

# Participant Handbook

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The Racine County  
Alcohol and Drug Treatment Court



Last Update October 7, 2020

## Table of Contents

	<u>Page</u>
<b>Welcome and Introduction</b>	<b>2</b>
<b>Drug Court Team Members</b>	<b>3</b>
<b>What is Drug Court?</b>	<b>3</b>
<b>Court Appearances</b>	<b>3</b>
<b>Failure to Appear</b>	<b>3</b>
<b>Early Recall to Court</b>	<b>4</b>
<b>Confidentiality</b>	<b>4</b>
<b>Client Rights</b>	<b>5</b>
<b>Supervision</b>	<b>5</b>
<b>Program Rules</b>	<b>5</b>
<b>Alcohol and Drug Testing</b>	<b>7</b>
<b>Medications</b>	<b>8</b>
<b>Travel</b>	<b>8</b>
<b>Community Support Groups</b>	<b>9</b>
<b>Incentives</b>	<b>9</b>
<b>Sanctions</b>	<b>9</b>
<b>Drug Court Phases</b>	<b>10</b>
<b>Commencement</b>	<b>12</b>
<b>Termination from the Program</b>	<b>13</b>
<b>Absconding Policy</b>	<b>13</b>
<b>Conclusion</b>	<b>13</b>
<b>Acknowledgement of Receipt of Participant Handbook</b>	<b>14</b>

## Welcome and Introduction

Welcome to the Racine County Alcohol and Drug Treatment Court. This handbook is designed to be an overview of what to expect as a participant. It provides a basic outline of the program and it is a resource to turn to for the many questions you may have. **We ask that you review this handbook entirely and then sign the Receipt of Participant Handbook (last page) and give it to the program coordinator.**

Drug Court is a voluntary program that takes approximately 18-24 months to complete. As a participant in court you will be expected to:

- ✚ Follow the instructions given to you by Judge and Treatment Court Team.
- ✚ Follow all probation/supervision case plan expectations and Drug Court rules.
- ✚ Submit to random, color-of-the-day drug testing as scheduled.
- ✚ Complete the treatment plan developed by you and your assigned treatment provider.

The mission of Racine County Alcohol and Drug Treatment Court is to improve public safety by providing intense supervision and evidence-based services to non-violent, high risk offenders with a high need substance use disorder(s) with the goal of increasing the quality of personal and family life for Racine County residents and community.

If you have any additional questions, please ask your probation officer or the court coordinator. We are committed to your recovery. That means that we will reinforce your strengths and positive changes; support you during difficult times; and sanction behaviors that interfere with your recovery.

The Drug Court will provide you with the following tools to help you succeed. As you progress through treatment, you will become familiar with these tools and how to use them to your advantage as you move towards a healthy lifestyle.

- ✚ Treatment and support
- ✚ Drug testing and monitoring
- ✚ Meetings with your treatment providers and/or progress updates
- ✚ Accountability through court reviews
- ✚ Assignments
- ✚ Incentives and sanctions
- ✚ Linkage to support groups and pro-social activities

**There is HOPE!** You are not alone. The Racine Alcohol and Drug Treatment Court Team Members are here to support you. We will provide you with the tools that will help you make the necessary changes to be active in recovery. We will connect you with resources to help you along your journey. You will move forward, one minute, one hour, and one day at a time. You will face many challenges in the months ahead. The journey you are beginning has the potential to change your life. Your commitment to recovery will help you succeed in accomplishing your life goals.

## **Team Members**

**Judge Maureen Martinez**, Treatment Court Judge

**Jennifer Hofmeister**, Court Coordinator

**Tricia Hanson**, District Attorney

**Adrienne Moore**, Regional Attorney Manager-  
State Public Defender

**Kenya Mason**, Supervising Agent

**Deana Goetz**, Probation Agent

**Tom Knaus**, Racine Sheriff Department

**Pauline Ortoff**, Director of Behavioral Health  
Services of Racine County

**Lorice Pearson** AODA Supervisor-Behavioral Health Services of Racine County

**Jennifer Madore**, Court Program Evaluator



## **What is Drug Court?**

Racine County Alcohol and Treatment Court is a court-supervised program coupled with intensive treatment and supervision for non-violent criminal offenders. The Drug Court is designed specifically for persons with a misdemeanor, felony drug/alcohol charges, or other criminal charges, which are closely related to their substance use disorder. This is a voluntary program, which includes regular court appearances before the designated Drug Treatment Court Judge. It also involves drug and alcohol treatment, random drug testing, support group meetings, and community supervision. The program has four phases. You must complete all five phases successfully to graduate. The program requires a minimum of 18 to 24 months of participation.

## **Court Appearances**

Racine County Alcohol and Drug Treatment Court is held every Wednesday at 3:30 pm in the Law Enforcement Center, located at 717 Wisconsin Avenue, 1st Floor. Your phase will correlate to how often you report to court, ranging from every week to every 4 weeks. If the judge is not available, the team will hold what we call, informal reviews. Everyone will still be required to report to the courtroom. Each court participant will have a conversation with the treatment court team members like conversations with the judge.

## **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 or you have an emergency, you must notify your probation agent as soon as possible to avoid a sanction. If you cannot reach your probation agent, leave a message and call the coordinator. If you have any question regarding your court appearances, you may contact the coordinator or probation agent. You will not be excused from court for work or leisure activities. You must leave a detailed message if you receive voicemail with the telephone number that the team member can reach you at.

## **Early Recall to Court**

Court participants who do not comply fully with all program expectations will be required to report early to court, regardless of current phase assignment and originally scheduled court appearance date. **This means you must report to court at the next Wednesday that court is held.** The following list will require a mandatory court appearance.

- **Missed drug test that is not excused by the probation agent or other team member**
- **Positive drug/alcohol test**
- **Substance use relapse**
- **Failure to comply fully with sanction ordered within time specified, unless excused by probation agent**
- **Any new charges, police contact, or probation violations listed in community supervision case plan**
- **Failure to attend scheduled treatment sessions, or termination from treatment**

## **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 Drug Court without a “Release of Information” which allows the Drug Court Team to discuss your case and progress. The Treatment Alternatives and Diversion Grant (TAD) is included on the court release to provide statistical outcome data reporting. Persons outside the scope of the Drug Court release will not be provided information about you or your progress without a signed consent form. 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 disclosure is made after commits or threatens to commit a crime.
- The disclosure is made due to suspected child abuse or elder abuse.
- The disclosure is made after threatening suicide or homicide.

Anything you say concerning your prior or current drug use while in the treatment court program cannot be used against you in prosecution of the case that brought you into the program. However, your statements and information about your substance use will be shared with the Drug Court Team and your treatment providers. This information may be used to evaluate your current compliance with the program and to determine appropriate treatment responses and need for other services.

You are required to maintain the confidentiality of the other participants at all times. Therefore, do not discuss who you see here, or what they share with anyone. In fact, that also means no talking about others outside of court with another participant you know. This is important because you never know who is listening or what could be overheard by another. Due to the seriousness of confidentiality, if you break confidentiality that may be grounds for termination.

## Client Rights

Clients have the right to courteous, dignified and reliable delivery of service. At your assessment, you were provided with copies of the Client Rights and the Grievance Procedure for services. Should you have any questions regarding copies, please contact the coordinator. Participation in the Drug Court program is voluntary. Participants will be informed of changes in the program, rules and policies as early as possible. Participation and feedback in the program is encouraged. There will be surveys that we ask for your feedback on from time to time. Equal treatment and services will be delivered without regard to race, color, sex, sexual orientation, religion, national origin, ancestry or physical disability.

## Supervision

Following your acceptance into the Drug Court, you will report to your supervising probation agent for orientation. Your probation agent will discuss your rules and conditions of probation, including but not limited to: curfew, employment, law enforcement contact, travel and change of address. There is a monthly supervision fee that you will be responsible to pay. The fee is determined through your probation agent. You must provide verification of any employment to your agent in the form of paycheck stubs. If you drive a vehicle you must provide proof of current driver's license, vehicle information, proof of registration and insurance. The probation agent will make random field and home visits to assess and observe your residence and verify your job. Drug testing may be conducted randomly during home visits, at scheduled office visits, or at court appearances.

## Program Rules

As a Drug Court participant, you will be required to follow these rules as they relate to supervision, court and treatment.

### Supervision

- Reside in Racine County.
- Secure and maintain stable and substance-free housing.
- Remain law abiding.
- Comply with your individual case plan established by your probation agent.
- Cooperate with unscheduled home visits by probation officers and law enforcement officers.
- Do not use or possess firearms without written authorization from your probation officer.
- Pay all fines, court fees, probation fees, and restitution as ordered.
- Inform the drug treatment court team, probation officer, and all treatment providers of any change in address or telephone numbers. **You must be available to your probation agent at ALL TIMES with a current phone number and functioning voicemail. Full mailboxes not allowing your probation agent to leave a message is unacceptable.**

### Racine County Alcohol and Drug Treatment Court

- Attend all court appearances on time as required with cell phones turned off.
- No use of any alcohol or alcohol based products. No use of any drugs or controlled substances not prescribed by a physician to you and approved by the team.
- Attend self-help or community support groups as required for each phase level.

- Be respectful to the treatment court team and property. 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 appointments. As a participant, you will be expected to wear a shirt or blouse, pants, dress, or skirt of reasonable length. Midriff shirts and tank tops are not allowed. No short skirts, shorts or very low-cut shirts. Shoes must be worn at all times. **Clothing advertising or bearing drug or alcohol related themes is considered inappropriate.** Sunglasses are not to be worn inside the court or at the treatment facility unless medically approved. Speak with the coordinator or your probation officer if you have any questions. No gang colors or gang related apparel is allowed.
- Obtain and maintain employment, actively seek employment, or make progress toward educational goals as required.
- Follow the Racine County Alcohol and Drug Treatment Court Policies and Procedures.

### Treatment Expectations

- Comply with your individual treatment plan as established by your community based service provider(s).
- Attend all treatment appointments.
- Utilize one prescribing physician for all medications.
- Prescription medication may be used only if the prescription is approved by the treatment court team. Generally, prescribed medications under the following classifications will not be approved: benzodiazepine and opiates due to the high potential for addiction. Certain stimulants will be considered on a case by case basis. You will need to authorize communication with prescribers as requested. Contact your probation officer for approval of prescription medications prior to filling the medications that are in the above classifications. Provide prescriptions for all prescribed medications to your agent within 48 hours of obtaining the prescription.

### The Court Will Not Accept the Following Excuses!

- “I didn’t use, I was just around it”
- “I only used mouthwash”
- “Someone must have put something in my drink”
- “My mom gave me a pill to help with my pain/sleep”
- “I took an herbal supplement”
- “I drank a lot of water”
- “I ate a poppy seed muffin”
- “I didn’t know that or what I took”
- “I took some medication and it was prescribed”- Remember cough medication with Codeine is not acceptable unless approved by the team; Nyquil and other cough medication may contain alcohol. **It is your responsibility to read the labels and know what you put in or on your body.**
- **Use of CBD oils or any products are NOT allowed in the program.**

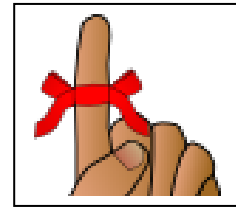
**BIG OR SMALL  
LIES are LIES**

**It’s simple, don’t tell’em!**

## Alcohol and Drug Testing

Chemical testing includes testing for alcohol as well as all other controlled, mood-altering substances in all five phases. Standard testing methods include random, observed urine testing and use of a breathalyzer. The team may also use:

- saliva
- transdermal alcohol monitors-SCRAM or TAD unit
- sobriotor
- transdermal patches



You will be assigned a “COLOR” with instructions in a drug testing letter. **It is YOUR responsibility to call the assigned telephone number daily (7-days a week) to see if required testing is needed for that day.** You must promptly comply with the testing procedure if directed to test. All medications you take must be reported to the drug testers, including new medications. If the drug testers instruct you to provide a sample for testing while on a daily report sanction, you must test or it is considered a refusal. In addition, your probation agent or the treatment team may at any time order you to take a drug test at the testing site; at treatment; at Drug Court; at the probation office; or at a home visit. Multiple missed or abnormal tests could result in your termination from the program.

**Drug testing phone number is: 262-638-6411.** The colors being tested for the day will be posted starting at 6 a.m. and will remain on the message until 3 p.m.

**Testing Hours Monday-Friday:** 8 a.m. to Noon AND 1 p.m. to 4:30 p.m.

**NOTE:** The office is closed between Noon and 1 p.m.

**Saturday and Sunday Hours:** 9 a.m. to Noon

**NOTE:** There are no afternoon testing hours on the weekend

**Testing Location: LEC: 717 Wisconsin Avenue, Racine, WI 53403**

### Failure to Provide Test Sample

If a sample is not produced, is not of sufficient quantity, out of temperature, or is adulterated in anyway, it will be treated as a positive sample and reported to the Drug Court Team. **Important:** **your testing must be completed by the time the office closes. For example, if you can't provide a sample by noon, you will not be allowed to return at 1 pm to try again. It will be considered a failed test!** If you fail to appear to test on time or do not appear, it will be treated as a positive test and reported to the Drug Court Team.

### Tampering with Testing

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. Tampering, substituting urine, water loading, or attempting to chemically alter your drug test is grounds for termination



## Positive Tests

If you know that your test will be positive for substance use, it is **YOUR responsibility to inform the testing staff**. If the test is positive, admit to substance use. **Drug Court expects that you will be honest. If you lie, that will result in double the sanction.** The goal of the Drug Court is to help you achieve total abstinence from alcohol and/or illicit or illegal drug use. A positive test will not automatically disqualify you from the program. The Drug Court Team will review a positive test in the context of your overall performance in the program and may require a treatment response.

At your request, a positive sample will be sent to the laboratory for confirmation testing. **Lab costs for positive results will be charged to you and expected to be paid before sending the sample.** The price for lab testing is \$25.00 and needs to be paid the day of your positive test by 4:30 p.m. You must tell the tester you will be wanting lab confirmation so the test can be saved. The testing agency may save your sample up to a week if you make payment plans with them.

## It is your responsibility to know what is contained in the products you consume and/or use.



## Medications

You are expected to inform all treating physicians, dentists or providers that you are recovering from substance use disorder and/or have a mental health diagnosis. **ALL potentially addictive medications must be pre-approved by the Drug Court Team prior to taking.** You were provided the Medication Agreement Form that was reviewed and signed at your assessment. **It is your responsibility to ask for alternative, non-addictive, non-narcotic or non-alcoholic medications.** **When going to the doctor, dentist, or provider please make sure to bring the Medication Agreement Form for your physician, dentist or provider to assist you. You may obtain another copy from the coordinator or your probation agent, if you didn't keep it from your assessment appointment.** If you are prescribed potentially addictive medication, then you must have your physician, dentist, or provider complete the Physician Medication Form. You must sign a release to the physician, dentist, or provider so the treatment team may have communication and ensure alternatives were explored and information about prior substance use or other mental health diagnosis was disclosed. If you have a history of abusing potential addictive or narcotic medications there may be additional requirements.

## Travel

Speak personally with your probation agent before you travel. In some instances, it may be necessary to get permission from the Drug Court Team. If you are permitted to leave the state, you **must** obtain a travel permit from your probation agent. Expect you may be asked to take alcohol and drug screens while you are away. If so, you need to find a collection site before you leave for your trip including the site hours and testing cost. Since you made the choice to travel, all testing fees will be your responsibility to pay. Travel is never an excuse to miss a drug screen. Remember, permission to leave may be taken away at any time based upon your compliance with the program.

## Community Support Groups

Attendance will be required at support group meetings such as Celebration Recovery, Narcotics (NA), Cocaine (CA), or Alcoholics Anonymous (AA). Alternative support groups through NAMI (National Alliance on Mental Illness); SMART Recovery (Self-Management and Recovery Training) may be approved. **You must attend a minimal of TWO support groups per week in phases 2 and 3; THREE weekly groups in phases 4 and 5.** You will be required to submit a signed meeting attendance sheets at every agent office visit. In Phase II you will be required to obtain a sponsor who is of the same sex you are. The purpose of attendance at support group meetings is for you to develop a support network and create social bonds with others in recovery. You will be provided with information regarding the time and location of support meetings. Your treatment provider, probation agent and coordinator can also assist you with locating meetings close to your work or residence.

## Incentives

Drug Court provides incentives to encourage and reinforce your positive progress. Incentives maybe received for staying sober, compliant with treatment plan, and meeting all program expectations. Incentives are given to recognize successes you have achieved in the program and may include but not limited to the following:

- Verbal praise
- Selecting and item from the reward basket
- Merchandise donated to the Treatment Court
- Phase advancement and less frequent court appearances
- Gift cards
- Removal of monitoring equipment or lifting of sanction

## Sanctions

Failure to comply with the Drug Court rules, expectations, or directives may result in a sanction. Sanctions are progressive and become stiffer for repeat violations. All sanctions are individualized based upon each participant's situation. 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:

- Verbal warning by the Drug Court Judge
- Essays or other court assignments
- Increased supervision, including GPS, alcohol monitoring or earlier curfew
- More frequent court appearances
- Daily reporting
- Community service work
- Weekend Jail
- Extension on supervision
- Termination from the program

## Drug Treatment Court Phases

Drug Court is a five-phase, highly structured and supervised program using substance abuse and/or mental health treatment services to fit your needs. You must progress through five phases to graduate from the program. The expected length of the program is 18 to 24 months. You will be required to remain in each phase a minimal period of time for supervision, reviews and accountability. Your progress through the treatment phases will depend upon your completion of treatment goals, phase requirements, and compliance with Drug Court program expectations. Less sanctions often means faster advancement. To be considered for advancement to the next phase you must complete a phase request form and return the form to the coordinator or probation agent for team review. While in the program, if you struggle with remaining sober or a behavior warrants an earlier recall to court as cited in the handbook, you are expected to appear earlier for monitoring.



### **Phase 1: Orientation-Estimated 1 to 3 months (if in the community)**

- Complete orientation for drug testing and assignment of testing color
- Demonstrate compliance with drug testing on assigned color days successfully
- Sign up for state health insurance, if needed
- Review and sign treatment plan and start AODA treatment services
- Consult with AODA therapist about possible use of Vivitrol in early recovery if appropriate
- Complete the intake process with the Department of Corrections
- Weekly contact with probation agent
- Identify positive support in recovery and identify resources. Meet with peer supports in the program or contact temporary self-help contacts to learn more about support meetings. Attend support groups as directed by the treatment team.
- Show up to all court appearances, every week
- Successfully pass the Orientation Quiz
- Violation free and documented clean time for 14 consecutive days prior to advancement, or at discretion of team\*

### **Phase 2: Clinical Stabilization-Estimated 5 to 7 months in length**

- Mandatory random urine drug screen and PBT's, several times weekly
- Cooperate and participate in all aspects of the treatment plan with providers.
- Maintain housing
- Weekly office visits with community supervision agent
- Attend a minimal of 2 weekly self-help groups.
- Share experiences, questions, or concerns about community self-help groups with peer supports in the program or temporary self-help contacts.
- Connect with temporary contact(s) and obtain a sponsor
- Attend all Treatment Court appearances, every 2 weeks
- Make regular payments toward fees and costs as determined by the court
- Violation free and documented clean time in this phase for 30 consecutive days prior to advancement, or at discretion of team\*

### **Phase 3: Active Recovery-Estimated 4 to 6 months in length**

- Mandatory random urine drug screen and PBT's, several times weekly
- Cooperate and participate in all aspects of the treatment plan
- Bi-Weekly office visits with community supervision agent
- Complete the Change Journals, as deemed appropriate by probation agent or team
- Attend a minimal of 2 weekly self-help groups and maintain weekly contact with sponsor
- Attend Treatment Court appearances once every 3 weeks, or as ordered by the Judge
- Employed or involved in employment activities/education
- Make regular payments towards any fees and costs as determined by the court
- Violation free and documented clean time in this phase for 45 consecutive days prior to advancement, or at discretion of team\*

### **Phase 4: Maintenance- Estimated 4 to 6 months in length**

- Mandatory random urine drug screen and PBT's, several times weekly
- Cooperate and participate in all aspects of the treatment plan
- Bi-Weekly visits with community supervision agent
- Complete the Change Journals, as deemed appropriate
- Attend a minimal of 3 weekly self-help groups and maintain weekly contact with sponsor
- Attend Treatment Court appearances once every 4 weeks
- Employed or attending school
- Payments on all fees and costs
- Complete the Relapse Prevention and Commitment to Recovery Plan
- Discuss peer support track with the treatment team if interested
- Violation free and documented clean time in this phase for 60 consecutive days prior to advancement, or at discretion of team\*

### **Phase 5: Transition to Commencement- Estimated 4 or more months in length**

- Mandatory random urine drug screen and PBT's, several times weekly
- Cooperate and participate in all aspects of the treatment plan
- Monthly office visits with community supervision agent
- Attend a minimal of 3 weekly self-help groups and maintain weekly contact with sponsor
- Attend Treatment Court appearances once every 4 weeks
- Employed or attending school
- Payments on all fees and costs
- Complete Commencement Application and get approval from the treatment team
- Transition to the "Blue" drug testing group
- Complete program exit interview
- Violation free and documented clean time in this phase for 90 consecutive days prior to advancement, or at discretion of team\*

## **Peer Support Track**

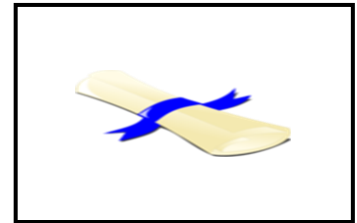
**Goal:** With the direction and support of the program, act as a guide, offering support, and sharing how to be successful in the program. Help newcomers engage in the program and their recovery utilizing community support and resources.

**Eligibility:** Approval by the team upon completion of 4 phases expectations, with no pending charges; a minimal of six months of documented clean time; completed primary treatment; active in recovery community; and committed to role until commencement with completion of required training.

**Incentive:** Participation in the Peer Support Track may qualify for early release from probation, if applicable; and/or reduction in court fees/fines.

## **Peer Support Track**

- Comply with random urine drug screen and PBT testing
- Report to probation agent's office at minimal supervision standard of once every three months.
- Attend a minimal of 3 weekly self-help groups and maintain contact with sponsor
- Attend Treatment Court appearances once every 2 weeks to be available to provide peer support to new court participants
- Employed or attending school
- Payments on all fees and costs
- Complete Commencement Application and get approval from the treatment team
- Complete program exit interview
- Remain Violation free and maintain clean time for commencement



**\*Phase time does not begin until participants establish a sobriety date by submitting a clean alcohol and drug screen. Clean time is determined by negative drug screens, not by self-reported sobriety dates.**

## **Commencement**

When you have successfully completed all five phases and requirements, you will be eligible for commencement. Participants must be approved for commencement by the Drug Court Team. Any exceptions to the requirements must be approved by the Drug Court Team.

### **Commencement Requirements**

- Completion of all 5 phases
- Completion of all jail time
- Completion of any court orders
- Completion of probation or be in good standing
- Pay supervision fees, fines and restitution

## **Termination from the Program**

Noncompliance with the Racine County Alcohol and Drug Treatment Court Policies and Procedures may justify termination from the program. Termination from the Drug Court generally occurs after progressive sanctions, or treatment responses have been imposed and the participant continues to disregard the rules/expectations of the Drug Court and/or the orders of the Treatment Court Judge. Termination may be imposed for the following:

- Commission of a criminal act and or new serious criminal charges
- Refusal to complete treatment recommendations
- Falsifying or tampering with alcohol or substance tests
- Lying to the Treatment Court Judge and/or failure to follow the court's orders
- Absconding from supervision or the Treatment Court Program
- Threats against other participants or staff
- Chronic non-compliance
- Negative attitude impacting other participants
- Revocation by the Department of Corrections
- Any grounds that the Treatment Court finds sufficient for disqualification.

## **Absconding**

Racine County Alcohol and Drug Team Court, defines absconding as no contact with your probation agent for 30 days. Absconding is considered non-compliance with the Drug Treatment Court and may result in termination.

## **Conclusion**

We hope this handbook has been helpful to you. If you have any additional questions or concerns about the Racine County Alcohol and Drug Treatment Court, please feel free to contact your probation agent or any member of the treatment team.

Jennifer Hofmeister, Coordinator  
262-638-6719

Deana Goetz, Probation Agent  
262-676-8863

### **Drug Testing Phone Line**

Justice Point-Racine: 262-638-6411  
Location: Racine Law Enforcement Center  
717 Wisconsin Avenue  
Racine, WI 53403

## Receipt of Participant Handbook

I acknowledge the receipt of the Racine County Alcohol and Drug Treatment Court Participant Handbook. Furthermore, I have read and understand what is expected of me. I have asked any questions that I may have.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

Drug Court Team member \_\_\_\_\_

Date \_\_\_\_\_