be valid as the original).

\*place N/A if not applicable

## **WILLIAMSON COUNTY VETERANS TREATMENT COURT BILL OF RIGHTS**

1. You have the right to accept or refuse participation after reading this explanation.
2. If you agree to treatment, you have the right to change your mind at any time (unless specifically restricted by law). Of course, if you withdraw from the VTC, your case returns to normal prosecution channels.
3. You have the right not to be discriminated against due to your race, creed, color, national origin, sex, or physical disability.
4. You have the right to a humane environment that provides reasonable protection from harm and appropriate privacy for your personal needs.
5. You have the right to be free from abuse, neglect, and exploitation.
6. You have the right to be treated with dignity and respect.
7. You have the right to appropriate treatment in the least restrictive setting available that meets your needs
8. You have the right to be told about the VTC rules and regulations before you are admitted.
9. You have the right to a Treatment Plan designed to meet your needs, and you have the right to take an active role in developing that plan.
10. You have the right to meet with staff to review and update the Plan on a regular basis.
11. You have the right to have information about you kept private and to be told about the times when the information can be released without your permission.
12. You have the right to receive an explanation of your treatment and your rights if you have questions while you are in the VTC.
13. You have the right to file a complaint and receive a fair response from the VTC within a reasonable amount of time.
14. You have the right to receive a copy of these rights before you are admitted into the VTC, including the address and phone number of the Texas Department of Criminal Justice.
15. You have the right to have your rights explained to you in simple terms, in a way you can understand, upon request.

If you feel that your rights have been violated or that you have been treated unfairly, you have the right to file a grievance with the Specialty Court Program Coordinator, in writing (405 Martin Luther King St., Box 4, Georgetown, Texas 78626) or by phone (512-943-1568). You also have the right to complain directly to the Texas Department of Criminal Justice at any reasonable time in writing (209 W. 14<sup>th</sup> St, suite 400, Austin, TX 78701) or by phone (512-305-9300). You may also file a complaint with Kathy Blankenship, CSCD H.R. Representative, of the Williamson County CSCD Department in writing (301 S.E. Inner Loop, Suite 101, Georgetown, TX 78626) or by phone (512-943-3875).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Promotion to the next phase is granted as recognition for compliance with the requirements you agreed to when accepted into the Veterans Court. These requirements are designed to help you meet the challenges of your post-service adjustment and to reduce your recidivism. Please explain to the Court what progress you feel you have made and why you should be promoted to the next level and what steps you intend to take to ensure that you maintain the positive status that you have demonstrated thus far:

[illegible]

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Williamson County Veterans Treatment Court Progress Self-Report

Veteran: \_\_\_\_\_ Court Date: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Court Level: \_\_\_\_\_

### Progress Since Last Court Appearance:

- Treatment Groups attended (dates): \_\_\_\_\_
- Groups Missed (dates): \_\_\_\_\_
- Support Groups attended (AA, Heroes Night Out, etc.): \_\_\_\_\_
- Reasons for Missing Groups: \_\_\_\_\_

### Coping Skills Used:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Plan of Action before next Court Appearance:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Other Comments or Concerns:

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## REQUEST FOR GRADUATION

I, \_\_\_\_\_, hereby request that I be considered for graduation from the Williamson County Veterans Treatment Court. In support of my request, I affirm the following are true:

1. I am currently in Phase 5 of WCVTC.
2. I have completed all the requirements of the Veterans Treatment Court as shown in the attached phase progress reports.
3. I have had no positive drug tests results (including missed, tampered, or diluted tests) for 90 consecutive days.
4. I have maintained consistent attendance at all court appearances and treatment appointments.
5. I have paid the \$250.00 program fee or as directed.
6. I have a definitive aftercare plan in place.
7. I have stable employment or productive use of time (community service or school attendance).
8. I believe I am ready to graduate.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness

**VETERANS TREATMENT COURT  
GRADUATION REQUEST**

Graduation from the Veterans Court is granted as recognition for compliance with the requirements you agreed to when you were accepted into the Veterans Court. These requirements were designed to help you meet the challenges of your post-service adjustment and to reduce your risk of recidivism. Please explain to the Court what progress you feel you have made since entering the Veterans Court Program and why you believe you are ready to graduate. With reflection of your success, please write a "Hello to My New Life" letter that demonstrates the transition that you have achieved during the Court Program and describes the new life that you are about to embark upon.

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\_\_\_\_\_. (Add pages as necessary)

Name: \_\_\_\_\_ Date: \_\_\_\_\_


## ADDENDUM #1

### REGARDING COURT HEARINGS/POLICIES IN VETERANS TREATMENT COURT IN THE EVENT THE COURTHOUSE IS INACCESSIBLE DUE TO A PANDEMIC

The Courts of Williamson County remain open. However, due to the inaccessibility of the courthouse, the Williamson County Veterans Treatment Court has made the following temporary adjustments and/or policies regarding the Williamson County Veterans Treatment Court (WCVTC).

1. **REMOTE COURT HEARINGS** will be conducted through TEAMS, a cloud-based software where all participants and WCVTC Team members will meet for court hearings remotely. There will not be in-person Court hearings at this time.
2. **HEARINGS** are still held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month.
3. Conditions of the program/probation must still be completed.
4. FAILURE to sign into the TEAMS remote hearing invite at your assigned time will be considered a **“failure to appear”** for Court.
5. **DOWNLOAD** the app for your phone and/or desktop at <https://teams.microsoft.com/downloads>.
6. **DO NOT WAIT** until the last minute to download the TEAMS app.
7. **A CALENDAR TEAM** invite with a link will be sent to you the day prior to your scheduled court hearing. You will need to accept the invite for the remote court hearing.
8. On the day of your scheduled hearing, you will need to click on the invite where it says, **“Join Microsoft Teams Meeting”**, and it will take you to the virtual court room.
9. Click on the  button and make sure your sound and video webcam are working.
10. **TREATMENT COUNSELORS/VJOs** have all set up remote counseling and groups. Please contact your treatment counselor/VJO for steps in how to engage with your group or one-on-one counseling sessions.
11. **RECOVERY MEETINGS** need to temporarily be done on-line, by phone, or through other web-based group meeting options. Please contact your probation officer for a list of options as **you are still required to do two meetings a week**.
12. Please make sure you notify your probation officer **within 24 hours** of any change in email or phone number, if not sooner.
13. If you have questions or are having trouble with the TEAMS app, please reach out to your probation officer for further guidance.

#### **General Directions on how to access a TEAMS invite:**

1. You will receive an invite for a meeting in your email. If you do not see the invite, please check your spam box. **Make sure your email and phone number are updated with your probation officer.**
2. Accept the meeting by Clicking the ***Join Microsoft Teams Meeting*** link.
3. Open TEAMS on the web or download the program app (preferred method).
4. You may have to enter your name and choose your audio and video webcam settings.
5. Click the **Join Now** button to be admitted into the court hearing.
6. Finally, if you are considered a guest you will be put into the meeting lobby. Once in the lobby the meeting organizer will be notified that you are there, and you will be admitted in.
7. If no one has admitted you within 15 minutes, you will be kicked out and you will need to join again.
8. You may also join the court hearing through the Meetings  calendar.

## **RULES OF COURT FOR REMOTE HEARINGS**

TEAMS Remote Hearings will be conducted the same as if the staff and participants were physically in the courtroom. Please observe the following RULES OF COURT while attending your remote court appearance.

1. Prior to the remote hearing, learn how to unmute your phone or computer. All participants will be muted until they are called on by the Judge.
2. Activate your video webcam once the remote hearing has begun.
3. Arrive on time to the remote hearing.
4. Dress appropriately for the remote hearing. No torn or dirty clothing, tank tops, halter tops, shorts, hats, or any clothing considered drug-related, sexually explicit or gang related.
5. Turn off electronic devices and cell phones before entering the remote hearing.
6. DO NOT chew gum, smoke, or eat during the remote hearing.
7. BE polite to the Court staff, Judge, and other participants during the remote hearing and use appropriate language.
8. DO NOT interrupt others while they are talking.
9. Be prepared for the remote hearing and be in a proper place. For example, DO NOT drive while attending the hearing or appear in your bedroom for the hearing.

## ADDENDUM #2

### Approved Over the Counter (OTC) Medication List

The following medications are approved for Court Participants to take without prior permission from their treatment provider and/or probation officer. **ONLY THE PARTICIPANTS PROBATION OFFICER/COMMUNITY SUPERVISION OFFICER**

**CAN APPROVE MEDICATION.** The Participant is responsible for all positive alcohol or drug tests which result from the use of medications which have not been approved by the participant's probation officer.

These medications must be taken at the appropriate dosage listed on the drug's label or a positive urine test could result. **DO NOT TAKE MORE THAN THE DOSAGE INDICATED ON THE LABEL!**

If you have any questions, please contact your probation officer and/or treatment provider for clarification. **EACH DRUG LISTED BELOW MUST BE TAKEN AS LISTED AND WITHOUT ANY OTHER ADDITIVES (i.e., NO TYLENOL COLDOR TYLENOL NIGHTTIME).**

**PAIN:** (none of the following can be the PM formula)

Acetaminophen 500 mg, 1 or 2 tablets every 4-6 hrs.

Ibuprofen 200-800mg, every 4-6 hours as needed

Aspirin

Excedrin Migraine

**STOMACH:**

Mylanta

Milk of Magnesia

Pepto Bismol

**ANTACIDS:**

Zantac

Pepcid

Prilosec

Tums/Rolaids

**FLU SYMPTOMS:**

Theraflu

Alka-Seltzer

**COUGH/COLD:**

Delsym (non-alcoholic/pediatric)

Mucinex (cannot be D or DM)

**JOINT PAIN:**

Tylenol Arthritis

Ben Gay muscle rub

& thermal patches

Icy Hot muscle rub

& thermal patches

**ALLERGIES:** (none of the following can be the D or DM formula)

Claritin

Allegra

Benadryl

**VITAMINS:**

Multivitamins

Prenatal vitamins

## **ADDENDUM #3**

### **FOOD, DRINKS, OR ITEMS THAT MAY CONTAIN TRACES OF ALCOHOL**

To avoid any difficulties or problems with your testing device, be mindful of eating any foods or drinking any liquids that may have any trace amounts of alcohol that would render a failing test. To do this, a participant should: (1) know all ingredients of foods or drinks, **READ LABELS**; (2) not eat or drink anything five minutes before testing; (3) and cleanout mouth by rinsing with water before testing.

It is important to follow the steps listed above. Below are examples of items to avoid which may contain trace amounts of alcohol:

- Alcohol based mouth wash and toothpaste
- Sugarless gum
- Alcohol based sweeteners
- Certain energy drinks or bars
- Hand sanitizer
- Kombucha
- Certain peanut butters
- Fermented soda drinks
- Nyquil
- Ripe or fermented fruit or foods
- “Alcohol Free” beer or wine (which may contain up to 0.5% alcohol by volume)
- Foods cooked with or contained with alcohol (studies have shown that 25% of alcohol may remain after one hour of cooking)
- Nutritional supplements taken as liquid or by dropper.

### **PRODUCTS THAT CONTAIN CANNABIDIOL, CBD, THC, OR SYNTHETIC MARIJUANA ARE PROHIBITED FOR PARTICIPANTS IN THE DWI/DRUG COURT PROGRAM**

These products are not regulated by the FDA and may contain the active ingredient in marijuana or other substances which could result in a positive drug test. The Participant is responsible for all positive drug tests which result from the use of such products. Participants are prohibited from the use of marijuana and CBD products even if they may be traveling in an area where such products may be legally used.





**WILLIAMSON COUNTY  
ADULT PROBATION (CSCD)**

301 S.E. Inner Loop Road  
P.O. Box 251 Georgetown, TX 78627-0251  
Phone: (512) 943-3500  
Fax: (512) 943-3510  
[www.adultprobation.net](http://www.adultprobation.net)

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**RELEASE OF INFORMATION**

A. I, \_\_\_\_\_ authorize reciprocal communication and release of information between the Williamson County Veterans Treatment Team the following: **assessment/treatment recommendation, participation, and attendance**, for the specific purpose of **specialty court staffing and participation**. This authorization includes verbal communication.

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B. I \_\_\_\_\_ authorize Williamson County Community Supervision and Corrections Department, Veterans Justice Outreach (VJO) and/or Treatment Providers to release the following information **assessments, treatment recommendations, meds, attendance, and participation in therapy/groups, appts, lab/drug screen results**, to Williamson County Veterans Treatment Court for the specific purpose of **specialty court staffing and participation**. This authorization includes verbal communication.

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I, \_\_\_\_\_ authorize: Both "A&B"

I have read and I do understand the above consent for releasing information, and I do sign this authorization for release of information freely, voluntarily and without coercion. I understand that my alcohol and/or drug records are protected under the Federal regulations governing Confidentiality of Alcohol and Drug Patient Records, 42 Code of Federal Regulations (CFR) Part 2, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CFR, Parts 160 and 164, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event the specification of the date, event, or condition upon which this consent expires is: **1 year from the date signed or discharge from treatment conditions**.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Signature of Witness

## RECEIPT AND REVIEW OF PARTICIPANT HANDBOOK

NAME: \_\_\_\_\_

CAUSE # \_\_\_\_\_

I, \_\_\_\_\_, ACKNOWLEDGE the receipt of the Williamson County Veterans Treatment Court Participant Handbook. By my signature below, I attest that I have been provided with a copy of the Participant Handbook and that I have reviewed it prior to agreeing to participate in the Veterans Treatment Court. Furthermore, I acknowledge that have been made aware of the Veterans Treatment Court program rules and responsibilities.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Participant Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature