

**SNOHOMISH COUNTY SUPERIOR COURT  
ADULT RECOVERY COURT  
PARTICIPANT HANDBOOK**

By signing below, you acknowledge that you were given this handbook and have been told to read or have someone read this to you. This handbook contains the rules of ARC. Failure to follow these rules may result in sanctions up to and including termination from the program.

Date: \_\_\_\_\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Print Participant Name

\_\_\_\_\_  
Coordinator Signature





# SNOHOMISH COUNTY SUPERIOR COURT

## ADULT RECOVERY COURT

## PARTICIPANT HANDBOOK

Updated 2023

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## Adult Recovery Court Introduction

Welcome to ARC!

This handbook gives information about ARC and what is required of you as a participant. We want you to share this information with your family and friends who support your recovery. As a participant, you are required to follow all rules in this handbook, the ARC Contract and all instructions given in court by the Judge.

**NOTE: This handbook may be updated from time to time to reflect program changes. We will make sure you are told of any changes.**

**You will be sanctioned or terminated by the court if you fail to follow the rules and requirements included in this handbook. If you do not understand anything or have questions contact your Coordinator.**

### Two Simple Rules to Success in ARC:

1. Be Honest
2. Show Up

## PROGRAM DESCRIPTION

### WHAT IS A RECOVERY COURT?

Adult Recovery Court (ARC) is a therapeutic court that includes frequent drug testing, judicial supervision, substance use disorder treatment and the use of incentives and sanctions. When you enter ARC, you become part of a unique partnership with the judge, deputy prosecuting attorney, defense counsel, drug court coordinators, treatment professionals and law enforcement.

You will need to participate in a variety of treatment programs that are designed to help you with your substance use disorder and provides support to achieve education and employment goals. The program includes group and individual treatment sessions, Moral Reconciliation Therapy and participation in sober support meetings. Residential substance use disorder treatment and detoxification services may also be required. ARC is a 12 to 18 month program, however, the judge may extend your participation up to 24 months depending on your individual circumstances.

### EQUAL OPPORTUNITY

You have the right to participate in this program without discrimination as to your age, sex, race, creed, color, religion, national origin, sexual orientation, marital status, or physical disability.

## **SAFETY**

Safety is everybody's responsibility. Safety rules are posted on bulletin boards at service agencies and in the courthouse for your convenience. You must follow all court orders and rules/regulations regarding weapons. You may be terminated if the team feels that safety concerns are impacting your continued participation in this program.

## **CONFIDENTIALITY**

Your rights to confidentiality are protected by Federal laws. Information will not be released by the team without your written consent. You will be required to sign a consent form allowing treatment providers, program staff, and the rest of the team to share and talk about your progress.

That release of confidentiality will extend to others who may be present or participate in staffing or other discussions about your participation, including the press or public inside the courtroom. We will take all reasonable steps to respect your privacy and not discuss sensitive personal information in open court.

Confidentiality is also important in group sessions. Anything that is discussed in group must remain in group. No information any participant should be talked about outside of the group. The same confidentiality applies to things said in the courtroom. Outside group and court, do not talk to anyone about any information you hear from or about any other participant.

# **ENTRY INTO ARC**

## **OPT IN PROCESS**

The first two weeks of ARC is a trial period for you to test out the program and for the team to make sure you are participating in the program and taking the requirements seriously. At the end of your first two weeks, you may "opt in" to the program and continue your participation, or you may "opt out" and return to the trial track. The team may also choose to "opt you out" after reviewing eligibility and your program participation. If you opt out, any trial rights you have waived will be returned to you.

**On your "opt date", if you do not appear for court, you will be "opted in" in your absence. It is very important that you show to court for your "opt date".**

Once you have opted in, voluntary or involuntary, termination will result in a stipulated trial. The Judge determines your guilt or innocence based on the police reports, and/or affidavit of probable cause. You may be sentenced immediately if you are found guilty.

## PROGRAM REQUIREMENTS

### GROUP AND INDIVIDUAL TREATMENT

Your treatment program will be made up of group & individual counseling sessions with your treatment provider(s). You will be required to actively participate in all sessions. Non-participation will result in a sanction and can lead to termination from the program.

It is your responsibility to be on time for all treatment sessions and any missed sessions will result in a sanction. Recovery court has a zero-tolerance policy for arriving late -while you may still be allowed to participate in the session, if you arrive late to a treatment group or individual appointment, it will be considered non-compliance in ARC and you will receive a sanction in court. If you arrive late to MRT or Trauma MRT, you will not be allowed to remain and participate in the session. If you miss an individual meeting with your counselor, without it being excused or cancelled within 24 hours of the session, it will be a missed treatment session.

In addition, you may be required to participate in other programs, including but not limited to: job training, family education, anger management, parenting classes, mental health counseling, GED preparation, or others, based on your individual needs.

### TREATMENT PHASES

You are required to successfully complete all phases of treatment before you can graduate from ARC. Your substance abuse assessment will determine which treatment level of care that you will start at in Phase I.

- **Phase 1:** Treatment starts with an intensive outpatient (IOP) level of care, but based on your individual needs, you may start in detoxification services, residential treatment or a combination of services.
- **Phase 2:** Once you enter Phase 2 of treatment you will be meeting with your treatment provider one to two times per week depending on your individual needs. If you continue to struggle with staying sober, you may be returned to Phase 1 for more intensive treatment. If you do not participate in treatment, you may be terminated.
- **Phase 3:** During this last Phase of treatment, you will meet with your treatment provider at least once a month. This may be an individual or group session. If you relapse during this Phase, you may be returned to Phase 1 or Phase 2 of treatment or be terminated.
- **Aftercare:** Aftercare provides you with access to individual treatment sessions with your ARC treatment counselor after graduation. You may access this service once a month until 6 months after you graduate. The number of sessions you may have are limited to 6 total.

**Suspension from treatment:** You must be enrolled in treatment while in this program. If you are suspended from treatment, you may be terminated.

## SOBER SUPPORT: MEETINGS & SPONSORSHIP

MEETINGS: During stages one through three, you are required to attend and participate in a minimum of three (3) sober support meetings each week. During stage four you are required to check in with your coordinator each week regarding your recovery supports— you can either write a short paragraph explaining what you did during the week to support your recovery, or you can turn in a weekly to-do list to explaining what tasks you completed during the week to support your recovery. This is in addition to your other required treatment appointments.

The following rules apply to your meetings each week:

- You must attend each of these meetings on different days each week. (*Example: Friday, Monday and Tuesday*)
- Your meetings must not take place at the same time as your treatment appointments or court.
- You will be responsible for checking that your name, date, name of the group and location are correct and clearly written on your verification slip. **Other Recovery Court participants cannot sign your slip, even if they are the chair of the meeting.**
- You may attend one pro-social activity each week as long as you talk to your treatment liaison about it ahead of time and get approval to attend. Examples of pro-social activities include attending church, going on a group hike, playing sports, MRT peer support, etc.
- You are required to turn in proof of your attendance of sober support meetings (e.g., signed meeting slip) to your treatment provider **by NOON every Wednesday.**
- If your meeting slip is turned in late or not turned in at all, you will get a sanction at court.

SPONSORSHIP: To further help the development of a strong sober support network in your recovery, you are required to obtain and maintain a sober support sponsor or recovery mentor (person in leadership/mentor role in a support or self-help group) during your participation in ARC. You are required to obtain a sponsor/recovery mentor to advance to Stage 3 and will need to maintain a sponsor/recovery mentor throughout the rest of your time in the program. A recovery court participant may not sponsor another recovery court participant; approval may be granted on a case-by-case basis for a participant in Stage 4 to sponsor another participant.

**If you do not attend a full meeting, but list that meeting on your meeting slip, and/or forge your attendance at a sober support meeting, you will be sanctioned in court, up to and including termination.**



## MORAL RECONATION THERAPY (MRT)

MRT is a requirement in order to graduate from this program. MRT is a structured program that focuses on changing your thinking and behaviors that lead to problems of drug use, relationship difficulties, and negative lifestyles. Break the Chains of Trauma MRT may be required while you are in this program to work through trauma related issues that stumbling blocks to recovery.

You will receive an MRT workbook at no cost to you when you start this program. It is your responsibility to make sure that you come to group with your book. You will not be allowed to attend group if you do not have your workbook and may be sanctioned. If you lose your workbook, you can buy a replacement from the Coordinators at Superior Court for a cost of \$27.00 (exact cash only) for an MRT book and \$15.00 (exact cash only) for an MRT Trauma book.

## COURT APPEARANCES & COURTROOM RULES

You must attend all scheduled court while in ARC. During each court hearing the Judge will review your progress in treatment and program compliance.

### You must follow these courtroom rules for in person and zoom Court:

- ✓ Arrive on time and remain seated until the end of the court session, unless otherwise told.
- ✓ **DO NOT** socialize while in court. It is rude and unfair to the Court and your peers.
- ✓ Turn off all cell phones and electronic devices before entering the court room.
  - **Texting, photography or video/audio recording is not allowed.** If your cell phone or electronic device goes off, or if you are caught using your cell phone or electronic device in court, you will receive a sanction.
- ✓ Take care of any personal needs (*bathroom, phone calls, smoking, etc.*) prior to entering the courtroom.
- ✓ Food and drink **ARE NOT** allowed in Court. This also includes gum, candy, mints, etc. This rule applies to everyone in the courtroom, including children.
  - You must be properly dressed in court at all times: Bare feet, tank tops, halters, bare midriffs, see-through garments are **NOT** acceptable. No visible undergarments.
  - **NO** clothing that displays alcoholic beverages, drugs, nude pictures or other words/images that may be offensive to other participants or staff will be allowed.
  - **NO** hats, bandanas or other headdress, except religious or medical, will be permitted at any time. No sunglasses will be worn in the courtroom.
- ✓ Pay attention when your name is called.
- ✓ Be respectful of everyone in Court.
- ✓ Stand in front of the bench while talking to the Judge. The Judge should always be called “Judge” or “Your Honor”.
- ✓ Be quiet in the courthouse, as other courts are in session. You may be sanctioned for being disruptive in any area of the courthouse.

- ✓ **DO NOT** bring small children or infants to court if there is any chance that they may be disruptive.
- ✓ **DO NOT** bring children to court if there is any chance that you may be sanctioned to jail. Sanctions will not be delayed, and Child Protective Services (CPS) will be contacted to take custody of your children if other arrangements have not been made for their care.

If you do not appear in court, and do not have approval to not attend or do not have an emergency that can be verified, a \$100,000 bench warrant will be issued for your arrest. If you are on bench warrant status, you may be terminated. If you are on bench warrant status over 60 days you may be terminated from the program.

**Your court appearances may decrease as you progress successfully through the program**

## EMPLOYMENT

You have to find and maintain at least part-time legal employment for 90 consecutive days (*20+ hours each week*) or be enrolled in college, trade school or other education program (*part-time, at least ten credits each quarter*) in order to graduate.

You must verify your employment regularly with your Coordinator by providing copies of your pay stubs. Once you get a job, or if your employment status changes, you must fill out an Employment Verification form and turn it into your Coordinator within 48 hours.

**Below is a list of employment locations that are NOT allowed.** If you have questions, please talk to your Coordinator.

- **Bars, taverns, lounges, clubs and pubs** (*or any other establishment where you would be pouring alcohol*) on a case-by-case basis, please talk with your Coordinator
- **Hookah Bars**
- **Marijuana Shops**
- **Vapor Shops** on a case-by-case basis, please talk with your Coordinator
- **Adult Entertainment Establishments**
- **Casinos:** on a case-by-case basis, please talk with your Coordinator
- **Diversion Center or any substance use disorder treatment agency.** *Cannot be a recovery coach for ARC participants.*

## Employment Waiver

If you are not able to work, talk to your Coordinator.

## EDUCATION

You will have to get your high school diploma or GED in order to graduate.

If you already have your high school diploma, GED, or vocational/technical certificate, proof must be turned in to your Coordinator in order to complete Stage 1.

If you have received your GED but need a copy of your transcript, please go to the following website in order to obtain this: <http://www.gedtestingservice.com/testers/gedrequest-a-transcript>

If you need a copy of your high school diploma or GED, contact your local Community College or local Work Source location to assist you in completing this requirement.

You will need to fill out an Educational Plan form and turn it into your Coordinator before moving forward to the next Stage. If you think that you will have a hard time getting a GED, vocational/technical certification or High School Diploma, then talk with your coordinator.

**This process can take time so do not wait to begin this important step. If you need assistance, please contact the Recovery Support Coordinator.**

## FEES/RESTITUTION

You will have to pay participation fees, restitution or additional fees as ordered by the court.

**PARTICIPATION FEES:** You will have to pay a total of \$900 to participate in ARC. If you are terminated from ARC, you may still have to pay the remaining balance of these fees up to \$900. This fee is **NOT** covered by medical insurance.

You will be required to pay \$200 in ARC fees prior to advancing to Stage Three of ARC. You must pay the remaining balance of your ARC fees prior to advancing to Stage Four.

**ARC Fee Payment Methods:** Participants may combine financial and recovery capital payment methods. You must submit a Recovery Capital Verification Form to your Coordinator within 30 days of completing the recovery capital payment.

- Financial Payment:
  - Cash/card payment to Clerk's Office
- Recovery Capital payment methods (Community, Social, Personal)
  - Participants may earn one (1) \$50 payment per month.
  - Recovery Capital payment plans need Recovery Court Coordinator approval. Participants may propose an alternative plan, which must be approved by the Coordinator and/or team.
- Community & Social
  - \$50 = One (1) H&I panel a month
  - One (1) Alumni group advisory meeting a month (Stages 2 &3)
  - One (1) Service position a month (recovery meeting, housing)

- Personal
  - \$50= Payment of financial obligation from another court (Minimum \$50 payment & cannot be a fine that you incur WHILE in the ARC program, such as a ticket)
  - Paid fees to reinstate driver's license
  - Quash warrant
  
  - \$50= Completion of GED, High School Diploma, Recovery Coach Training, Job Training, Worksource/Goodwill classes.
  - Financial/Job Skill Journal with Recovery Support Coordinator
  - Employment (one time)

RESTITUTION: You will have to pay all restitution ordered by the court for all cases brought into ARC. You will have to pay 25% of your restitution balance before you can move into Stage 3. The Deputy Prosecuting Attorney may excuse full payoff of any restitution that is filed after you enter the program if there is an agreed plan of when it will be paid off in full.

**ADDITIONAL FEES:**

You may be required to pay additional fees such as:

- UA testing confirmation costs, as ordered by the court
- All or part of your treatment costs depending on your income level. A sliding fee scale may be used to determine any additional treatment costs.

**Failure to pay all of your fees and/or restitution will result in termination.**

**CONDUCT**

You must be respectful to staff, providers and peers at all times.

**Inappropriate sexual behavior, comments, language or harassment towards staff, your providers and other participants will not be allowed and may result in termination.**

**LIFE CHOICES**

If you are committed to breaking the cycle of addiction, you will need to change the people, places, and things in your life that may be linked to your use of drugs or alcohol and criminal behaviors. You will be in violation of your contract if you do not change those parts of your life that put your recovery at risk. You must not spend time with people who are using drugs or alcohol, or committing crimes, or in places where people are engaging in these activities.

**Places you are NOT ALLOWED unless approved by the Court:**

- Bars, taverns, lounges and pubs

- Hookah Bars
- Marijuana Shops
- Vapor shops
- Casinos
- Adult Entertainment Establishments

## **DRUG AND ALCOHOL TESTING: REQUIREMENTS/ UA LINE/COLLECTION SITE PROCEDURES**

### **REQUIREMENTS:**

- You will have to do random drug and alcohol testing while in the program. This testing can only be done by a collection site approved by the court. You may also be told at any time, either in person or by phone (*including voicemail*), that you will be required to provide a urine sample that same day. It is your responsibility to make sure your Coordinator has a current working phone number to reach you at and be able to leave you a voicemail. You must check your voicemail regularly while in ARC. Saying that you did not check your messages is not an excuse for missing a drug test.
- Observed UA testing is a requirement of the program testing protocol. This means that a same-sex collection site staff member will be in the bathroom with you to directly observe the collections of all UA's.
- All UA testing results for the program have been tested twice to confirm that the results are positive. UA samples with temperature readings below 90 degrees, above 100 degrees, or that have a creatinine level below 20 mg/dL will be considered diluted or fraudulent. **Make sure you do not drink too many fluids before giving a UA sample.**
- Missed, unable to provide, diluted or tampered UA tests will be treated as a positive UA result. **Any attempt to falsify a UA test is a reason for immediate termination from the program.**
- You must avoid products and foods that can conflict with UA testing results. **You are responsible to check all labels.**

These include but are not limited to:

- **Products containing alcohol** (*Hand sanitizer, mouthwash, medications, etc.*)
- **Foods cooked or prepared with alcohol**
- **Fermented beverages** (*kombucha tea*)
- **Poppy Seeds** (*Sometimes hidden in breads, muffins, bagels, pastries, salad dressings, etc.*)
- **Energy Drinks**
- **Supplements containing Creatine**
- **CBD**

- There are certain prescription medications, over-the-counter medications and supplements that may conflict with UA testing. Be sure to follow the ARC Medication procedure in this handbook.

If you provide a positive UA sample because you were exposed to or consumed a substance such as the ones listed above, it will be treated as a positive UA and you will be given a sanction from the court. Again, you are responsible for anything that you consume or are exposed to.

### **When in doubt, do not use, consume or apply!**

#### **UA CALL LINE:**

You will be given a Client ID Number while in this program. **It is your responsibility to not lose this important number.**

You are responsible to call the UA Call Line each day (*including weekends and holidays*) to see if you need to provide a UA sample that day. The UA Call Line is only open from 5:00 a.m. – 3:59 p.m. It closes at 4:00 p.m. daily. **The number is: 425-953-1346.** If you cannot get through to the UA Call Line the first time, continue to call until you get through.

When calling the UA Call Line, be sure to follow the instructions from the message telling you that you **ARE REQUIRED** to test today or **NOT REQUIRED** to test today.

If you are required to test on that date, you will need to report to the approved collection site within the following collection times:

**Monday – Friday**  
7:00 a.m. – 11:00 a.m. or 12 Noon – 2:30 p.m.  
**Saturday or Sunday**  
9:00 a.m. – 11:30 a.m. only

You can also check online to see if you need to test on any given date by going to the following website: [www.mycallin.com](http://www.mycallin.com).

If for some reason the UA Call Line and online systems are down; you must call your Drug Court Coordinator. If you cannot get through to anyone, you must go down to the collection site that day (*during collection times*) and ask if you need to provide a UA specimen on that day. You will receive a sanction for a missed UA if you do not follow these directions.

#### **SEVERE WEATHER PROCEDURE:**

In the event of severe weather (snow, flooding, power outages due to wind, etc.), do not call the UA line until after 8:00 a.m. If you call after 8:00 a.m. and you are told to report, proceed as normal to provide your sample.

#### **UA COLLECTION SITE PROCEDURES:**

Once you enter the collection site, a staff member will sign you in and you will be asked to initial next to your name on the sign-in sheet.

**DO NOT** leave the UA site until you have provided your UA sample for that day. If you do leave, you will not be able to come back in to UA that day and it will be counted as a missed UA.

Please be respectful to collection site staff, property and other donors at the collection site. Any inappropriate behaviors will be reported to ARC, such as but not limited to: inappropriate language (profanity/drug talk/sexual comments/etc.), destruction of property, loitering, etc. and may result in a sanction.

**If you are taking any medications and/or supplements:**

- You must tell collection site staff about any medications that you are taking (including over-the-counter, prescription and supplements) and have the medications/supplements listed on your donor form for **every day** that you are taking the medication. **When in doubt, list the medication.**
- You must follow the medication policy in ARC and notify your coordinator of any and all prescription medications.

**If you are unable to provide a UA Sample:**

- The collector will give you an eight ounce glass of water every ½ hour.
- You will have either three chances to give a sample or three hours, whichever comes first. Please be aware of UA testing times as you may not be given up to three chances or three hours if the collection site is closing.
- You will need to let the collector know when you are ready for your 2<sup>nd</sup> or 3<sup>rd</sup> chance to give your sample.

**DESIGNER DRUGS:**

You are **NOT** to use any designer drugs or any drugs sold as “Not for human consumption” or “novelty collector’s item” while in the program. **You will be sanctioned up to and including termination for using these types of substances.**

Examples include, but are not limited to:

- Synthetic Cannabinoids (Marijuana): *Spice, K2, etc.*
- Designer Stimulants: *Bath Salts, Khat, Molly, etc.*
- Other Designer Drugs: *DMT, Kratom, Krokodil, Benzo Fury, BZP, Fly, BDO, Flakka, Gravel, Smiles, etc.*

**MEDICATIONS**

You must not use substances that could be habit forming, have abuse potential, be harmful to your recovery or that conflict with UA testing, to include the use of inhalants while participating in ARC, including but not limited to:

- **Central Nervous System (CNS) Stimulates** (e.g., Adderall, Concerta, Ritalin, Dexedrine)
- **Barbiturates** (e.g., Seconol, Butisol Sodium, Phenobarbital)
- **Benzodiazepines** (e.g., Xanax, Klonopin, Valium)
- **Hallucinogens** (e.g., Dextromethorphan-DXM, Marinol)
- **Sedative-Hypnotic** (e.g., Ambien, Soma, Lunesta)
- **Opioids** (e.g., OxyContin, Vicodin, Codeine, Tramadol, Fentanyl)
- **Alcohol** (e.g., Peridex Oral Rinse)
- **Muscle Relaxants** (e.g., Methocarbomal, Cyclobenzaprine)
- **Cannabinoids** (e.g., Marinol, CBD)

**Any of the above prescribed take home medications will impact your participation in the program.**

Use of any prescription medications, will be reviewed by your coordinator and may affect whether or not you are eligible for this program and able to participate.

The medication form must be given to your prescriber at the time of the appointment and include the prescriber's name, any medication given at time of service, medication prescribed, amount prescribed (including refills), reason for prescription, duration of treatment, and acknowledgement by the prescriber that you reported you are a substance abuser and the provider feels this is the best course of treatment. **This form must be provided to your coordinator within 48 hours after receiving the medication.** You are required to only use one prescriber and one pharmacist for all prescribed medications taken while in the program. Any medications may result in a change to your sober date, as it applies to graduation requirements.

It is your responsibility to tell your coordinator about any and all prescribed medications within 48 hours of receiving the medication. Your coordinator will review the medication and let you know if it is approved to continue taking while in ARC. You must notify your coordinator when you stop taking a previously approved medication. When in doubt, please talk with your coordinator.

**Over-the-Counter Medications:**

Some over-the-counter medication and supplements may conflict with UA testing and may be habit forming. You may not take medications containing pseudoephedrine, ephedrine, dextromethorphan, phenylephrine, alcohol (e.g. Nyquil, Sudafed, Robitussin, Delsym, Vicks, Claritin-D, Benadryl, Zantac, and Imodium). If you receive a positive UA test it will be treated as a positive UA and you will get a sanction from the court.

It is your responsibility to follow the medication procedure. If you do not, you may be terminated from the program.

**MEDICATION ASSISTED TREATMENT (MAT)**

If your ARC treatment agency recommends MAT, they will work with you to find a MAT prescriber. It is up to you to have your MAT prescriber fill out a Prescription MAT Form and have them submit the completed form to your coordinator. If you are on any MAT, you are responsible for making sure your MAT prescriber fills out the Treatment Ongoing MAT form



and gives this form to your treatment provider. If your prescriber does not provide the required paperwork, you will have to find another prescriber in order to continue on MAT in the program.

## HOUSING

- You must live in Snohomish County in a place that is sober at all times while participating in ARC.
- You are not to have any drugs (*including marijuana and designer*), alcohol, and/or paraphernalia in your home. **This rule applies to everyone who lives in the home, regardless if they are participating in drug court.**
- Participants shall discuss any address changes with the RCC prior to moving and need to notify RCC within 24 hours of moving and need to complete a new address form

## EMERGENCY HOUSING ASSISTANCE

- You may apply for funding to help with housing costs in emergent situations
- Funding is available for one month's rent at an Oxford House
- Check with your Coordinator on eligibility for this funding and how to apply

## RECOVERY SUPPORT SERVICES (RSS)

- You may apply for funding to help get into sober housing and/or help pay for the costs associated with completing educational requirements. This funding is one time only and you must meet eligibility criteria. This includes maintaining program compliance. For information check with your Coordinator.

## HOME VISITS

- Members of the team including, the law enforcement liaison, may visit you at your house to verify that you are living a drug and alcohol free lifestyle and to verify that you are living at your listed address. You will not know when these visits are going to happen- you are expected to be cooperative and respectful during the visit.

**REMEMBER: If your address or phone number changes, you must notify your Coordinator within 24 hours of that change.**

## TRAVEL

If you need to travel for a family/pro-social event, you will need to complete a Trip Request form and provide it to your Coordinator. Eligibility and rules for trip requests are listed below:

### ELIGIBILITY:

- You must have 60 days of no UA violations. This means no positive, missed, dilute, unable or tampered UA tests.
- If you have had a jail sanction, it has to have been more than 30 days ago.
- You cannot have any incomplete sanctions, this means: no incomplete community service work hours, writing assignments, etc.
- You have to be current on your sober support meetings.

**RULES:**

- Trip Requests need to be submitted at least 5 business days before the trip.
- Trip Requests cannot be longer than 4 days at a time.
- You are only allowed up to 10 days of Trip Requests total during your participation in ARC.
- The Coordinator will review your request. If the eligibility for the Trip Request has not been met, they will decline the request.
- All Trip Requests are approved for only the dates/times and location listed on the form. Once approved, you are not allowed to change the dates/times and/or location of the Trip Request without prior team approval.
- If you leave later than the date/time listed on your approved Trip Request form, you must notify your Coordinator and get approval for any changes prior to leaving. You must comply with all program requirements until changes to your Trip Request are approved by the team.
- If you return earlier than the date/time listed on your approved Trip Request form, you must notify your Coordinator immediately and must follow all program requirements from the moment you return.
- You may be sanctioned if you do not complete requirements when you leave late and/or return early from an approved Trip Request.
- You must attend the required number of sober support meetings for the week.

**If you have a family emergency, please contact your Coordinator.**

**You are not to leave the State of Washington, for any duration of time, unless you have prior approval by your Coordinator.**

**PROGRAM STAGES**

You must complete the four stages of the program to be able to graduate. Your treatment provider and Coordinator will track your progress throughout the stages and report to the team when each stage requirement is met. Once you finish a stage you will be given a certificate and a list of requirements for the next stage. You may be eligible to move to Stage Four and be scheduled for graduation once you have completed Stage Three.

<p><b>Stage One - Stabilization:</b></p> <ul style="list-style-type: none"> <li>✓ Attend Court as scheduled</li> <li>✓ Meet with your treatment provider to identify treatment goals and develop a treatment plan(s)</li> <li>✓ Comply with your treatment plan(s)</li> <li>✓ Provide UA tests as scheduled – you must have a minimum of 30-60 days of negative UA’s (<i>no missed, positive, diluted, or unable</i>)</li> <li>✓ Attend a minimum of three support meetings per week</li> <li>✓ Provide your Recovery Court Coordinator a copy of your High School Diploma, GED, or develop educational plan with Recovery Support Coordinator (form is attached)</li> <li>✓ Review your drug court fee and restitution balance with your Coordinator</li> <li>✓ Review your restitution balance with your defense attorney. If you do not currently have a restitution balance, verify with your defense attorney that no new restitution orders have been entered</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul>	<p><b>Stage Two - Progression:</b></p> <ul style="list-style-type: none"> <li>✓ Attend Court as scheduled</li> <li>✓ Comply with your treatment plans(s)</li> <li>✓ Provide UA tests as scheduled</li> <li>✓ Attend a minimum of three support meetings per week</li> <li>✓ Attend a minimum of one Alumni Meeting per month (counts as a sober support meeting)</li> <li>✓ Identify and engage with a sponsor/recovery mentor</li> <li>✓ If you do not have your High School Diploma or GED you must enroll in GED classes and attend orientation, or take all four GED practice tests or GED tests and modify your education plan with Recovery Support Coordinator based on the results</li> <li>✓ Complete ACES screening with your treatment provider (if not previously completed)</li> <li>✓ Sign up for Moral Reconciliation Therapy (MRT) with your treatment provider and complete MRT Steps 1-6</li> <li>✓ Complete a written plan for how you will address any outstanding warrants (if applicable)</li> <li>✓ Review your drug court fee and restitution balance with your Coordinator</li> <li>✓ Review your restitution balance with your defense attorney. If you do not currently have a restitution balance, verify with your defense attorney that no new restitution orders have been entered</li> <li>✓ <b>Pay 25% of your restitution balance</b></li> <li>✓ <b>Pay \$200 towards your ARC fees</b></li> <li>✓ Create a transition plan with mental health (if applicable)</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul>
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<p><b>Stage Three - Action:</b></p> <ul style="list-style-type: none"> <li>✓ Attend court as scheduled</li> <li>✓ Provide UA tests as scheduled – you must have a <u>minimum of 4 months</u> of negative UAs in order to complete this stage (<i>no missed, positive, diluted, or unable</i>)</li> <li>✓ Attend a minimum of three support meetings per week (one per month must be Alumni Meeting)</li> <li>✓ Complete treatment (with the exception of MAT, which can be continued in Stage 4)</li> <li>✓ Complete MRT</li> <li>✓ Complete any additional drug court-referred treatment services (<i>Ex: Mental Health</i>)</li> <li>✓ Complete and submit your Recovery Plan assignment to your treatment provider</li> <li>✓ Review your drug court fee and restitution balance with your Coordinator and pay off drug court fees and restitution in full</li> <li>✓ Review your restitution balance with your defense attorney. If you do not currently have a restitution balance, verify with your defense attorney that no new restitution orders have been entered</li> <li>✓ If you have not yet done so, obtain your high school diploma or GED and provide a copy to your Coordinator.</li> <li>✓ Obtain and maintain employment or approved job training program (minimum 20 hours per week) or attend school (minimum 10 credits per quarter) for 5 weeks. Verification must be submitted to your Recovery Court Coordinator. [form(s) attached]</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul>	<p><b>Stage Four – Maintenance:</b></p> <ul style="list-style-type: none"> <li>✓ Attend court as scheduled</li> <li>✓ Provide UA tests as scheduled</li> <li>✓ Write a short paragraph weekly about what you did this week to support your recovery/or submit a weekly to-do list- turn in to Coordinator</li> <li>✓ 6 months clean UAs in order to complete this stage and graduate (<i>no missed, positive, diluted, or unable</i>)</li> <li>✓ Maintain employment or approved job training program (minimum 20 hours per week) or attend school (minimum ten credits per quarter) for a total of 12 consecutive weeks</li> <li>✓ Attend Exit Interview with team</li> <li>✓ Comply with the requirements of your MAT program (if applicable)</li> <li>✓ Attend monthly monitoring sessions with your treatment provider</li> <li>✓ Other individual requirements (<i>optional</i>)</li> </ul> <p style="text-align: center;"><b>You must remain in Stage Four for a minimum of 8 weeks prior to graduation</b></p>
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**INCENTIVES AND SANCTIONS**

At Court, you may receive an incentive and/or sanction from the court based on your compliance with program requirements.

**INCENTIVES:**

Incentives are given to recognize your progress towards meeting your individual goals and demonstrating positive behavior changes. The Judge may choose from any of the below listed incentives after reviewing your accomplishment, progress and program history.

Achievements	Types of Incentives
<ul style="list-style-type: none"> <li>✓ Attendance at treatment</li> <li>✓ Consistently providing UAs</li> <li>✓ Attendance at other appointments</li> <li>✓ Punctuality</li> <li>✓ Progress towards edu/emp goals</li> <li>✓ Honesty</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognition and Praise by the Judge</li> <li>✓ Certificates of achievement</li> <li>✓ Gift Cards</li> <li>✓ Community event tickets</li> <li>✓ Decreased court appearances</li> <li>✓ Stage Advancement</li> </ul>

<ul style="list-style-type: none"> <li>✓ Participating in prosocial activities</li> <li>✓ Progress towards Tx goals</li> <li>✓ Fee payments</li> <li>✓ Obtains Sponsor and works steps</li> <li>✓ Client specific goals achieved (proximal)</li> <li>✓ Individual treatment goals completed</li> <li>✓ Client specific goal completed (distal)</li> <li>✓ Self-Advocacy</li> <li>✓ Asking for help/helping others</li> <li>✓ Demonstrates the use of a skill</li> </ul>	<ul style="list-style-type: none"> <li>✓ Expedited in court</li> <li>✓ Keychain</li> <li>✓ Inspirational Coins and Stones</li> <li>✓ Books</li> <li>✓ Trip Requests Granted</li> <li>✓ Snacks</li> <li>✓ Written praise</li> <li>✓ Standing "O"</li> <li>✓ Raffle tickets bi-monthly drawing</li> </ul>
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**SANCTIONS:**

Sanctions are given based on violations of program requirements. When ordering a sanction, the Judge considers feedback from the team as well as your previous sanction history, current stage level, and your attitude and admittance of the behavior.

<b>Violations</b>	<b>Types of Sanctions</b>
<ul style="list-style-type: none"> <li>⊗ Dishonesty</li> <li>⊗ Forgery</li> <li>⊗ Courtroom behavior</li> <li>⊗ Missed or unable to provide UA tests <i>(considered a positive)</i></li> <li>⊗ Late for scheduled event</li> <li>⊗ Adulterated/Tampered UA test</li> <li>⊗ Unexcused absence Tx</li> <li>⊗ Incomplete sober support meetings</li> <li>⊗ Failure to submit MAT paperwork</li> <li>⊗ Criminal Behavior (New crimes, drinking and driving)</li> <li>⊗ Education/Employment/Fee violations</li> <li>⊗ Substance use (admitted)</li> <li>⊗ Substance use (denied/not admitted)</li> <li>⊗</li> <li>⊗ Failure to complete assignments</li> <li>⊗ General rule violation</li> <li>⊗ Housing violation</li> <li>⊗ Arrest</li> <li>⊗ Bringing drugs to court</li> <li>⊗ Tampering with UA</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Verbal Warning from the Judge</li> <li>⊗ Increased court appearances</li> <li>⊗ Increased sober support meetings</li> <li>⊗ Enhanced sober support meetings</li> <li>⊗ Behavior Chain</li> <li>⊗ Life Skills Assignment</li> <li>⊗ Liquid Log</li> <li>⊗ Community Service Work</li> <li>⊗ Jail</li> <li>⊗ Writing Assignment</li> <li>⊗ Journal Assignment</li> <li>⊗ Calendar Assignment</li> <li>⊗ Life Skills Assignment</li> <li>⊗ Modified Individual Tx Plan</li> <li>⊗ Referral for Assessment (MH, Medication, etc.)</li> <li>⊗ Team Roundtable</li> <li>⊗ Termination</li> <li>⊗ Reassessment</li> </ul>

All community service forms, writing assignments and letters are due to your Coordinator before 12:00 PM on Wednesday in person, by email or by fax. Failure to meet this deadline will result in a sanction.

## GRIEVANCES

There is always chance that the treatment you receive by another person or this program may seem unfair or inappropriate. To protect you against any unfairness, this program has a procedure for handling your complaint or concerns.

1. Discuss the issue with the person you feel has treated you unfairly or inappropriately.
2. If your concern is not resolved, you may file a formal grievance.
3. To file a formal grievance, complete the Grievance Form and submit to your Coordinator.
4. Complaints and grievances will be forwarded to the Program Administrator who will investigate your issue.
5. You will be notified of the outcome within 10 business days.

## NEW OFFENSES/INFRACTIONS

If you are charged with a new offense while in the program, you may be terminated.

## TERMINATION

Due to many reasons, there are times when your continued participation in ARC may not be helpful for you, the program, or both.

In making the decision whether to terminate you from ARC, the court may consider your past efforts regarding compliance and progress in the program.

Examples of violations that may result in termination include, but are not limited to:

- UA violations
- Non-compliance with treatment
- Falsifying documents (*such as meeting slips, Community Service Forms*)
- Dishonesty
- Failure to abide by the terms of the contract, program rules or handbook
- Threatening, harassing or assaultive behavior
- New offense
- Not being able to meet any one of the graduation requirements within the designated program length

Termination may be voluntary or involuntary. You may decide to terminate from the program because the program no longer serves your needs (*voluntary*) or, the team may, at any time during the program, request your termination (*involuntary*) for non-compliance or violation of any of the rules of ARC.

You may be terminated from ARC if you have been on warrant status for over 60 days or may be terminated if you are unable to successfully complete the program within 18 months.

If the team recommends termination, and you disagree with that decision, you may have a fully contested, adversarial hearing before another judge.

## **EXIT INTERVIEWS**

After moving to Stage Four, you must participate in an exit interview with the team. This interview will allow the team to talk to you about your recovery supports and aftercare plan. It will also give you a chance to give the team feedback about the program (things that worked well for you, things that you didn't understand, extra supports or resources that could have been provided, etc.).

Your Coordinator will schedule your exit interview two-four weeks prior to your graduation date. The interview will take place at 9:30am on a Thursday, in the Jury Room of the judge's courtroom or on zoom. If you do not attend your exit interview, your graduation date may be rescheduled until this requirement is completed. Your exit interview may be scheduled at a different time and you will be notified of this.

During the exit interview, the Judge will lead the conversation and team members will take turns asking you questions. There are no right or wrong answers to the questions, this interview is just to check in with you prior to graduation and to get feedback on the program. Please be honest with your feedback.

## **GRADUATION**

In order to be eligible for graduation, you must complete all requirements in the program as listed in this handbook. However, a final decision on graduation will be made by the Judge with input from the team.

All scheduled graduation dates are subject to change. You should not make plans that would impact your ability to continue to participate in the program if your graduation date needs to be extended.

Graduation from the program is cause for celebration! Your family and friends are invited to attend your ceremony, which honors your successful completion of the program and your accomplishment of achieving a sober lifestyle. Any pending criminal charge(s) that were included in your ARC contract will be dismissed upon graduation.