

PARTICIPANT HANDBOOK



PENNINGTON COUNTY DUI COURT

Judge Sarah Morrison
10AM–NOON on Wednesdays
Courtroom C7
Pennington County Courthouse
315 Saint Joseph Street
Rapid City, SD
(605) 394-2595

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WELCOME TO DUI COURT!

DUI Court will give you tools to change your life and a chance to break the cycle of addiction and crime. The program uses intensive supervision, treatment, and drug testing to help you change. You will have regular contact with the DUI Court Judge, probation, and treatment. You will participate in addiction and mental health treatment, group and individual treatment sessions, regular DUI Court hearings, drug/alcohol testing, and recovery support meetings (AA, NA, etc.). Other activities should be expected because each person's path to recovery is different. DUI Court can take two to three years to complete.

DUI Court's goal is **RECOVERY**, not just sobriety. "Recovery" is defined as a process of change through which individuals improve their health and wellness, live self-directed lives, and strive to reach their full potential.

DUI COURT GIVES YOU A CHANCE TO IMPROVE YOUR:

Health



- ◆ Achieve sobriety
- ◆ Address mental health problems
- ◆ Improve physical health

Home



- ◆ Have a safe and stable place to live
- ◆ Have a clean and healthy place to live

Purpose



- ◆ Have meaningful daily activities (job, school, volunteering, family caretaking, creative projects)
- ◆ Be a productive member of society

Community



- ◆ Build relationships and social networks that provide support, friendship, love, and hope

You must follow the rules of DUI Court and the directions given by the DUI Court Judge and DUI Court Team. **Read this Handbook carefully.** It tells you what to expect in DUI Court. You can share this handbook with your family and friends.



The Judge and the Team are here to help you, but **the final responsibility is yours.** We know that **with hard work, honesty, and commitment to recovery you can be successful.**

DUI COURT TEAM

The DUI Court Judge makes all the final decisions about your DUI Court case, with help from the DUI Court Team. Team members are:



- ◆ Judge Sarah Morrison
- ◆ Coordinator Rick Olauson
- ◆ Prosecutor Olivia Siglin
- ◆ Defense Attorney Ashley Parr
- ◆ Probation Officers Clayton Heinrich & Megan Fragale
- ◆ Addiction Treatment Provider Danielle Colichesi (ROADS)
- ◆ Mental Health Treatment Provider Aimee Janvrin (WRMH)
- ◆ Lieutenant Ryan Phillips (Rapid City Police Department)

Defense Attorney: Ashley Parr

2525 West Main Street, Suite 307

Call or Text: (605) 388-2050 | Email: Ashley@ParrLaw.us

Probation Officers: Clayton Heinrich & Megan Fragale

315 Saint Joseph Street (Pennington County Courthouse) 2nd Floor

Call: (605) 381-9362

ROADS Outpatient Treatment: Danielle Colichesi

103 E Omaha Street

Call: (605) 348-8026

West River Mental Health: Aimee Janvrin

111 North Street

Call: (605) 343-0650

Daily UA Call-In Schedule:

Pennington County Problem-Solving Courts Lab Testing Line

Color:	GREEN	BLUE
Call-In Number:	(605) 461-7648	(605) 461-7658
Notification Update Time:	5AM	12PM

PARTICIPANT RIGHTS

By agreeing to be in DUI Court, you have given up some of your rights (disputing search/seizure/traffic stops, preliminary hearing, trial by jury or court, remain silent, etc.).

You have given permission for treatment to share information with the DUI Court Team.

DUI Court is open to the public. The Team cannot tell how the news might use your identity. The Team cannot stop them from sharing information that is public record.



DEFENSE ATTORNEY

DUI Court Defense Attorney Ashley Parr will be your defense attorney the whole time you are in DUI Court. You have the right to get your own attorney if you want. Even though Attorney Parr is a member of the DUI Court Team, he is also **your attorney**. You have attorney-client privilege, which means you can share confidential information with him that he cannot share with the Team unless you give him permission.

Attorney Parr's job is to help you understand your rights and the requirements of the DUI Court program. The DUI Court Judge makes all final decisions, but Attorney Parr will advocate for you to the Judge and the Team. Attorney Parr will defend your legal rights, make sure you get fair and equivalent treatment, and share your view on things like incentives and sanctions, phase advancement, and graduation or termination. Attorney Parr will represent you in evidentiary hearings if you want to question the facts used to decide on sanctions or terminations. Attorney Parr will also represent you if you are facing termination from DUI Court and if you are facing a Probation Violation after termination from DUI Court, unless you request a different attorney.

Attorney Parr will attend DUI Court sessions, and he can answer questions you might have during DUI Court. You should contact him **before** DUI Court if possible to talk about any issues that might come up. You can reach him by call or text at **(605) 388-2050**, or by email at Ashley@ParrLaw.us. You can call him or email him for free from the jail.

DUI COURT SCHEDULE

TEAM STAFFING: 8:30AM–10AM ON WEDNESDAYS

The Team talks about participants before each DUI Court hearing. Drug testing, attendance, participation and cooperation, employment, and other topics are shared. The Team will talk about your progress and any problems you have. Staffings are closed to the public. You do not have a right to attend Staffing. You might be invited to Staffing by the Team to talk about private issues if needed.

DUI COURT: 10AM–NOON ON WEDNESDAYS

Courtroom C7, Pennington County Courthouse

You, the Judge, probation, attorneys, treatment counselors, and other Team members will all be in DUI Court to talk about your progress and any problems you have. You will get to talk with the Judge. You might get incentives (rewards) if you are doing well, and sanctions (consequences) if you are not doing well.

You will come to DUI Court weekly in Phase 1, every other week in Phase 2 and Phase 3, and monthly in Phase 4 and Phase 5. You might be told to come to court outside the usual DUI Court schedule for special events, temporary court schedule changes, or to get incentives or sanctions. You can find out which Phases should appear for DUI Court in your DIMS Tasks or in Google Classroom Assignments. Tasks and Assignments are posted during the week before the court session. You must come to DUI Court if you have been told to come, even if you are not in the Phases listed in Tasks and Assignments. A warrant could be issued for your arrest if you do not show up to DUI Court when you are required to. **Ask if you have questions about when you are required to be in DUI Court.** If you need to miss Court for an emergency you must contact probation right away.

DUI Court Schedule by Phase:

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
All Wednesdays @ 10AM	1 st , 3 rd & 5 th Wednesdays @ 10AM	1 st , 3 rd & 5 th Wednesdays @ 10AM	1 st Wednesday @ 10AM	2 nd Wednesday @ 10AM

DUI Court hearings are open to the public. You can invite your family members and supports to come and watch. You should expect other participants' family members and supports and other community members to be at DUI Court hearings. (continued →)

COURTROOM RULES:

- ★ **Be on time!** – If you are not in your seat before 10AM you are late and will get a sanction.
- ★ **Be respectful** to the Judge, the Team, and your fellow participants.
 - Turn off your phone before DUI Court
 - Be quiet and pay attention
 - No sleeping
 - Do not wear:
 - Hats, bandanas, or do-rags
 - Sunglasses
 - Clothes with drug/alcohol logos or gang symbols
 - Clothes that show your underwear
- ★ **Be supportive** of your fellow participants and encourage them with applause.
- ★ **Stand** when the Judge is talking to you.
- ★ **Stay seated** in the courtroom during the whole DUI Court hearing, unless the Judge excuses you.



OTHER DUI COURT RULES

- ★ **Follow all directions from the DUI Court Team**

- ★ **Follow all laws**

Do not commit any crimes. Do not threaten anyone or commit any violent acts. You can be terminated from DUI Court for breaking the law. **Tell probation right away if you have contact with police** (even if it was not your fault).

- ★ **Show up and be on time for ALL appointments**

If you need to change any appointment (treatment, office visits, etc.), you must do it at least 24-hours before the appointment starts. If you are late or you miss an appointment, you might get a sanction.



SANCTIONS COULD INCLUDE:

- | | |
|-----------------------------------|----------------------------------------------------------|
| ✗ Daily planning assignment | ✗ Jail |
| ✗ Increased probation supervision | ✗ Payment for missed treatment appointments |
| ✗ Community service | ✗ Other, as decided by the Judge with help from the Team |

If you get excused from an appointment with a team member due to illness or other approved situation, you must also contact any other team members directly to get excused from your appointments with them. **Being excused from one appointment does NOT automatically excuse you from all your appointments.**

★ Be honest and try in treatment

Your treatment plan will be made by you and treatment. You will get both addiction and mental health treatment. You will be in both individual and group sessions. The Team will talk regularly about how you are doing in treatment. **You could be in treatment the whole time you are in DUI Court.** Treatment could include:

- ◆ MAA*EZ (Making Alcoholics Anonymous Easier)
- ◆ Assessments
- ◆ IOP (Intensive Outpatient Treatment)
- ◆ CBISA (Cognitive Behavioral Intervention for Substance Abuse)
- ◆ Aftercare
- ◆ Recovery Planning
- ◆ Recovery Maintenance
- ◆ Seeking Safety
- ◆ MRT (Moral Reconciliation Therapy)
- ◆ DBT (Dialectical Behavioral Therapy)
- ◆ Clinical Case Management
- ◆ 8 Dimensions of Wellness
- ◆ Individual Counseling
- ◆ Medication Assessment
- ◆ Medication Management
- ◆ MAT (Medication-Assisted Treatment)
- ◆ Low-Intensity Residential Treatment
- ◆ Inpatient Treatment
- ◆ Detoxification services
- ◆ Specialized treatment services
- ◆ Other, as decided by treatment

★ Be respectful toward everyone

Respect is important because it helps build better relationships with others. Respect means that you accept someone for who they are, even if they are different from you or you don't agree with them. **Showing respect to others** is important because it helps build trust and it helps your thoughts and opinions be heard. **Getting respect from others** is important because it helps us to feel safe to express yourself. **Having respect for yourself** is important because you are valued and you matter. What you think and feel is just as important as what someone else thinks and feels. You should spend time with people who are respectful and make you feel safe. It's ok to end relationships with people if they can't be respectful and you don't feel safe around them

You earn respect from others by showing respect to others. **You can show respect by:**

- ◆ **Listening** and paying attention when others are talking. Do not look at your phone or get carried away in your own thoughts. Do not interrupt. First listen, then understand, then say something if you have something to say.
- ◆ **Being on time.** This helps show you value the time of others.
- ◆ **Replying** to text messages and missed calls as soon as you can
- ◆ **Being polite.** Say "please," "thank you" and "I'm sorry."
- ◆ **Keeping your word.** Do what you say you are going to do.
- ◆ **Not gossiping.** Talking about others causes hurt feelings, spreads lies, breaks trust, and could get you in trouble especially if you break confidentiality.
- ◆ **Respecting physical boundaries.** Not everyone is okay with being touched or hugged.

When you disagree with someone you should both listen to each other and be patient. Don't yell or talk over the top of each other. Talk openly about your needs and wants. Allow each other space if needed. Admit when you have made a mistake. (continued →)

Sometimes we find ourselves not feeling respected by other people, including our family or friends. You can call out disrespect by saying “we don’t do that here.” While it’s not always possible to change somebody and make them respect you, there are some things you can try:

- ◆ Show people what respect looks like by being respectful yourself
- ◆ Tell the person what they are doing isn’t ok and be specific
- ◆ Talk to somebody you trust
- ◆ Try to understand their point of view
- ◆ Give that person a chance to change their behavior toward you

★ Stay in contact with probation

Show up for all probation appointments. **Keep regular phone contact with probation.** Return probation’s calls as soon as possible and make sure probation always knows how to contact you. You cannot leave the Rapid City area without permission. If you abscond, you have voluntarily removed yourself from the program and can be terminated from DUI Court. A warrant will be issued for your arrest.

Probation and/or police will visit you in the community during the day or night and with or without notice. You might be drug/alcohol tested. You must allow your person, property, place of residence and vehicle to be searched and/or seized upon the demand of the Court Services Officer at any time of the day or night with or without a search warrant. **Do not have any firearms, weapons, alcohol, drugs (including marijuana), drug paraphernalia, or other contraband.** You must allow your Court Services Officer access to any electronic devices or media, including cell phones, smartphones, home computers, and gaming systems.

IMPORTANT THINGS YOU MUST TELL PROBATION:

- ◆ Any changes to your phone number
- ◆ Any changes to work or school schedule
- ◆ If you get fired from your job
- ◆ If you have a significant other, romantic relationship, or sexual relationship
- ◆ **ALL** medications, pills, and supplements you are taking
- ◆ If you relapsed
- ◆ If you had contact with the police or have been arrested

★ Use and update your planner every day

DUI Court can be overwhelming. Using your planner will help you manage all your program tasks, work tasks and personal tasks. Using your planner will help you focus on the most important things, and you will feel accomplished when you check off what you have done. Checking off finished tasks will help you feel more relaxed when you know you have done everything you are supposed to do. Checking off finished tasks will also help you stay motivated to keep working toward your goals. (continued →)

Write all your appointments, treatment, meetings, office visits, Court, and daily activities in your DUI Court planner. **Always carry your planner with you and look in it often.** Probation will check your planner regularly.

Using your planner will also help you remember what you have done! If the Team has questions about something that might have happened and wants to know where you were, who you were with, or what you did on a certain day--You can look it up if you write that stuff down! If the Team hears you missed an appointment or a UA--You can look it up if you check that stuff off!

★ **Change people, places and things**

Probation and the Team will talk with everyone involved in your life. This includes significant others, friends, family, employers, doctors, counselors, etc. **Be honest** about all your relationships including significant others, friendships, romantic relationships and sexual relationships.

Do not hang out with people who:

- ✗ Are on felony probation
- ✗ Are on parole
- ✗ Have charges pending
- ✗ Are breaking the law
- ✗ Are violent
- ✗ Use drugs/alcohol

The Team will restrict your contact with certain people if needed. You are not allowed to have romantic relationships or sexual relationships with any Problem-Solving Court participant.

★ **Live in a safe and sober place that supports your recovery**

Tell probation where you are living and who you are living with. You need to live in Pennington County and close to Rapid City so team members can meet with you at your home as needed and so you can be fully available to participate in the program.

Do not have guests or visitors without permission. Do not let someone move in without permission. **Do not move without permission.** The Team might tell you to move if you are not living in a safe and sober place that supports your recovery.



Stay home during your curfew. Do not have guests or visitors during curfew hours. **Ask if you have any questions about when you are supposed to be at home.** Contact probation right away if you have an emergency.

DUI Court curfew is:

Phase 1
9PM-5AM

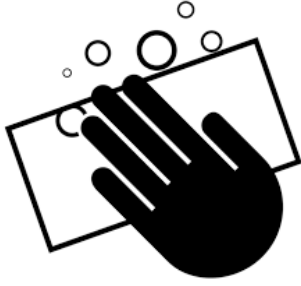
Phase 2
10PM-5AM

Phase 3
12AM-5AM

Phase 4
As Directed

Phase 5
None

★ Keep yourself and your home environment clean and tidy



Good personal hygiene is keeping all parts of your body clean and healthy. Good personal hygiene is important for health reasons because poor personal hygiene gives germs a perfect environment to grow and that can cause infection. Good personal hygiene is important for social reasons because poor personal hygiene might cause people to avoid you and that might make you feel isolated and lonely.

You can keep yourself clean by regularly:

- ◆ Washing your hands with soap:
 - before making food and eating
 - after going to the bathroom
 - after blowing your nose, coughing, or sneezing
 - after touching garbage or other dirty things
 - after touching pets or pet items
- ◆ Washing your body with soap
- ◆ Washing your hair with shampoo
- ◆ Changing into clean clothes
- ◆ Washing dirty clothes with soap
- ◆ Using deodorant
- ◆ Brushing your teeth
- ◆ Trimming and cleaning your fingernails

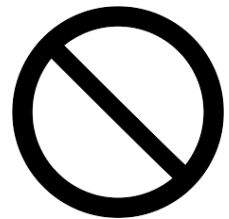
The condition of your home environment can affect your mood and mental health. A clean and tidy home environment can lower stress, keep your mind calm, and keep your body safe and healthy. A dirty home environment gives allergens and germs a perfect environment to grow and that can cause infection or illness. A dirty home environment can also get you evicted.

You can keep your home clean and tidy by regularly:

- ◆ Put things away when you are done using them
- ◆ Clean up messes as they happen
- ◆ Wash dirty dishes with soap, dry them, and put them away
- ◆ Wash dirty clothes with soap, dry them, fold them, and put them away
- ◆ Take out the trash when it gets full
- ◆ Vacuum and mop your floors
- ◆ Dust your surfaces
- ◆ Clean your bathroom sinks, tubs and toilets
- ◆ Clean your kitchen counters
- ◆ Wash your bedding regularly

★ Do not have or use drugs or alcohol

Drugs (including marijuana) and alcohol are not allowed. Do not use or have any drugs or alcohol with you, in your home, or in your vehicle. Do not go to places where drugs or alcohol is the primary sale. Admitting you used drugs or alcohol before a test will almost always lessen the sanction you might get. **Honesty is always the best policy.**



★ Do all drug/alcohol tests as directed

Drug/alcohol testing helps you with sobriety goals. You will be tested often. You will test on any day of the week, including weekends and holidays. You will be tested by probation, treatment, and police.

You will use **SCRAM Remote-Breath** for alcohol testing. Remote Breath is \$5/day (plus \$80 install/removal fee). You need to sign a Remote-Breath contract. You will do 2 scheduled PBTs daily, plus random PBTs. You will get a notification by phone and through the Remote-Breath unit when you need to PBT. You need to do a PBT **within 1 hour** of notification. A missed or late PBT will be considered as a positive test.

You will also do at least two UAs each week. Your testing color is assigned by probation. Your UAs are randomly scheduled by the computer LIMS system. **You must call in daily to find out if it is your day to UA**, so you must always have access to a phone.

Color:	GREEN	BLUE
Call-In Number:	(605) 461-7648	(605) 461-7658
Notification Update Time:	5AM	12PM

You need to do a UA **within 8 hours** of the notification update time. UAs at Court Services are free. UAs at the 24/7 Sobriety Program are \$10/test. You need to be ready to test when you come in. A missed or late UA will be considered as a positive test.

UA TESTING LOCATIONS:

Court Services (605) 394-2595

Penn Co Courthouse 2nd Floor

Days: Monday – Friday when the Courthouse is open

AM-UA Times: 8AM – 10AM

PM-UA Times: 12PM–2PM

24/7 Sobriety Program (605) 716-7366

111 New York Street

Days: Daily

UA Times: 6AM—7:30AM and 6PM—7:30PM

PBT Times: 6AM—8AM and 6PM—8PM

UAs test for many drugs. UAs also test creatinine levels and oxidants, which show if you are drinking too much water to dilute your urine, contaminating your urine with chemicals or substituting your urine with a look-alike sample. **Do not try to fake or mess with your UA!** You will get in trouble for cheating your UA. You will get help and treatment if you are honest. A diluted, contaminated or substituted UA will be considered as a positive test. If your UA is positive but you deny using any drugs or alcohol, the sample will be sent to a lab for testing. You pay for the test if lab results are positive. DUI Court pays for the test if lab results are negative.

YOU MIGHT GET A SANCTION IF:

- ✗ You are late for a drug/alcohol test
- ✗ You miss a drug/alcohol test
- ✗ You cannot produce enough of a sample to be tested
- ✗ Your urine is diluted, contaminated or substituted
- ✗ You interfere with a drug/alcohol test in any way
- ✗ Your test is positive for drugs/alcohol
- ✗ Your test is positive for unapproved medications (prescription or over-the-counter), pills or supplements
- ✗ Your test is positive because of secondhand smoke
- ✗ Your test is positive because you ate poppy seeds

SANCTIONS COULD INCLUDE:

- ✗ Lost Days of Sobriety
- ✗ Lost Days in Phase
- ✗ Jail
- ✗ Shortened testing window
- ✗ Additional testing requirements
- ✗ Community service
- ✗ Other, as decided by the Judge with help from the Team

★ **Show treatment and probation ALL prescription medications, over-the-counter medications, pills, and supplements you take**

Probation and treatment need to know about ALL prescription medications, over-the-counter medications, pills and supplements you take so they can help you make smart choices about your supervision and treatment plans. You must **show** your prescription bottles or Medication Administration Record (MAR) to probation and treatment so they can see all the details of what you are taking, what the dosage is, who prescribes it, when and how you should take it, and that the medication is not expired. You must **tell** probation and treatment about all over-the-counter medications, pills and supplements you are taking so they can help you make sure what you are taking is safe.

You are responsible for what is in your body. You need to make sure the medicine you are taking and what you are eating/drinking/smoking will not affect drug/alcohol testing. **Read ALL ingredients of what you are eating or drinking or smoking so you know what is going into your body.**

- ✗ Do not take medicine or use products that contain alcohol
- ✗ Do not take medicine or use products that contain THC, CBD, etc.
- ✗ Do not eat poppy seeds
- ✗ Do not use synthetic substance (K2, Spice, etc.)
- ✗ Do not take any cleansing/masking products
- ✗ Do not take diet pills without permission
- ✗ Do not take herbal supplements without permission
- ✗ Do not take cold or allergy medication without permission



Using medication that has controlled substances or alcohol is not allowed without permission and monitoring by treatment and probation. You should work with your doctor to find non-addictive medications and treatment options.

SAFE MEDICATIONS (if used as directed):

- ◆ **Pain:** Tylenol, Aleve, Aspirin, Ibuprofen, Excedrin, Midol, Pamprin (not "PM" options)
- ◆ **Stomach:** Mylanta, Milk of Magnesia, Pepto-Bismol, Metamucil, Miralax, Colace, Dialose, Docusate
- ◆ **Antacid:** Zantac, Pepcid, Prilosec, Tums/Roloids
- ◆ **Flu:** Theraflu, Alka-Seltzer
- ◆ **Cough/Cold:** Mucinex, Delsym, Tessalon Perles (non-alcoholic, pediatric, not "D" or "DM" options)
- ◆ **Allergies:** Allegra, Claritin, Benadryl, Clarinex, Alavert, Zyrtec, Nasacort/Nasonex, Saline Sprays (not "D" or "DM" options)
- ◆ **Joint Pain:** Tylenol Arthritis, Bengay, Icy Hot
- ◆ **Vitamins:** Multivitamins, Prenatal Vitamins
- ◆ **Other Safe Categories:** Gas Relief; Antibiotics; Antifungals; Hemorrhoid Meds; Asthma Meds; Eye Meds; Ear Meds; Fever Blister Meds; Toothache Relief; Sunscreen; Topical Creams; Vaginal Products; Urinary Products;

DO NOT USE:

- ✗ Cannabidiol (CBD)
- ✗ Sleep Aids
- ✗ Narcotic pain relievers
- ✗ Barbiturates
- ✗ Benzodiazepines
- ✗ Over-the-counter caffeine or diet pills
- ✗ Medications containing Codeine
- ✗ Medications, mouthwash, or topical products containing alcohol
- ✗ Tranquilizers
- ✗ Energy Drinks

★ Find one doctor for your health needs

Finding and sticking with **one** doctor to meet your health needs is very helpful for both your physical wellbeing and your emotional wellbeing. Seeing your doctor regularly for check-ups and immunizations helps you stay healthy because your doctor can find and treat any health issues you might have, and your doctor can help you avoid getting sick later. Seeing your doctor regularly helps your doctor get to know you and your medical history. Building a relationship with your doctor helps you feel more comfortable to ask questions that might be difficult or embarrassing. If you need to see a specialist for a major health problem, your doctor can help you find the right one. Seeing your doctor regularly can help you save money because you will be healthier and because you can make an appointment to see your doctor instead of going to the Emergency Room for non-emergency medical care.

You must tell your medical doctor, mental health doctor, eye doctor and dentist that you are in DUI Court. You could get a sanction if you do not. You might be asked to have your doctor fill out the "Substance Abuse History Notification" form to show that your doctor knows you are in DUI Court. You should work with your doctor to find non-addictive medications and treatment options. Probation and treatment might need to talk to your doctor about your doctor's recommendations for your medication and medical treatment.

★ Take all medications as prescribed

Taking prescription medications from different doctors can cause serious health problems including overdose. You must tell your medication prescriber that you are in DUI Court or you could get a sanction. You should work with your medication prescriber to find non-addictive medications and treatment options.

You must take the **right dose** of your medication, at the **right time**, in the **right way** and as often **as directed**. **Do not take more than the recommended dose of any medication.**

★ Attend and participate in recovery support group meetings

Recovery support groups are AA, NA, SMART Recovery, etc. They should follow a structured model or curriculum. Recovery support groups help you meet new people who want a sober life, they help you learn new skills to conquer cravings, they help support you during difficult emotional times, their members will hold you accountable, and they help you remember you are not alone. Recovery support groups do not replace treatment, but they can give you support and encouragement while you are in treatment. Recovery support groups can also give you lifelong support and encouragement to stay in recovery even after treatment and the DUI Court program.

Attend and participate in at least two in-person recovery support group meetings each week and stay for entire meeting. Talk to treatment or probation about your recovery support group meeting options. Upload your attendance into the DIMS App from inside the building at the start of a meeting. You may be told to attend more meetings as needed.

★ Find a recovery sponsor and work a recovery program

You need to find a recovery sponsor and start working a recovery program as soon as possible, but no later than **Phase 2**. The person you pick as your recovery sponsor will be responsible for encouraging, guiding, and supporting you on your path to recovery. Your sponsor should be **in recovery themselves**, because they will be your role model for learning a new way of life and living sober. Your sponsor should be **at least two years sober**. Your sponsor should be **of the same gender** as you. Your sponsor should **not be a family member**. You should look for someone who will help you get to recovery support group meetings, help you develop new relationships with others in the recovery community, and help you build a strong sober social network. Your sponsor should be willing to listen to your concerns and be able to make suggestions on how you can find help to solve your problems (housing, employment, transportation, relationships, etc.). **Your sponsor must be willing to communicate with the Team** about your attendance at recovery support group meetings, your participation in the recovery community, and your progress toward reaching your recovery goals.

If you choose to be a recovery sponsor to someone else, your recovery sponsor responsibilities CANNOT interfere with your DUI Court responsibilities. You should mentor newer DUI Court participants when you are in the later phases of the program, but you cannot be a recovery sponsor to a fellow participant.

★ Build a positive social support network and be involved in positive activities in the community

Social connections have a valuable influence on your life. Positive relationships are important to your happiness, self-esteem and ability to cope during difficult times. It is best to involve as many positive people as possible in your recovery. Your positive social support network should include people who will help and support you in reaching your goals. Family and coworkers may be part of your social network, but **you must find other positive supports to help you as well**. To build a positive support system outside of family and work, you must make the time to meet new people.

Being involved in positive activities in the community will help you build relationships with others. Fill your free time with activities where people are not drinking, using drugs, or breaking the law. Do things that help others. Find activities you enjoy that will improve your health and wellbeing. Explore your spirituality. You can build a positive social support network in your community by going to the gym or an exercise class, doing social activities you enjoy, volunteering, joining a local club or organization, attending church, attending recovery support meetings, enrolling in adult education classes, attending cultural events or other gatherings, attending music or art festivals, joining a sports team, taking a dance class, etc.



★ Do a 40-hour volunteer project in Phase 3 and Phase 4



Volunteering helps people in need, worthwhile causes, and the community. Volunteering can also help you by finding new friends, improving your social skills, connecting you with your community, teaching you new skills, advancing your career by gaining career experience, and bringing fun and fulfillment to your life. Volunteering helps your mind and body by reducing stress and depression, keeping your mind stimulated, increasing your self-confidence, helping you stay more active and physically healthy, and providing a sense of purpose.

Your volunteer project should be served at a charity, non-profit or other type of agency/organization. If you want to do your volunteer project somewhere else, you need to write a Special Request to get permission from the Team. You should pick something you are interested in, because the goal is that you continue to volunteer even after DUI Court. **All 40 hours of your volunteer project should be served at the same place.**

You will start your 40-hour volunteer project in Phase 3, and you will finish your project in Phase 4. Written verification of completion of your 40-hour volunteer project must be turned in to the Black Box with your Phase 5 Application so they can be shared with the Team and discussed.

Things to consider when picking a volunteer project:

- ◆ Do you want to work with adults, children, animals, or remotely from home?
- ◆ Do you want to work alone or as part of a team?
- ◆ Are you better behind-the-scenes or do you want a more visible role?
- ◆ How much time are you willing to commit?
- ◆ What skills can you bring to the volunteer job?
- ◆ What causes are important to you?

Where to find volunteer opportunities:

- ◆ Non-profit organizations (Fork Real Café, The Hope Center, Feeding South Dakota, Cornerstone Mission, Salvation Army, Thrift Stores, Habitat for Humanity & Re-Store, Love INC)
- ◆ Animal shelters, rescue organizations, or wildlife centers (The Humane Society, The Charm Farm)
- ◆ Youth organizations or after-school programs (Youth & Family Services, The Club for Boys)
- ◆ Community theaters or museums (Dahl Art Center)
- ◆ Libraries
- ◆ Senior centers (Minneluzahan Senior Center, Canyon Lake Activity Center)
- ◆ Places of worship (churches, synagogues)
- ◆ Online databases (211 Helpline Center's Volunteer Connections)

★ Work full time or go to school

You need to work 32+ hours a week or go to school while in DUI Court. Find a legitimate job where you get regular paychecks and a W2 tax form from your employer. **Do not quit or change jobs without permission from probation.** The Team might give you a deadline to find a job if you are not working or in school. You might also be told to do daily job contacts, a job skills program, or Community Service until you find a job. Employment is an important part of the DUI Court program, but your treatment must come

first. If your job starts to interfere with your treatment plan, some changes to your work schedule might be needed. Exceptions can be made at the discretion of the Judge.

★ **Make and follow a budget**

You need to write and turn in a budget in Phase 1. You should turn in an updated written budget before moving phases and as directed. Write down all your bills, including past-due bills and collections. Write down how much you are spending in a month. Write down how much money you make in a month. **Make sure all your bills (including Child Support) are paid before you spend money on other things.**

You should follow your budget while in DUI Court.

Do not spend more than \$500 on one thing without permission. You must write a Special Request to the Team (see Page 16) and get permission first.

You are not allowed to have any financial dealings with any Problem-Solving Court participant without permission. "Financial dealings" means lending or borrowing, buying or selling things, working for, or exchanging gifts. You must write a Special Request to the Team (see Page 16) and get permission first.



★ **Pay your DUI Court costs**

You do not have to pay a fee to be in DUI Court. You do have to pay your court costs, fines, attorney fees, and any other money ordered at Sentencing. After you make a Payment Plan, **make monthly payments to the Clerk of Courts until your DUI Court files are paid off.**

You will have to pay for some drug/alcohol testing while you are in DUI Court.

DRUG TESTING COSTS:

- ◆ UAs are FREE at Court Services
- ◆ UAS are \$10 per test at the 24/7 Sobriety Program

ALCOHOL TESTING COSTS:

- ◆ PBTs are \$1 per test at the 24/7 Sobriety Program
- ◆ Remote Breath is \$5 per day (plus a \$80 install/removal fee) at the 24/7 Sobriety Program

You do not have to pay for your treatment while you are in DUI Court. You might have to pay for any treatment appointments you miss.

MISSED APPOINTMENT FEES:

- ◆ \$20 for any missed appointment at ROADS
- ◆ \$50 for any missed counseling appointment at BMS
- ◆ \$100 for any missed medication appointment at BMS

★ Do not drive without a valid Work Permit and current insurance

Your Driver's License is revoked because of your felony DUI conviction. **It is against the law to drive without a Work Permit, and it could get you terminated from DUI Court.**

Work Permits are a privilege, not a right. Work Permits are given by the Judge on a case-by-case basis. **Your Work Permit can be revoked at any time.** Your Work Permit will be revoked if you drive out of bounds (including driving with an expired Work Permit). Your Work Permit might be revoked if you relapse.



REQUIREMENTS TO REQUEST AN INITIAL WORK PERMIT:

- ◆ At least 30 days in DUI Court
- ◆ At least 30 days of continuous sobriety
- ◆ Completion of a Court-approved addiction treatment program
- ◆ SR-22 and proof of insurance
- ◆ Participation in the 24/7 Sobriety Program
- ◆ Written Special Request (with Treatment Needs Assessment, treatment certificate and insurance attached)
- ◆ DUI Court Judge approval
- ◆ Sentencing Judge approval

According to the statute, the court may permit the person to operate a vehicle for the purposes of employment, 24/7 sobriety testing, attendance at school, child care delivery or pickup, or attendance at counseling programs.

If you fail to renew your Work Permit by the expiration date, **your Work Permit is REVOKED**. You will have to write another Special Request to the team and get Judge's approval before you can have your Work Permit back.

If you drive out of the bounds of your Work Permit (including driving with an expired Work Permit), **your Work Permit is REVOKED and you could get TERMINATED from DUI Court**. If you are not terminated, you will serve the mandatory minimum jail sentence for Driving Under Revocation (10-20 days in jail). You will have to wait 30-60 days after finishing your jail sanction to write another Special Request to the team and get Judge's approval before you can have your Work Permit back.

Judge will decide whether to revoke your Work Permit if you relapse. If your Work Permit is revoked after relapse, you will have to wait 30 days after finishing your sanctions to write another Special Request to the team and get Judge's approval before you can have your Work Permit back.

OTHER TRANSPORTATION OPTIONS:

- ◆ Walk
- ◆ Ride the bus:
Rapid Ride @ (605) 394-6631
- ◆ Ride a bike

- ◆ Get rides from family, friends, or other sober supports
- ◆ Use **Lyft** or **Uber**

- ◆ Call a Taxi:
Rapid Taxi @ (605) 348-8080
City Cab @ (605) 863-1111
- ◆ Call **211** to schedule no-cost rides for Court-ordered appointments and employment

★ **Do not gamble**

Gambling is just as addictive as drugs and alcohol. **DO NOT go into casinos or gaming/gambling businesses.** Do not play games of chance, lottery, or any kind of betting for money, prize, or something of value.



★ **Stay out of bars, liquor stores, CBD stores and marijuana dispensaries**

Even though these substances can be purchased legally, you are NOT allowed to have them or use them in DUI Court. **DO NOT go into any place where alcohol, cannabidiol (CBD) or marijuana is the primary source of income.**

WRITTEN REQUESTS

All written requests must be turned in to the Black Box by 5PM on **MONDAY** so they can be shared with the Team and discussed on Wednesday. The DUI Court Judge will make the final decision about your request.

SPECIAL REQUEST

Special Requests are used to ask permission for special situations. Your request must be as detailed as possible to include times/dates, **who, what, when, where, why, and how.**

Examples:

- ◆ Work Permit
- ◆ Late curfew
- ◆ Visitors during curfew hours
- ◆ Move or get a roommate
- ◆ Change jobs
- ◆ Adjustments in EM, UAs, PBTs, etc.
- ◆ Purchase any item over \$500
- ◆ Financial dealings with another participant

You can find blank SPECIAL REQUEST forms on Google Classroom and in the forms box on the first floor of the Courthouse by Courtroom C7.

FINANCIAL REQUEST with BUDGET

Financial Requests are used to ask for financial (money) help. Your request must be as detailed as possible to include **what** you want help paying for, **how much** it costs, **who** or **where** gets paid, and **why** you need help paying for it.

All Financial Requests must include your updated budget. You should also attach any receipts or bills or invoices that explain or support your request.

You can find blank FINANCIAL REQUEST with BUDGET forms on Google Classroom and in the forms box on the first floor of the Courthouse by Courtroom C7.

TRIP REQUEST

Trip Requests are used to ask permission to go on overnight or out of the area trips. Your request must be as detailed as possible and filled out completely to include **where** you are going, **why** you are going, **when** you are leaving and coming back, **where** you are staying, **who** you are going with, **how** you are getting there, **how** you will meet PBT and UA requirements, and how to stay **safe** and **sober** during your trip.

Examples:

- ◆ To spend the night away from your home with a friend or family member
- ◆ To spend the night away from your home in a local hotel
- ◆ To go on an overnight trip outside the Rapid City area for any reason

*Day-trips outside the Rapid City area for work or fun can be approved by CSOs

If you are given permission to travel, you MUST continue to follow all the rules of DUI Court and probation and you MUST travel only to the approved location.

You can find blank TRIP REQUEST forms on Google Classroom and in the forms box on the first floor of the Courthouse by Courtroom C7.

HOLIDAY PLANS

Holiday Plans help you think about how to stay **safe** and **sober** during holiday times. Holiday Plans also help the Team know where to find you. **Holiday Plans are required even if you have no special plans during the holiday time.** Your Holiday Plan must be as detailed as possible and filled out completely. Holiday Plans can be turned in early, but they need to be turned in by 5PM of the due-date.

If you do not turn in your Holiday Plan by the due-date, you will get a sanction. Sanctions for not turning in a Holiday Plan can include House Arrest during the entire holiday time and/or other sanctions which might be community service or jail.

If you do not fill out your Holiday Plan completely with your plan for all Holiday dates and your Safety Plan, you will get a sanction. Sanctions for turning in an incomplete Holiday Plan can include House Arrest during the entire holiday time and/or other sanctions which might be community service or jail.

HOUSE ARREST means you **CANNOT** work or attend meetings or have visitors during the entire holiday time. You **can** go to the 24/7 Program and to DUI Court appointments as directed by the Team.

A list of "Holiday Dates" has been given to you. **Write all due-dates and holiday dates in your planner.** **Ask** if you have any questions.

Holiday Plans are required for:

- ◆ Easter
- ◆ Independence Day
- ◆ Thanksgiving
- ◆ New Year
- ◆ Memorial Day
- ◆ Labor Day
- ◆ Christmas

You can find blank HOLIDAY PLAN forms on Google Classroom and in the forms box on the first floor of the Courthouse by Courtroom C7.

THERAPEUTIC ADJUSTMENTS

Treatment and the Team use therapeutic adjustments to help you achieve sobriety and success. Therapeutic adjustments are changes in your treatment plan if you are struggling to stay sober early in the program but you are otherwise meeting program expectations. Possible therapeutic adjustments include (but are not limited to):

- ◆ Updated treatment assessments
- ◆ Increased treatment
- ◆ Increased support meetings
- ◆ Increased drug/alcohol testing
- ◆ Treatment workbook assignments
- ◆ Writing assignments
- ◆ Evaluation for medication
- ◆ Residential treatment

INCENTIVES

The Team uses incentives (rewards) if you are doing well. Incentives are used to reinforce program rules and expectations. You will earn incentives (rewards) for positive progress and healthy behavior. Examples include (but are not limited to):

- ★ Honesty
- ★ Attending appointments
- ★ Having a positive attitude
- ★ Reaching a milestone
- ★ Accomplishing a goal
- ★ Finding a recovery sponsor
- ★ Avoiding temptation to use drugs/alcohol

Incentives are given by the Team and depend on available resources. Examples include (but are not limited to):

- ★ Applause
- ★ Verbal praise or recognition
- ★ Awards or certificates
- ★ Phase advancement
- ★ Coins or medals
- ★ Decreased Court attendance
- ★ Decreased supervision
- ★ Extended curfew
- ★ Fishbowl drawing
- ★ Incentive Wheel Raffle*
- ★ Gift cards
- ★ Phone minutes
- ★ Travel privileges
- ★ Commencement

***Incentive Wheel Raffle:**

- ◆ The Incentive Wheel Raffle happens on the first and second weeks of every month
- ◆ Your name will be put in a cup for the Incentive Wheel Raffle when you come to Court and you have no pending sanctions
- ◆ Team members can nominate you for extra entry into the Incentive Wheel Raffle to recognize you for outstanding performance in the program
- ◆ The judge picks a number of names from the cup during DUI Court
- ◆ If you are picked, you get to spin the Incentive Wheel for a reward

SANCTIONS

The Team uses sanctions (consequences) if you are not doing well. Sanctions are used to reinforce program rules and expectations. You will earn sanctions (consequences) for negative progress and unhealthy behavior. Examples include (but are not limited to):

- ✗ Dishonesty
- ✗ Disrespectful behavior
- ✗ Not participating in treatment
- ✗ Not updating your daily planner
- ✗ Not attending recovery support groups
- ✗ Missing or being late for appointments
- ✗ Missing or being late for UAs/PBTs
- ✗ Interfering with UA or PBT testing
- ✗ Testing positive for drugs or alcohol

Sanctions are given by the Team and depend on the violation. Sanctions increase with multiple violations. Examples include (but are not limited to):

- ✗ Verbal warnings or reprimands
- ✗ Writing assignments
- ✗ Increased Court appearances
- ✗ Increased supervision
- ✗ Delay in phase advancement
- ✗ Loss of Driving Privileges
- ✗ Lose Days of Sobriety in DIMS
- ✗ Increased drug/alcohol testing
- ✗ Community service*
- ✗ Restricted/Electronic Monitoring
- ✗ House Arrest*
- ✗ Jail
- ✗ Termination

*Community Service Sanctions:

- ◆ Your community service sanction should be served at a **charity, non-profit or other type of agency/organization**. If you want to do your community service sanction somewhere else, you need to write a Special Request to get permission from the Team. (See page 12 "Where to find volunteer opportunities" for suggestions on where to serve your community service sanction.)
- ◆ You must get **written verification** of completion of your community service sanction, and it must be **signed off by someone from the agency/organization**.
- ◆ Written verification of completion of your community service sanction must be turned in to the Black Box **by 5PM the due-date**. If you have not turned in written verification by the due-date, you will get another sanction.

*House Arrest Sanctions:

- ◆ You **CANNOT** work or attend meetings or have visitors during House Arrest.
- ◆ You **can** go to the 24/7 Program, and to DUI Court appointments as directed by the Team.

PROGRAM PHASES

DUI Court has 5 phases and will take two to three years to complete. Each phase helps you grow and heal. **Remember, everyone moves forward at a different pace.**

APPLICATION FOR PHASE MOVEMENT

You must fill out a written Application to move to the next phase. Your application is an important part of your program. Answer all the questions completely and as detailed as possible. You should review your phase application with your **treatment provider** and your treatment provider should sign it on the front page. You should also review your phase application with your **recovery sponsor** and your recovery sponsor should sign it on the front page.

The time and attention you give to your application will show your commitment to your sobriety and the program. Your application will help the Team decide on your readiness to move phases. You may be asked to update or redo your application if the Team feels it is not complete. Your application must be turned in to the Black Box by 5PM on **MONDAY** so it can be shared with the Team and discussed on Wednesday. The DUI Court Judge will make the final decision about your phase advancement.

When your phase advancement is approved, the DUI Court Judge will celebrate with you during the next DUI Court session. You will get a phase medal for the phase you have successfully completed. Phase medals are hung on the "Pennington Co. DUI Court" board in Courtroom C10. You can take your phase medals home with you, but you must bring them to Graduations and other special events. If you lose a phase medal you will have to pay \$10 to replace it.

You can find blank PHASE APPLICATION forms on Google Classroom and in the forms box on the first floor of the Courthouse by Courtroom C7.

See Page 23–Page 25 for requirements in each Phase of DUI Court.

PHASE 1:

In ALL phases you should:

- ☐ Follow program rules
- ☐ Follow treatment recommendations
- ☐ Do random drug/alcohol tests as directed
- ☐ Show up for all probation appointments
- ☐ Show up, be honest, and try in treatment
- ☐ Attend 2 recovery support meetings (AA/NA/SMART Recovery/etc.) each week
- ☐ Change people, places and things
- ☐ Identify and use positive sober supports to help you
- ☐ Use and update your daily planner
- ☐ Live in a safe and sober place that supports your recovery
- ☐ Work full-time (32+ hours each week) or go to school
- ☐ Make and follow a budget

In Phase 1 you should also:

- ☐ Come to DUI Court weekly (Wednesdays @ 10AM in Courtroom C10)
- ☐ Check in with probation by phone every evening at 9PM
- ☐ Stay home during your 9pm to 5am curfew
- ☐ Look for a recovery sponsor
- ☐ Turn in a written budget

To move to Phase 2:

- ☐ At least 60 days in Phase 1
- ☐ At least 30 days of continuous sobriety
- ☐ At least 14 days with no sanctions
- ☐ Turned in a written budget
- ☐ Participating in treatment
- ☐ Good with probation
- ☐ Written Phase 2 Application
- ☐ Judge approval

PHASE 2:

In ALL phases you should:

- ☐ Follow program rules
- ☐ Follow treatment recommendations
- ☐ Do random drug/alcohol tests as directed
- ☐ Show up for all probation appointments
- ☐ Show up, be honest, and try in treatment
- ☐ Attend 2 recovery support meetings (AA/NA/SMART Recovery/etc.) each week
- ☐ Change people, places and things
- ☐ Identify and use positive sober supports
- ☐ Use and update your daily planner
- ☐ Live in a safe and sober place that supports your recovery
- ☐ Work full-time (32+ hours each week) or go to school
- ☐ Make and follow a budget

In Phase 2 you should also:

- ☐ Come to DUI Court every other week (1st, 3rd & 5th Wednesdays of the month @ 10AM in Courtroom C10)
- ☐ Stay home during your 10pm to 5am curfew
- ☐ Get a recovery sponsor and start working a recovery program
- ☐ Attend the MADD Victim Impact Panel
- ☐ Turn in an updated written budget

To move to Phase 3:

- ☐ At least 90 days in Phase 2
- ☐ At least 60 days of continuous sobriety
- ☐ At least 14 days with no sanctions
- ☐ Got a recovery sponsor
- ☐ Attended the MADD Victim Impact Panel
- ☐ Turn in an updated written budget
- ☐ Participating in treatment
- ☐ Good with probation
- ☐ Written Phase 3 Application
- ☐ Judge approval

PHASE 3:

In ALL phases you should:

- ☐ Follow program rules
- ☐ Follow treatment recommendations
- ☐ Do random drug/alcohol tests as directed
- ☐ Show up for all probation appointments
- ☐ Show up, be honest, and try in treatment
- ☐ Attend 2 recovery support meetings (AA/NA/SMART Recovery/etc.) each week
- ☐ Change people, places and things
- ☐ Identify and use positive sober supports
- ☐ Use and update your daily planner
- ☐ Live in a safe and sober place that supports your recovery
- ☐ Work full-time (32+ hours each week) or go to school
- ☐ Make and follow a budget

In Phase 3 you should also:

- ☐ Come to DUI Court every other week (1st, 3rd & 5th Wednesdays of the month @ 10AM in Courtroom C10)
- ☐ Stay home during your 12am to 5am curfew
- ☐ Keep working a recovery program with your recovery sponsor
- ☐ Involved in positive activities in the community
- ☐ Creating a recovery support network
- ☐ Start your 40-hour volunteer service project
- ☐ Turn in an updated written budget

To move to Phase 4:

- ☐ At least 90 days in Phase 3
- ☐ At least 90 days of continuous sobriety
- ☐ At least 14 days with no sanctions
- ☐ Started your 40-hour volunteer service project
- ☐ Turned in an updated written budget
- ☐ Participating in treatment
- ☐ Good with probation
- ☐ Written Phase 4 Application
- ☐ Judge approval

PHASE 4:

In ALL phases you should:

- ☐ Follow program rules
- ☐ Follow treatment recommendations
- ☐ Do random drug/alcohol tests as directed
- ☐ Show up for all probation appointments
- ☐ Show up, be honest, and try in treatment
- ☐ Attend 2 recovery support meetings (AA/NA/SMART Recovery/etc.) each week
- ☐ Change people, places and things
- ☐ Identify and use positive sober supports
- ☐ Use and update your daily planner
- ☐ Live in a safe and sober place that supports your recovery
- ☐ Work full-time (32+ hours each week) or go to school
- ☐ Make and follow a budget

In Phase 4 you should also:

- ☐ Come to DUI Court monthly (1st Wednesday of the month @ 10AM in Courtroom C10)
- ☐ Stay home during your curfew as directed
- ☐ Keep working a recovery program with your recovery sponsor
- ☐ Involved in positive activities in the community
- ☐ Creating a recovery support network
- ☐ Finish your 40-hour volunteer service project
- ☐ Turn in an updated written budget

To move to Phase 5:

- ☐ At least 90 days in Phase 4
- ☐ At least 90 days of continuous sobriety
- ☐ At least 14 days with no sanctions
- ☐ Finished your 40-hour volunteer service project
- ☐ Turn in an updated written budget
- ☐ Participating in treatment
- ☐ Good with probation
- ☐ Written Phase 5 Application
- ☐ Judge approval

PHASE 5:

In ALL phases you should:

- ☐ Follow program rules
- ☐ Follow treatment recommendations
- ☐ Do random drug/alcohol tests as directed
- ☐ Show up for all probation appointments
- ☐ Show up, be honest, and try in treatment
- ☐ Attend 2 recovery support meetings (AA/NA/SMART Recovery/etc.) each week
- ☐ Change people, places and things
- ☐ Identify and use positive sober supports
- ☐ Use and update your daily planner
- ☐ Live in a safe and sober place that supports your recovery
- ☐ Work full-time (32+ hours each week) or go to school
- ☐ Make and follow a budget

In Phase 5 you should also:

- ☐ Come to DUI Court monthly (2nd Wednesday of the month @ 10AM in Courtroom C10)
- ☐ Mentor new DUI Court participants
- ☐ Mentor others working toward recovery
- ☐ Keep working a recovery program with your recovery sponsor
- ☐ Stay involved in recovery support meetings

To GRADUATE:

- ☐ At least 90 days in Phase 5 (For those eligible for a Driver's License).
- ☐ At least 180 days in Phase 5 (For those applying for Early Discharge)
- ☐ At least 90 days of continuous sobriety, including no missed PBTs or UAs.
- ☐ At least 30 days with no sanctions

See Page 26 for all COMMENCEMENT requirements

COMMENCEMENT

You will graduate from DUI Court when you have met all program requirements, you have made progress toward completing treatment, you have maintained continued sobriety, and you are eligible for discharge from probation. To graduate you must participate in a Commencement Ceremony. The Commencement Ceremony is a very important event. Your family members and supports can be invited. **Commencement Ceremony dates are decided by the Team and may not happen right away.** You must continue to follow all DUI Court rules and conditions until you have participated in the Commencement Ceremony and received your completion certificate and Order of Discharge from Probation. (continued →)



COMMENCEMENT PLAN

You must fill out a Commencement Plan before commencement. Get your plan from Probation. Your plan is an important part of your program. Answer all the questions completely and as detailed as possible. You should review your plan with your **treatment provider** and your treatment provider should sign it on the front page. You should also

review your plan with your **recovery sponsor** and your recovery sponsor should sign it on the front page.

The time and attention you give to your plan will show your commitment to your recovery and your future. Your plan will help the Team decide on your readiness to move on. You might be asked to update or redo your plan if the Team feels it is not complete. You might also have to meet with the Team to answer questions about your plan. **Your plan must be turned in to the Black Box at least two weeks before the Commencement Ceremony** so they can be shared with the Team and discussed. The Judge will make the final decision about your Commencement.

TO BE ELIGIBLE FOR GRADUATION AND PROBATION DISCHARGE:

- ☐ At least 90 days in Phase 5 (For those eligible for Driver's License reinstatement)
- ☐ At least 180 days in Phase 5 (For those requesting Early Discharge and willing to give up Work Permit)
- ☐ Eligible for reinstatement of your Driver's License **OR** at least 180 days of no driving sanctions and willing to give up your Work Permit, including a written transportation plan.
- ☐ At least 90 days of continuous sobriety, including no missed PBTs or UAs.
- ☐ At least 30 days with no sanctions
- ☐ Progress toward completing your treatment program
- ☐ Working a recovery program with your recovery sponsor
- ☐ Involved in positive activities and your recovery support network
- ☐ Good with probation
- ☐ Safe and stable housing
- ☐ Full-time employment or school attendance
- ☐ Progress to pay Court Costs on your DUI Court files(s)
- ☐ Current on 24/7 Sobriety Program payments
- ☐ Written Commencement Plan
- ☐ Written Exit Interview
- ☐ DUI Court Judge approval
- ☐ Sentencing Judge approval
- ☐ Participation in a Commencement Ceremony

EXIT INTERVIEW

You must also complete a written Exit Interview to graduate from DUI Court. Get your interview from probation. Your interview gives you a chance to tell the Team how you feel about your journey in DUI Court. Your interview also gives you a chance to give suggestions on how to improve the program. Your interview must be turned in to the Black Box before the Commencement Ceremony. **The information in your interview has no effect on whether you graduate from DUI Court.**

TERMINATION

If you are not following the rules of DUI Court you may be terminated from the program. Reasons for termination could include (but are not limited to):

- ✗ Not participating in treatment
- ✗ Not participating in the DUI Court program
- ✗ Breaking DUI Court rules
- ✗ Absconding from the program
- ✗ Concern for public safety
- ✗ Threat to the integrity of the program
- ✗ There are no more treatment options to help you
- ✗ Committing a crime
- ✗ Distributing drugs or driving under the influence
- ✗ Threatening, abusive, or violent behavior
- ✗ Tampering with drug/alcohol testing
- ✗ Inability to pass drug/alcohol tests
- ✗ Failure to make progress
- ✗ Any other reasons the Team finds necessary for termination

If termination is started, you will get written notice of the allegations against you. You will meet with an attorney to discuss your options. If you deny the allegations, you will have an Evidentiary Hearing, where you can call witnesses to testify on your behalf and you can cross-examine any witnesses that testify against you. A neutral Judge will decide whether you violated the rules of the DUI Court program. You will have a chance to talk directly to the DUI Court Judge and Team during a Termination Hearing. The DUI Court Judge will make the final decision about termination.

DUI Court is a voluntary program. **You can ask to remove yourself from the program at any time.** However, your probation will be revoked if you do not successfully complete the program. **If you abscond from probation while in DUI Court, you have voluntarily removed yourself from the program.**

If you are terminated from DUI Court, you will be returned to your original Sentencing Judge for Probation Violation. The Sentencing Judge will make the final decision about probation revocation and sentence, limited only by the maximum penalty allowed by law.