

WOOD COUNTY ADULT DRUG TREATMENT COURT PARTICIPANT HANDBOOK



Vision

Wood County Adult Drug Treatment Court is a cost-effective and efficient non-traditional judicial model, which is designed to assist criminal justice involved individuals in breaking the cycle of drug use, through routine judicial appearances, intensive supervision, and team decision-making, relying on evidence-based principles in an effort to promote community safety.

Updated 5-13-2025

WELCOME

The Wood County Adult Drug Treatment Court is an *intensive treatment alternative* for adults who have been charged with a crime that is linked to drug and/or alcohol addiction. The Drug Court is a cooperative effort between the criminal justice system and the treatment community. ***Our goal is to support and help you maintain a life in recovery from addiction and crime.*** In order to do this, the Court ***rewards you for good behavior*** and positive progress and ***imposes consequences for failing to comply with expectations.*** The Drug Court Team will work with you to make sure you understand what is expected of you.

THE DRUG COURT TEAM

The Drug Court Judge will make all decisions regarding your participation in the Drug Court Program with input from the Drug Court Team. In addition to the Judge, the Drug Court Team consists of the following members:

Wood County Circuit Court

Wood County Criminal Justice Department

Wood County District Attorney's Office

Wood County Sheriff's Department & Jail

Wisconsin Public Defender's Office

Local Law Enforcement Agencies

Private Defense Bar

Three Bridges Recovery

Department of Corrections

Wood County Board of Supervisors

Wood County Human Services

DRUG COURT TEAM STAFFING

Prior to each Drug Court hearing, the Drug Court Team will meet to discuss your progress along with the progress of each participant in the Drug Court. During Drug Court, the Judge will talk with you individually about your week, give you praise and rewards for positive progress, hand out sanctions and go over any new requirements or expectations, and take an interest in learning what it is you need in your personal process in recovery. ***You will be required to appear in Drug Court on a regular basis.*** The frequency of your appearances will depend on what phase you are in. You will appear weekly in the beginning of your program and gain the privilege of less frequent appearances as you progress through the phases. ***Failure to attend a drug court hearing will result in a warrant being issued for your arrest and detention in jail until you can appear before the court.***

COURT RULES

The Wood County Adult Drug Treatment Court has the following rules for court room behavior and attire. As a participant of the Drug Court ***you will be expected to comply*** with these rules at all times.

COURTROOM ATTIRE:

1. Participants will treat each Drug Court appearance as you would a regular courtroom hearing and dress appropriately. Hats may not be worn in the courtroom. Please consider refraining from clothing which bares excessive skin, ripped, torn or frayed clothing or clothing with offensive language / curse words
2. Clothing bearing drug or alcohol related themes and/or promotes alcohol or drugs in any way are strictly prohibited.
3. Please consult with the Drug Court Coordinator/ Case Manager if you have questions concerning what clothing is appropriate to wear versus what clothing isn't appropriate.

COURTROOM RULES:

1. You must be in the courtroom when court is called to session.
2. Please sit in the assigned seating area based on gender.
3. Make sure cell phones and electronics are turned off and placed in the cell phone area in the front courtroom.
4. Sleeping in court is prohibited.
5. Refrain from having random side conversations or talking in excess.
6. You are expected to remain in the courtroom during drug court proceedings.
7. Children are not allowed in court unless specified by case manager or Drug Court Team.

TREATMENT

The Drug Court uses a ***community-based approach to treatment***. Upon entry into the Drug Court, you will be required to complete a ***comprehensive substance use and mental health assessment*** to determine your treatment needs. During your time in Drug Court, ***you will be expected*** to follow through with the treatment plan and treatment recommendations of your provider. ***The team will communicate*** with your treatment provider to make sure that your

treatment needs are being met. If there is a need for an increase in treatment, *you will be expected to comply* with all recommendations.

PHASES

The Drug Court has *five specific phases* that make up our program. You will also be expected to complete an application for phase advancement and a graduation application. Each phase has a minimum number of days that you can expect to spend participating along with specific goals that will need to be accomplished in addition to your treatment and case plan.

OVERVIEW OF PHASE STRUCTURE ON NEXT FULL PAGE

	PHASE 1 Acute Stabilization 90 Days	PHASE 2 Clinical Stabilization 90 Days	PHASE 3 Prosocial Habilitation 90 Days	PHASE 4 Adaptive Habilitation 90 Days	PHASE 5 Continuing Care 90 Days
Contract Requirements	Curfew: 9PM Obtain permission for out of county travel	Curfew 10PM Obtain permission for out of county travel	Curfew 11PM Obtain permission for out of county travel	Curfew 12 PM Adjacent county travel allowed (Portage, Clark, Adams, Marathon)	No curfew In-state travel allowed without permission
Judicial Component	Court Appearance Weekly Team Staffing Weekly	Court Appearance Every Two Weeks Team Staffing Every Two Weeks	Court Appearance Monthly Team Staffing Every Month	Court Appearance Monthly Team Staffing Every Month	Court Appearance Monthly Team Staffing Every Month
DOC Supervision Component	Supervision Weekly Monthly Home Visit(s) Develop a Case Plan Sanctions Incentives Drug and Alcohol Testing Upon Request	Supervision Every Two Weeks Monthly Home Visit(s) Ongoing Case Planning Sanctions/Incentives Drug and Alcohol Testing Upon Request	Supervision Monthly Re-Assess Risk/Need Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request	Supervision Monthly Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request	Supervision Monthly Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request
AOD/Mental Health Treatment	AODA Assessment MH Assessment Recommended group therapy based on ASAM assessment Recommended frequency of individual therapy per provider Develop Treatment Plan	Ongoing Clinical Re-Assessment Ongoing Treatment Planning Recommended group therapy based on ASAM assessment Recommended frequency of individual therapy per provider Additional therapy/cognitive/behavioral intervention groups as recommended	Ongoing Clinical Re-Assessment Ongoing Treatment Planning Recommended group therapy based on ASAM assessment Recommended frequency of individual therapy per provider Additional therapy/cognitive/behavioral intervention groups as recommended	Ongoing Clinical Re-Assessment Ongoing Treatment Planning Recommended group therapy based on ASAM assessment Recommended frequency of individual therapy per provider Additional therapy/cognitive/behavioral intervention groups as recommended	Ongoing Clinical Re-Assessment Ongoing Treatment Planning Recommended group therapy based on ASAM assessment Recommended frequency of individual therapy per provider Additional therapy/cognitive/behavioral intervention groups as recommended
Case Management Component	Program Orientation Weekly CM Meeting Obtain Medical Assessment Develop Case Plan Change people, places, & things Address Housing Sanctions & Incentives Phase Advancement Application	Phase Orientation Weekly/ Bi- Weekly CM Meeting Ongoing Medical Needs Review Case Plan Continue changing people, places, & things Maintain Housing Budget Assessment (Last 30 Days) Begin to focus on attendance at recovery supports Begin to establish prosocial activity (work, school, community service 20 hours)	Phase Orientation Bi-weekly/Monthly CM Meeting Ongoing Medical Needs Review Case Plan Demonstrate changing people, places, & things Maintain Housing Ongoing Financial/Budgeting Begin establishing a recovery network Establish prosocial activity (work, school, community service 20 hours) Sanctions & Incentives	Phase Orientation Monthly CM Meeting Ongoing Medical Needs Review Case Plan Continue to demonstrate changing people, places, & things Maintain Housing Ongoing Financial/Budgeting Engagement in a recovery network Establish prosocial activity (work, school, community service 25 hours) Sanctions & Incentives	Phase Orientation CM Meeting Monthly Ongoing Medical Needs Develop Life Plan Continue to demonstrate changing people, places, & things Maintain Housing Ongoing Financial/Budgeting Maintain recovery network Establish prosocial activity (work, school, community service 30 hours) Sanctions & Incentives

		Sanctions & Incentives Phase Advancement Application	Phase Advancement Application	Phase Advancement Application	Graduation Application
Testing Component	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>
Law Enforcement Component	Drug and Alcohol Testing Upon Request Home Visits Upon Request Curfew Monitoring	Drug and Alcohol Testing Upon Request Home Visits Upon Request Curfew Monitoring	Drug and Alcohol Testing Upon Request Home Visits Upon Request Curfew Monitoring	Drug and Alcohol Testing Upon Request Home Visits Upon Request Curfew Monitoring	Drug and Alcohol Testing Upon Request Home Visits Upon Request
Legal Component	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions
Requirements for Phase Advancement	Regular Attendance and Engagement at the following: <ul style="list-style-type: none"> • Treatment • Case Management • Probation • Support meetings • Recovery Network* A minimum sobriety time of 20 consecutive days prior to Phase Advancement *Obtain sponsor/support person within 30 days Phase Advancement Application	Regular Attendance and Engagement at the following: <ul style="list-style-type: none"> • Treatment • Case Management • Probation • Support meetings • Employment/school/community service* A minimum sobriety time of 35 consecutive days prior to Phase Advancement *After 2 weeks in Phase 2: 5 job applications/10 hours community service per week *After 4 weeks in Phase 2: 10 job applications and 20 hours of community service per week *20 hours per week of work/school/community service once employed Phase Advancement Application	Regular Attendance and Engagement at the following: <ul style="list-style-type: none"> • Treatment • Case Management • Probation • Support meetings • Employment/school/community service* A minimum sobriety time of 50 consecutive days prior to Phase Advancement. *10 job applications and 20 hours of community service if not employed *20 hours per week of work/school/community service once employed \$100 payment towards drug court fees Phase Advancement Application	Regular Attendance and Engagement at the following: <ul style="list-style-type: none"> • Treatment • Case Management • Probation • Support meetings • Recovery Network • Employment/school/community service* A minimum sobriety time of 60 consecutive days prior to Phase Advancement. *10 job applications and 25 hours of community service if not employed *25 hours per week of work/school/community service once employed \$150 payment towards drug court fees (in total, \$250 paid towards fees) Phase Advancement Application	Regular Attendance and Engagement at the following: <ul style="list-style-type: none"> • Treatment • Case Management • Probation • Support meetings • Recovery Network • Employment/school/community service* A minimum sobriety time of 90 consecutive days prior to Phase Advancement. *10 job applications and 25 hours of community service if not employed *30 hours of work/school/community services per week \$500 in total payments before applying for Phase 5 \$750 total paid off before graduation interview Graduation Application and Interview Completed Life Plan

All program components represent **minimum requirements. Phase length represents the **minimum** time required to complete.**

DRUG TESTING

You will be tested throughout your participation in the Drug Court Program for controlled substances and alcohol as well as other mood altering substances. ***Testing may include samples of your urine, breath, hair, saliva and skin.*** You will be required to adhere to the following rules:

- You will be required ***to call in daily*** to see if you need to test.
- ***Complying with every request to test.*** If you miss a test, sanctions can be imposed.
- Having all of your ***testing directly observed.***
- ***Being honest*** if you know you will test positive. If you have a positive test and you have not discussed your use with a drug court team member before taking the test, this is considered dishonesty about use and an immediate sanction will be imposed.
- ***No tampering with any testing procedure.*** If you tamper with a test, this could be grounds for termination. No diluting of your UA; all diluted drug tests are considered positive.
- ***Reminder alcohol, delta 8, CBD, and any synthetic drugs are prohibited.***

If you continue to use, you are not gaining the benefits of recovery and therefore not gaining the benefits of the Drug Court Program. If you are **honest** with the Team about your use, the Team will work with you to address your treatment needs rather than applying sanctions.

CONFIDENTIALITY

You will be ***required to sign releases of information*** authorizing the disclosure of health, medical, mental health, AODA, criminal, employment, and educational records for the purpose of screening you for Drug Court and to allow the Drug court and your treatment providers to exchange information regarding your progress. You will be required to update these releases as necessary.

DISCRIMINATION

The Wood County Adult Drug Treatment Court does not discriminate based on cognitive or physical ability, gender, race, sexual orientation, religion, socioeconomic status, ethnicity, or in any other way. If any participant believes they have been discriminated against in any way or have a complaint, participants shall follow the grievance procedure.

COMMUNITY SUPPORT GROUPS

As you progress through the phase system, ***you will be required to attend support groups in the community.*** Alcoholics Anonymous, Narcotics Anonymous, SMART Recovery, Women for Sobriety and online support meetings are examples of community based support groups.

Attending three support meetings a week is required and one must be an in-person meeting. A faith-based/spiritual meeting counts towards a meeting, but it does not count towards your one required in-person meeting. The goal is for you to build a sober support network, which will remain in place once you have graduated from Drug Court. Your case manager and/or treatment provider will be able to assist you in identifying a group that is available and feels right to you in your journey.

RELATIONSHIPS

A large part of a healthy life are the relationships you choose to be in. Drug Court helps you to have healthy prosocial relationships with others. Relationships or friendships with others who may jeopardize your recovery or provide you access to drug/ alcohol will be prohibited. A significant relationship is defined as a relationship that is romantic, sexual, dating, cohabitation or spending time with someone that is more than a friend. Participants must disclose any significant relationship that they are in when they enter the program. This is a continuing obligation. If the participant is involved with a person that is involved with drugs, alcohol, or unlawful behavior, the participant can expect that the relationship will likely need to end. If the Court believes that there is an unhealthy relationship in existence, the Court might impose some form of a restriction on that relationship. Individuals may be subject to provide drug tests to verify they are sober and healthy supports. This testing cost may be at the cost of the participant if lab confirmation is required. The Court could, if needed, order a termination on the relationship while the participant is in Drug Court.

EMPLOYMENT

You will be ***required to obtain and maintain employment*** while in Drug Court. Employment is an important piece of recovery and will be promoted early but required at a later phase. If you are unemployed upon starting Drug Court, you will be ***required to apply for jobs and do community service to fulfill these hours until you get a job***. In some cases, the Drug Court team recognizes that due to disabilities, advancements in education, or other individual reasons work may be unattainable or only attainable in small amounts of time. In this scenario the Drug Court team will make decisions on a cases-by-case basis. Participants must have approval to work out of the county.

SUPERVISION

You will be ***expected to comply with all directions of your supervising probation agent*** during your time in Drug Court. Compliance of all rules of supervision and any violations will be considered when evaluating your progress in Drug Court.

DRUG COURT CASE MANAGEMENT

As a Drug Court participant, you will be ***expected to meet with your case manager*** throughout your time in Drug Court. You will be expected to meet with your case manager as required in the phase outline; however, your case manager may request to meet with you more frequently if needed or less frequently as progress allows. A ReConnect daily check-in may be required following a rule violation. This involves using an app to notify your case manager your location. If your case manager feels this is necessary, you will be expected to comply.

TRAVEL RESTRICTIONS

All out of county travel requires permission from your case manager. Any out of county travel that does not require an overnight stay may be discussed and approved or denied by your case manager. In Phase 4, adjacent county travel may be done without case manager approval. In Phase 5, in state travel may be done without case manager approval. All overnight out-of-county travel or travel that requires excusal or adjustments for drug testing must be submitted in writing to your case manager and staffed with the entire drug court team. Requests must be submitted by Friday at noon, prior to the week of your request and staffed at least one Monday prior to travel. Any out of state travel must be approved by the Department of Corrections via their travel procedure prior to submitting a request to the team.

DRUG COURT FEES

You will be ***required to pay a drug court fee of \$750***. In Phase 3, a total of \$100 must be paid prior to submitting your phase 4 advancement application. In Phase 4, a total of \$150 must be paid prior to submitting your phase 5 application. The remaining balance prior to applying for graduation. Fees may be paid by money order, bank check or cash. Participants can work up to \$250 off their Drug court fees with work through Emergency Government. No personal checks or debit/credit cards are allowed. If you cannot meet the required payments, you may submit a request for an adjustment or extension.

OTHER PROGRAMS

The Drug Court Team may find other programs that are important for your success in Drug Court including budgeting classes, psychoeducational groups, and criminal thinking interventions. ***You must complete any programs that are required by the Drug Court Team.***

TERMINATION

Any team member has the ability to motion for a termination. This motion must be seconded, and then eligible voting members decide if the participant will be placed in Termination phase. During a termination hearing, you will have the opportunity to have counsel represent you. Some reasons why termination might be considered:

- Not following the rules
- Arrest or conviction on new criminal charges

- Failure to appear for court, treatment, support groups or other programming
- Any other grounds that the Drug Court Team finds sufficient and after all other appropriate interventions have been tried and failed

GRADUATION

Graduation is recognized as a very important event in your life. Your loved ones will be invited to join you at a ceremony as the Drug Court Team congratulates you for successfully completing the Drug court Program and achieving your goal to establish a sober life in recovery.

Graduation will require:

- ***Minimum of 90 days sober immediately prior to graduation.***
- ***Application and approval of the Drug Court Team.***
- ***Interview with the Drug Court Team.***
- ***Completion of all phase requirements and case plan goals.***
- ***Active enrollment or work towards a Diploma or GED, if applicable.***
- ***Employed, actively seeking employment, or active engagement in post-secondary education.***
- ***Active participation in a recovery community.***
- ***Safe and stable living environment.***
- ***Payment of program fees and other financial obligations, if applicable.***

CONCLUSION

The goal of the Drug Court Program is to help you achieve a life free of substance use and criminal activity. The Judge and Drug Court Team are here to guide and assist you but the final responsibility is yours. ***To succeed, you must be willing to work*** with the Drug Court Team to ***make the changes necessary*** to maintain your new life in recovery. ***Recovery is a lifestyle*** and will need ***dedication and hard work*** long beyond your stay in Drug Court. ***Drug court is a building block, an intervention that will teach you the skills necessary for living a recovery based life.***

REWARDS AND SANCTIONS

Sanctions

Level I

1. Verbal Reprimands from judge
2. Penalty box (jury box)
3. Journaling – writing related to violation
4. Workbook assignment or
5. Maintain a calendar and bring to court

Level II

1. Half day in jury box during court sessions.
2. ReConnect Check-Ins
3. Curfew

4. Limitation of privileges
5. Community Service/ EG
6. Written or verbal apology to court
7. Self-imposed sanction (asking the participant what the appropriate sanction might be)
8. In-home detention

Level III

1. Observe other court proceedings
2. Increased attendance at court
3. Increased drug testing
4. Suspension of privileges
5. Community Service/ EG – up to 8 hours
6. Team round table (be involved in their staffing)
7. Geographical restrictions
8. Day report to Case Manager(4-7 days)
9. Presentation in open court

Level IV (significant response)

1. Jail stay
2. Roundtable with team
3. Restart phase
4. Day report to case manager (7 days)
5. The court may revoke bond until next court hearing

If you wish to have legal representation at a sanction hearing, it is your responsibility to contact the State Public Defender's office or hire an attorney.

Rewards

Level I

1. Judicial Praise
2. Opportunity to draw a treat or ability to win a coupon or gift card
3. Slight reduction of community service when c/s is not imposed as a sanction but is a weekly responsibility
4. Allow to leave court after personal appearance
5. Reduction in court appearances

Level II

1. Praise by Judge – acknowledgement to entire court as to achievement
2. Opportunity to draw a treat or ability to win a coupon or gift card
3. Reduction in court appearances
4. A moderate reduction of community service
5. Gift certificate

Level III

1. Reduction in court appearances
2. Opportunity to draw a treat or ability to win a coupon or gift card
3. In court recognition reward for completing treatment group/ phase advancement

4. Significant reduction in community service hours (8 hours a week or more)
5. Lifting or making a later curfew
6. Reduction of travel restrictions

Level IV

1. Significant recognition in Court by entire team
2. Opportunity for some form of public recognition with participants consent
3. Graduation
4. Tangible rewards
5. Phase advancement

*Other incentives or sanctions may be used by the court at the discretion of and limited only by the creativity of the team.