

Delaware County Court of Common Pleas

RECOVERY DOCKET PARTICIPANT HANDBOOK



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WELCOME TO THE DELAWARE COUNTY COMMON PLEAS COURT
RECOVERY DOCKET

This handbook is designed to answer questions, address concerns, and provide information about the Recovery Docket. As a participant in the Recovery Docket, you will be required to follow instructions given by the Judge. This handbook will explain what will be expected of you.

WHAT IS A RECOVERY DOCKET?

The Recovery Docket (RD) is a part of the Delaware County Common Pleas Court. It is a court-supervised program primarily for Delaware County residents who face criminal charges and have a substance use disorder. It is a program that includes regular court appearances before a Judge.

The length of the program is a minimum of 12 months. The program is divided into an orientation phase and three treatment phases. The phases are a way for the Court to monitor your progress, your motivation, and your performance. Your progress through the phases is based on your compliance with the directions of the Court and a probation officer, as well as your active participation in a substance use treatment plan. Each participant will progress differently. Phases are not based solely on preset timelines. They are designed to build upon the skills acquired in the previous stage, allowing you to effectively manage your substance use disorder (and mental illness, if applicable) and foster stable and independent living. Each participant will have a Court Services Plan that the probation officer and the participant will sign after the participant has completed specific requirements for each phase.

This book details your rights and responsibilities in the Recovery Docket as well as specific information about eligibility requirements, rules, guidelines, probation requirements, and treatment information.

ELIGIBILITY REQUIREMENTS

To be eligible for the Recovery Docket, you must meet certain criteria:

Legal Eligibility Criteria

- Be placed on intervention in lieu of conviction or community control;
- Be charged with a felony offense that is less serious than a felony of the second degree;
- Not be charged with F3 trafficking;
- Not be a “violent offender” as that term is defined by 42 U.S.C. 3797u-2;
- Not have a pending criminal case in another county that would hinder participation in the Recovery Docket; and
- Be sentenced to the Recovery Docket as a condition of intervention in lieu of conviction or community control.

Clinical Eligibility Criteria

- Be diagnosed with a moderate or severe substance use disorder (the participant must have completed a drug/alcohol assessment by a certified licensed provider);
- Not have a physical or mental illness that would hinder participation in the Recovery Docket; and
- Be able to understand and willing to comply with program requirements.

Disqualifying Factors

- The candidate has current sex offender status
- The candidate is charged with OVI
- The candidate is charged with domestic violence
- The candidate has one or more cases pending in another county or jurisdiction that would hinder participation in the Recovery Docket
- The victim of the candidate's offense was a child or elderly person
- The candidate is currently on post-release control or parole
- The candidate's offense involves the use of a weapon
- The candidate's offense resulted in the victim suffering serious physical harm

Your ability to pay any court costs, fines, restitution, or supervision fees will not be taken into account when the Court determines your eligibility for the Recovery Docket.

Non-Discriminatory Practices

A participant will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, sexual identity, national origin, ancestry, citizenship, marital status, veteran status, or disability.

Legal and clinical eligibility alone do not create a right to participate in the Recovery Docket. Subject to the non-discriminatory practices set forth above, the Recovery Docket Judge has the discretion to decide who participates in the program.

REFERRAL PROCESS

Referrals to the Recovery Docket are made by law enforcement, jail personnel, your attorney, the prosecutor, a community mental health center, a substance use treatment provider, a judge, a presentence investigator, or a probation officer. Referrals may be made at any time during the legal process.

SCREENING/ASSESSMENT PROCESS

Within three days of receiving a referral, the Recovery Docket coordinator will schedule an appointment with those referred to the Recovery Docket. Applicants are screened for eligibility and information is collected, including criminal history, residency, education, employment, family, medical history, mental health history, and substance use history. Upon completion of the screening, the Recovery Docket coordinator provides a written recommendation to the Recovery Docket team and the Court. The Recovery Docket Judge makes the final determination regarding admittance into the program in accordance with the written eligibility criteria.

ADMISSION TO THE RECOVERY DOCKET

If accepted into the program, a court hearing will be scheduled with you to review and sign an Acknowledgement of Requirements. Your attorney will explain what rights you are waiving, possible sanctions that may be imposed, circumstances leading to termination, and the legal effects of unsuccessful termination. Upon completion of this hearing, you will participate in your first Recovery Docket status-review hearing as part of the “orientation phase.” After participating in your first docket meeting, you will meet with the Recovery Docket coordinator and/or probation officer. You will receive and review the participant handbook, obtain the Recovery Docket calendar, and sign additional disclosure forms, if necessary.

THE RECOVERY DOCKET TEAM AND THEIR ROLES

The Recovery Docket team consists of the Recovery Docket Judge, docket coordinator, probation officer, and other treatment and service providers who are involved in your case. The team is in place to develop an appropriate court-services plan, assist you in obtaining program services and resources, and ensure that you fully participate in your treatment. The team does this by evaluating clinical information and probation concerns, as well as other sources of information during treatment-team meetings. This information is presented to the Judge during treatment-team meetings with recommendations that include but are not limited to rewards, sanctions, changes in treatment levels of care, reductions in a variety of meetings, graduation, or possible termination from the program.

The role of the Judge is to lead the Recovery Docket team and make final decisions concerning incentives, sanctions, advancement to the next phase, and successful completion of or termination from the program. The Recovery Docket coordinator conducts eligibility screenings, links participants to treatment providers, gathers treatment reports from providers, and monitors the progress of participants throughout the program. The probation officer monitors compliance with your Court Services Plan, conducts drug and alcohol screens, makes home visits, and provides feedback to the treatment team and Judge regarding your progress in meeting goals and objectives. The treatment provider conducts assessments, develops individualized treatment plans, and makes recommendations to the treatment team regarding your specific treatment needs. Treatment team meetings are held sixty minutes prior to status-

review hearings. You have the right to request attendance of defense counsel during the portion of the treatment team meeting that applies to you.

WHAT'S IN IT FOR YOU

Successful completion and graduation from the Recovery Docket may result in shortening the time you are on intervention in lieu of conviction or community control.

This program offers you the chance to move forward in your life with the new skills you have learned that will enable you to function more fully in the community. The Recovery Docket will help you take control of your life in many ways. Even more important than the things you will learn not to do – such as abusing drugs and alcohol and committing more crime – are the things that you will learn how to do, such as eating right, reducing stress, becoming employed, rebuilding family relationships, and becoming a productive member of the community.

On the following pages you will find the steps involved in the Recovery Docket. Remember that there are many people who make up the Recovery Docket and they want to see you succeed. If you take advantage of their help, you will discover many ways to make a better life for yourself. It won't be easy. But we're here to help!

RULES OF THE PROGRAM

To remain in the Recovery Docket, you are required to follow rules:

- You must participate in regular status-review hearings. In other words, you must show up at Recovery Docket court sessions on time.
- You must show up on time for meetings with your probation officer.
- You must attend all scheduled treatment and provider appointments.
- You must complete required paperwork and homework assignments.
- You must successfully complete all four phases of the program.

It will be your duty to ask your probation officer or docket coordinator to explain to you anything in this handbook that you do not understand.

PARTICIPANT MONITORING

You will be required to appear in front of the Recovery Docket Judge on a regular basis at the status-review hearings. Your attendance at the status-review hearing will diminish over time as you progress through the phases. During the Orientation Phase and Phase I, each participant will appear twice each month (on the 1st and 3rd Wednesday of the month). During Phase II, each participant will appear once per month (on the first Wednesday of the month). During Phase III, each participant will appear once every six weeks (reference the Recovery Docket calendar for specific dates).

The Judge will be given progress reports regarding your drug tests, attendance at your treatment-provider appointments and other required programs, and make sure that you are compliant with your Court Services Plan. These reports will come from the docket coordinator, your probation officer, your treatment and/or mental health counselor(s), and any other members of support programs with whom you are working. The Judge will ask you about your progress and discuss any problems you may be having.

You must come to court when you are scheduled to be in court. As you make progress, you will come to court less often. If you are doing well, you will be encouraged to continue working towards the goal of graduating from Recovery Docket.

You are required to arrive on time and stay until court is finished unless the Judge dismisses you earlier.

REGULAR TREATMENT PROVIDER ATTENDANCE

In the program, you are required to attend all of your scheduled treatment sessions and other provider appointments. You must be on time for all sessions. If you are late, you may not be allowed to attend and may be considered absent. Your treatment schedule will vary according to your progress, and it is your responsibility to schedule all needed appointments.

REQUIRED PAPERWORK: RELEASES OF INFORMATION

Members of the Recovery Docket treatment team must be able to communicate about your eligibility and progress in the program. You must sign release-of-information forms to allow this to happen. You must also sign additional releases as needed to arrange additional treatment, counseling, and support-service referrals. Any failure by you to timely sign releases will be treated as a refusal to participate in the program and will be grounds for your dismissal from the program.

COMPLETION OF PROGRAM PHASES

The Recovery Docket is divided into an orientation phase and three treatment phases, and completion of the program takes at least 12 months. How long it takes is based on you and your progress. Each phase consists of specific treatment goals, activities, and requirements that you must meet before moving to the next phase. The phases are explained in detail on the following pages.

Remember: while there are certain things you must complete, your ability to move along in the program and graduate will depend on your own actions. If you miss appointments, ignore requirements, or fail to stay away from non-prescribed drugs and alcohol, your time in the program will be longer, and you may be dismissed from the program.

Throughout the time you are involved in the Recovery Docket, it is your responsibility to review your Court Services Plan with your probation officer and follow it carefully.

THE COURT SERVICES PLAN

A Court Services Plan begins with an assessment conducted by a licensed substance abuse treatment agency or provider to create your treatment plan. The Court Services Plan will include this treatment plan as well as recovery goals developed by you, the docket coordinator, and your probation officer. Your probation officer will review and update your Court Services Plan with you on a regular basis.

This plan may require some or all of the following:

- Outpatient treatment
- Individual counseling
- Group counseling
- Taking medication as prescribed
- Inpatient treatment/Residential treatment
- Regular and random drug/alcohol testing
- Educational/vocational programs
- Participation in self-help groups, such as AA or NA
- Community service
- Employment

Your probation officer will also help you with other areas of your life according to your individual needs. This may include referrals for:

- Educational assessments
- School or other educational services
- Job training and job placement services
- Family counseling
- Life skills classes
- Public Assistance/Medicaid
- Recreational activities

THE PHASES OF THE RECOVERY DOCKET PROGRAM

Orientation Phase (minimum four weeks)

During this phase, you will meet with the Recovery Docket probation officer, discuss the program and its requirements, review your court services plan, and sign all necessary releases. You will be given the dates for the status-review hearings. During your first status-review hearing, you will be introduced to the members of the treatment team. This phase will last a minimum of four weeks.

Tasks to be completed during the orientation phase include the following:

- Attend at least one status-review hearing
- Comply with all treatment recommendations
- Comply with all supervision conditions
- Develop a court services plan
- Sign all necessary releases
- Appear for all random drug and alcohol testing – at least twice per week

To move on to the next phase, you must have completed the following:

- Attend all treatment and office visits
- Complete all assignments
- Sign all necessary releases

Phase I (Approximately 18 weeks) (First and Third Wednesdays of the month)

You will begin by engaging in outpatient counseling. Outpatient counseling involves an individualized treatment program designed to address your substance abuse treatment needs, as well as any psychological, social, medical, employment, and family issues. Outpatient counseling typically involves individual counseling, intensive outpatient counseling, and/or group counseling, along with community sober support groups. The specific requirements of counseling will vary from individual to individual, and will be determined by your counselor.

Tasks to be completed during Phase I include the following:

- Attend all status-review hearings (every two weeks)
- Comply with all treatment recommendations
- Comply with all supervision conditions
- Attend all sober support meetings
- Appear for all office visits
- Appear for all random alcohol and drug testing – at least twice per week

To move on to the next phase, you must have completed the following:

- Written recommendation from treatment provider
- Written recommendation from probation officer
- Completion of all assignments
- Attendance at sober-support group meetings
- Negative alcohol and drug screens for a minimum of 60 days
- No new convictions in the past 60 days
- Satisfactory home visit from your probation officer
- Complete application for next phase

Phase II (approximately 18 weeks) (first Wednesday of the month)

Relapse prevention and aftercare counseling services are provided in outpatient treatment or individual counseling during Phase II. You will seek out a sponsor and other sober supports. The specific requirements of aftercare and counseling will vary from individual to individual and will be determined by your counselor and probation officer.

Tasks to be completed during Phase II include the following:

- Attend all status-review hearings (every four weeks)
- Comply with all treatment recommendations
- Comply with all supervision conditions
- Attend all sober support meetings
- Appear for all office visits
- Appear for all random alcohol and drug testing – at least twice per week

To move on to the next phase, you must have completed the following:

- Written recommendation from treatment provider
- Written recommendation from probation officer
- Completion of all assignments
- Attendance at sober-support group meetings
- Negative alcohol and drug screens for a minimum of 90 days
- No new convictions for 90 days
- Satisfactory home visit from your probation officer
- Complete application for next phase

Phase III (approximately 18 weeks)

This is the last phase of the program. When you reach this phase, you have put a lot of hard work into your recovery. You have faithfully complied with all the requirements of the program. You are working toward graduation from the program. At this point, you may be finishing treatment, have maintained sobriety for a significant period of time, completed community service, obtained a sponsor, and are active in sober-support activities. You will also have satisfied all of your fines, costs, and fees. You will be required to write an essay outlining your recovery in order to graduate.

Tasks to be completed during Phase III include the following:

- Attend all status-review hearings (every six weeks)
- Comply with all treatment recommendations
- Comply with all supervision conditions
- Attend all sober support meetings
- Appear for all office visits

- Appear for all random alcohol and drug testing – at least twice per week
- Write essay

To graduate, you must have completed the following:

- Written recommendation from treatment provider
- Written recommendation from probation officer
- Completion of all assignments
- Attendance at sober-support group meetings
- Negative alcohol and drug screens for a minimum of 120 days
- No new convictions for 120 days
- Satisfactory home visit from your probation officer
- Satisfied all costs and fees
- Complete and turn in essay
- Complete and turn in graduation packet at least one week prior to graduation
- Complete exit survey

REQUIREMENTS FOR GRADUATION

The final decision about your readiness to graduate will be made by the Recovery Docket Judge. Your probation officer will let you know when the Judge has decided that you are eligible for graduation. Your family and other loved ones will be invited to attend the ceremony. Successful completion of the Recovery Docket program may result in dismissal of the charges against you and a reduction in fines, costs, and fees. This is at the discretion of the Recovery Docket Judge, the Recovery Docket treatment team, and your sentencing judge (when applicable).

WHAT CAN HAPPEN IF YOU FOLLOW THE RULES (POSSIBLE INCENTIVES)

As you progress through the program, you will be given rewards for your efforts. Incentives for progress in the Recovery Docket may include:

- Increased or expanded privileges
- Less frequent urine testing
- Judicial praise and encouragement at status-review hearings
- Credit toward court costs and supervision fees
- A decrease in attendance at status-review hearings
- Certificates of completion of phases and graduation
- Graduation

WHAT CAN HAPPEN IF YOU DON'T FOLLOW THE RULES (POSSIBLE SANCTIONS)

Any of the following conduct is not permitted and may result in the imposition of one or more of the following sanctions against you:

- Failure to appear for a Recovery Docket session
- Not following court orders
- Not following treatment recommendations
- Missing treatment appointments
- Missing or being late for scheduled appointments with providers or court officials
- Failure to provide drug test or dilute urine screens
- Testing positive for illicit drugs or alcohol
- Failure to appear at a status review hearing without being excused
- New charges or convictions.

Sanctions for noncompliance are immediate and graduated and may include the following:

- Verbal warning
- Essay assignment
- Increased alcohol and drug testing
- Increased attendance at status review hearings
- Increased probation appointments
- Additional community service
- Increased attendance at support groups
- Increased level of treatment
- Courtroom observation sessions
- Daily reporting/"day jail" sessions
- House arrest
- Curfew imposition or modification
- Incarceration
- Dismissal from the Recovery Docket.

Noncompliance may result in unsuccessful termination from the program. The Recovery Docket Judge makes the final determination regarding termination. Unsuccessful termination may result in further legal action against you, including revocation of intervention in lieu of conviction, loss of eligibility for other specialized dockets, an order to complete a community based correctional facility (CBCF), jail time, and/or prison time.

If a sanction involves the potential imposition of jail, CBCF, prison, or termination from the Recovery Docket, a hearing will be scheduled that is separate from the status-review hearing. You have the right to notice of that hearing and the opportunity to be represented by an attorney at that hearing. After talking to an attorney, you may waive the right to this

hearing as long as you do so knowingly, intelligently, and voluntarily. Sanctions that do not impact your liberty interests may be imposed during the status-review hearing or by your probation officer outside of a status-review hearing.

WHAT HAPPENS IF I CAN'T COMPLETE THE PROGRAM (NEUTRAL TERMINATION)

You may neutrally terminated from the Recovery Docket if something out of your control happens that prevents from completing the Recovery Docket. Such circumstances may include:

- A serious medical condition arises
- Serious mental health condition arises
- Death; or
- Other factors that will impede the participant's requirements for successful completion.

The probation officer must file the appropriate paperwork with the Prosecutor's Office who will file the appropriate documents with the Court pertaining to the neutral termination from the Recovery Docket.

A neutral termination means you are unable to complete the Recovery Docket for reasons outside of your control. A neutral termination will not affect your probation or result in negative consequences.

SUBSTANCE USE MONITORING

One of the Recovery Docket goals is to help you remain abstinent from alcohol and all non-prescribed drugs. You will submit a urine sample at intake and be tested regularly throughout the program. Drug testing must occur throughout the duration of your time on the Recovery Docket.

All drug and alcohol testing plans are individualized. Tests will be random, frequent, and always observed. Urine samples will be analyzed for temperature, specific gravity, Creatinine and other chemical markers to ensure a valid urine specimen. Drug screens may be conducted during your court appearance, during your home visits, or at any other time. Failing to submit to testing, refusing to submit to testing, submitting an adulterated sample, submitting the sample of another individual, or diluting a sample will be treated as a positive tests that may result in an immediate sanction. A positive test or admission of alcohol or other drug use will not automatically disqualify you from the program but will result in an immediate sanction or an increase or change in your current level of treatment.

Test results will be shared at the treatment-team meetings. The Judge will have access to all drug results, including failures or refusals to test, and the Judge or your probation officer may order an alcohol/drug test at any time. The Judge will be notified immediately of any violations of the above rules. You are responsible for calling in (740-836-6011) nightly after 6 p.m. and before 7 a.m. to find out if you are to report for testing. You are required to report

between 8 a.m. and 9 a.m. OR between 3 p.m. and 4 p.m. on the day of the test. All participants are required to provide a sample in the above time frames. If you are unable to report at those times, you are to make prior arraignments with the probation officer.

Urine Specimen Procedures

While all participants will be required to submit a urine sample during the first probation-office visit, they do not have to be observed the first time. Your probation officer or other same-sex probation officer or monitor will personally watch you produce the urine sample.

All participants must wash their hands prior to submitting a sample.

Male participants will be patted down by a male officer. Female participants will be patted down by a female officer. Females must squat over the toilet and may not sit unless they have medical issues that require them to sit, such as pregnancy or leg or knee conditions. Medical conditions need to be verified. Females can use a specimen collection unit (hat). Females must keep their hands on their laps and must remove tampons prior to providing any urine specimens.

If participants are unable to provide a urine specimen immediately, they will be told to remain until they are able to provide a urine specimen. Participants who are unable to provide a urine specimen with two hours of being ordered to do so or signing in will be considered to have refused to submit the specimen and will be viewed as having tested positive for illegal drugs. If the participant comes to the office to submit a urine sample shortly before the office is scheduled to close for the day, he or she will be given only two brief opportunities that day to provide a valid sample.

In the event a participant is physically or mentally unable to provide a urine sample due to a medical condition, he or she will be required to pay for the testing procedure. Testing that the probation office can consider includes blood tests or DNA testing of hair. The participant will be required to provide those results if they are in the participant's possession. If saliva tests are available, the officer may utilize those as well.

Positive Tests

Participants will be apprised of any positive test results and will be asked for an explanation or admission of use. If the participant admits to using, the sample will not be sent to the lab, and appropriate sanctions may be imposed. (See the "Sanctions" section).

If the participant denies using and the lab reports a positive result, the participant must pay the costs of the lab test. The participant who denies using illegal drugs must complete the admission-request form by checking the box indicating drug-use denial, and then the probation office will send the sample to a lab.

Positive drug tests will be addressed through the treatment provider to verify if the use is a continued use or a relapse. The participant will be reassessed and be placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize the participant. The treatment provider as well as the Recovery Docket team will be notified of the positive urine screen. Sanctions for the relapse may include increased status-review hearings, homework assignments pertaining to relapse and drug use, increased office visits, and jail.

The Recovery Docket team participates in determining the incentives and sanctions, and the Recovery Docket Judge will enforce and reinforce them. All sanctions and rewards will be documented in the participant's file and reviewed at the status-review hearings.

Breathalyzer

In the State of Ohio, persons who register a concentration of .08 gram or more by weight of alcohol per 210 liters of breath are considered to be under the influence for driving purposes only. A decision to arrest, refer to a detox center, or send home a participant with a breath-test reading of .08 or more will be made with reference to the participant's current behavior, whether the participant will be operating a motor vehicle, and other normal arrest criteria.

Under normal circumstances, all participants who test at or above the .08 threshold on a breath-alcohol test will be arrested and transported to the Delaware County jail for their safety.

Testing By Outside Treatment Agency

Testing on participants will occur through the treatment agency where they are being treated. A staff member from that agency will notify the Recovery Docket probation officer about the outcome of any test results as they are conducted.

Notification/Documentation

The results of all drug tests are immediately shared with the Recovery Docket treatment team and the participant's treatment provider. In addition, information will be shared if a participant fails to report, fails to provide a sample, adulterated a sample, provides a sample of another individual, and/or tampers with a sample.

Sanctions Pertaining to Substance Use/Testing

- If a participant is late for a test or misses a test, that action will be considered a presumptive positive test for drugs or alcohol.
- If a participant refuses to submit a urine sample, that refusal is considered a presumptive positive test.
- The participant must provide a urine sample that is clean for all drugs and alcohol.

- If the participants fail to produce a urine specimen within two hours or if the sample provided is not of sufficient quantity, that action will be considered a presumptive positive test for drugs or alcohol.
- If the participant produces a diluted urine sample, that action will be considered a presumptive positive test for drugs or alcohol.
- If a participant substitutes or adulterates his or her specimen for the purposes of changing the drug-testing results, that participant will be considered to have tested positive test for drugs or alcohol and will receive a sanction, which might include removal from the Recovery Docket. Positive urines at intake will be considered a baseline drug test and will be documented. The treatment provider will be immediately notified as will the Recovery Docket team.

Relapses

Relapses will be addressed through the treatment provider to verify whether the use is a continued use or a relapse. The participant will be reassessed and placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize the participant. The treatment provider as well as the Recovery Docket team will be notified of the positive urine screen. Sanctions for the relapse may include more frequent status-review hearings, homework assignments about relapse and drug use, more frequent office visits, and jail.

The Recovery Docket treatment team participates in determining the incentives and sanctions, and the Recovery Docket Judge will enforce and reinforce them. All sanctions and rewards will be documented in the participant's file and reviewed at the status-review hearings.

Relapse Triggers and Relapse Prevention

The individual or group sessions focus on designing a plan to address your relapse prevention. Your probation officer and treatment counselors will help you identify your triggers and will discuss ways to avoid bad situations and to work through them when they cannot be avoided.

Relapse triggers can include:

- Spending time with people who are drinking and using illicit drugs
- Going to places that cause you to use drugs or alcohol or make you upset
- Denial of past problems
- Using defense mechanisms that caused problems in the past
- Isolation
- Arguing or fighting with loved ones
- Bad luck and disappointments
- Good luck, celebration events, holidays

Prescribed Medication Usage

Participants are responsible for informing all treating physicians of their past and current struggles with drug and alcohol use before participants are given any addictive medication. If a doctor believes that a docket participant should use a particular controlled substance that will yield a positive urine screen, the physician must submit a letter to the Recovery Docket Probation Officer stating that the doctor is aware of the participant's status as a recovering addict or alcoholic and that the need for the medication outweighs the risks. The participant **MUST** secure that kind of letter **PRIOR** to taking any medication that will cause a positive screen. If the participant tests positive and does not have a letter from his or her doctor, the participant will face immediate sanctions.

If a participant receives emergency-room care, he or she must provide verification of all emergency-room orders and discharge information to the Recovery Docket probation officer no later than seven days after the participant is released from the hospital. Any prescriptions must be cleared by a primary-care physician in order for the participant to continue taking the medication without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the Court at the discretion of the Recovery Docket team.

Over-the-Counter Medication Usage

The use of certain types of over-the-counter medications may be counterproductive to the recovering participant, and participants should use caution when using all over-the-counter medications. Medications containing alcohol are not permitted. Medications that participants may use include:

PAIN:

Acetaminophen 500 mg, no more than 2 tablets every 4-6 hours

Ibuprofen 200-800 mg, every 4-6 hours as needed

Aspirin

Excedrin Migraine

STOMACH:

Mylanta

Milk of Magnesia

Pepto-Bismol

ANTACIDS:

Zantac

Pepcid

Prilosec

Tums or Roloids

FLU SYMPTOMS:

Theraflu

Alka-Seltzer

COUGH/COLD:

Delsym (the no-alcohol or pediatric version only)

Mucinex (but not the D or DM version)

Not permitted: Tylenol Cold, Tylenol Nighttime

ALLERGIES: (none of the following can be the D or DM formula)

Claritin

Allegra

Benadryl

JOINT PAIN:

Tylenol Arthritis

Ben Gay muscle rub & thermal patches

Icy Hot muscle rub & thermal patches

Bio Freeze

VITAMINS: (no sports additives or supplements)

Multivitamins

Prenatal vitamins

WHAT ELSE IS EXPECTED OF YOU

As you can see, you are expected to follow a set of basic rules. Other expectations focus on your actions in court and the things that you must do as part of your Court Services Plan. The rules require that everyone in Recovery Docket:

- Treat others with respect
- Follow a dress code
- Refrain from possession, sale, or use of non-prescribed drugs and alcohol
- Stay out of bars
- Follow doctors' orders for taking prescribed medication
- Submit to urine testing and alcohol breath testing
- Provide current contact information
- Refrain from breaking the law again

Recovery Docket expectations will also cover areas of housing, healthcare, employment, and education. The expectations are described below.

Treatment of Others

You should respect the opinions and feelings of other people in Recovery Docket. Verbal or physical threats to anyone in the program or any member of the team will not be tolerated. Do not bring items that might be used to hurt another person accidentally or on purpose. Any

such behavior will immediately be reported to the Judge and may result in a severe sanction or your termination from the program.

You will not be asked to be an informant in this program. You will not be expected or encouraged to discuss any information concerning anyone's behavior or progress except your own.

Dress Code

You will be required to dress appropriately for your court sessions and treatment appointments. Clothing bearing drug and alcohol themes or advertising alcohol or drug use is inappropriate. Other inappropriate themes include sex, foul language, racial or ethnic slurs, self-hatred or defiance. Tank tops, hats/head coverings (unless for cultural or religious purposes), cropped tops, "muscle shirts," and shorts are not allowed in court. You cannot wear sunglasses in court unless a doctor has prescribed their indoor use for you. Pagers and cell phones are not permitted during court sessions or during meetings with the treatment team.

Refrain from Possession or Use of Drugs

You will not possess, sell, or use alcohol or illegal drugs. You will be required to report all drug or alcohol usage to the Judge at each court appearance.

- Repeated use will result in an alcohol and drug assessment.
- Failure to report drug or alcohol use will result in a severe sanction.
- Any drugs that a doctor prescribes for you must be reported to your probation officer immediately.

Stay Out of Bars

As a Recovery Docket participant, you are not permitted to frequent bars. A bar is any establishment whose primary income is derived from the sale of alcohol in any form.

Provide Current Contact Information

You agree to provide the Recovery Docket team and other treatment providers and court staff current information about your residence address, mailing address, telephone number, and place of employment or schooling. You must report any changes that occur while you are in the program.

Refrain from Violations of the Law

You are required to refrain from further violations of the law. Additional offenses may result in your being terminated from the Recovery Docket program.

Housing

Stable housing is necessary for recovery. Before you make a change in your living situation, you must discuss it with your probation officer and obtain that officer's permission.

Healthcare

You are expected to seek medical attention when needed. You are also expected to follow through on medical advice. You may be asked to provide evidence to the court of medical conditions or appointments. Healthcare appointments are not to be scheduled at times when you are to be in court. Any prescribed drugs must be reported to your probation officer immediately.

Employment and Education

If you are able, you agree to obtain and maintain verifiable employment, or enroll in an educational program. Employment must be consistent and legitimate.

FOLLOW UP

The Recovery Docket coordinator is required to follow up with you after you leave the program. This follow-up is not intended to identify you individually or to sanction you. Its purpose is to see how people who participate in the Recovery Docket do after they leave the program and to determine what impact the program has had on your life. Your feedback is important in evaluating the overall effectiveness of the program and identifying opportunities for improvement. You are always invited to return to the Recovery Docket as a visitor to share your success with us and the existing participants. Your success can be a motivating factor for the participants currently in the program!

IMPORTANT NAMES AND NUMBERS

**My Recovery Docket Judge:
Judge:**

Judge James P. Schuck
117 N. Union St., Fifth Floor, Delaware, OH 43015
Phone: (740) 833-2550

**My Recovery Docket
Probation Officer:**

Arturo (Art) DeLeon
117 N. Union St., Third Floor, Delaware, OH 43015
Phone: (740) 833-2775
Fax: (740) 203-1524
Email: ADeLeon@co.delaware.oh.us

**My Recovery Docket
Coordinator:**

Holly Graham
117 N. Union St., Delaware, OH 43015
Phone: (740) 833-2526
Fax: (740) 833-2529
Email: Hgraham@co.delaware.oh.us

**My Treatment
Providers:**

Treatment Provider: _____

Individual Counselor: _____

Group Counselor/Facilitator: _____

Other:

RECOVERY DOCKET
PARTICIPANT HANDBOOK CONFIRMATION STATEMENT

I acknowledge that I have received, read, and understand the Recovery Docket Participant Handbook. I have had the opportunity to ask questions regarding these issues, and they have been explained to me to my satisfaction.

I have read and agree to abide by the guidelines as outlined in the Recovery Docket Participant Handbook.

I understand what I can expect from this program and what this program expects of me.

Signature: _____

Date: _____

Print Name: _____

Witness: _____

Date: _____