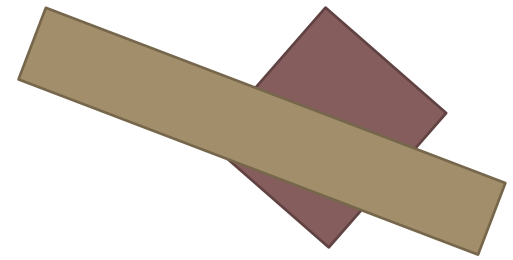




**Carroll County Adult  
Drug Treatment Court Participant Handbook**

**Carroll County Circuit Court  
55 North Court Street Westminster MD, 21157**



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# WELCOME

Welcome to the Carroll County Adult Drug Treatment Court (DTC).

First and foremost, we would like to acknowledge your courage and most important step in your lifelong journey towards recovery.

This handbook is an overview of the DTC program and will be your guide to the requirements for successful completion.

You are expected to read and review the entire handbook and direct any/all questions you may have to your assigned DTC Case Manager, so we can clarify any concerns you have about the program.

You are also expected to follow the instructions given to you by the Circuit Court Judge presiding over your DTC hearing(s) and comply with all treatment/case management plans.

We look forward to supporting you on your journey into recovery.

Sincerely,

Honorable Fred S. Hecker

Administrative Judge, Circuit Court for Carroll County

Carroll County Adult Drug Treatment Court



# THE TEAM

**What:** The DTC combines court supervision with substance use treatment.

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**How:** The DTC Team meets weekly to discuss participant progress. Every member of the Team supports your success.

## Who:

### **Judge**

Provides leadership for the DTC; oversees review hearings.

### **Coordinator**

Manager DTC operations

### **Case Manager(s)**

Provides support to participants, monitors participants progress.

### **Peer Recovery Support Liaison**

Provides mentoring and one-on-one recovery support.

### **Pretrial Services Liaison**

Monitors Electronic Equipment (GPS, Sobriator, etc.), drug and alcohol testing.

### **Parole & Probation Liaison**

Works for the Maryland Department of Parole and Probation, provides court supervision, completes home visits, approves travel requests.

### **State's Attorney Liaison**

Represents the state.

### **Public Defender's Liaison**

Ensures participants' legal rights are protected.

### **Treatment Providers**

Provide substance use treatment to participants.

# CONTACT INFORMATION:

## **DTC Coordinator:**

Dena Black  
410-386-2851-Office  
443-974-8199-Cell  
Dena.Black@mdcourts.gov

## **DTC Case Manager:**

Stephanie Jones  
410-386-2853-Office  
443-340-0335-Cell  
Stephanie.jones@mdcourts.gov

## **Self Help**

Meetings/employment  
verification:  
ccdtcselfhelp@mdcourts.gov

My Supervising Agency is Parole  
and Probation:

## **Agent Shoats:**

**Office: 410-871-3650**

**Cell: 443-641-3023**

My Treatment Contact's name  
and number is:

**Mountain Manor Westminster**  
**410-876-2425**

## **Pre Trial Services:**

410-386-2753

## **Home Detention:**

410-386-2800

# COURT HEARINGS:

## What

Participants attend court to review progress with the Judge and Team.

## When

Every other Friday

Arrive no later than 8:45am

Court starts at 9:00am

## Where

Carroll County Circuit Court:

55 North Court Street

Westminster, MD 21157

## Who

Participants, guests, members of the public may attend DTC docket hearings. Family, friends, and co-workers are encouraged to attend with you.

## How

When it is your turn:

- The State's Attorney will call your name and case number(s).
- You will stand at the witness stand and the State's Attorney will discuss your present progress (good or bad).
- Your attorney will have an opportunity to present information to the Court regarding your status.
- You will have an opportunity to express yourself and any concerns you have.
- The Judge will speak to you regarding your status, and take any appropriate action.

# COURTROOM ETIQUETTE:

**Do**

Do arrive to court no later than 8:45am

Do go to the bathroom before court starts

Do TURN OFF or MUTE cell phones during court

Do dress appropriately for court, no torn jeans or obscene language

Do address the Judge as "Judge" or "Your honor"

Do bring Calendar with you to court

**DO NOT**

DO NOT use phones or smart watches in courtroom

DO NOT leave courtroom without permission

DO NOT talk unless it your turn to speak

DO NOT wear hats, bandanas, sunglasses in courtroom

DO NOT bring food, drinks, and gum in courtroom

DO NOT sleep in courtroom

# INCENTIVES AND SANCTIONS

## What

- **INCENTIVE**- Reward for meeting a program requirement.
- **SANCTION** - Consequence for not meeting a program requirement.

\*Incentives and Sanctions have been designed by the team.

## When

- Incentives and sanctions may be given during a Docket Hearing or at the time a positive or negative event occurs.

## How

- Incentives may include, but are not limited to:
  - Verbal praise and encouragement
  - Applause
  - Promotion to the next phase
  - Certificates or tokens of progress/achievement
  - Reduced frequency of court appearances
  - Decreased drug and alcohol testing
  - Curfew reduction
  - Leave Court early
  - Gift Cards / Passes

**Sanctions** for noncompliance with program requirements become more severe as the frequency and severity of noncompliance increases, including:

- Verbal warnings from the DTC Judge
- Written assignments
- Increased frequency of court appearances
- Increased frequency of drug and alcohol testing
- Incarceration
- Community service
- Increased level of supervision
- Curfew increase
- Termination from DTC and the imposition of sentence
- The sanction for any unexcused absence from a DTC hearing shall be a no bond bench warrant being issued. A bail review shall be provided at the next available Court session for participants arrested pursuant to a no bond bench warrant.

# DRUG AND ALCOHOL TESTING

## Why

**For you to show your progress in your recovery.**

## What



**You will be tested for drugs and alcohol through urinalysis tests, sweat and/or breath testing. How often you are tested will depend on your level or need for accountability.**

## How

**Testing and confirmation has been deemed scientifically reliable. You will be tested for many different substances, (including alcohol), using urinalysis test kits, sweat patches and/or electronic monitoring (i.e., Sobriotor, SCRAM bracelet, etc.).**

## When

**You will be tested a lot. Testing is randomly scheduled and observed by Pretrial Services, Treatment provider(s) or other designee as the Judge orders.**

-  **DO NOT** miss testing or fail to submit a test. It will be considered a presumptive positive.
-  **DO NOT** falsify or attempt to falsify testing. It may result in your termination from Drug Treatment Court.

# AVOIDING POSITIVE TEST RESULTS:

Do not use any of these over-the-counter products without first getting permission from the Drug Treatment Court Team or Judge.

	<b>COLD &amp; COUGH SYRUP &amp; medications containing alcohol</b>	<b>Examples: NyQuil, Robitussion, Tylenol Cold</b>
	<b>MOUTHWASH &amp; BREATHSTRIPS containing alcohol</b>	<b>Examples: Plax, Scope, Oral-B, Listerine</b>
	<b>HYGIENE PRODUCTS containing Ethyl Alcohol</b>	<b>Examples: Purell hand sanitizer, facial astringents, cologne/perfume, aftershave</b>
	<b>NON-ALCOHOL BEVERAGES</b>	<b>Examples: Any type of beverage claiming to be non-alcoholic</b>
	<b>Skin exposure to SOLVENTS &amp; LACQUERS</b>	<b>This interferes with SCRAM and Sobriotor.</b>
	<b>ALLERGY MEDICATIONS &amp; SLEEP AIDS containing Diphenhydramine HCL, Pseudoephedrine or Ephedrine</b>	<b>Examples: Benadryl, Sudafed, Actifed NyQuil, Unisom, Tylenol PM, Advil PM</b>
	<b>Foods containing POPPY SEEDS</b>	<b>Examples: Bagels, Rolls, etc.</b>
	<b>Natural occurring MOOD ALTERING or HALLUCINOGENIC SUBSTANCES</b>	<b>Examples: Salvia, Morning Glory seeds, Kratom, Kombucha, CBD</b>
	<b>DIETARY SUPPLEMENTS, VITAMINS, WEIGHT LOSS AIDS</b>	<b>Examples: Creatine, Hydroxycut, Ephedra based products</b>

# REPORTING TO YOUR DTC CASE MANAGER:

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## What

Meeting with your DTC Case Manager.

## Who

The DTC Case Manager will help you with any issues or questions you have. They will monitor your performance, help with community connections and references, and work with the DTC Team to help you succeed in the program and in your recovery.

## When

A weekly schedule is entered into your pocket calendar, that you will follow to know when/where to report.

## How

**Bring the following to your case manager appointment:**

- Pocket Calendar
- DTC Journal book
- Self-help meeting slips
- Community Service logs
- Pay Stubs
- Other documents as directed by your DTC Case Manager

# REPORTING TO YOUR PROBATION AGENT:

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## Who

Your probation agent is a member of the DTC Team

## When

You must meet as directed by your assigned probation agent.

## Overnight & Out-of-State travel

### What

Details for all overnight and out-of-State travel must be provided to your Case Manager and the Probation Agent for review.

### When

All overnight and out-of-State travel requires preapproval by the Judge **AND** your probation agent.

# HOME CHECKS AND CURFEWS:

## What

Local law enforcement officers monitor curfew to ensure you are following all conditions of the program.

## When

Curfew hours are 10:00 pm to 5:00 am daily

## How

You are required to be home during the entirety of curfew hours, respond to the door/doorbell for law enforcement, and keep your phone accessible with the volume on, to answer calls promptly.

# PEER RECOVERY SUPPORT SPECIALIST:

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## What

A Peer Recovery Support Specialist is a person in long-term recovery from substance use.

## Why

The Peer Recovery Support Specialist is intended to be a role model, mentor, advocate, and motivator for you to be successful in DTC and your recovery.

## How

The Peer Recovery Support Specialist provides support to you and your family to promote recovery and help you access community resources.

## When

You should meet with the Peer Recovery Support Specialist weekly when you meet with your DTC Case Manager.

# SELF HELP MEETINGS:

## What

### **Self-help meetings include:**

- AA
- NA
- HA
- CA
- ALANON
- NARANON
- CELEBRATE RECOVERY
- SMART RECOVERY

# SELF HELP MEETINGS: CONTINUED

## Why:

You are required to attend meetings each week

## Level requirements:

### Orientation and Level 1

- 2 In person recovery meetings, slips signed and stamped; number of meetings may increase based on treatment plan

## When:

- Weeks run Friday- Thursday
- Must be turned into: [ccdtcselfhelp@mdcourts.gov](mailto:ccdtcselfhelp@mdcourts.gov) no later than 10am on Thursdays.

### Level 2 and 3

- 1 In person recovery meetings, slips signed and stamped; number of meetings may increase based on treatment plan

# SUBSTANCE USE AND MENTAL HEALTH TREATMENT REQUIREMENTS:

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## What

Treatment for substance use dependency and/or mental health therapy is essential to your success in recovery.

## Who

DTC has a treatment provider who will perform the case management portion of your treatment, regardless of who you are receiving treatment from. Your therapist will send weekly updates to the DTC treatment provider, who will update the DTC team.

## How

Your treatment plan will be comprehensive, individualized, with specific, measurable goals and actions to be taken by you.

## When

You are expected to attend treatment weekly while in DTC. Your treatment plan may change over the course of your participation in the DTC program.

# MEDICATION AND MEDICAL DISCLOSURE:

## What

Discuss all Medications with DTC Case Manager and Treatment liaison

You are:

- Required to report any current medications prescribed by a medical professional
- Except in any emergency (obtain approval) from DTC before taking any medication (this includes medical cannabis)
- Required to report any medications prescribed by a medical professional that you possess but are not currently taking
- Required to report to the case manager any medication sold over the counter that you are taking for whatever reason.

## How

When discussing medications with a prescribing Medical Professional You must:

- Disclose that you are a participant in DTC
- Request that if possible, the medical professional prescribe a medication that is non-addictive.
- Report to the DTC Case Manager and Treatment Liaison:
  1. Emergency room or Urgent Care visits and any after care recommendations
  2. Scheduled or unscheduled surgery and any after care recommendations
  3. Scheduled primary care or medical appointments

\*\*Upon request of the DTC Case Manager or Treatment Liaison sign releases and provide medical reports or documentation

# MEDICATION AND MEDICAL DISCLOSURE: CONTIUED

## Medication Assisted Treatment (MAT) :

- Must be prescribed by a medical professional
- Must be prescribed for a substance use disorder
- Common types of MAT:
  1. Methadone
  2. Buprenorphine
  3. Naltrexone
  4. Vivitrol
- All MAT prescriptions are to be closely monitored by prescribing medical professional, DTC Case Manager, and Treatment Liaison.

# LEVEL REQUIREMENTS:

## Orientation:

- ❖ Keep scheduled appointments with service providers.
- ❖ Attend self-help meetings at least four (4) times a week, with slips signed and approved by DTC staff.
- ❖ Start identifying potential home groups and sponsors/recovery mentors.
- ❖ Submit random drug/alcohol tests at least twice a week.
- ❖ Maintain or obtain employment, schooling, or engage in community service providing proof to the drug court staff.
- ❖ Stay in contact with your case manager as instructed.
- ❖ Adhere to probation/pretrial service requirements.

## Level I:

- ❖ All requirements from previous level(s) carry over.
- ❖ Comply with substance abuse treatment plan.
- ❖ Maintain home group and sponsor/recovery mentor.
- ❖ Abide by DTC imposed curfew.
- ❖ Make the best possible efforts to maintain stable sober housing.
- ❖ 60 consecutive days of clean time before you're able to move to the next level.

Annual Review

## Level II:

- ❖ All requirements from previous level(s) carry over.
- ❖ 120 consecutive days of clean time before you may move on to next level.

## Level III

- ❖ All requirements from previous level(s) carry over.
- ❖ 180 consecutive days clean time before you are eligible for graduation.
- ❖ Successful completion of all recommended substance abuse treatment plan including, but not limited to, aftercare plans and all relapse prevention components.
- ❖ Mandatory submission of graduation expression (Essay, Letter, Song, or poem, photo collage). Minimum of 250 words.

# TERMINATION:

## What

You may be terminated from Carroll County Adult Drug Treatment Court (DTC)

## How

### Termination:

Termination occurs at the discretion of the Judge after a recommendation by the DTC team. Reasons include but are not limited to:

- being charged with a new offense
- absconding
- dishonesty
- falsifying drug tests
- falsifying self help slips or other documents
- or a pattern of non-compliance with DTC rules.

If terminated from DTC, you may be incarcerated until your hearing until your sentencing.

### Self Termination:

Participation in DTC is voluntary, and participants may elect to self-terminate at any time in the program. Certain actions, such as revocation of the written consent for the release of confidential information shall be construed as an act of self-termination from DTC program.

# GRADUATION:

## What

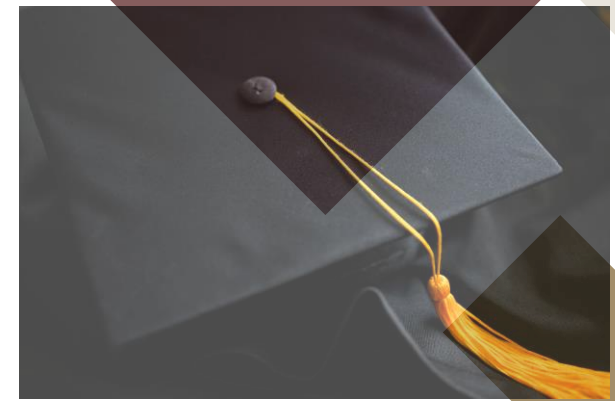
A special event that celebrates your recovery and successful completion of DTC program.

## How

Once you have successfully completed the criteria for each level of the program, including the completion of the recommended substance abuse treatment plan, you will be eligible for graduation.

## When

Typically held twice a year



## Who

Attending the graduation ceremony is mandatory for all DTC participants.

## Aftercare:

Developing a plan to continue your recovery process once you graduate from the program is a very important part of the program. The goal of your aftercare plan is to support you to remain drug and alcohol free for the rest of your life and to learn how to live drug and alcohol free without court supervision.

# ACKNOWLEDGEMENT OF SUPPORT:

- The Administrative Office of the Courts, Office of Problem- Solving Courts funded this project under a discretionary grant to the Carroll County Adult Circuit Court Drug Treatment Court Program.