



SAN FRANCISCO COLLABORATIVE COURTS

DRUG COURT Participant Handbook

Guidelines and Program Information

Welcome to San Francisco Drug Court

Participating in San Francisco Drug Court (SFDC)
means you have made two decisions:

You have acknowledged that there is a challenge in your life.

You have chosen to move forward towards positive change.

It is not easy to make changes in your life. You are setting out on a difficult path. This path might be stressful at times, but also empowering. The Drug Court Treatment Center staff and the Drug Court team is an experienced, multicultural, bilingual, and compassionate group of professionals who will support you during this important time. Allow yourself to use this support to make the changes you want in your life.

The San Francisco Drug Court is an intensive program that combines treatment and court supervision. The goal of Drug Court is to help you make the changes necessary to live a drug-free and crime-free life.

The Drug Court team includes

- Judge
- District Attorney
- Public Defender
- Probation Officers
- Case Managers

Drug Court is a voluntary program

You may choose to leave Drug Court at any time and return to criminal court.

Your case manager will develop an Individual Treatment Plan with you

Drug Court treatment plans are different for each participant and include a variety of services. Review your treatment plan with your case manager and follow it carefully.

You must attend Court regularly

On the days that you have court hearings, your case manager will share information about your program attendance and progress with the team. Adult Probation Officers will report on your compliance with the terms and conditions of your probation.

Drug Court has four phases

You will move through these phases as you progress in your treatment plan (see page 6).

Expectations of Drug Court

1. Attend all court dates, treatment and probation appointments.
2. Follow your treatment plan.
3. Remain arrest free.
4. Stop using all drugs and alcohol.

**Note: Tell your case manager about any prescription medicines you are taking and show documentation from your doctor.*

5. Make victim restitution payments if required to do so.
6. Complete all four Drug Court phases.

Court is held in Department 18 at the Hall of Justice – 850 Bryant Street

2:00 p.m. The doors open at 1:40 p.m.

Please arrive on time.

Drug Court Treatment Center

The **Drug Court Treatment Center (DCTC)** is located at 509 6th Street, just down the street from the Hall of Justice.

The DCTC runs its own substance abuse **Intensive Outpatient Program (IOP)** at the Center. It is held Monday through Friday from 9:00 a.m. – 12:00 p.m.

If you are in outpatient treatment, you must:

- Get drug tested on a random basis every week (see page 3 for more information);
- Attend at least three (3) recovery meetings, such as AA/NA, each week;
- Attend Intensive Outpatient Program (IOP) at the Drug Court Treatment Center five (5) times per week.

If you are in residential treatment, you must:

- Stay in your treatment program and call your case manager with any problems;
- Follow all program rules.

Urinalysis (UA)/Drug Testing

All urinalysis testing is at the Drug Court Treatment Center located at 509 6th Street.

- Urinalysis testing is held on a random basis, one to three times per week.
- Every Sunday, Tuesday, and Thursday, you must call after 4:00 p.m. to hear if you will be tested the next day. **Call: (415) 222-6150, ext. 316.**
- If no testing is scheduled, you do not need to show up that day for testing.
- If the recording says there will be testing, then you MUST show up at the Treatment Center to give a sample on Monday, Wednesday or Friday. Testing will ONLY be done during the following hours:
 - **9:00-10:30 a.m.**
 - **12:00-12:30 p.m.**
 - **3:00-4:30 p.m.**
- Failure to show up will be recorded as a “no show” and counted as a positive test.

If you have any questions, please ask your case manager or the Officer of the Day.

REMEMBER

- You must maintain regular contact with your case manager.
- You need to keep track of dates and to arrive on time for Court, IOP and all appointments.
- Make sure you contact your case managers if you are going to miss any appointments, treatment sessions or urinalysis tests.

Incentives and Sanctions

Incentives are rewards that you receive for good performance in Drug Court.

“Good Performance” in Drug Court means:

- Producing negative urinalysis tests (not using drugs and alcohol).
- Arriving on time for Court hearings, treatment and probation appointments.
- Following the Judge’s orders.
- Following the rules and requirements of the Drug Court Treatment Center.
- Following your treatment plan.

Incentives include:

- Fewer Court hearings
- Picking from the *fishbowl* for prizes. Prizes include: candy or gift certificates to stores such as Safeway, Starbucks, Walgreens or McDonalds
- Getting permission to go outside the county or state for a special occasion
- Decreasing required Drug Court activities
- Moving to the next phase of your program
- Graduating

Sanctions are consequences for your behavior to keep you on track so you can succeed. Sanctions are given by the Judge for poor performance in Drug Court.

“Poor Performance” in Drug Court means:

- Missing or being late for Court hearings, treatment or probation appointments
- Breaking the Drug Court Treatment Center rules, county jail rules, probation conditions, or the rules of your other treatment programs.
- Tampering with or changing a urine sample.
- Getting arrested.
- Disrespectful behavior toward staff or other clients.

Sanctions include:

- Writing a letter to the court or to your case manager
- Coming to court more often
- Community service
- Time in Jail
- Termination from Drug Court

Motivational Incentives Program:

Drug Court clients who have demonstrated success and compliance and are on target for graduation or have graduated from Drug Court within the last 6 months are eligible to apply for the Motivational Incentives Program.

The program offers small grants to support successful Drug Court clients in their recovery. Through an application process, clients can apply for move- in costs, vocational training fees, school tuition, or medical and dental services. Check with your case manager.

Graduation

The Drug Court team wants you to understand that there is a big difference between being sober and being in recovery. We want you to have entered fully into the recovery process before you graduate. This means, a deeper healing process of change in your life. The time it takes to graduate from Drug Court varies with each individual.

When you have completed the Drug Court requirements, you will graduate from Drug Court. Graduation is a time to celebrate your accomplishments. You may invite your family and friends to join you at your Drug Court graduation.

Graduation Requirements

- Remain drug free (with clean urinalysis testing) for a meaningful period of time.
- Complete all four Drug Court phases (see page 6).
- Have a strong recovery support system that includes, for example, employment, enrolled in school or be on SSI or GA, stable housing.
- Satisfaction of victim restitution.

Legal Benefits of Completing Drug Court

If you successfully complete Drug Court, your probation may be terminated early, your charges may be reduced, or your case may be dismissed. Please discuss the possible outcome of your case with your defense attorney.

Drug Court Phases

Drug Court is a four phase program that usually lasts from 6 to 24 months. You will move from one phase to the next when you complete the requirements of the phase and make progress in your recovery. Poor performance during any phase may result in going back to a previous phase with more intensive monitoring and restrictions.

Phase 1: Establish the Foundation for Recovery

Basic Requirements

- If you are in **Outpatient Treatment**:
 - Check with your case manager at least once per week.
 - Attend Court at least once per week.
 - Participate in Intensive Outpatient Treatment (IOP).
 - Get drug tested.
 - Participate in at least three recovery meetings such as AA/NA, each week. Bring a list of meetings you attend to court.
 - Stop using drugs and alcohol

- If you are in **Residential Treatment**:
 - Actively participate in your program and obey all rules.

Transition to Phase 2

- You must test drug free, attend treatment appointments and groups, make all Court appearances, and check in with your case manager as required.
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Phase 2: Find Positive Ways to Change Your Life

Basic Requirements

- If you are in **Outpatient Treatment**:
 - Check with your case manager at least every two weeks.
 - Attend Court at least every two weeks.
 - Participate in Intensive Outpatient Treatment (IOP).
 - Get drug tested.
 - Participate in at least three recovery meetings such as AA/NA, each week. Bring a list of meetings you attend to court.
 - Begin to seek long term housing (if needed)
 - Obtain GA if needed and/or apply for SSI
 - Begin to look for AA/NA sponsor.

- If you are in **Residential Treatment**:

- Continue to progress in your program and obey all rules.

Transition to Phase 3

You must test drug free, attend treatment appointments and groups, make all Court appearances, work on a deeper level in treatment, and search for stable housing.

Phase 3: Embrace Recovery and Wellness

Basic Requirements

- Continue to meet with your case manager.
- Attend court at least every three weeks.
- Continue to progress treatment.
- If you are in residential treatment, being to transition to the community.
- Obtain a sponsor and begin working the steps in your recovery meetings.
- Seek employment, enroll in school, or obtain SSI.
- Establish stable housing.
- Identify a support system of clean and sober people.
- Make an individualized relapse prevention plan.

Transition to Phase 4

You must test drug free, make all court appearances and appointments, show greater insight into your addiction, and remain free of new criminal charges.

Phase 4: Follow Your Personal Goals for Long-Term Success

Basic Requirements

- Meet with your case manager every two to four weeks in preparation for graduation.
- Attend court every four to five weeks.
- Continue with your current treatment program with a greater focus on relapse prevention.
- Continue to work closely with your community sponsor.
- Continue your participation in recovery meetings.
- Have a good community-based support system.

Graduation Requirements

- Complete the goals of all four Phases, test drug free for at least six consecutive months, complete an Exit Plan, attend the Exit Seminar, and attend the Graduation Ceremony.

Important Phone Numbers

Drug Court Treatment Center

Kate Godsey, Program Coordinator, Drug Court Treatment Center: (415) 222-6150, extension 304

Officer of the Day, (415) 222-6150, extension 317

UA Testing Line, Drug Court Treatment Center: (415) 222-6150, extension 316

Coreen Beasley, Drug Court Treatment Center: (415) 222-6150, extension 307

Steve Clark, Drug Court Treatment Center: (415) 222-6150, extension 305

Claudia Escobar, Drug Court Treatment Center: (415) 222-6150, extension 308

Jacqueline Freeman, Drug Court Treatment Center: (415) 222-6150, extension 321

Jeannie Killmer, Drug Court Treatment Center: (415) 222-6150, extension 301

Tura Johnson, Drug Court Treatment Center: (415) 222-6150, extension 306

Raymond Santiago, Drug Court Treatment Center: (415) 222-6150, extension 312

Miho Schutzenhofer, Drug Court Treatment Center: (415) 222-6150, extension 311

Ron Thomas, Drug Court Treatment Center: (415) 222-6150, extension 310

Adult Probation Department

Andre Miakinenkov, Probation Officer: (415) 553-1480

Kari Totah, Probation Officer: (415) 553-1496

Office of the Public Defender

Carla Gomez, Deputy Public Defender: (415) 553-9299

This handbook does not override the Memorandum of Understanding for Drug Court