



Tulsa County  
Veterans Treatment Court

**PARTICIPANT HANDBOOK**



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## Participant Handbook

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### Welcome and Introduction

Welcome to the Tulsa County Veterans Treatment Court. This handbook is designed to be an overview of what to expect as a participant in Veterans Treatment Court (VTC). It provides a basic outline of the program and is a resource to turn to for the many questions you may have as you move through the program.

As a participant of the Veterans Treatment Court you will be expected to follow the instructions given to you by Judge Rebecca Nightingale and the Veterans Treatment Court Team. You will also be expected to follow all supervision and program rules and complete the treatment plan developed by you and your assigned treatment agency.

We encourage you to share this handbook with your family; significant other; and clean and sober friends, who are an important part of your recovery. They are also welcome to attend your scheduled court sessions with you.

If you have additional questions, please ask your supervision officer, treatment provider or your VTC coordinator for more details.

### History and Purpose

The Tulsa County Veterans Treatment Court program began in December, 2008, and was developed to help participants achieve total abstinence from drugs and/or alcohol, be diverted from prison or jail, and to have a more satisfying law-abiding life. The Veterans Treatment Court is designed to reduce re-arrests, promote self-sufficiency through employment and education and to help you remain in the community as a productive and responsible member of society by diversion from prison or jail. The Veterans Treatment Court program is voluntary on your part. You must want to participate in this program. The judge, court staff, supervision officers, treatment counselors and other team members will guide and assist you, **but the final responsibility is yours. You must be motivated to make these changes and commit to a totally drug free life.**

The program involves working jointly with the Court, community supervision, treatment providers, the Veterans Health Administration, Veterans Benefit Administration, veterans employment representatives, veterans service organizations, service officers, and other key team members, all dedicated to your recovery for a minimum of one year. **You will not be sent to prison or back to jail if you comply with the conditions of the program and graduate.** Our team will be working with you towards successful completion of the program, **but the choice and effort to become drug and alcohol free and not commit new crimes comes from you.**



Tulsa COURTS Programs  
Tulsa County Veterans Treatment Court

## **Participant Handbook**

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It is important that you understand the long-term commitment required by this program. You will become involved with community support group meetings, attend substance abuse treatment, participate in mental health treatment (if indicated), be subject to strict community supervision, submit to random drug testing and make regular appearances in court.



### **What Is Veterans Treatment Court?**

The Tulsa County Veterans Treatment Court program is only for veterans of the Armed Forces of the United States as defined by federal law. The Veterans Treatment Court is a court-supervised program coupled with intensive treatment and supervision for non-violent criminal offenders. It is designed specifically for persons with felony drug or alcohol charges, or other criminal charges that are closely related to the offender's substance abuse or mental illness.

This is a voluntary program that includes regular court appearances before the designated Veterans Treatment Court judge. It also involves drug and alcohol treatment, random drug testing, support group meetings, vocational or job counseling, educational classes and community supervision. The Veterans Treatment Court program is broken into five phases. You must complete all five phases successfully to graduate. The program requires at least 18 months of participation. A minimum of 12 months are required for participation in treatment, followed by a minimum of six months of community transition.

### **Who Can Be a Part of Veterans Treatment Court?**

Not everyone can be a part of the Veterans Treatment Court program. You must have served in the United States Armed Forces in some capacity. Your criminal history will be closely review by the District Attorney. If you are approved by the District Attorney, you will then be scheduled for a substance abuse and mental health evaluation. The purpose of this assessment is to determine whether or not you are drug and/or alcohol dependent or have any mental health issues. If the results of the evaluation are appropriate, you will then be eligible for the Veterans Treatment Court and allowed to enter a plea. You cannot have any violent charges, gun charges or gang relations.

### **Court Appearances**

If you choose to participate in the Veterans Treatment Court program after you are approved for admission, you will be instructed to appear in the court for an Entry of Plea. When you arrive at Court for your Entry of Plea, either your Attorney, or a Public Defender will advise you of your rights and discuss the Veterans Treatment Court program rules and requirements with you. After you plea into the Veterans Treatment Court, your Attorney and/or Public Defender will continue to represent you throughout your participation in the Veterans Treatment Court program until successful graduation or termination.



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In Phase I, you will attend court weekly. Veterans Treatment Court is held on Monday afternoons at 2:00pm in Courtroom 329. During Phase II, you will attend court every two (2) weeks and in Phase III, court attendance will be scheduled every three (3) weeks. In Phase IV and Phase V you will attend court once every four (4) weeks.

### Treatment

Substance abuse and mental health treatment are provided by state-funded treatment agencies or the federally funded Veterans Health Administration. The treatment agency to which you are assigned will coordinate your treatment and may refer you to additional treatment and/or mental health services if needed. Most treatment providers charge a fee based on your income. After your intake session, you and your counselor will develop a treatment plan that involves both group and individual counseling. The schedule will be determined by the treatment agency, but attendance is required. You may be required to attend more groups or individual sessions depending upon your treatment plan. Each treatment plan is individualized to best meet your particular needs.

Substance abuse counseling is comprised of three separate formats: individual sessions, group sessions and case management. As part of your treatment plan, you will be required to participate in all formats. Together they are designed to help you develop self-awareness, realize self-worth, and practice self-discipline. The individual and group counseling sessions will include problem identification and alternative solutions.

You are responsible for attending all scheduled appointments. Treatment misses must be excused by your treatment agency and made up later. Your attendance and level of participation at counseling sessions will be reported to the team as part of your weekly progress reports. **You must contact your case manager or your counselor if you are unable to attend or will be late to a scheduled session. Unexcused misses could result in sanctions.**

### Supervision

Following your acceptance into the Veterans Treatment Court program, you will report to your supervising agency for orientation. Your supervising officer at Human Skills & Resources (HSR) will provide an orientation and will discuss the rules and conditions of your probation, including: curfew, employment, law enforcement contact and change of address. You must provide verification of employment to your officer and to the Court. The supervising officer will make random field and home visits to assess and observe your home and verify your job. Drug testing may be conducted randomly during home visits or scheduled during office visits or court appearances.



## **Veterans Treatment Court Phases**

The Veterans Court Program is a five-phase, highly structured and supervised program using primarily outpatient treatment. Treatment is designed to last for a minimum of 12 months, followed by 6 months of community transition. Your progress through the treatment phases will depend upon your completion of treatment goals and compliance with drug testing and other program rules. Less sanctions often means faster promotions. Participants must also make significant progress in treatment and other program requirements to be promoted. Each phase consists of specified treatment objectives, therapeutic and rehabilitative activities and specific requirements for “promotion” into the next phase. The required 6 months of community transition is a supervision phase where you can practice your sobriety without active treatment in place. You must have six months (6) of clean time to be eligible to graduate.

## **Progress Reports**

As a Veterans Treatment Court Program participant, you will be required to appear in Court on a regular basis. At each appearance, the Judge will be given a progress report prepared by your treatment agency and supervision officer regarding your drug test results, employment status, attendance and participation at required treatment and supervision appointments. The judge may ask you and/or treatment or supervision questions about your progress, and discuss your progress. Excellent reports mean that you will progress through the program more quickly. Failure to comply with any of the requirements may delay your promotion or graduation.

***The goal of the Veterans Treatment Court Program is to help you achieve total abstinence from illicit and illegal drugs, address your individual treatment needs, and avoid future arrests.***

## **Failure to Appear**

Failure to appear in Court on the date and time you are scheduled will result in a warrant being issued for your arrest. If you cannot appear in court on your scheduled review date, you must notify your coordinator prior to the miss. If you have an emergency, you must notify supervision or your coordinator as soon as possible to avoid a sanction. If you have any question regarding your court appearances, you must contact Michelle Roberts at (918) 588-8408 or Larry Fugate, Supervision, at (918) 640-4892. For emergencies, you can call Rose Ewing at (918) 549-8385. Please leave a detailed message for a call back.



### **Termination from the Program**

Warrants, new arrests or noncompliance could result in your being terminated from the Veterans Treatment Court Program and sentenced on your pending charge(s). Noncompliance violations which could result in termination include consistently missing drug tests or testing positive, missing treatment and/or supervision appointments, repeatedly breaking the program rules, and/or violence or threats of violence directed at other participants, treatment staff, or other VTC team members. Being in bars, night clubs, casinos, or at concerts may result in a termination. “Driving Under Suspension” or “Driving Under Revocation” may also result in your revocation.

### **Withdrawal from the Program**

You will have several opportunities to withdraw from the program after application including prior to entry of plea, and then within ten (10) days following your entry of plea. During this withdrawal period, if you choose to opt-out of the program, your case will be transferred back to the traditional court docket.

### **Incentives**

VTC provides incentives to encourage your progress. Incentives may be received for excellent participation, clean holiday time, new job, college attendance, driver’s license reinstatement, etc. Incentives can include candy bars, curfew extensions, gift cards, or free drug tests. Incentives are given to recognize successes you have achieved in the VTC program.

### **Sanctions**

If you fail to comply with the Veterans Treatment Court Program rules, you may be sanctioned. Sanctions are progressive and become stiffer for repeat violations. In higher phases, the expectation is you will not have any sanctions, therefore, the sanctions imposed may be stiffer than for lower phases. Sanctions are individualized to your situation and should not be compared against sanctions given to someone else. Below are some common sanctions:

- Admonishment by the Veterans Treatment Court Judge;
- Daily contact with supervision or coordinator;
- Increased drug testing or early am drug testing requirement;
- More frequent court attendance;
- Assignment of community service hours or day reporting at the jail;



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- Increased supervision, including GPS, alcohol monitoring or earlier curfew;
- Jail, up to 5 days per violation;
- Other sanctions, as determined by the Judge and VTC Team.

### Program Rules

As a Veterans Treatment Court participant, you will be required to follow these rules:

#### **Don't violate the law.**

Do not have any law violations. No new arrests. No driving without a valid license. No traffic offenses. Follow all federal, state and local laws.

#### **Attend all Veterans Treatment Court required appointments.**

You must attend individual and group counseling, educational sessions, and case management appointments at treatment WHEN treatment schedules you.

Appointments with supervision will include intake, office visits, home visits, and phone calls. Drug testing is required on the same day your drug testing color is called. Court attendance is mandatory. Community service must be completed by the due date.

Other appointments for services at community agencies may also be required. If you are unable to attend a scheduled session, you must contact the appropriate person as soon as possible. Documentation is required for you to be excused and rescheduled.

Documentation regarding the miss will be requested by treatment, supervision and the court. Unexcused absence(s) will result in a sanction.

#### **Be on Time.**

If you are late, you may not be allowed to attend and will be considered as a miss.

Failure to plan is not an excuse. Being late is grounds for a sanction.

#### **Rescheduling**

If you miss any scheduled appointment, you are responsible for rescheduling it! You may not be contacted to reschedule. Failure to do so may result in a sanction.

#### **Do not act violently or make threats towards other participants, staff or court**

**personnel.** Violent or inappropriate behavior will not be tolerated and will be reported immediately to the Court. Threats or intimidation toward anyone will not be tolerated. Either of these violations may result in your termination from the Veterans Treatment Court Program.



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**You cannot have any drugs, alcohol or weapons. Do not bring any of these banned items to treatment, supervision, any community agency or court.**

Possession of drugs, alcohol or weapons could immediately result in your termination from the program and you could get new charges.

**Expect to take random and “on demand” drug tests. Do not tamper with urine samples or use anyone else’s urine.**

Any abnormal drug test will be considered a positive and you will be sanctioned. Multiple positive, missed, or abnormal tests could result in your termination from the program. Tampering, substituting urine, water loading, or attempting to chemically alter your drug test is grounds for revocation. Drug Tests are \$15.00 per test, which you must pay each time. You will be tested for many illicit and prescription drugs and alcohol each time.

**Do not argue with the Judge or other team members.**

If you disagree with something, state your position in a calm manner and listen to what is being said. You may also put any issue into writing for the team to consider. Disrespect, excessive arguing or outbursts toward team members is an offense which may receive a jail sanction.

**Dress appropriately for Court and other VTC appointments.**

As a participant, you will be expected to wear a shirt or blouse, pants, dress, or skirt of reasonable length. Midriff shirts are not allowed. No sleeveless tops or short skirts. Shoes must be worn at all times. **Clothing bearing drug or alcohol related themes or advertising alcohol or drug use is considered inappropriate.** Sunglasses are not to be worn inside the Court or at the treatment facility unless medically approved. Speak with your supervision officer or treatment counselor if you need assistance with clothing choices. No gang colors or gang related apparel is allowed.

**Be Respectful of Yourself and Others!**

Follow the directions of team members, court personnel and deputies regarding behavior, cell phones and talking while in court. Remember the VTC Team wants you to be successful and is here to help.



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### Confidentiality

All client records are protected by federal and state laws regarding confidentiality. We cannot release written or verbal information without your written, signed consent. However, you cannot participate in Veterans Treatment Court without a “Release of Information” which allows the VTC Team to discuss your case and progress. Persons outside the VTC Team will not be provided information about you or your progress. There may be additional emergency or legal circumstances that may require release of information such as:

- The disclosure is allowed by a court order or for an audit.
- The disclosure is made to medical personnel in a medical emergency.
- The client commits or threatens to commit a crime.
- The client is suspected of child abuse or elder abuse.
- The client is threatening suicide or homicide.

**Anything you say concerning your prior or current drug use while in the Veterans Treatment Court program cannot be used against you in prosecution of this case.**

However, your statements and information about your treatment will be shared with the Judge, your treatment agency, supervision agency, program coordinator, the District Attorney, court staff, your attorney, and anyone else on the Veterans Treatment Court team. This information may be used to evaluate your current compliance with the program and to determine appropriate treatment and other services.

### Participant Rights

All participants have the right to courteous, dignified and reliable delivery of service. Participation in the Veterans Treatment Court program is voluntary. Participants will be informed of changes in the program, rules and policies as early as possible. Client participation and feedback in the program is encouraged. All participants have the right to file a complaint through the grievance process without penalization. *(see Appendix for Grievance Policy and Reporting Forms)*

Equal treatment and services will be delivered without regard to race, color, sex, sexual orientation, religion, national origin, ancestry or physical disability.



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### Program Fees

Participants will be responsible for paying all program fees. Fees are set by each agency. The amount of the fees is provided at the agency's orientation. Payment information will be reported to the Judge as part of your regular progress report and nonpayment may result in more frequent court attendance. Inability/failure to pay will not automatically result in termination from the program. You may request financial assistance through a "Pauper's Affidavit." Some or all fees could be waived depending upon your financial situation and ability to work.

<u><i>Fee Schedule</i></u>	
Veterans Treatment Court Program Fee	\$200.00
Supervision Agency	\$40.00-per-month
Treatment Agency Fees and Copayments	\$30.00-per-month
<b>Drug Testing Fees</b>	
• Badge	\$10.00-(one-time-fee)
• Random Drug Test	\$15.00-per-test
• Confirmation Re-Test	\$40.00-per-test
<b>Alcohol Monitoring Costs</b>	
• SCRAM	\$150.00-hook-up-fee \$9.00-per-day
• Sobriator	\$5.00-per-day
• GPS	\$10.00-per-day

### Drug and Alcohol Testing

You will be tested during all five (5) phases. As you progress through the program, testing could be required on a random, less frequent basis. The Veterans Court team will have access to all drug test results including any failures to test, and may order a drug test at any time. Results that indicate a sample was diluted will be subject to the same sanctions as if the result were positive. The goal of the Veterans Court Program is to help you achieve total abstinence from illicit or illegal drugs, however, a positive or "dirty" test will not automatically disqualify you from the program. The Veterans Court team will be reviewing this positive in the context of your overall performance in the program.



## Medications

**ALL medications must be pre-approved by the Coordinator prior to taking.**

When going to the doctor or dentist, please make sure to bring the *Medical/Dental Medications Form (see Appendix)* for your physician to sign. If an emergency room visit is necessary it is important that you identify yourself as a Veterans Treatment Court program participant and request non-narcotic and non-alcoholic medications.

The only exceptions to this rule are the approved over-the-counter medications, as indicated on the *Approved OTC Medication List (see Appendix)*.

Please carefully review the *EtG (alcohol testing) Contract (see Appendix)*, which clearly discusses the use of alcohol-containing products and their possible effects on testing.

It is your responsibility to know what is contained in the products you consume and/or use. A positive test will be considered for sanction regardless of whether the alcohol was ingested or applied.

## Support Group Meetings

Attendance will be required at support group meetings such as Celebration Recovery, Narcotics (NA), Cocaine Anonymous (CA), SOS and/or Alcoholics Anonymous (AA). The number of times you must attend per week changes by your VTC phase. In Phase I, you are not required to attend any support meetings although it is encouraged. In Phase II, you must attend two (2) support meetings per week. In Phase III, you will be required to attend three (3) support meetings per week. In Phase IV and Phase V, you will still attend three (3) support meetings per week. You will be required to submit signed attendance sheets at court for review by the coordinator and your supervision officer.

The purpose of attendance at support group meetings is for you to develop a support network and create social bonds with other recovering addicts. You will be provided with information regarding the time and location of support meetings at orientation. Your treatment provider, supervision officer and coordinator can also assist you with locating meetings close to your work or residence. Treatment will also provide several support groups at their building each week.



## **Graduation**

**Successful completion and “graduation” from the Veterans Treatment Court program divert you from jail.** Failure or dismissal from the program will result in you being sent to prison or jail to serve out the terms and conditions of your original plea agreement.

When you have successfully completed all phases and requirements, you will be eligible for graduation. Eligibility for graduation is determined by the judge, the court team, probation and treatment. You will be eligible when all treatment and program requirements are met.

### **Graduation Requirements:**

- No missed, abnormal or positive drug tests for 6 months
- No major sanctions for 90 days; no minor sanction for 30 days
- You must be employed or attending school full-time or be exempted.
- You must have a high school diploma or receive a GED or be exempted.
- Complete your treatment and case management plan
- Payment in full of Veterans Treatment Court program fees
- Complete your volunteer requirement

## **Education, Vocational and Employment Programs**

Recovery from substance addiction means developing self-sufficiency and becoming a productive and responsible member of the community. After Phase I, you will be expected to be gainfully employed or involved in an educational or vocational training program. The vocational-educational coordinator can assist you in obtaining an assessment of your vocational and/or educational goals and skills and will refer you to the proper agencies for education, training and job placement. If you do not already have a high school diploma or Graduation Equivalency Diploma (GED), you will be required to complete and pass a GED test prior to graduation. A veteran’s employment specialist from the Oklahoma Employment Security Commission (OESC) is also available to assist you in Veterans Treatment Court.

## **Social Services, Medical and Dental**

Upon your entry into Veterans Treatment Court, your treatment case manager and/or counselor will assess your medical, dental, housing, transportation, family and general living needs and refer you to appropriate agencies for assistance with your identified needs.



## Contacts

### **Coordinators**

Rose Ewing, Coordinator: (918) 588-8407  
Craig Prosser, Mentor & Resource Coordinator: (918) 588-8418  
Michelle Roberts, Asst. Coordinator: (918) 588-8408

### **Treatment Agencies**

Veterans Health Administration – Devan Brotherton: (918) 610-2016  
Human Skills & Resources (HSR) – Daniel Morris: (918) 747-6377

### **Supervision**

Human Skills & Resources – Larry Fugate: (918) 640-4892

### **Drug Testing**

Weaver Labs Color Line: (918) 622-6612  
Weaver Labs Main Line: (918) 622-6600  
Court Services: (918) 596-5795

### **Sobriety & GPS**

Court Services: (918) 596-5795

### **SCRAM & SoberLink**

Recovery Health Care: (918) 382-9441

### **Public Defender**

Clay Ijams: (918) 596-5530  
Eric Reynolds: (918) 596-5530

### **Emergency Contact Number**

Rose Ewing: (918) 549-8385 (cell)

## **Conclusion**

We hope this handbook has been helpful to you and answered most of your questions. If you have any additional questions or concerns about the Veterans Treatment Court program, please feel free to contact your case manager, or any member of the VTC staff. A pamphlet listing all of the area veterans services has been provided as a one-stop-shop directory should you need any additional resources.

**Good luck to you, and thank you for your service to our country!**



**Participant Handbook**

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**Receipt of Participant Handbook**

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

Name: \_\_\_\_\_

Court Day: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge the receipt of the Participant Handbook for Tulsa County Veterans Treatment Court. By my signature below, I attest that I have been provided with a copy of the Participant Handbook. Furthermore, I have been made aware of the Veterans Treatment Court program rules through my attendance at the Veterans Treatment Court Orientation.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

***Participant Copy***



**Participant Handbook**

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**Receipt of Participant Handbook**

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

Name: \_\_\_\_\_

Court Day: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge the receipt of the Participant Handbook for Tulsa County Veterans Treatment Court. By my signature below, I attest that I have been provided with a copy of the Participant Handbook. Furthermore, I have been made aware of the Veterans Treatment Court program rules through my attendance at the Veterans Treatment Court Orientation.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

***Court File Copy***



# Appendix



## DEFINITIONS

**Abstinence:** To be totally free of drugs and alcohol; abstaining from substance use

**Community Integration/Re-integration:** Involvement in your community as a productive and responsible member of society. In order to become integrated into your community, the VTC program promotes self-sufficiency and helps you to reach your educational and vocational (employment) goals.

**Coordinator:** The staff member who oversees all participants and their progress in Veterans Treatment Court. You will meet with your coordinator prior to each court appearance.

**Participant:** A person who has agreed to the conditions of the Tulsa County Veterans Treatment Court and has pled into the program.

**Participant Handbook:** A manual that contains basic rules, expectations, and guidelines for participants of Tulsa County Veterans Treatment Court.

**Phases:** The Veterans Treatment Court Program is based on a phase system, each of which is designed to correspond with specific therapeutic objectives. Each phase has specific treatment and supervision requirements that must be met in order to attain promotion to the next phase in the program. Phase promotion is based on your individual progress and engagement in all aspects of the Veterans Treatment Court program.

**Recovery:** A regaining of something lost (a return to health); a process of attempting to change dysfunctional behavior, as by abstaining from an addictive substance. Recovery involves changes to biological (physical), psychological/emotional, social, and spiritual dimensions of your life.

**Supervision/Supervision Officer:** Probation agency and probation officers

**Treatment Agency/Treatment Provider:** The agency where you will be engaged in substance abuse treatment programming throughout the Veterans Treatment Court program.

**Treatment Plan:** The written plan developed by you and your treatment provider that includes your specific and individualized goals and objectives for treatment. The plan may be revised and updated to include changes or progress you make in each phase of the program.

**Treatment Team:** The group of professional persons involved in your treatment in Tulsa County Veterans Treatment Court. The treatment team is made up of the judge, coordinators, supervision officers, treatment providers, and drug/alcohol monitoring staff.





## **Participant Grievance Policy**

### **What is a Grievance?**

Any complaint about a rule, policy, decision, action, or conditions made by the agency, the agency staff, or agency volunteer.

### **Who May File a Grievance:**

Any participant of Tulsa County Veterans Treatment Court, their family, or treatment advocate, OR any person concerned about the welfare of a participant may file a grievance.

### **When to File a Grievance:**

It is important to file the grievance within five (5) days of the action.

### **How to File a Grievance:**

Write your complaint on a Participant Grievance Form (Go to 111 W. 5<sup>th</sup> Street, Suite 600, and ask the Office Manager for the form.). Include your proposed solution to the problem. Sign the form and return it to the office. Within ten (10) days after your grievance is received, an attempt will be made to contact you and resolve the problem with your participation. You will then receive a written response within 10 days from that date. If you remain dissatisfied with the response you have the right to appeal the decision with the COURTS Program Director within 10 days. If any person attempts to deny you the right to file a grievance, to receive a written response, to appeal a decision, or to penalize you for filing a grievance you may contact the following agency for assistance:

**ODMHSAS-Consumer Advocacy Division  
(866) 699-6605**



## Grievance Reporting Form

**Participant Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Participant Contact Number:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Person(s) involved in incident:** \_\_\_\_\_

**Describe incident or complaint:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**What do you think should have happened?** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proposed solution(s):** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Please return this form to the Office Manager at 111 W. 5<sup>th</sup> Street, Suite 600 (sixth floor). You will receive a response within ten (10) days of receipt.**

**FOR OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date of Resolution:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Was ODMHSAS/outside agency involvement necessary?**     **Yes**     **No**



## **EtG Contract**

### **URINE ABSTINENCE TESTING AND INCIDENTAL ALCOHOL EXPOSURE CONTRACT**

Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests are capable of detecting alcohol ingestion for significantly longer periods of time after a drinking event. Because these tests are sensitive, in rare circumstances, exposure to non-beverage alcohol sources can result in detectable levels of alcohol (or its breakdown products). In order to preserve the integrity of the Veterans Treatment Court drug testing program, it has become necessary for us to restrict and/or advise Veterans Treatment Court participants regarding the use of certain alcohol-containing products.

It is **YOUR** responsibility to limit exposure to the products detailed below that contain ethyl alcohol. Additionally, it is **YOUR** responsibility to read product labels, to know what is contained in the products you use and consume. Inspect these products **BEFORE** you use them. Use of the products detailed below in violation of this contract will NOT be allowed as an excuse for a positive test result. **When in doubt, don't use, consume or apply to your skin, body or hair.**

**Cough Syrups and Liquid Medications:** Veterans Treatment Court participants have always been prohibited from using alcohol-containing cough/cold syrups, such as Nyquil<sup>®</sup>. Other cough syrup brands and numerous other liquid medications rely upon ethyl alcohol as a solvent. Veterans Treatment Court participants are required to read product labels carefully to determine if they contain alcohol. All prescription medications should be reviewed with your Drug Court coordinator before use. **No medications should be taken without prior permission from your Veterans Treatment Court Coordinator.** A list of "Approved Over-the-Counter Medications" is provided to you at orientation. Information on the composition of prescription medications should be available on request from your pharmacist. Non-alcohol cough and cold medications are readily available at most pharmacies and major retail stores.

**Creams and Topical Products:** Many topical creams and gels that you rub into your skin for application contain alcohol. Do not use any topical medications and/or creams (such as body lotion, moisturizer, etc.) that contain any amount of alcohol. Additionally, you are not allowed to use any topical medications that contain alcohol as an ingredient (hormone, anesthetic or analgesic cream or gel).

**Non-Alcoholic Beer and Wine:** Although legally considered non-alcoholic, non-alcoholic beers (e.g. O'Douls<sup>®</sup>, Sharps<sup>®</sup>) do contain a residual amount of alcohol that may result in a positive test result for alcohol, if consumed. Veterans Treatment Court participants are **not** permitted to drink non-alcoholic beer or non-alcoholic wine.

**Food and Other Edible Products:** There are numerous other edible products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts (such as Ginko Biloba) could result in a positive drug test for alcohol. Foods cooked with wine should be avoided, such as cherries jubilee, baked Alaska, rum cake, burgundy chicken, and flambé dishes. These foods may still contain alcohol even after cooking and must be avoided. When eating food that you did not make, ask if the food was prepared using any ingredient containing alcohol.

**Mouthwash and Breath Strips:** Most mouthwashes (i.e. Listermint<sup>®</sup> or Cepacol<sup>®</sup>) and breath cleansing products contain alcohol. The use of mouthwashes containing alcohol can produce a positive test result. Participants are required to read product labels and determine whether a mouthwash product contains alcohol. Use of alcohol-containing mouthwashes and breath strips by Veterans Treatment Court participants is not permitted. Non-alcohol mouthwashes are readily available and are okay to use. If you have questions about a particular product, bring the product to discuss with your coordinator or supervision officer.



## Participant Handbook

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**Hand Sanitizers:** Hand sanitizers (i.e. Purell® or Germex®) and other antiseptic gels used to disinfect hands contain up to 70% alcohol. Excessive or repeated use of these products could result in a positive urine test. Hand washing with soap and water instead is recommended and is just as effective for killing germs.

**Hygiene Products:** Aftershaves and colognes, hair sprays and other hair care products, many astringents, and certain body washes contain alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol, excessive or repeated use of these products could affect drug test results. Participants must use such products sparingly to avoid reaching detection levels. Just as the court requires Veterans Treatment Court participants to regulate their fluid intake to avoid a dilute urine drug test, it is likewise important that each participant limit their use of hygiene products containing alcohol.

**Solvents and Lacquers:** Many solvents, lacquers and home repair products used in the construction industry and for home repairs contain alcohol. Excessive inhalation of vapors and chronic exposure to such products can potentially cause a positive drug test for alcohol. As with the products listed above, Veterans Treatment Court participants must educate themselves as to the ingredients in the products they are using. There are many commercially available alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. A positive test result will not be excused because you use these products. If you must work with these products, you need to discuss this with your coordinator and supervision officer. Do not wait for a positive test result before discussing this with them.

**Homeopathic or Herbal Products:** Many of the herbal products contain unknown ingredients in undetermined amounts, so it is not recommended you take any of these products without first talking with your doctor. Carefully read the labels on any liquid herbal or homeopathic remedy and do not take without prior approval from your coordinator.

**Bug Sprays and Insecticides:** Do not use bug sprays (such as Off®) or other chemical sprays containing alcohol.

***Remember! When in doubt, don't use, consume or apply.***

***ASK PERMISSION PRIOR TO USING OR EATING!!***

**I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AS OUTLINED ABOVE:**

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## **Drug Testing Contract**

I understand I will be tested for the presence of drugs in my system on a random basis according to procedures established by the Veteran's Treatment Court (VTC).

I understand I will be assigned a color for testing and will be required to test during the specified lab hours for the day on which my current testing color is called. I understand I may be placed on "rainbow" or a more frequently called color at any time.

I understand that I will be given a location and time to report for my drug test.

I understand that it is my responsibility to report to the assigned location on the date during the time given for the required drug test.

I understand I must present at each drug test with my official drug testing ID badge, issued by Weaver Labs. If testing at Court Services, you must also present your drug testing ID badge. If you do not have your official drug testing ID badge, you will not be allowed to test.

I must fill out the appropriate form at the drug testing laboratory indicating all current medications I am taking, including both prescription and over-the-counter medications. Be prepared to list and spell correctly all medications prior to each drug test.

I understand that all drug tests will be direct observation collections using a same sex collector. Women are collected using a "hands-free" procedure.

I understand that if I am late for a test or miss a test, it will be considered a positive test for drugs/alcohol and that I will be sanctioned. If I refuse to submit a urine sample, it will be reported as a refusal to test.

I understand I must provide a urine sample which is negative for all drugs or I will be sanctioned. Urine samples will also be analyzed for temperature, specific gravity, Creatinine and other chemical markers to ensure a valid urine specimen.

I understand that if I fail to produce a urine specimen or if the sample provided is not of sufficient quantity, it will be considered a positive test for drugs/alcohol and I will be sanctioned.

I have been informed that drinking excessive amounts of fluids can result in a diluted urine sample and I understand that my urine sample will be tested to ensure the urine sample is not diluted. I will be allowed to provide only one (1) urine sample for analysis. I understand that if I produce a dilute urine sample it will be considered a positive test for drugs/alcohol and I will be sanctioned.

I understand that substituting or adulterating my specimen for the purposes of changing the drug testing results will be considered a positive test for drugs/alcohol and will result in sanctioning and may be grounds for revocation from Veterans Treatment Court.



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The lab collector will not discuss the results of my drug test with me at the time of collection. The laboratory will not provide any information to you about your drug test results. Drug test results will be reported directly to the Court.

If you wish to have a confirmation test by an independent lab, you must pay \$40 prior to your next court date. This confirmation test will be conducted by a certified, independent drug testing laboratory. The confirmation test will use gas chromatography/mass spectrometry (GC/MS) and other appropriate chemical testing protocols. If the positive drug screen is confirmed, you will be subject to an additional sanction of five (5) days in jail for dishonesty to the Court.

\_\_\_\_\_  
PARTICIPANT NAME (PLEASE PRINT)

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## Medical/Dental Medication Form

<hr/> MEDICAL FACILITY / CLINIC			
<hr/> PHYSICIAN'S NAME (PLEASE PRINT)			
<hr/> STREET ADDRESS	<hr/> CITY	<hr/> STATE	<hr/> ZIP CODE
<hr/> TELEPHONE NUMBER		<hr/> FAX NUMBER	

This notification is to inform you that

\_\_\_\_\_

NAME OF TULSA COURTS PARTICIPANT

Is currently a Tulsa County Veterans Treatment Court participant and is a recovering addict / alcoholic. As part of a structured, judicially supervised treatment program, the Veterans Treatment Court participants are frequently subjected to random drug testing. ***Therefore, all medications and treatment procedures should be prescribed with this information in mind.***

Diagnosis / Treatment: \_\_\_\_\_

Prescription: \_\_\_\_\_

PLEASE SPECIFY MEDICATION TYPE AND DOSAGE

Prescription: \_\_\_\_\_

PLEASE SPECIFY MEDICATION TYPE AND DOSAGE

Prescription: \_\_\_\_\_

PLEASE SPECIFY MEDICATION TYPE AND DOSAGE

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE OF PHYSICIAN

***"The small expense of restoring an individual to health and usefulness is returned manifold."***  
 --- Dr. Charles H. Mayo



## Approved Over-the-Counter (OTC) Medications

The following medications are approved for VTC participants to take **without** prior permission. These medications must be taken at the appropriate dosage listed on the drug's label or a positive urine test could result. **DO NOT TAKE MORE THAN THE DOSAGE INDICATED ON THE LABEL!**

If you have any questions, please contact your supervision officer and/or treatment provider for clarification. EACH DRUG LISTED BELOW MUST BE TAKEN AS LISTED AND WITHOUT ANY OTHER ADDITIVES (i.e. NO TYLENOL COLD OR TYLENOL NIGHTTIME).

**ONLY THE VTC COORDINATOR CAN APPROVE MEDICATION. PLEASE CONTACT YOUR COURT COORDINATOR FOR ALL MEDICATION APPROVALS!!**

PAIN: (none of the following can be the PM formula)

Acetaminophen 500 mg, 1 or 2 tablets every 4-6 hrs  
Ibuprofen 200-800mg, every 4-6 hours as needed  
Aspirin  
Excedrin Migraine

STOMACH

Mylanta  
Milk of Magnesia  
Pepto Bismol

ANTACIDS

Zantac  
Pepcid  
Prilosec  
Tums/Rolaids

VITAMINS (no sports additives or supplements)

Multivitamins  
Prenatal Vitamins

FLU SYMPTOMS

Theraflu  
Alka-Seltzer

COUGH/COLD

Delsym (non-alcoholic/pediatric)  
Mucinex (cannot be D or DM)

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



**RETURN TO COURT DATE: 1/28/13**

	<b>Date</b>	<b>Activity</b>
1		
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**Courtroom #329**

- If you have questions regarding your drug testing, contact **Michelle Roberts** at (918) 588-8408.
- If you have questions regarding GED/Vocational-Educational information, contact **Meghan Murphy** at (918) 588-8412.
- If you have case management needs/questions contact Ann Murphy at (918) 588-8455.



## Phase Responsibility Contract – Phase I

I, the undersigned Veterans Treatment Court Participant, acknowledge that *in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase I Program Requirements **before I am permitted to advance to Phase II**:

1. During Phase I, I will attend treatment sessions as required. I understand that additional group counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court Judge/Team. I will participate in treatment orientation, treatment plan updates, and provide information for completion of my admission or promotion forms, or other required forms, as required. Phase I requires a minimum of nine (9) contact hours at treatment each week. I will attend treatment each week based upon my ASAM placement for indicated level of care.
2. I will attend individual counseling sessions with my assigned treatment provider, as directed. Additional individual counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court Judge/Team.
3. I will attend case management appointments as directed by Treatment or the Veterans Treatment Court Judge/Team.
4. I will submit to urine analysis and/or breath/hair analysis tests at the designated drug testing lab whenever my assigned color is called or “on demand” when requested by any Veterans Treatment Court team member.
5. I will be on time for my weekly appearance before the Veterans Treatment Court judge, treatment, and probation appointments.
6. I will secure and maintain alcohol- and drug-free housing for myself and/or my family that is conducive to my sobriety. I understand that I cannot reside with any other person who uses alcohol/drugs, in order to protect my sobriety.
7. If I am not already employed, I will actively seek employment that is conducive to a sober lifestyle and/or attend school or vocational training, as directed. If documented as disabled, I will perform volunteer hours, as directed.
8. I will not move without prior permission of the Court and/or supervising probation agency. I will keep the 9 p.m. to 6 a.m. curfew. Any Phase I curfew extension or residence changes must be approved in advance by my supervising probation agency (SPA). Travel outside of Tulsa County is not allowed without prior approval by my SPA or Veterans Treatment Court judge. Travel outside of Oklahoma requires both permission of my SPA and the judge, along with a written travel permit.
9. I will remain in Phase I until all milestones have been met. I must be sanction-free for at least fourteen (14) consecutive days prior to promotion to Phase II.
10. I will remain current on all fees related to Veterans Treatment Court, including drug testing and monitoring fees for sobriety, GPS, and SCRAM. I will make regular payments to treatment and probation.
11. I will complete a Phase Promotion Form and Treatment Plan Update with my counselor.



## Participant Handbook

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12. I will only take over-the-counter medication as listed on the “Approved Over-the-Counter (OTCO) Medications” list, provided at Veterans Treatment Court Orientation. All other medications must be approved by a Veterans Treatment Court coordinator.
13. I am required to take a Medical Release Form to any dental, medical, or psychiatric provider, and turn in the completed original to the Veterans Treatment Court coordinator at my next court date. Prescribed medication must be listed on the form.
14. I will not go into any bar, liquor store, package store, nightclub, bingo hall and/or casino.
15. I will not go to any prison or jail, including David L. Moss Correctional Facility, without written permission of my supervising probation agency and/or the Veterans Treatment Court judge.
16. I will not associate with anyone who has a felony conviction, pending felony, who is currently on parole/probation or who is currently using alcohol and/or drugs unless approved by my supervising probation agency and/or Veterans Treatment Court judge.

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## Phase Responsibility Contract – Phase II

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase II Program Requirements **before I am permitted to promote to Phase III:**

1. During Phase II, I will attend group sessions with my assigned treatment provider as directed each week. I understand that additional group counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court Judge/Team. I will participate in treatment plan updates.
2. I will attend individual counseling with my assigned treatment provider as directed. Additional individual counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court Judge/Team.
3. I will attend a minimum of at least two (2) support group meetings per week, additional meetings if required. I will keep a dated and signed support group log sheet. I will bring log sheets to treatment, court and supervision for review.
4. I will submit to urine analysis and/or breath/hair tests at the designated drug testing lab when my assigned color is called or “on demand” when requested by any Veterans Treatment Court Team member.
5. I will be on time for my court appearances before the Veterans Treatment Court judge, at treatment and probation.
6. I will secure and maintain alcohol and drug-free housing for myself and/or my family that is conducive to my sobriety. I will not move without prior permission of the court and/or my supervising probation agency (SPA). I will keep the 10 p.m. to 6 a.m. curfew during Phase II. Any curfew extensions or residence changes must be approved in advance by my SPA. Travel outside of Tulsa County is not allowed without prior approval by my SPA or Drug Court Judge. Travel outside of Oklahoma requires both permission and a written travel permit.
7. If I am not employed, I will actively seek employment that is conducive to a sober lifestyle and/or attend school or vocational training as directed. If documented as disabled, I will work part-time or perform volunteer hours as directed by the court.
8. I will remain current on all fees related to Veterans Treatment Court, including drug testing and monitoring fees, including sobrieter, SCRAM, and GPS.
9. I will remain in Phase II until all Milestones have been completed. I must be sanction-free for at least thirty (30) consecutive days prior to promotion to Phase III.
10. I will complete a Phase Promotion Form, Treatment Plan Update and Case Management plan with my counselor prior to promotion.
11. I am required to take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the Drug Court Coordinator at my next court date, or I will receive a sanction.
12. I will not go into any bar, liquor store, package store, nightclub, bingo hall and/or casino.



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13. I will not go to any prison or jail, including David L. Moss Correctional Facility without written permission of my supervising probation agency and/or Veterans Treatment Court Judge.
14. I will not associate with anyone who has a felony conviction, pending felony, who is currently on parole/probation or who is currently using alcohol and/or drugs.
15. A GED pretest must be submitted to the Vocational/Educational Coordinator. I must complete my Vocational/Educational Assessment prior to promotion to Phase III.

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## Phase Responsibility Contract – Phase III

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase III Program Requirements **before I am permitted to promote**.

1. During Phase III Treatment, I will attend group sessions with my assigned treatment provider as directed each week. I understand that additional group counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court judge/team. I will complete forms as required by the Court.
2. I will attend individual counseling with my assigned treatment provider as directed. Additional individual counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court judge/team.
3. I will attend a minimum of at least three (3) support group meetings per week if I am employed. I will keep a dated and signed support group log sheet; I will bring log sheets to treatment, court and supervision for review.
4. I will submit to urine analysis and/or breath tests at the designated drug testing lab whenever my assigned color is called or “on demand” when requested by any Veterans Treatment Court team member.
5. I will be on time for my court appearances before the Veterans Treatment Court judge.
6. I will secure and maintain alcohol and drug-free housing for myself and/or my family that is conducive to my sobriety. I will not move without prior permission of the Court and/or supervising probation agency. My curfew is 10PM. Any curfew extensions or residence changes must be approved in advance by my supervising probation agency (SPA). Travel outside of Tulsa County is not allowed without prior approval by my SPA or Veterans Treatment Court judge. Travel outside of Oklahoma required permission and a written travel permit.
7. I must have consistent verifiable employment that is conducive to a sober lifestyle and/or attend school or vocational training as directed. If documented as disabled, I will perform volunteer hours as directed or work part-time.
8. I will remain current on all fees related to Veterans Treatment Court, including drug testing and electronic monitoring fees. I will make regular payments to treatment and probation.
9. I will remain in Phase III until all Milestones have been completed. I must be sanction-free for at least sixty (60) consecutive days prior to promotion to Phase IV.
10. I will complete a Phase Promotion Form, Treatment/Case Management Plan Update with my counselor.
11. I am required to take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the Veterans Treatment Court Coordinator at my next court date or expect a sanction.
12. I will not go into any bar, liquor store, package store, nightclub, bingo hall and/or casino.



## Participant Handbook

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13. I will not go to any prison or jail, including David L. Moss Correctional Facility without written permission of my supervising probation agency and/or Veterans Treatment Court judge.
14. I will not associate with anyone who has a felony conviction, pending felony, who is currently on parole/probation or who is currently using alcohol and/or drugs.
15. I must be enrolled or consistently attending GED classes to obtain my GED and submit it to Veterans Treatment Court prior to my advancement to Phase IV.

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## Phase Responsibility Contract – Phase IV

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase IV Program Requirements **before I am permitted to promote**.

1. During Phase IV Treatment, I will attend group sessions with my assigned treatment provider as directed each week. I understand that additional group counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court judge/team. I will participate in orientation, treatment plan updates, and provide information for completion of my admission form and promotion forms as required by ODMHSAS.
2. I will attend individual counseling with my assigned treatment provider as directed. Additional individual counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court judge/team.
3. I will attend a minimum of at least three (3) support group meetings per week if I am employed. I will keep a dated and signed support group log sheet; I will bring log sheets to treatment, court and supervision for review.
4. I will submit to urine analysis and/or breath tests at the designated drug testing lab whenever my assigned color is called or “on demand” when requested by any Veterans Treatment Court team member.
5. I will be on time for my court appearances before the Veterans Treatment Court judge.
6. I will secure and maintain alcohol and drug-free housing for myself and/or my family that is conducive to my sobriety. I will not move without prior permission of the court and/or supervising probation agency. I will keep the 10 p.m. to 6 a.m. curfew. Any curfew extensions or residence changes must be approved in advance by my supervising probation agency (SPA). Travel outside of Tulsa County is not allowed without prior approval by my SPA or Veterans Treatment Court judge. Travel outside of Oklahoma required permission and a written travel permit.
7. If I am not already employed, I will actively seek employment that is conducive to a sober lifestyle and/or attend school or vocational training as directed. If documented as disabled, I will perform volunteer hours or work part time as directed.
8. I will remain current on all fees related to Veterans Treatment Court, including drug testing and electronic monitoring fees. I will make regular payments to treatment and probation.
9. I will remain in Phase IV until Phase Milestones are met and be completely sanction free for at least ninety (90) consecutive days prior to Promotion. I must not receive a major sanction for six (6) months, such as a law enforcement violation.
10. I must have no lab issues for ninety (90) days. That means no positive tests at the lab, at DOC, on a sobriotor, and/or a SCRAM. No drug test misses, no quantity not sufficient (QNS) or dilute urine tests. No sobriotor misses and no SCRAM obstructions or six (6) months is recounted from violation date.
11. I will complete a Phase Promotion Form and Treatment Plan Update with my counselor.



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12. I am required to take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the Veterans Treatment Court Coordinator at my next court date or expect a sanction.
13. I will not go into any bar, liquor store, package store, nightclub, bingo hall and/or casino.
14. I will not go to any prison or jail, including David L. Moss Correctional Facility without written permission of my supervising probation agency and/or Veterans Treatment Court judge.
15. I will not associate with anyone who has a felony conviction, pending felony, who is currently on parole/probation or who is currently using alcohol and/or drugs.
16. I will have achieved/accomplished my high school diploma or GED prior to my graduation from Veterans Treatment Court and provide copies of my diploma/GED to my primary counselor and court coordinator.

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## Phase Responsibility Contract – Phase V

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase V Program Requirements **before I am permitted to graduate.**

1. During Phase V Treatment, I will not be required to attend group counseling but I understand that group counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court judge/team to intervene in a relapse or as another therapeutically indicated response. I will participate in treatment plan updates, and provide information for completion of my admission form and promotion forms as required by ODMHSAS.
2. During Phase V Treatment, I will not be required to attend individual counseling but I understand that I will attend individual counseling with my assigned treatment provider as directed by Veterans Treatment Court team to intervene in a relapse or as another therapeutically indicated response. Additional individual counseling sessions may be required by the treatment provider or at the discretion of the Veterans Treatment Court judge/team.
3. I will attend a minimum of at least three (3) support group meetings, 1 H&I and 2 community meetings per week if I am employed. I will keep a dated and signed support group log sheet; I will bring log sheets to treatment, court and supervision for review.
4. I will submit to urine analysis and/or breath tests at the designated drug testing lab whenever my assigned color is called or “on demand” when requested by any Veterans Treatment Court team member.
5. I will be on time for my court appearances before the Veterans Treatment Court judge.
6. I will secure and maintain alcohol and drug-free housing for myself and/or my family that is conducive to my sobriety. I will not move without prior permission of the court and/or supervising probation agency. Residence changes must be approved in advance by my supervising probation agency (SPA). Travel outside of Tulsa County is not allowed without prior approval by my SPA or Drug/DUI Court judge. Travel outside of Oklahoma requires permission and a written travel permit.
7. If I am not already employed, I will actively seek employment that is conducive to a sober lifestyle and/or attend school or vocational training as directed. If documented as disabled, I will perform volunteer hours or work part time as directed. I will maintain employment or volunteer hours to be eligible to graduate
8. I will remain current on all fees related to Veterans Treatment Court, including drug testing and electronic monitoring fees. I will make regular payments to treatment and probation. All fees must be paid off by the deadline 1 month prior to graduation date.
9. I will remain in Phase V until Phase Milestones are met, and be completely sanction free for at least ninety (90) consecutive days prior to promotion. I must not receive a minor sanction - such as a seat belt ticket - for one month (30 days).
10. I must have no lab issues for one hundred eighty (180) days. That means no positive tests at the lab, at DOC, on a sobriety, and/or a SCRAM. No drug test misses, no quantity not sufficient (QNS) or



## Participant Handbook

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11. dilute urine tests. No sobriety misses and no SCRAM obstructions or six (6) months is recounted from violation date.
12. I will complete a Phase Promotion Form and Treatment Plan Update with my counselor.
13. I am required to take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the Veterans Treatment Court Coordinator at my next court date or expect a sanction.
14. I will not go into any bar, liquor store, package store, nightclub, bingo hall and/or casino.
15. I will not go to any prison or jail, including David L. Moss Correctional Facility without written permission of my supervising probation agency and/or Veterans Treatment Court judge.
16. I will not associate with anyone who has a felony conviction, pending felony, who is currently on parole/probation or who is currently using alcohol and/or drugs.
17. I will have achieved/accomplished my high school diploma or GED prior to my graduation from Veterans Treatment Court and provide copies of my diploma/GED to my primary counselor and court coordinator.
18. I will have completed my "give back" experience by participating in a volunteer hours, 10 hours per month for 4 months beginning with my Phase V promotion date. These hours will be completed at a site of my choice and the attendance sheet turned in at each Court review to be eligible to graduate
19. I will document mentoring individuals in lower phases such as through H & I, sponsoring or speaking in lower phase treatment groups.

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE



## Participant Handbook

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**DEFENDANT'S NAME:** \_\_\_\_\_ **CASE NO.:** \_\_\_\_\_

In exchange for the opportunity to participate in the Tulsa County Veterans Treatment Court (VTC) Program, I, the undersigned defendant, agree and promise to comply with the following program requirements:

1. **I WILL BE HONEST**

- 1.1 I will promptly and truthfully answer all questions directed to me by any member of the VTC team, including the judge, treatment providers, laboratory personnel, supervision officers, and representatives of the supervising agency. I will not make any misrepresentation, nor give any false impression to the VTC team.
- 1.2 I will not withhold information from the VTC team that would likely have an effect on my treatment plan.
- 1.3 I will not perpetrate any falsehood or deception, or misrepresent any fact to any branch of the government or to a representative of such government.

2. **I WILL OBEY THE LAW**

- 2.1 I will refrain from violating any municipal, state or federal law and I will conduct myself in all respects and at all times as a good and law abiding citizen.
- 2.2 I will advise the VTC judge, treatment provider, or supervision officer within forty-eight (48) hours if I am arrested or questioned by a representative of any law enforcement agency.
- 2.3 I will comply with all lawful directives issued by the VTC judge, treatment provider, supervision officers and other court personnel.
- 2.4 I understand that if I fail to appear for court as ordered by the judge, then a bench warrant may be issued for my arrest. I also understand that my absence from the VTC program for a substantial period of time may result in my termination from the program.
- 2.5 After I am released from a treatment facility, detoxification facility or jail, I will appear before the VTC judge at 9:00 a.m. on the next day that court is in session unless I have been specifically instructed by the judge to take other action. I understand that failure



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to do so appear may result in my bond being forfeited and a bench warrant being issued for my arrest. I understand I must immediately contact treatment and my supervision officer upon my release.

### **3. I WILL BE RESPECTFUL**

- 3.1 I will attend all court sessions as instructed by the judge, the treatment provider, or my supervising officer.
- 3.2 I will arrive on time and will immediately be seated when I enter the courtroom. If the courtroom is locked and the VTC team is meeting in the courtroom when I arrive, then I will wait quietly in the hallway until the courtroom is opened. I will remain in the courtroom until dismissed by the judge.
- 3.3 I will not attend any court session or program requirement while in possession of a weapon of any kind. I will not bring food or drink into the courtroom, and I will turn off all mobile phones and pagers before entering the courtroom.
- 3.4 I will speak clearly and directly when addressing the judge, district attorney, supervision officers, treatment professionals and other court personnel. I will refrain from the use of profanity or displays of temper.
- 3.5 I will dress appropriately for court and will not wear tank tops, muscle shirts, halter tops, crop-tops, open unbuttoned shirts, clothing with obscene or inappropriate words or pictures, gang attire, jeans or pants which sag below the waistline, hats, caps, bandanas, or sunglasses in the courtroom.
- 3.6 I will treat other VTC participants with courtesy and respect.
- 3.7 I will comply with all lawful directives issued by the VTC judge, treatment provider, supervision officers and other court personnel.

### **4.0 I WILL SEEK HELP**

- 4.1 I understand that my VTC treatment plan may require that I participate in a variety of activities, including but not limited to the following:



## Participant Handbook

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- 4.1.1 Drug and alcohol treatment including detoxification programs, residential treatment, halfway house placement, aftercare, relapse prevention, outpatient treatment, group counseling and individual counseling
  - 4.1.2 Twelve-step programs or approved alternatives
  - 4.1.3 Educational programs including GED classes, literacy classes, vocational training, career counseling, the INDEX Program, credit counseling, and parenting classes
  - 4.1.4 Domestic Violence Intervention Services
  - 4.1.5 Department of Corrections Day Reporting Center
  - 4.1.6 Medical and mental health treatment
- 4.2 I understand that the judge may order that I be placed under the supervision of a Department of Corrections (DOC) probation officer at any time and that such supervision may require curfews, home visits and additional drug screens. In the event that I am placed under DOC supervision, I will abide by all rules and conditions of supervision imposed by DOC in addition to my responsibilities under this performance contract.
- 4.3 I will fully comply with all provisions of my VTC treatment plan, including any modifications to that plan that may be ordered by the judge during my participation in Veterans Treatment Court. I understand I may be responsible for having a sobriety monitor installed in my home and complying with its requirements; having an Ignition Interlock installed in my car if I am legally driving; and paying for each of these devices, unless waived by the Court. I understand I may be sanctioned if I receive negative reports on either of these monitors.
- 4.4 I will attend and be on time to all treatment and supervision appointments. I will fully participate in and cooperate with all treatment programs and activities to which I am assigned, and I will promptly complete all homework assignments that are given to me.
- 4.5 I will make satisfactory progress in the treatment program by completing my phase requirements, complying with this Performance Contract and demonstrating my sobriety.



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- 4.6 I will participate in a 12-Step program or an alternative program approved by the VTC team and I will secure a sponsor within six (6) weeks from the date of this Performance Contract.
- 4.7 If I have an emergency, I will call treatment, supervision or other program personnel before the scheduled time for my next appointment; or if this is impossible, I will contact them at the first possible opportunity.
- 4.8 I will appear at the Tulsa County Courthouse before the VTC judge when I am so instructed by any treatment provider, supervision officer, district attorney, or by my attorney.
- 4.9 I will promptly sign all authorizations and waivers for the release of medical, mental health, alcohol / drug treatment, educational and employment records upon request of the VTC judge, district attorney, supervision officers, treatment providers, or other resource providers.
- 5.0 **I WILL ABSTAIN FROM ALCOHOL AND DRUGS**
- 5.1 I will not at any time be in possession of any prescription drug, controlled drug or alcohol, except for medication prescribed for me and authorized in advance by a member of the VTC team.
- 5.2 I will not consume or purchase any alcohol or illegal drug, nor will I visit any place where illegal drugs are sold, dispensed, manufactured or used. I will not consume any product containing alcohol, including but not limited to mouthwash, vitamins, Geritol or over-the-counter medications.
- 5.3 I will not go into bars, liquor stores, taverns, clubs or other places where alcohol is the main item for sale or consumption.
- 5.4 I will obtain permission from a member of the VTC team prior to attending any party, concert or other social gathering where alcohol or drugs might be consumed.
- 6.0 **I WILL BE ACCOUNTABLE**
- 6.1 Upon request of any member of the VTC team I will promptly submit drug / alcohol screen samples for testing, including but not limited to urinalysis, breathalyzer, Ignition Interlock, sobriety and blood tests.



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- 6.2 I understand that refusal to provide a sample, failure to provide a sample within a reasonable time, failure to go directly to the laboratory as requested, or the submission of an altered or diluted sample may be considered as a positive test result by the VTC team.
- 6.3 If I disagree with the results of a particular drug test I may, at the time that I am informed of the results of the test, request to have the same specimen retested at my expense by a laboratory approved by the VTC. I understand and agree that the VTC judge may impose immediate sanctions for the positive test without waiting for the results of the retest.
- 6.4 I will notify my treatment provider and/or supervision officer of any medication prescribed for me by a physician before I have the prescription filled, or, if given samples, before I begin taking the medication. I will inform any doctor treating me of my participation in VTC and of my chemical addiction, and I will request that non-narcotic and nonalcoholic medications be substituted for narcotics or medication containing alcohol, when appropriate.
- 6.5 I will not take over-the-counter medications, mouthwash with alcohol, or herbal supplements without first securing approval from my treatment provider and / or my supervision officer.
- 7.0 **I WILL BE RESPONSIBLE**
- 7.1 I will seek and maintain appropriate employment.
- 7.1.1 I understand that I am required to maintain full- or part-time employment and/or to participate in educational training as the VTC team determines appropriate, consistent with my treatment plan.
- 7.1.2 I will do my best to support my legal dependents and myself as long as I am physically and mentally able to do so.
- 7.1.3 If unemployed I will actively search for employment and provide verification of the search to the VTC team unless otherwise instructed by the VTC judge.
- 7.1.4 I will inform the Court, my supervision officer and my treatment provider within forty-eight (48) hours of any change in my employment.



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- 7.2 I will secure and maintain an appropriate residence.
- 7.2.1 I will reside in Tulsa County unless I am in residential treatment outside of the county or unless otherwise specifically permitted by the VTC.
  - 7.2.2 I will not leave the state of Oklahoma without the prior permission of the VTC and if I am under DOC supervision I will not leave Tulsa County without the permission of my supervising officer or the VTC judge.
  - 7.2.3 I will inform the VTC judge and any supervision officer assigned to my case before I change my place of residence or my telephone number.
- 7.3 I will attempt to pay my financial obligations.
- 7.3.1 I will, to the best of my ability, promptly pay or make satisfactory arrangements to pay all VTC fees, treatment fees, evaluation costs, supervision fees, drug testing fees, laboratory fees and other assessments resulting from my participation in VTC.
  - 7.3.2 I understand that the current fee schedule is subject to change by court order during my participation in the VTC program.
  - 7.3.3 I will do my best to pay any child support, alimony, restitution, judgment or other obligation imposed upon me by order of a court or administrative agency.
- 7.4 I will only associate with appropriate individuals.
- 7.4.1 I will not in any way associate with or communicate with persons on probation or parole, with ex-convicts, or with inmates, nor will I associate with persons having a criminal record unless such person is attending the VTC program or is approved by the VTC team.
  - 7.4.2 I will notify my treatment provider, the VTC judge, and if applicable, my supervision officer if one of my family members has a criminal record.
  - 7.4.3 I will not act as a confidential informant for any law enforcement agency while in the VTC program.



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### **8.0 I WILL ACKNOWLEDGE THE CONSEQUENCES OF MY ACTIONS**

- 8.1 If I fail to fully follow the terms of this performance contract, the VTC judge may respond by imposing sanctions which may include but are not limited to the following:
- 8.1.1 Ordering participation in extra counseling sessions, group sessions, and/or 12-Step meetings;
  - 8.1.2 Ordering more frequent drug and alcohol testing;
  - 8.1.3 Ordering the use of electronic monitoring devices;
  - 8.1.4 Ordering observance of VTC proceedings for extended periods of time;
  - 8.1.5 Ordering work on various community work programs;
  - 8.1.6 Ordering the payment of additional drug / alcohol testing fees, fines or costs;
  - 8.1.7 Ordering incarceration of up to five (5) days in jail for each infraction; and/or
  - 8.1.8 Taking such other action as the Court determines appropriate for the particular violation.
- 8.2 I understand that compliance with the requirements of the VTC program and this performance contract may result in the VTC judge allowing me special privileges or other incentives.
- 8.3 I understand that if the VTC judge finds that I have violated the conditions of the plea agreement or the Performance Contract and that disciplinary sanctions have been insufficient to gain my compliance, I will be revoked from the VTC program and sentenced in accordance with my plea agreement.



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9.0 **I WILL ABIDE BY THE FOLLOWING SPECIAL CONDITIONS:**

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I hereby acknowledge that I have read this Tulsa County Veterans Treatment Court Performance Contract and that I understand my responsibilities as set forth above. By signing this performance contract, I agree to abide by each and every requirement of the Tulsa County Veterans Treatment Court as set forth herein.

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*Defendant's Signature*

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*Date*

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*Please Print Defendant's Name*

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*Attorney for Defendant*

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*Date*

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*District Attorney*

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*Date*

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*Veterans Treatment Court Judge*

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*Date*



## Volunteer Experience

Volunteering in the community is a way to “give back” and to be of service to others. Service work is an important part of your recovery journey. Giving of your time and effort shows selflessness instead of selfishness. Volunteering is an act that gives others hope or benefits others without expecting compensation. When we were actively using substances including alcohol we put others at risk, disappointed or emotionally hurt friends or family and participated in a lifestyle that put our wish to keep using before the needs of others.

As part of your continued progress in the Veterans Treatment Court program you are required to select a volunteer site and complete 40 hours of volunteer service. You will have 120 days to complete the required 40 hours. You must complete 10 hours per month, the first month starting with your Phase V promotion date. These hours can be completed at an organization or agency of your choice, outside of your treatment agency or where you are currently volunteering. This is to get you to experience other types of community service. Reflect on your interests, hobbies or something you have always wanted to try. Make a list or have your counselor help you with a list of things you would like to try. After you have made your list, write down specific places you could go to and ask to volunteer. If you cannot think of any sites your counselor can provide the names of some organizations that always need volunteers. Your case manager or counselor can also help you contact the organizations to find out if they are accepting volunteers.

You will be provided with a letter outlining the community service requirement to take to the organization you select. The organization will sign the letter accepting you to work at that site. This letter must be returned to the Court before promotion to Phase V. You will have to complete 10 hours per month for the first 4 months you are in Phase V. Each time you work you will document your hours by having your supervisor at the volunteer site sign your attendance sheet with the hours worked, the date you worked and their contact information. You are required to bring this documentation to every Court review. Failure to document hours or complete the required hours may delay your graduation.

Please contact a member of your treatment team if you have any questions or concerns. Please sign below to indicate you understand these requirements and have processed them with your counselor.

\_\_\_\_\_  
PARTICIPANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNSELOR

\_\_\_\_\_  
DATE