

**WILLIAMSON COUNTY  
DWI/DRUG COURT PROGRAM  
COUNTY COURT #2**



**PARTICIPANT HANDBOOK**

*"Go confidently in the direction of your dreams. Live the life you have imagined."  
-Henry David Thoreau*

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# **WILLIAMSON COUNTY MISDEMEANOR DWI/DRUG COURT PROGRAM**

## **WELCOME**

Welcome to the Williamson County Misdemeanor DWI/Drug Court Program (DDCP). This handbook will provide you with a description of what is expected of you as a DDCP participant. You are encouraged to share this handbook with family and friends. Although the program requirements may seem overwhelming at first, once a routine is established participants do very well and see tremendous benefits in their lives. Three simple rules will ensure success:

### **1. Be Honest**

### **2. Show Up**

### **3. Do Your Best**

## **TREATMENT COURT DESCRIPTION**

The misdemeanor Williamson County DWI/Drug Court Program (DDCP) is a voluntary program designed to provide an alternative to the traditional method of adjudicating. It is led by Judge Laura Barker and supported by a team of professionals from the legal, law enforcement, and treatment communities.

The DDCP has two tracks available. It is designed to facilitate the rehabilitation of participants, who are accused or convicted of misdemeanor drug or alcohol offenses that meet criteria. All participants will have offenses which, in their totality, provide the DDCP at least 12 months of jurisdiction, but could be extended depending upon the treatment needs of each participant.

The two tracks available are Track One for low risk/high needs participants and Track Two for high risk/high needs participants. Deferred Adjudication probation is an option for individuals that either 1) failed out of the County Attorney's Pre-Trial-Intervention Program (PTIP) for continued alcohol use on a DWI<sup>1st</sup> offense and meet criteria or 2) those who meet criteria for deferred adjudication probation according to Texas' new statute for certain Driving While Intoxicated (DWI) offenses. Participants already under supervision that violate the terms of their supervision may be admitted to the DDCP.

The track and type of probation (formal or deferred adjudication) will be determined by reviewing the nature of the arrest, criminal history of the individual, and the assessments conducted by the Program Case Manager prior to their decision to participate in the court.

The goal of the DDCP is to reduce recidivism of eligible misdemeanor offenses, by identifying those individuals who require substance abuse treatment. By placing them in an

appropriate continuum of treatment, and monitoring them closely, accountability and recovery may be ensured.

### **MISSION STATEMENT**

The Mission of the misdemeanor Williamson County DWI/Drug Court Program is to enhance public safety by providing supervision and treatment to offenders through a judicially supervised, therapeutic Court that ensures accountability and recovery.

### **DDCP ELIGIBILITY CRITERIA**

The criteria for eligibility include the following:

- You must be at least 17 years of age.
- You must be eligible to be supervised in Williamson County as defined by TDCJ-CJAD Standards.
- You should not have holds or warrants from other jurisdictions or have other pending cases, although these participants may be considered for placement in the program on a case-by-case basis.
- You must be physically and mentally capable of participating in the program and meet its requirements.
- You must be placed on formal probation or deferred adjudication probation for at least a one-year term in DDCP; or be eligible for an extension of the term of community supervision, to allow for at least one year of DDCP placement.

### **PROCESS**

- The Applicant will submit an application to the DDCP Program Case Manager for consideration into the DDCP.
- Admission to the DDCP is not automatic, and the assistance of an attorney in preparing your application is strongly recommended.
- Completed application is submitted to the Program Case Manager and forwarded to the County Attorney's Office for review. An applicant's eligibility is based upon criminal history and current charges.
- Applications tentatively approved by the County Attorney's office, will be sent to the Program Case Manager, along with an approval letter and offense report.
- The Program Case Manager will contact the applicant and cc the defense attorney of the tentative acceptance. A pre-screening orientation and assessments to determine the applicant's level of treatment need/risk to reoffend will be scheduled to review program details, answer questions about the DDCP, and verify program appropriateness.
- The treatment counselor will assist in scheduling a medication-assisted treatment (MAT) referral to ensure the participant is receiving appropriate care and treatment, if needed.
- Staffing of the applicant to enter DDCP is done every Tuesday, unless noted otherwise.
- If program criteria are met and the applicant is accepted into DDCP, a plea date is scheduled, and the case is transferred to the DDCP.

## **PROGRAM LENGTH**

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

## **COURT SESSIONS**

Court is held on Tuesday of each week, except for the 5<sup>th</sup> Tuesday of the month. However, the Court at its discretion can use the 5<sup>th</sup> Tuesday of the month to hold Court if Court was cancelled in a previous week due to staff training, etc. You may not need to appear every Tuesday of the month, depending upon your Track and the phase you are in. Court is held at County Court at Law #2 located at 405 Martin Luther King St., Georgetown, Texas. Court begins promptly at 4:00pm for Track One and at 4:30pm for Track Two.

## **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 Treatment 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 Treatment 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. With repeated violations or failure to progress satisfactorily, the Judge may discharge you from the program. If this should occur, you are entitled to a hearing.

## **DRUG TESTING**

Participants will be tested for drug and alcohol use at random times throughout the entire treatment process. Participants will be tested a minimum of two times weekly. 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, diluted, or missed test will result in a court-imposed sanction and/or treatment response. Tampering with any drug test will be deemed a positive test and may result in program termination. The Judge will review all overall performance in the program; repeated offenses may result in progressively severe sanctions. Test can be sent off to a lab for further testing. If the test is found to be positive, the participant will cover the costs of the lab fees.

## **TREATMENT/COUNSELING**

The Program Case Manager will use the DUI-RANT (Risk and Needs Triage), PHQ-9 (patient health questionnaire), GAD-7 (general anxiety disorder), and PCL-5 (posttraumatic stress disorder checklist) assessments to establish the applicant's level of treatment needs and to verify program appropriateness. The use of medications in conjunction with the assessments and recovery support services to treat the participant for mental health and substance use is

used as needed. The treatment counselor will assist in scheduling a medication-assisted treatment (MAT) referral to ensure the participant is receiving appropriate care and treatment, if needed.

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 as appropriate. 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 the community supervision officer or treatment counselor to be excused from any counseling sessions.

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

You will be required to attend recovery support/self-help/peer support group meetings. 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 direct you to special interest and recovery events in your community. You must provide proof of attendance to your Community Supervision officer prior to each court appearance. You are also required to find a sponsor or mentor, depending on the type of support group you attend. You will need to provide proof to your probation officer for verification.

### **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 Community Supervision Officer as directed** - You must comply with all conditions of probation as directed by your Community Supervision Officer. You must request permission from your Community Supervision Officer prior to any change in residence or employment. If you are unable to report as directed, contact your Community Supervision 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 Probation office or Court.
  - If you fail to provide a monitored urine sample, this will be considered a positive drug test.
  - You must provide proof to your Community Supervision officer 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. Be courteous, others are counting on you!

### **COURT RULES**

1. No smoking in the courthouse.
2. To address the Judge, the participant shall approach the bench with the utmost respect for the position.
3. All cellphones must be turned off and put away upon entry into the courtroom or left in the car.
4. You will attend all scheduled court appearances on time.
5. No talking during court proceedings. If hearing is virtual, keep volume on mute until your name is called.
6. You must request permission from your community supervision officer to bring your children in the courtroom.
7. Backpacks will be searched upon entry to the Courthouse and must be placed in the back of the courtroom during hearings.
8. You will remain in the courtroom until dismissed by the Judge. In case of work-related emergencies, a written request asking to be excused must be submitted to your community supervision officer. The community supervision officer will advise you of the approval or denial decision.
9. In the event of a non-work-related emergency, you will present a short, handwritten statement of the emergency to the treatment provider and community supervision officer when possible. Otherwise, the treatment provider or probation must be informed verbally. The treatment provider or community supervision officer will advise you of the approval or denial decision.
10. If you do not appear on your regularly scheduled court date and you are not excused from court, the Judge may issue a warrant.
11. You must follow all rules of probation and your treatment provider.
12. Request to travel must be submitted to your community supervision officer at least two weeks in advance and be approved by the Court.
13. You must maintain gainful employment if you are physically able to do so. You can maintain full-time student status or a combination of the two to meet this requirement.
14. You agree not to consume or purchase alcoholic beverages or illegal drugs or visit places where alcohol or illegal drugs are sold, dispensed, or used. This includes patronizing places such as bars, liquor stores, taverns, pubs, clubs, parties, or other places that promote the sale or consumption of alcohol. Restaurants whose sale of alcohol is more than 50% of their total

revenue, are also prohibited.

15. You agree not to bring any dangerous weapon of any kind, including firearms or knives, to Court.
16. Driving while your license is suspended or revoked (without a valid occupational license) may result in jail, additional penalties, and increased license suspension periods.
17. You may not make threats towards other participants or staff or behave in a violent or threatening behavior. Violent or inappropriate behavior will not be tolerated.
18. You are prohibited from becoming romantically involved with any other Drug Court participant.
19. All law enforcement contact must be reported to your community supervision officer within 24 hours of contact.

### **COURTROOM ETIQUETTE**

1. **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 warrant could be issued for participant's arrest.
2. **DO** go to the bathroom before the treatment court proceeding begins.
3. **DO** Turn Off phones/electronic devices and place them in the basket upon entry into the Court.
4. **DO** address the Judge and staff with respect.
5. **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 and includes the virtual courtroom. Exceptions can be made for early dismissal from Court by approval from the Judge or written request through your community supervision officer.
6. **DO NOT** talk in the Courtroom during the treatment court proceeding.
7. **DO NOT** bring food, or beverages into the Courtroom, except bottled water.
8. **DO NOT** chew gum in the Courtroom.
9. **DO NOT** sleep in the Courtroom.
10. **DO NOT** wear clothing with obscene or inappropriate language, pictures, or references to drugs/alcohol.



11. **DO NOT** wear clothing or colors that show gang affiliation.
12. **DO NOT** wear risqué clothing (i.e., revealing shirts, blouses) tank tops, muscle shirts, crop-tops, sweatpants, see-through shirts, or unbuttoned shirts.
13. **DO NOT** wear hats, bandannas, flipflops, or sunglasses.
14. **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).
15. **DO NOT** wear shorts, even in the summer.

### **PROGRAM FEES**

All DDCP Participants are required to pay a minimum program fee as mandated by the DDCP Judge. Each Participant will be required to pay a \$500.00 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 DDCP Judge.

In addition, you will be required to pay for the cost of probation supervision, which is \$40.00 a month. All payments will be made directly to the Probation Department. No one will be refused services due to an inability to pay.

### **CONFIDENTIALITY**

All treatment-related documents, in accordance with federal, state, and local law, will be maintained to ensure that the privacy and the identity (for research purposes) of the individual DDCP Participants are protected. All DDCP Participants will be asked to sign a Consent to Release Information in accordance with confidentiality regulations. An identification number will be assigned to each Participant for use in conducting research and evaluations.

### **GRIEVANCES**

All parties participating in the misdemeanor Williamson County DWI/DrugCourt Program have the right to express opinions, recommendations, and grievances. In addition, all parties have the right to request and receive responses via a procedure of due process. If you have a complaint or grievance you may submit, without fear of negative repercussions.

Grievances should first be submitted in writing to the Specialty Court Coordinator (405 Martin Luther King St., Box 4, Georgetown, Texas 78626), or by email ([brenda.staples@wilco.org](mailto: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).

**Disparate Impact Statement:** The Williamson County DDCP serves a diverse population representing many different backgrounds. The DDCP strives to provide equal services for all participants entering the court and will not discriminate based on race, color, national origin, religion, gender, age, sexual orientation, or disabilities. Each participant will be encouraged to participate in evidence-based practices and treatment, that supports their individual needs.

### **INCENTIVES**

If you comply during the program, the Judge may reward your positive progress and/or pro-social behavior with incentives. These may include, though are not limited, to the following:

- Court-announced perfect compliance list
- Drawings for gift certificates
- Applause/Praise from Judge & team
- Sports 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. These may include, though are not limited, to the following:

- 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

### **THERAPEUTIC 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. These may include, though are not limited, to the following:

- Additional Self-Help meetings
- Increased drug testing
- Thinking report
- Additional Therapy
- Financial study/budget report
- Higher Level of Care

**\*\*\*INCREASED TREATMENT RESPONSES ARE NOT SANCTIONS\*\*\***

**PROGRAM STRUCTURE**

The DDCP program is a five-phase, structured program, lasting for a minimum of 12 months. Individual progress will vary. Each phase consists of specific treatment objectives and specific requirements for advancement into the next phase. Phase one is the Stabilization and Orientation stage lasting a minimum of 60 days, Phase two is the Treatment Phase lasting a minimum of 60 days, Phase three is the Pro Social Behaviors phase lasting a minimum of 60 days, Phase four is the Relapse Prevention phase lasting a minimum of 90 days, and Phase five is the Continuing Care Phase lasting a minimum of 90 days. Each phase builds upon the previous phase so the participant will have a sound foundation, once he/she completes the DDCP.

**TRACK ONE**

**Phase One-Stabilization and Orientation**

**Length: Minimum of 60 days**

- Be honest.
- Attend Court bi-monthly.
- Enroll in and attend treatment according to treatment plan.
- Attend appointments with your Community Supervision officer bi-monthly.
- Home visits – random.
- Comply with random urinalysis 2x/week and maintain sobriety.
- Attend a minimum of two recovery support meetings a week.
- Begin weekly attendance in P.A.C.E. Peer Support Group meetings.
- Complete community service restitution hours as directed by probation officer.
- Review and comply with all conditions and Court rules.
- Start changing people, places, and things.
- Maintain employment or enrolled as full-time student (if possible).
- Complete financial study.
- To Phase up, participant must be sober for 14 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) with Community Supervision 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**

**Length: Minimum of 60 days**

- Be honest.
- Attend Court every month, unless directed differently.
- Report to community supervision officer bi-monthly.
- Continue engaging in treatment as directed by your treatment plan and provider.

- Complete the “You Impact” Program as directed by the probation officer.
- Attend a minimum of two recovery support meetings a week and find a sponsor.
- Complete community service restitution hours as directed by probation officer.
- Home visits – random.
- Comply with random urinalysis 2x/week and maintain sobriety.
- Continue attendance in P.A.C.E. Peer Support Group meetings.
- Demonstrate changing people, places, and things.
- Maintain employment or enrolled as full-time student (if possible).
- To Phase up, participant must be sober for 30 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) with Community Supervision 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 Behaviors**

**Length: Minimum of 60 days**

- Be honest.
- Attend Court every month, unless directed differently.
- Report to community supervision officer every month, unless directed differently.
- Review treatment plan and develop aftercare recovery plan with treatment provider.
- Attend a minimum of two Recovery support meetings a week.
- Continue attendance in P.A.C.E. Peer Support Group meetings.
- Complete community service restitution hours as directed by probation officer.
- Home visits – random.
- Random drug testing 2x/week, as directed.
- Demonstrate changing people, places, and things.
- Maintain employment or enrolled as full-time student (if possible).
- To Phase up, participant must be sober for 45 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) with Community Supervision officer a minimum of 7 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 – Relapse Prevention**

**Length: Minimum of 90 days**

- Be Honest.
- Attend Court every two months, unless directed otherwise.
- Attend appointments with community supervision officer monthly.
- Attend appointments with treatment provider monthly, unless directed otherwise.
- Random home checks.
- Review treatment plan and develop a continuing care plan with your substance abuse/treatment provider.
- Random drug testing 2x/week, as directed.

- Complete Pro-Social/Community Service activity and present.
- Continue weekly P.A.C.E. peer support group attendance.
- Maintain employment or be enrolled as full-time student (if possible).
- To Phase up, participant must be sober for 60 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) with Community Supervision officer a minimum of 7 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 Five – Continuing Recovery**

**Length: Minimum of 90 days**

- Be Honest.
- Attend Court every two months, unless directed otherwise.
- Attend appointments with community supervision officer monthly.
- Attend appointments with treatment provider monthly, unless directed otherwise.
- Random home checks.
- Review treatment plan and develop a continuing care plan with your substance abuse/treatment provider.
- Random drug testing, as directed.
- Complete Pro-Social/Community Service activity and present.
- Continue weekly P.A.C.E. peer support group attendance.
- Maintain employment or be enrolled as full-time student (if possible).
- **Complete community service restitution hours, if any, as directed by probation officer.**
- Complete all classes successfully and pay any remaining fee balance, 30 days before your scheduled probation discharge date.
- To Graduate, participant must be sober for 90 consecutive days.
- Complete and submit a DWI/Drug 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.

## **TRACK TWO**

### **Phase One – Stabilization and Orientation**

**Length: Minimum of 60 days**

#### **Requirements**

- Be Honest.
- Attend Court weekly.
- Attend weekly office visits with community supervision officer.
- Attend weekly office visits with treatment provider or as directed.
- Curfew – You are required to be in your residence from 10 p.m. – 5 a.m. daily.
- Random home checks.

- Complete community service restitution hours as directed by probation officer.
- Review and comply with all conditions and Court rules.
- Start changing people, places, and things.
- Maintain employment or be enrolled as full-time student (if possible).
- Start and engage in Intensive Outpatient Treatment.
- Complete financial study.
- Attend recovery support meetings a minimum of two times a week.
- Begin weekly attendance in P.A.C.E. Peer Support Group meetings.
- Evaluate housing, medical, and transportation needs.
- To Phase up, must maintain sobriety for 14 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) a minimum of 7 days prior to the Court date for Phase 2 request. Advancement to Phase 2 will be dependent upon meeting the above expectations.

## **Phase Two – Treatment**

**Length: Minimum of 60 days**

### **Requirements**

- Be Honest.
- Attend Court on the 2<sup>nd</sup> and 4<sup>th</sup> day week of each month.
- Meet with community supervision officer bi-monthly.
- Meet with treatment provider bi-monthly.
- Curfew: 11:00 p.m. -5:00 a.m. daily.
- Attend “You Impact” Course and other classes as directed by your community supervision officer.
- Random home checks.
- Complete Intensive Outpatient treatment as per the Individualized Treatment Plan.
- Review treatment plan and start Aftercare program.
- Random drug testing 2x/week.
- Continue attendance in P.A.C.E. Peer Support Group meetings.
- Demonstrate changing people, places, and things and find a Sponsor.
- Maintain employment or be enrolled as full-time student (if possible).
- Complete community service restitution hours as directed by probation officer.
- Attend Recovery support meetings two to four times a week as directed by your community supervision officer.
- To Phase up, must be sober for 30 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) a minimum of 7 days prior to the Court date for Phase 3 request. Advancement to Phase 3 will be dependent upon meeting the above expectations.

## **Phase Three – Pro-Social Behaviors**

**Length: Minimum of 60 days**

### **Requirements**

- Be Honest.
- Curfew: 12:00pm to 5:00am
- Attend Court on the 2<sup>nd</sup> and 4<sup>th</sup> day week of each month.
- Attend appointments with your community supervision officer bi-monthly.
- Attend appointments with treatment provider bi-monthly.
- Random home checks.
- Continue Aftercare meetings as directed by your community supervision officer and/or substance abuse/treatment counselor.
- Random drug testing 2x/week.
- Maintain employment or be enrolled as full-time student (if possible).
- Complete community service restitution hours as directed by probation officer.
- Continue attendance in P.A.C.E. Peer Support Group meetings.
- Continue pro-social relationships with other people who are supportive of your recovery.
- Attend Recovery support meetings two to four times a week.
- Begin Pro-Social activity project.
- To Phase up, must be sober for 45 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) a minimum of 7 days prior to the Court date for Phase 3 request. Advancement to Phase 3 will be dependent upon meeting the above expectations.

#### **Phase Four – Relapse Prevention**

**Length: Minimum of 90 days**

- Be Honest.
- No Curfew.
- Attend Court on the 2<sup>nd</sup> Tuesday of every month, unless directed otherwise.
- Attend appointments with community supervision officer monthly.
- Attend appointments with treatment provider monthly, unless directed otherwise.
- Random home checks.
- Review treatment plan and develop a continuing care plan with your substance abuse/treatment provider.
- Random drug testing, as directed.
- Complete Pro-Social/Community Service activity and present.
- Continue weekly P.A.C.E. peer support group attendance.
- Complete community service restitution hours as directed by probation officer.
- Maintain employment or be enrolled as full-time student (if possible).
- Attend DWI intervention (or DWI education program for Deferred track). (formerly Repeat Offender Education Program) This is a self-pay, 8-week, 32-hour/session program.
- To Phase up, participant must be sober for 60 consecutive days.
- Submit a Phase Promotion Request (included in the handbook) with Community Supervision officer a minimum of 7 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 Five – Continuing Recovery**

**Length: Minimum of 90 days**

- Be Honest.
- No Curfew.
- Attend Court on the 2<sup>nd</sup> Tuesday of every month, unless directed otherwise.
- Attend appointments with community supervision officer monthly.
- Attend appointments with treatment provider monthly, unless directed otherwise.
- Random home checks.
- Review treatment plan and develop a continuing care plan with your substance abuse/treatment provider.
- Random drug testing, as directed.
- Complete Pro-Social/Community Service activity and present.
- Continue weekly P.A.C.E. peer support group attendance.
- Maintain employment or be enrolled as full-time student (if possible).
- Complete community service restitution hours, if any, as directed by probation officer.
- Complete all classes successfully and pay any remaining fee balance, 30 days before your scheduled probation discharge date.
- Attend DWI Intervention or DWI Education.
- To Graduate, participant must be sober for 90 consecutive days.
- Complete and submit a DWI/Drug 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 DDCP, unless work related or an emergency. For all other phases, a detailed written notice to include dates, reason for travel, address, and telephone number of where you will be staying must be submitted to your community supervision officer at least **two weeks prior to the requested travel** for consideration and approval by the Court.

Notice must be given as early as possible for work or emergency related travel requests. To be considered for approval, participant must be in compliance with supervision and treatment. In addition, if approved for travel additional conditions may be imposed.



## **CONCLUSION**

The DWI/Drug 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. Do your best**

## PROJECT TEAM CONTACT INFORMATION

### **Judge**

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

### **Community Supervisor Officer**

Suzanne Garrard  
301 SE Inner Loop Rd, Suite 101  
Georgetown, Texas 78626  
512-943-3571  
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### **Law Enforcement Representative**

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### **Specialty Court Coordinator**

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### **Treatment Counselor**

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### **Program Case Manager**

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## COURT INFORMATION REPORTING FORM

Name: \_\_\_\_\_ Week: \_\_\_\_\_  
Next court date: \_\_\_\_\_

Complete the following each week and return this form along with documentation every **Sunday no later than noon** to your Community Supervision officer as directed –If you are in compliance, you will only need to answer Numbers 7-10.

**1. Virtual and/or Phone Supervision Visit**

- a. Supervision Appointment: \_\_\_\_\_
- b. Treatment Provider Appointment: \_\_\_\_\_

**2. Recovery & Pace Meetings** (Must show written proof of attendance-Online meetings will email a receipt for sessions attended—You will not need to send proof of attendance for PACE Meetings).

**3. Interlock Calibration Date** \_\_\_\_\_ **Next Calibration Date:** \_\_\_\_\_

**4. DPS TXDL Status** -If “Not Eligible” or “Suspended,” What have you done to obtain an occupational license and when? \_\_\_\_\_

**5. Are you current with your IOP or Aftercare assignments?** \_\_\_\_\_ **How many remaining?** \_\_\_\_\_

**6. Are you delinquent with your fees?** \_\_\_\_\_. What is your balance owing this month? \_\_\_\_\_ (fees are payable online, and instructions are listed on appt slips. Contact your Community Supervision officer if you are having difficulties).

**7. Provide something positive you have done this past week to support your recovery.** \_

\_\_\_\_\_

**8. What was your highlight for the week?** \_\_\_\_\_

**9. What is your goal for the week?** \_\_\_\_\_

**10. How will you meet your goal?** \_\_\_\_\_

## REQUEST TO ADVANCE TO NEXT PHASE

2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5 \_\_\_\_ (Please check one)

Name: \_\_\_\_\_ Date turned in: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Note: YOU MUST meet the following criteria to Phase Up**

1. Write a request to phase up letter and submit to your probation officer. Describe what changes you have made since starting the program (examples) and share how and why you are prepared to move into the next phase.
2. Submit a letter from your Sponsor or equivalent with the following:
  - a. Sponsor or equivalent first name and contact number.
  - b. How long you have worked together and how often you have seen or have contact with your sponsor or equivalent.
  - c. What steps or activities you have completed?
  - d. Your Sponsor or equivalent may opt to come in person with you on the evening you phase up in lieu of providing a letter. Advance notification is required.

### Check which phase applies

You have been in **Phase 1 for a minimum of 60 days.** Date entered program: \_\_\_\_\_

Do you have 14 consecutive days of sobriety? \_\_\_\_\_

You have been in **Phase 2 for a minimum of 60 days.** Date entered Phase 2: \_\_\_\_\_

Do you have 30 consecutive days of sobriety? \_\_\_\_\_.

You have been in **Phase 3 for a minimum of 60 days.** Date entered Phase 3: \_\_\_\_\_

Do you have 45 consecutive days of sobriety? \_\_\_\_\_.

You have been in **Phase 4 for a minimum of 90 days.** Date entered Phase 4: \_\_\_\_\_

Do you have 60 consecutive days of sobriety? \_\_\_\_\_.

You have been in **Phase 5 for a minimum of 90 days.** Date entered Phase 4: \_\_\_\_\_

Do you have 90 consecutive days of sobriety? \_\_\_\_\_.

Identify 3 of your biggest struggles in your current phase: \_\_\_\_\_

\_\_\_\_\_

Identify 3 personal goals you would like to accomplish in the next phase:

\_\_\_\_\_

Choose one goal from your Treatment Plan, and discuss your progress below: \_\_\_\_\_

\_\_\_\_\_

**Treatment Provider:**

1. Has participant consistently attended and participated in treatment, including groups and individual sessions? Initial: \_\_\_\_\_
2. Has participant been actively involved in developing their treatment plan? Initial: \_\_\_\_\_
3. Is the participant mindful of short and long-term goals on treatment plan? Initial: \_\_\_\_\_
4. Has the participant identified useful coping skills? Initial: \_\_\_\_\_
5. If the answer to any of these is "NO," please explain why: \_\_\_\_\_
6. *This can be remedied by completing \_\_\_\_\_ by this date \_\_\_\_\_.*

**Court Officer:**

1. Has participant attended scheduled office visits? Initial: \_\_\_\_\_
2. Has participant followed through on referrals to classes? Initial: \_\_\_\_\_
3. Has participant attended required court dates? Initial: \_\_\_\_\_
4. Is the participant in compliance with random drug testing/UA's? Initial: \_\_\_\_\_
5. If the answer to any of these is "NO," please explain why: \_\_\_\_\_
6. *This can be remedied by completing \_\_\_\_\_ by this date: \_\_\_\_\_.*

**For (Phase 2 - 5) Peers:** *Initial if condition is currently waived:* \_\_\_\_\_

1. Has participant attended PACE consistently? Initial: \_\_\_\_\_
2. Has participant asked questions? Initial: \_\_\_\_\_
3. *If the answer to any of these is "NO," please explain why:* \_\_\_\_\_
4. *This can be remedied by completing \_\_\_\_\_ by this date: \_\_\_\_\_.*

\_\_\_\_\_  
*Signature of Participant      Date*

\_\_\_\_\_  
*Signature to Approve      Date*

## APPLICATION FOR COMMENCEMENT

Name: \_\_\_\_\_ Date Turned in: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**You MUST meet the following criteria to Phase Up: (place an "X" if task is completed)**

- ☐ You have been in Phase 5 for a minimum of 90 days. Date entered phase 5: \_\_\_\_\_
- ☐ You have a minimum of 90 consecutive days of sobriety. What is your sobriety date? \_\_\_\_\_
- ☐ You are engaged in treatment and attending regularly  
**Counselor/verification signature:** \_\_\_\_\_
- ☐ You completed all required classes and courses assigned to you  
**Counselor verification signature:** \_\_\_\_\_
- ☐ You have paid all financial obligations in full  
**Community Supervision officer verification signature:** \_\_\_\_\_
- ☐ Are you in compliance with supervision?  
**Community Supervision officer verification signature:** \_\_\_\_\_
- ☐ Engaged in recovery support groups \_\_\_\_\_
- ☐ Engaged in pro -social activities. What: \_\_\_\_\_
- ☐ Employed or going to school. Where: \_\_\_\_\_
- ☐ Presented continuing care plan to treatment court team.
- ☐ Identify 3 coping responses if triggered:  
○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_
- ☐ Identify 3 community resources you can reach out to if need additional support.  
○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_

\_\_\_\_\_  
*Client Signature*

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

\_\_\_\_\_  
*Signature to Approve*

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

## **DWI/DRUG TREATMENT COURT PROGRAM GRADUATION REQUEST**

Graduation from the DWI/Drug Court Program is granted as recognition for compliance with the requirements you agreed to when you were accepted into the DWI/Drug Court Program. These requirements were designed to help you meet the challenges and reduce your risk of recidivism. Please explain to the Court what progress you feel you have made since entering the DDCP 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 describe the new life that you are about to embark upon.

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

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

## Addendum #1

### 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 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.

**Controlled or habit-forming medication IS NOT allowed in the program** (i.e., Adderall, Xanax, Tylenol with Codeine, etc.).

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 Community Supervision 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 COLD OR 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

**ANTACIDS:**

Zantac  
Pepcid  
Prilosec  
Tums/Roloids

**COUGH/COLD:**

Delsym (non-alcoholic/pediatric)  
Mucinex (cannot be D or DM)  
& thermal patches  
Icy Hot muscle rub  
& thermal patches

**ALLERGIES:**

(none of the following can be the D or DM formula)  
Claritin  
Allegra  
Benadryl

**STOMACH:**

Mylanta  
Milk of Magnesia  
Pepto Bismol

**FLU SYMPTOMS:**

Theraflu  
Alka-Seltzer

**JOINT PAIN:**

Tylenol Arthritis  
Ben Gay muscle rub

**VITAMINS:**

Multivitamins  
Prenatal vitamins



## **Addendum #2**

### **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.

### **Addendum #3**

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

TEAMS or WebEx 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 while attending the hearing. During the remote hearing, be seated in a quiet and well-lit area. **DO NOT** drive, engage in other activities, or appear in your bedroom for the hearing.

## RECEIPT AND REVIEW OF PARTICIPANT HANDBOOK

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

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

I, \_\_\_\_\_, ACKNOWLEDGE the receipt of the Williamson County DWI/Drug Court Program 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 Williamson County DWI/Drug Court Program. Furthermore, I acknowledge that I have been made aware of the DWI/Drug Court program rules and responsibilities and have received answers to any questions I may have.

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

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

\_\_\_\_\_  
Date

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