

PRINCE WILLIAM COUNTY ADULT RECOVERY COURT PARTICIPANT HANDBOOK



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Welcome to the Prince William Adult Recovery Court

This handbook contains important information that can be helpful to your successful completion of the program. Please review the handbook carefully and be sure to ask your attorney or other recovery court staff if you have any questions regarding the program expectations. Each participant is responsible for following all the requirements. The Adult Recovery Court staff are dedicated to helping you be successful in the program as well as with your recovery.

The mission *of the Prince William Adult Recovery Court is to reduce substance use and related criminal activity and to enhance public health and safety through collaboration, treatment, supervision, and accountability.*

What is the Prince William Adult Recovery Court?

The Adult Recovery Court was created as an alternative to incarceration for those who experience substance use disorders and, as a result, often find themselves involved with the criminal justice system. This is a collaborative effort that incorporates treatment, probation and court oversight intended to support recovery efforts, enabling participants to lead healthy and productive lives while avoiding future criminal justice involvement.

Who is on the Adult Recovery Court Team?

The Adult Recovery Court team includes a judge, a prosecutor, a defense attorney, probation officers, treatment providers and law enforcement officers. The team meets bi-weekly to evaluate each participant's progress and to address any potential issues or acknowledge client's successes between court hearings. While the team offers input on the progression of each participant, the Judge is ultimately the one who imposes incentives, sanctions, and who decides termination or graduation.

What are the benefits of participating?

Each participant will have the opportunity to engage in treatment services to include wraparound recovery support. Depending on individual needs, these additional supports could include job training, medical, family, and housing assistance. There are also legal benefits to participation. Upon entering the program, each participant will have a written agreement between themselves, their attorney, and the prosecutor. This agreement will specify what will happen regarding any criminal case(s) upon graduation. This may include dismissal of charges, reduction in severity of offense or more favorable sentences depending on the circumstances.

What will be expected of you?

By voluntarily participating in this program, you are agreeing to an increased level of community supervision that will include frequent drug testing and home visits. In addition, you will also be expected to participate in a structured treatment program that will initially involve several sessions weekly.

Should you have questions or concerns about any of the requirements listed in **this handbook**, it is important that you discuss them with your attorney before agreeing to enter the Adult Recovery Court program. **This program is completely voluntary.** You can remove yourself from the program by reporting to the Court and requesting removal. You may also be removed for failing to comply with program rules.

Expectations/ Program Phases

The Prince William Adult Recovery Court is structured into five phases. Each phase has different goals that must be accomplished to be able to advance to the next phase. This program is structured to take, at least, 13 months to complete. To move on to a new phase, you must meet the requirements of advancement. Each phase includes new goals you must work towards and lengthening periods of sobriety that you must maintain. It is ultimately the judge who decides when you have satisfied the requirements of each phase and are ready to move on to the next one. You cannot advance to the next phase if you do not meet the advancement requirements. Failing to meet certain requirements can result in sanctions.

The Adult Recovery Court recognizes that some participants have different challenges, and some individuals may take longer than others to complete each phase. If you are unable to comply with a particular requirement, you are expected to be in touch with the appropriate team member as soon as you are aware that you cannot comply. For example, if you are unable to attend a treatment session, you are responsible for letting your provider know as soon as you are able. Similarly, if you are unable to make your curfew on a particular night, you are responsible for letting your probation officer know as soon as you are able.

PHASE I – ACUTE STABILIZATION (At least 45 days)

- Court appearances biweekly
- Urine screens at least 2 times per week randomly
- Meeting with Probation Officer at least 1 time per week for 30 days to develop case plan
- Home or field contacts at least 1 time per month
- Develop comprehensive treatment plan and engage as prescribed by provider
- Work to obtain/secure stable housing
- Obtain medical assessment
- 9:00 pm curfew unless the team authorizes a change due to work
- Change people, places, and things
- **BE HONEST, TRUST THE PROCESS, AND SHOW UP!**

For you to advance from this phase you must be engaged in treatment with regular attendance, attending probation appointments as scheduled, displaying honesty, and have attended treatment prior to advancement.

PHASE II – CLINICAL STABILIZATION (At least 90 days)

- Court appearances biweekly, unless otherwise directed by the Court
- Urine screens at least 2 times per week
- Meeting with Probation Officer at least biweekly and begin assessment for cognitive programming
- Home or field contacts at least monthly
- Review case plan
- Comply with treatment recommendations as prescribed by provider
- Develop support network
- Begin job search/community service/educational or vocational education
- Maintain stable housing
- 9:00 pm curfew unless the team authorizes a change due to work
- Maintain positive people, places, and things

For you to advance from this phase you must have regular attendance with treatment and probation, display honesty, be able to identify and utilize community supports, and have at least 30 consecutive days of abstinence immediately prior to advancement.

PHASE III – PRO-SOCIAL HABILITATION AND PERSONAL PLANNING (At least 90 days)

- Court appearances monthly
- Urine screens at least 2 times per week
- Meeting with Probation Officer at least monthly
- Home or field contacts as needed
- Comply with treatment recommendations as prescribed by provider
- Maintain support network
- Review case plan
- Maintain employment of at least 30 hours per week, perform 30 hours of community service per week if not employed, or be involved in an educational or vocational program
- Maintain stable housing
- Establish pro-social activity
- 10:00 pm curfew unless the team authorizes a change due to work
- Maintain positive people, places, and things

For you to advance from this phase you must have regular attendance with treatment and probation, be actively engaged with community supports, have a plan for paying fines/ restitution, display honesty, and have at least 60 consecutive days of abstinence immediately prior to advancement.

PHASE IV – ADAPTIVE HABILITATION (At least 90-120 days)

- Court appearances monthly
- Urine screens at least 2 time per week
- Meeting with Probation Officer at least 1 time per month
- Home or field contacts as needed
- Comply with treatment recommendations as prescribed by provider
- Maintain support network
- Maintain pro-social activity
- Maintain employment of at least 30 hours per week
 - If not employed, you must perform 30 hours of community service per-
 - Or be involved in an educational or vocational program
- Maintain stable housing
- Develop aftercare plan
- Review case plan
- 10:00 pm curfew unless the team authorizes a change due to work
- Maintain positive people, places, and things

For you to advance from this phase you must have completed your MRT step work in treatment, be attending all appointments as scheduled, actively engaged with community supports, working through court obligations, paying on restitution and completing community service in lieu of court costs & fines (community service may be counted towards court costs) and have at least 14 days of abstinence prior to advancement.

Phase V – Continuing Care (At least 90-180 days)

- Court appearances monthly
- Urine screens at least 2 time per week

- Meeting with Probation Officer at least 1 time per month
- Home or field contacts as needed
- Continuation of individual treatment/ peer services
- Maintain support network
- Maintain pro-social activity
- Maintain employment of at least 30 hours per week
 - If not employed, you must perform 30 hours of community service per-
 - Or be involved in an educational or vocational program
- Maintain stable housing
- Develop aftercare plan
- Review case plan
- 11:00 pm curfew unless the team authorizes a change due to work
- Maintain positive people, places, and things

The aftercare component of your treatment is the focus of Phase V of the program which is designed to last for at least 60 days. With the assistance of the treatment provider, you will prepare a comprehensive aftercare plan. You will also have access to peer-to-peer recovery coaches to assist you in the development and implementation of your plan. To graduate from the program, you must be actively working an established aftercare plan, meeting all court obligations and have at least 120 consecutive days of abstinence.

The decision on whether a participant is eligible to commence shall be conditioned upon the recommendation of the Adult Recovery Court Team and with approval of the Adult Recovery Court Judge.

The Adult Recovery Court team recognizes that sometimes a participant's failure to progress is not due to a lack of trying or desire to succeed but is instead a sign that a change in that participant's plan is needed. These other interventions are not sanctions and should not be viewed as such. These may include:

Increased treatment. Your treatment plan may be adjusted throughout this program and, depending on your individual needs, you may be required to participate in increased substance use treatment and/or individual therapy, including mental health therapy.

Residential treatment. If deemed necessary by your treatment provider, you may be referred to residential treatment, with the expectation that you will return to Adult Recovery Court upon completion of that residential treatment.

Reporting Requirement

You must report any new arrests or charges to your probation officer at your earliest opportunity. New charges may, but do not have to, result in your removal from the Treatment Court program. You are expected to abide by your conditions of probation. As with any other noncompliant behavior, your team will discuss, and the judge will decide on the appropriate sanction.

Attendance

Your attendance is mandatory throughout your participation in the Adult Recovery Court Program. Court sessions are conducted every other week. If a participant is late to Court, he/she is subject to immediate sanction by the Court. Participants are encouraged to invite family members, sponsors, and other supportive persons to attend Court. All sanctions and incentives will be imposed by the Court and given in writing to each participant. If the Court sanctions a participant to jail, the participant can expect to be remanded to jail immediately from the courtroom. The Court will notify each participant when they are allowed to leave the courtroom.

If you must miss a scheduled Adult Recovery Court appointment due to an emergency, important obligation, or other unforeseen circumstance, you will need to personally speak with the appropriate team member to be excused from any activities. Be prepared to provide confirmation to your probation officer for any situation that caused the missed session(s).

Honesty

Being transparent is part of recovery and as such, you will be expected to be honest with yourself, probation, the treatment provider, and the judge. Even if you have something negative to report, such as a reoccurrence, you should still be open and truthful with the Adult Recovery Court team. Adult Recovery Court recognizes that your progress may not always be perfect or linear and being honest about your struggles will make it less likely that you are sanctioned for noncompliance.

Counsel

Even though much of the Adult Recovery Court process is collaborative, you still have the right to consult with your lawyer with whom you have attorney-client privilege. Just because your attorney will be part of the team discussing your progress, does not mean she/he is free to share those things you shared in confidence with the rest of the team.

Treatment Confidentiality

Throughout this program, you will be engaged in treatment and therapy that, for some, might be difficult and deeply personal. When discussing your progress with the rest of the team, your treatment providers will only be sharing those things necessary to determining what next steps are appropriate.

Self-Advocacy

Your team will meet regularly to discuss your progress, and the judge will decide what next steps are appropriate based largely on the information offered by team members. However, you will always be given the opportunity to tell the judge things you feel are important, explain your noncompliance if relevant, and correct misrepresentations if they occur.

Drug Use and Testing

While participating in the Adult Recovery Court program, you will be screened for drug and alcohol use randomly, at least twice per week. Tests will be primarily administered by probation and/or treatment staff on a Monday through Saturday schedule or as needed during Adult Recovery Court sessions. You will be expected to monitor the Enrollee App using your mobile device. If you are legitimately prescribed any medications that produce positive results on a drug test (for example, Suboxone), you will also be expected to provide your prescription and medication for count. Outside of medication assisted treatment, abstinence from drugs and alcohol is an expectation to progress in the program (this includes marijuana). Abstinence is defined as refraining from the use of any mind-altering substances to include using a substance outside of its intended purpose.

Missed color codes, failure to provide a urine sample, and laboratory confirmation of a diluted sample will be considered positive. Likewise, any participant who substitutes or alters their specimen for the purpose of changing their drug test results will be considered to have produced a positive test which will result in a sanction.

Program Fees

The Adult Recovery Court requires all participants to pay a \$50.00 fee. This fee can only be paid by credit or debit or money order at any Prince William County Criminal Justice Services location or by phone at (703) 792-6500. CJS is located at:

Manassas Office:

Criminal Justice Services
9540 Center Street
Suite 304
Manassas, VA 20110

Woodbridge Office:

Criminal Justice Services
13851 Telegraph Road
Suite 205
Woodbridge, VA 22192

Inclement Weather

In the event of inclement weather, if the County Circuit Courts are closed and you are scheduled for a court appearance, you are not required to appear. If County offices are closed, live treatment sessions will not occur. Should you have any questions concerning the status of your appointments during inclement weather events, you are encouraged to contact your probation officer and/ or treatment provider for guidance.

Incentives

One of the ways the Adult Recovery Court operates is by incentivizing goal completion and participant progress. Incentives are positive responses for meeting or exceeding program expectations. *Some examples of incentives you may receive are:*

- **Verbal praise/ Recognition in Court/ Certificate of accomplishment.** It is important that your accomplishments, efforts, and milestones be recognized. You can expect to receive praise and recognition from the Adult Recovery Court team.
- **Docket placement.** Adult Recovery Court sessions can sometimes be lengthy while you wait for your case to be called. You can expect to be placed higher on the docket list, meaning earlier release from court sessions.
- **Fishbowl drawing.** As recognition of your progress, you may be given the opportunity to reach into the “fishbowl” and choose an incentive at random.
- **Less frequent court appearances.** Initially, you will be attending court every other week. You may be rewarded with not needing to appear as frequently.
- **Later curfew.** Phases 1-4 each have a curfew that some participants might feel is limiting. You will be able to earn a later curfew through continued compliance with your Adult Recovery Court responsibilities.
- **Reduced court fines.** The judge may grant you a reduction in fees as an incentive.
- **Gift certificates.** When available, you may be rewarded with gift certificates to local stores, restaurants, and entertainment.
- **Other tangible items.** When available, you may be given other tangible items that are donated or gifted by those wanting to support the Adult Recovery Court participants
- **Personalized incentives.** Each Adult Recovery Court participant has different priorities and different goals. You will have the ability to talk with your team about specific incentives you would like to receive when you reach milestones and demonstrate your commitment. If available and appropriate, your team can work to reward you with those items.

Sanctions

Sanctions may occur for non-complaint behavior and/ or unlawful conduct. The Judge uses sanctions in ways that are meant to be predictable, consistent, and fair. *Some examples of sanctions include:*

- **Verbal reprimand.** You can expect to be verbally reprimanded by the judge when you fail to meet specific expectations.
- **More frequent court appearances.** If you've been rewarded by not needing to appear in court as often, you might be sanctioned by being ordered to appear as frequently as if you were in an earlier phase.
- **Earlier curfew.** Just as you can earn a later curfew, you can also expect to be sanctioned by being given an earlier curfew.
- **Jury box.** You may be expected to sit in the jury box for the duration of Adult Recovery Court hearings as a sanction.
- **Community service.** You might be ordered to perform a certain amount of community service as a sanction for noncompliance. This would be in addition to your other Adult Recovery Court responsibilities.
- **Flash incarceration.** If the noncompliance is significant enough or persistent enough, you can expect to receive a small term of incarceration.
- **Personalized sanctions.** The Judge may also design a sanction that is specific to you and the circumstances of your noncompliance, such as being asked to write an essay or being ordered to watch a particular court hearing.

The list of sanctions is not exhaustive. Other sanctions and requirements to aid in a participant's recovery may be ordered by the court as deemed appropriate.

Termination

The Adult Recovery Court team is committed to working with participants to ensure that they are successful in meeting all program requirements. However, there may be some situations in which the Adult Recovery Court Judge can/will expel participants. The following are considered grounds for termination:

- Conviction of a new felony offense
- Conviction of a new misdemeanor offense resulting in an active jail sentence of more than 30 days
- An arrest may also be grounds for termination depending on the circumstances and nature of the offense
- Repeated instances of dishonesty
- Persistent failure to comply with program rules
- Threatening staff or peers
- A violation of confidentiality
- Possession of weapons
- Any form of sexual harassment
- Absconding

Any participant being expelled from the program will have a termination hearing.

Grievance/ Complaint Process

For treatment, internal and formal complaint procedures will be provided in written form and reviewed with you at your Prince William Community Services intake. Any concerns about services provided or decisions made by Community Services staff regarding treatment can be registered through an internal process. If that outcome is not satisfactory a formal complaint to the Virginia Department of Behavioral Health and Disability Services (DBHDS) can be made.

For probation, you will be provided information regarding the Department of Corrections complaint and grievance procedure as part of your intake. Any concerns regarding supervision should attempt to be resolved immediately with your supervising Probation/Parole Officer. If no resolution is reached, you may then contact his/her supervisor. If you are still unable to resolve the issue with the supervisor, you will be provided further information on the next course of action.

Grievances may also be raised with the Adult Recovery Court judge.

Participant Contract

I have read and fully understand the information contained in the Adult Recovery Court Participant's Handbook and agree to comply with all rules and regulations of the program.

"I also understand the Adult Recovery Court is required to enter participant and program information into the DIMS Database as prescribed by the Office of the Executive Secretary. This information can be used in the future by the Supreme Court of Virginia to track and develop statistics about how well Adult Recovery Courts work. These summary statistics may be released to the public but will never include any information that identifies individual participants in an Adult Recovery Court program. My signature indicates that I give permission to allow my information to be used for the purposed stated above."

Participant _____ Date _____

P&P Officer _____ Date _____

Therapist _____ Date _____

Attorney _____ Date _____

Crisis Intervention Services: 24/7 Emergency Services:

Manassas: (703) 792-7800 (TTY:711)

Woodbridge: (703) 792-4900 (TTY:711)

(If you ever feel like you are in crisis)