

JASPER COUNTY COURT SUPERVISION PROGRAM

PARTICIPANT'S MANUAL



**29th Judicial Circuit
Jasper County Missouri**

Revised February 2023

WELCOME

Welcome to the Jasper County Court Supervision Program. Once you have pled into the Jasper County Court Supervision Program, you will be expected to follow the instructions given in the program by the Judge, Case Manager, and Prosecuting Attorney. In addition, you will be required to comply with the treatment plan developed for you.

This Handbook is designed to answer questions, address concerns, and provide overall information about the Jasper County Court Supervision Program. All participants are encouraged to share this handbook with family and friends who will be supporting you in your recovery.

OVERVIEW

The Jasper County Court Supervision Program is a comprehensive treatment program ordered by the Court. You need to be willing to fully commit yourself to recovery and to the program. The program consists of specific treatment goals, activities, and requirements that you must meet before completing the program. While there are certain things you must complete, your ability to complete the program will depend mostly on your actions. Once you have completed the requirements of the program, your criminal case will be dismissed unless otherwise specified.

The amount of time it will take to complete this program is **six months (minimum)**. If you are not honest and truthful, miss appointments, ignore requirements, or fail to stay away from drugs and/or alcohol, your case may be extended or it may result in a violation of your supervision.

This program will require you to attend treatment, submit to random urinalysis, and comply with other requirements deemed appropriate by the case manager. If you fail to comply with these requirements, you will be brought before the Judge to discuss your case. Sanctions up to, and including termination from the program, could result. As a participant, you will be expected to follow the instructions given by the Judge and comply with the treatment plan that will be developed for you.

What's in it for you?

The Jasper County Court Supervision Program provides an alternative to traditional criminal prosecution. It is a comprehensive treatment program that provides many benefits including staying out of jail or prison, and obtaining the tools to help you achieve a healthy lifestyle. Upon successful completion of the program, your **underlying criminal case will be dismissed unless otherwise specified.**

Phases of the Program

	Phase 1 Step-In Phase	Phase 2 Small Steps Phase	Phase 3 Step Forward Phase	Phase 4 Step Up
Minimum Length	1 month	2 months	2 months	1 months
Court Appearances	Twice a month	Twice a month	Once a month	Once a month
Case Manager Meeting	Weekly / As needed	Weekly/As needed	Weekly/As needed	Weekly/As need
Drug & Alcohol Testing	Random	Random	Random	Random
Treatment (Group)	As prescribed	As prescribed	As prescribed	As prescribed
Treatment (Individual)	As prescribed	As prescribed	As prescribed	As prescribed
Community Support Groups	As directed by your treatment provider/case manager	As directed by your treatment provider/case manager	As directed by your treatment provider/case manager	As directed by your treatment provider/case manager
Program Fee	Document monthly expenses	Pay as agreed	Pay as agreed	Pay as agreed
Days of Sobriety (Minimum)	14 days	30 days	60 days	90 days
Full-Time Employment	Not required	Seek and obtain	Maintain	Maintain
Other	Individual treatment plan and meet with peer support	Present relapse prevention plan to court	Follow up meeting with peer support	Present aftercare plan to court

Court Attendance:

- Always be on time and dressed appropriately for court
- Be prepared to discuss your progress with the Judge
- Complete all tasks ordered in your contract and bring proof of completion
- Leave food and drink outside the courthouse
- Turn off cell phones and pagers

Program Fee:

Each participant must pay a minimum program fee of \$25.00 per month, for an estimated \$150.00. Each participant must pay as directed by the Case Manager. If participants are classified as indigent and meet the Federal Poverty Guidelines, they may request their fees be waived due to financial hardship. These cases will be on a case by case basis pending each participant's financial situation. Participants will not be held back due to financial hardship. If you leave or are terminated from the program, you will forfeit any money paid toward the program. The fee must be paid in full prior to program completion. In addition to the program fee, you may incur treatment related costs.

Missed Counseling and Case Management Sessions:

- If you miss a session, you will need to make up that session. If you must miss a session, call your counselor and Case Manager to let them know why you need to miss a session.
- It is very important to attend and participate in every session. A pattern of missed sessions or lack of participation will result in a sanction.

Courtroom Etiquette and Dress Code:

You will be expected to act and dress appropriately for Court. Maintain a respectful attitude at all times in the court building and in the courtrooms. Address the judge as "Your Honor," "Judge," or "Commissioner". Stand when addressing the Court. Turn off cell phones before you enter the courtroom. The following dress code applies to all court sessions, case manager meetings, and treatment sessions. As a participant you will be expected to wear a shirt or blouse, jeans, pants, dress, or skirt of reasonable length. The following items will be considered inappropriate: clothing bearing drug/alcohol related use or themes, clothing with vulgar or profane words, clothing depicting violence or sexual acts, muscle shirts, tank tops, halter tops, shorts, cut-off jeans, baggy pants that fall below the hips, sweat pants, lounge pants, pajamas, pants with holes, and hats (except those worn for religious purposes). Sunglasses are not to be worn inside the Courtroom or treatment center unless medically approved. Speak with your Case Manager if you need assistance with obtaining appropriate clothing.

Program Rules:

As a participant, you will be required to abide by the terms and conditions outlined in the **Participant Contract**¹, including, but not limited to the following:

- Total abstinence from the use of drugs and alcohol. This includes non-alcoholic beers, energy drinks containing alcohol, marijuana, kratom or synthetic cannabinoids such as K2, Delta-8 and Spice.
- You must present any treating physician with your Notice to Any Health Care Provider card each and every time you seek treatment. You must inform your treatment physician(s) that you are a recovering addict.
- Provide list of *medications* (both prescription and over-the-counter) to your Case Manager within first two weeks. If there are changes, update the list within 24 hours.

¹ The contract is contained at the end of this manual. Please read it carefully as it outlines the requirements in more detail.

- Keep your Case Manager and treatment provider informed of your current address and phone number at all times.
- Attend court, treatment, and community support groups meetings as directed and provide weekly verification of attendance.
- Submit to random drug and alcohol testing.
- Provide verification of employment and/or school to your Case Manager upon request.
- Inform your Case Manager within 24 hours of any contact with law enforcement regardless of whether you are issued a citation or arrested.
- Submit to random home visits. As a participant, your person, property, home, vehicle, and personal effects may be searched at any time with or without reasonable suspicion. Your home must be free of all alcohol and drugs.
- Abide by all other program rules and regulations imposed by the Judge.
- The court utilizes a program called E-Hawk that requires a phone with cellular data.

Medication Policy: *Participants are required to take medications as ordered by their doctor and sign all requested releases of information to allow JCCSP staff to confirm medication protocol with prescribing doctors. Any changes in medication dosages must be pre-approved by the prescribing doctor. If a doctor chooses to discontinue a medication, participants are required to request an escort from your supervising probation officer to dispose of the medication in a pre-approved medication disposal unit and obtain a letter from the prescribing doctor stating they are discontinuing the medication (s). All medications are subjected to compliance checks and the participant is required to provide the supply to the supervising agent to allow him/her to confirm compliance. The participant is responsible for anything they chose to ingest or apply to their body, and will be considered non-compliant by using other persons smoking products or other consumables which results in a positive test for any non-prescribed narcotic or alcohol.*

Participants may use prescribed, FDA-approved medications, specifically including prescribed Medication Assisted Treatment (MAT), according to the frequency, amount and any other directions given by the prescribing health professional. Participants are subject to testing and to searches of their home, vehicle, person, or other areas under their control to ensure that medications are being used in accordance with the prescription. Participants will be required to sign any releases necessary to allow JCCSP staff to confirm the prescription and to communicate with the prescribing health professional.

Participants are prohibited from using non-prescribed and non-FDA-approved medications or other substances unless: (1.) Prior to acquiring the substance, the Participant informs JCCSP staff of his or her intent to acquire the substance; and (2.) Prior to any use of the substance, the participant demonstrates to the satisfaction of the JCCSP Team that the substance is medically necessary to treat a diagnosed condition and that no other substance or medical intervention will provide a substantially similar benefit.

Participants may use over-the-counter medications generally available for retail sale in the amount and frequency indicated on the packaging and only for so long as necessary to treat the underlying condition.

Medication Assisted Therapy: *All participants have access to and some are currently receiving services through medication-assisted treatment (MAT) including methadone, buprenorphine, and injectable naltrexone. JCCSP does not exclude participation due to using MAT's nor requires participants to taper*

off MAT's. Participants who are under the care of a physician are permitted to continue on with MAT as long as the prescriber determines that the medication is clinically beneficial.

Employment/Education Requirement:

Financial stability is very important to your continuing recovery and ability to maintain sobriety. Therefore, employment is mandatory; you **must** maintain full-time employment or be enrolled in an approved academic program (see below). If you are already on SSI (disability) when you begin the program, the employment requirement will be reviewed with the case manager. A participant may choose to enroll in school rather than obtain full-time employment if approved by the Case Manager. If approved, a participant must be enrolled full-time in an accredited academic program (the equivalent of 14 hours per semester) unless alternative arrangements with your Case Manager are made. The class schedule cannot consist of more than six hours of online classes. The Case Manager will require written verification of attendance, syllabus, assignments, etc. Participants must maintain a 2.0 GPA. During summer and winter breaks, participants must work full time volunteer in the community each week that school is not held.

Treatment Requirement:

Your treatment team will develop a treatment plan following an overall assessment of your needs. The total number of hours will depend on your individualized plan. The plan will act as a guide during your recovery and will be maintained by your treatment counselor and will be updated and expanded as you progress through the program.

Moral Reconciliation Therapy

Moral Reconciliation Therapy (MRT) is a type of behavioral therapy aimed at decreasing the likelihood of someone returning to abusing substances or alcohol. It teaches people in the criminal justice system with substance use disorders to focus on the moral aspects of their illness, and the social consequences that may be associated with using drugs or alcohol. There's also homework to complete and structured group exercises to engage in. In your workbook, you'll find 16 steps concentrated on seven cornerstone treatment focuses:

- Building of higher pinnacles of moral reasoning
- Lowering self-destructive tendencies and building your frustration tolerance
- Building a healthy concept of self
- Constructing a positive identity
- Reinforcing healthy habits and behaviors
- Assessing your current relationships
- Coming face-to-face with your current behaviors, attitudes and beliefs

Community Reinforcement Approach to Family Training

Community Reinforcement Approach to Family Training (CRAFT) is an intervention which helps family members change the way they interact with a substance user or someone who is drinking too much. **This course will be provided to the families or significant others of the participants as needed.** The aim of CRAFT is to help that person get into treatment and on the road to recovery from drugs and alcohol. CRAFT is non-confrontational. In CRAFT, you will *not* learn to confront your loved one to break through their denial. Instead, you will learn how to break your *unintentional* participation in patterns related to their

loved one's use. You will learn how to stop your engagement in these patterns in ways that keep you safe, set appropriate boundaries, and are consistent with the type of person you want to be.

CRAFT teaches family members to do the following:

- Identify their loved one's triggers for and results of their use.
- Break the patterns that lead to or increase a loved one's drinking or using.
- Develop and improve communication skills to more effectively express their needs and requests.
- Help their loved one access effective addiction treatment resources when he/she expresses interest in treatment.
- Learn or re-learn how to take care of themselves and reconnect with their values, so that regardless of their loved one's use, they can still lead a life that is centered on their values and not their loved one's drug/alcohol use.
- If violence or the potential for violence exists, help family members identify triggers for violence and develop plans to keep themselves (and their children) safe.

Community Support Groups (12-Step Meeting Attendance):

Attendance of community support groups such as, but not limited to, Narcotics Anonymous and/or Alcoholics Anonymous will be part of your recovery. The number of required meetings depends on the phase or your treatment plan. It is required that you arrive to meetings on time and that you stay for the entire session. You are responsible for maintaining your own log but please note that **only** the meeting's chairperson can sign the log. Falsification of logs will result in a severe sanction. We count meetings from Sunday through Saturday. You may not double up on meetings without prior approval from your case manager or treatment provider. You must present your verification logs, proof of employment, and volunteer work/self-improvement to your case manager as directed.

Drug and Alcohol Testing:

The Jasper County Court Supervision Program uses both regular and random drug/alcohol screenings throughout the Court program. The number of tests you will have will depend on your phase and need. You may be required to test more frequently if you are struggling. Random drug testing will be conducted by your Case Manager and/or at TOMO.

If you are called to submit a sample to your Case Manager, you will report to the ROCC 1402 S. Main St. Joplin, MO between 9AM-4PM unless other arrangements are made.

TOMO Procedures

- Every day call 1-800-494-1250 between 4:30 AM and 7 AM unless or until directed otherwise
- Every day, call from your personal phone and enter your call-in code when prompted
- If selected to submit a drug test, report between 6 a.m. and 9 a.m. to TOMO Drug Testing located at 705 Illinois Ave, Suite 12A Joplin, MO 64801
- TOMO staff will observe you while you are giving a sample

- TOMO staff will discuss your test with you. If you have a positive test and you disagree with the results, you have the right to request that the test be sent off for a lab confirmation. If the lab confirms the onsite results, you may be assessed the cost of the lab confirmation.

In addition to the call-in code system, you may be asked to submit to testing during home visits, court sessions, or meetings with your Probation Officer or treatment provider. Drug test results will be shared with all other Treatment Court team members. In addition to submitting urine samples for drug testing, you may be asked to submit a sample of your breath for alcohol testing, blood tests, and/or to hair follicle testing.

Please Note: If you fail to report for your random drug and alcohol testing and you do not have prior approval, your test will be considered a positive. You MUST report for ALL drug and alcohol testing unless you have prior approval from your Case Manager.

The goal of this program is to help you achieve total abstinence from alcohol and illicit drugs. A positive breath or urine test will not automatically terminate you from the program. Dishonesty concerning use will result in a more severe sanction. No new criminal charges will be filed against you as a result of a positive breath or urine test, unless a separate crime has been committed.

Home Visit Guidelines:

Home visits will serve as a way for Case Managers to become better acquainted with your family and assess living conditions. Home visits will be conducted randomly at any time day or night. They will be conducted in a professional and discreet manner. Your person/home/vehicle may be subject to search without a warrant for drugs, drug paraphernalia, and alcohol. People living at your residence should be advised that the entire home will be subject to inspection. If you are not at home when a home visit is attempted, the court officer will leave a business card. You must call back as soon as you return home no matter what time you return.

Relationships with Other Participants:

You will be expected to treat other participants with respect at all times. This extends to anyone attending community support or other treatment groups. Physical and sexual harassment will not be tolerated. You are prohibited from living with or engaging in a continuing social relationship of a romantic or intimate nature with anyone participating in the Jasper County Court Supervision Program. Married couples may be considered for this program but may be subject to additional counseling requirements. In addition, married couples will not be permitted to attend treatment sessions together unless prior approval has been granted by the treatment court team.

Program Reponses:

➤ Incentives:

- The Treatment Program recognizes the effort that it takes in attempting to improve behaviors, choices, and ultimately lifestyles. Incentives compel compliance and success in case outcomes. Incentives spotlight desired compliance and help to build trust. With that in mind, the Treatment program recognizes all markers of success even if in a small way.

Sanctions:

- If you fail to comply with the program, the Judge may order sanctions. Sanctions are not negotiable and are imposed in an effort to modify your behavior. Sanctions are not intended to be fun and will, most times, consist of hard work such as manual labor.
- Punitive sanctions and treatment responses are very different. “Sanctions” that increase the level of treatment are considered treatment responses and are imposed to help and not punish you. Other sanctions are imposed in an effort to modify behavior so that you learn to make better choices. While sanctions may be viewed as punishment, the intention is to teach or inspire changes in your behavior. Sanctions are not imposed arbitrarily and are imposed after detailed discussion among the team and between you and the judge occurs
- Sanctions are imposed on an individual basis. Other participants in similar circumstances may receive different sanctions to what appear to you to be the same infraction. This is not unusual nor is it inappropriate. You are viewed as an individual and thus, your individual progress, attendance, and history is considered at each occurrence.

Therapeutic Adjustments

- If you are honest about any use or fail to follow rules and/or expectations which you may not be fully capable of following you will be responded to with therapeutic adjustments referred to as “treatment responses”. If you are not responding to treatment interventions, but are otherwise compliant with treatment and supervision requirements, punitive sanctions will not be imposed. Treatment responses that increase your level of treatment are not sanctions. They are imposed to help you learn from your choices and to not repeat them and are designed to improve the overall effectiveness and response to the treatment episode.
- Treatment-oriented responses for substance use while in Recovery Court are based on the recommendation of treatment providers. Input from other team members will be permitted for thorough discussion with the ultimate recommendation being made by the treating providers.

Confidentiality:

Your identity and privacy will be protected consistent with Missouri law. In response to these regulations, policies and procedures have been developed which guard your confidentiality. You will be asked to sign a release of information authorizing the transfer of information among all participating agencies as well as a release of liability. If you are employed, your employment may be terminated if contacted by a Case Manager. If you think this may happen to you, tell your Case Manager and the judge. The Judge may choose to enter a no-contact order on your behalf. This order would prevent your case manager from contacting your employer for employment verification. However, in lieu of such contact, you will be required to provide regular pay stubs to your Case Manager as a means of verifying your employment. You are also expected to respect and maintain the confidentiality of others and can be held accountable for breaching confidentiality.

Relapse & Sanctions:

The goal of the Supervision Program is to help you achieve total abstinence from alcohol and illicit drugs. We understand that relapses may happen while you are in the program. A positive breath or urine test will not automatically terminate you from the program. Dishonesty concerning use will result in a more severe sanction. No new criminal charges will be filed against you as the result of a positive breath or urine test, unless a separate crime has been committed. We encourage you to work with your therapist to understand your triggers to prevent a relapse. If you do relapse, we will work with you as long as you take responsibility and an active role in your recovery.

Termination:

In ordering a participant's termination from the program, the Court will consider factors such as the nature of the violation, duration in the program, previous violations, criminal history, participants' desire to achieve sobriety as evidenced from their actions, and others. The following actions will result in a termination hearing: distribution of drugs, violent crime, or assaultive, threatening, or abusive behavior toward any member of the Supervision Program staff, other participants of the program, or other clients of the treatment providers. Dismissal from the program will result in a violation hearing before the judge.

Conclusion:

Thank you for your participation in the Jasper County Court Supervision Program. The Case Managers and treatment providers are here to guide and assist you but ultimately, the final responsibility is yours. We hope you take full advantage of the opportunity that you've been given to change your life for the better.

COURT SUPERVISION PROGRAM TWENTY-NINTH JUDICIAL CIRCUIT

Contract

Name: _____ Case Number: _____

I agree to enter the Jasper County Treatment Deferral Program, and by doing so, I understand I will have certain obligations and responsibilities. I will have to follow orders given to me by the Judge, Case Manager, and treatment providers involved in the program.

Participant Responsibilities

I agree my responsibilities are:

1. I must tell the truth.
2. I have read, or has been read to me, the Treatment Program Participant's Manual. I understand that I am subject to all provisions of the manual. I understand that the requirements of the program can and will change from time to time. I agree I will comply with any changes.
3. I will attend all court sessions as ordered. Failure to do so may result in a warrant for my arrest.
4. I must attend all ordered treatment sessions and follow the treatment plan as directed.
5. I will report to the Case Manager as directed.
6. I understand that participation in the Treatment Program requires me to be drug and alcohol free at all times. I will not consume, use, purchase, possess, or manufacture any illegal or non-prescription drugs, inhalants, or alcohol. I will not associate with people who use or possess illegal or non-prescription drugs, nor will I be present while drugs, inhalants, or alcohol are consumed by others. This includes casinos and bars.
7. I will not purchase or possess ephedrine or pseudo-ephedrine products without a doctor's note or prior approval from my case manager or members of my treatment team.
8. I will not purchase, possess, or use any bath salts, kratom, K2, Detla-8, Spice, synthetic cannabinoids, herbal smoking blends, "herbal incense," or any other mood-altering substance or chemical without a doctor's note or prior approval from my case manager, regardless of legality.
9. I understand that participation in the Treatment Program requires me to be drug and alcohol free at all times. I will not consume, use, purchase, possess, or manufacture any of the following:
 - Alcohol including non-alcoholic beers and food cooked with alcohol.
 - Ethyl-alcohol (ethanol) based products and/or foods including but not limited to medications, hand sanitizers, mouthwash, shaving creams, cologne, insect repellent, body wash, vanilla/almond extract, and herbal extracts. I further understand that it is my responsibility to read product labels before I consume, apply, or use any of the above.
 - Illegal drugs
10. I will provide my treatment provider and Case Manager with a list of all prescribed and over-the-counter medications that I am taking and update that list within 24 hours if changes occur.
11. I must not violate the law, and I understand that if I engage in any criminal act, I can expect to be terminated from the program and be prosecuted for the pending charge(s).
12. I must notify the Case Manager within 24 hours of any arrest, citation, or charge including traffic offenses.
13. I must maintain my residence in Jasper County throughout the duration of the program. I agree to not leave the Jasper/Newton county area without specific approval of my Case Manager. If approved to leave the area, I understand that I may have to wear a drug patch or other monitoring device with cost incurred to be paid by me.

14. I will not associate with anyone with a felony conviction without approval from my Case Manager. It is my responsibility to know with whom I am associating.
15. I will not live with or engage in a continuing social relationship of a romantic or intimate nature with anyone participating in the Jasper County Treatment Program or any Treatment Court unless I have prior permission from the Court.
16. I must obtain and maintain verifiable full-time employment, education, or combination thereof. After 90 days in the program, if I am still unemployed or not enrolled in an approved academic program, I will perform volunteer work each week until I find a job.
17. I must obtain prior approval from my Case Manager before I quit or change my employment.
18. I must obtain prior approval from my Case Manager before I change residence and before I change/disconnect my telephone number.
19. I will not possess a firearm or a knife exceeding six inches (6") in blade length while in the Treatment Program.
20. I will provide breath, urine, hair, blood, and/or saliva samples as requested for testing. Failure to submit or the submission of an adulterated specimen will result in a positive test.
21. I will submit to a polygraph or Computer Voice Stress Analysis (CVSA) when requested.
22. I waive the right to confidentiality of my treatment records obtained in connection with the Treatment Program and agree to communication of same to and between members of the Treatment Program.
23. I must inform all treating physicians that I am a recovering addict and may not take narcotic or addictive medications. If a treating physician wishes to treat me with narcotic or addictive medications or drugs, I must disclose this to my treatment provider within 24 hours unless it is an emergency situation. I must notify and provide documentation to my treatment provider of all prescriptions medications that I am taking and any changes to those prescriptions.
24. I agree to pay the Treatment Program fee at the rate of \$25.00 each month that I am in the program unless directed otherwise.
25. I understand that participation in the Treatment Program involves a minimum commitment of six months.
26. If restitution is owed, I must pay this amount in full as ordered by the Court.
27. I will submit to a search of my person, residence, vehicles, papers, cell phone, computer, and/or effects at any time with or without warrant, and with or without probable cause, when requested by my Case Manager and/or law enforcement.
28. Failure to follow the responsibilities listed in this contract and in the Court Supervision Program Participant's Manual may result in sanctions or my termination from the program.

Participant Rights and Benefits I understand that:

1. The criminal charge(s) against me can be dismissed if I successfully complete the program.
2. The waiver of confidentiality of my treatment records is limited to the length of this contract.
3. I may rescind my waiver of confidentiality at any time and that if I do so before successful completion of this contract, I will be terminated from the Treatment Program.
4. I can quit the program at any time, but I understand by doing so, a probation violation hearing will be set before the judge for sentencing.
5. If I quit the program, or am terminated, anything I have said concerning my drug usage while in the program cannot be used against me in Court.

I have read the above contract and I understand what I have read. I am willing and voluntarily entering into this agreement with the Jasper County Treatment Deferral Program.

Participant Signature

Date

Treatment Court Commissioner

Date