



2nd Judicial District of Wisconsin

Veterans Treatment Court



Serving Kenosha, Racine, and Walworth Counties

Participant Handbook



Updated February 14, 2022

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Welcome and Introduction

Welcome to the Second Judicial District of Wisconsin Veterans Treatment Court (VTC). This handbook is designed to be an overview of what to expect as a participant. It provides a basic outline of the program and 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** (*Refer to Appendix at the end*).

The 2nd Judicial District of WI Veterans Treatment Court is a voluntary program that takes approximately 14-20 months to complete. As a participant in VTC you will be expected to:

- ✚ Follow the instructions given to you by the treatment court judge and treatment team.
- ✚ Follow all probation/supervision case plan expectations and VTC 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 the Veterans Treatment Court of the Second Judicial District of Wisconsin is to honor Veterans by restoring them to a productive life by providing judicial support, treatment and supervision thereby enhancing public safety.

If you have any additional questions, please ask your probation officer or any team member. 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 Veterans Treatment 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
- ✚ Substance 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 Veterans Treatment Court Team and Volunteer Veteran Mentors 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.

VTC Team Members

Judge Flancher Veterans Treatment Court Judge

Jennifer Hofmeister, Program Coordinator

Tricia Hanson, Racine County District Attorney

Adrienne Moore, Public Defender

Jerome Phillips, Probation Agent

Jackie Jones, Supervising Agent

Elysia Skaanning, Veterans Justice Outreach Coordinator (VJO)

Boyd Schwartz, Racine Alternatives Program Supervisor/ RCCJCC Coordinator

Ali Nelson, Kenosha County Veterans Service Officer

Brad Behling, Kenosha County Veterans Service Officer and Mentor Co-Coordinator

Shawn Rivers, Racine County Veterans Service Officer and Mentor Co-Coordinator

James Muller, Racine County Law Enforcement



What is Veterans Court?

VTC was created for individuals who have served in the Armed Forces of the United States, regardless of discharge status. It is a court-supervised program coupled with intensive treatment and supervision for non-violent criminal offenders. The VTC is designed specifically for persons with a misdemeanor or felony drug/alcohol charges, or other criminal charges, which are closely related to the Veterans substance abuse or mental illness.

This is a voluntary program, which includes regular court appearances before the designated Veterans Treatment Court Judge. It also involves substance abuse and/or mental health treatment; random drug testing; support group meetings; and community supervision. The Veterans Treatment Court has five phases. You must complete all five phases successfully to complete the program and participate in the Commencement Ceremony. The program requires a minimum of 14-20 months of participation.

Volunteer Veteran Mentors

You will be assigned a Volunteer Veteran mentor who you will meet with you after each Veterans Treatment Court appearance. The mission of the Veteran mentor is to act as a coach, a guide, a role model, an advocate, and a support for you. The mentor will encourage, guide, and support you as you progress through the phases. This will include listening to the concerns, making general suggestions, and assisting to determine your needs. Your Veteran mentor will act as a support at a time when you may feel alone, in a way that only another Veteran can understand. Your assigned Veteran mentor is **NOT** your counselor and will not order you to do something or contradict the VTC Team's recommendations and directives.

Court Appearances

Veterans Treatment Court is held every Monday at 3:00 pm in the Racine Courthouse, located at 730 Wisconsin Avenue, Racine, WI. In Phase I, you will attend court weekly. During Phase II, you will attend court every two (2) weeks. In Phase III, court attendance is scheduled every three (3) weeks. In Phase IV and Phase V you will attend court once every four (4) weeks.

EARLY RECALL NOTE: If you submitted a drug/alcohol test that showed substance use (referred to as a positive test); failed to report to a random drug/alcohol test; obtained new legal charges; failed to show to a probation visit or missed treatment **YOU WILL BE REQUIRED TO APPEAR IN COURT THE VERY NEXT MONDAY, REGARDLESS OF YOUR ORIGINAL SCHEDULED COURT APPEARANCE.**

If the judge is not available, the team will hold what we call, informal reviews. Veterans are still required to report to the courtroom. Each Veteran will have a conversation with the treatment court team members similar to 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 avoid a sanction. If you are unable to reach your probation agent, leave a detailed voicemail. Then try contacting the program coordinator or team VJO. If you have any questions regarding your court appearances, you may contact the program coordinator or your probation agent. You will not be excused from court for work or leisure activities. You must leave a detailed message if you receive voicemail.

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 scope of the VTC Team release of information 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 a Veterans commits or threatens to commit a crime.
- The disclosure is made due to suspected child abuse or elder abuse.
- The disclosure is made after a Veteran 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 Veterans Treatment Court Team and your treatment providers. This information may be used to evaluate your current compliance with the program and to determine appropriate treatment and need of other services.

You are required to maintain the confidentiality of all the other VTC Veterans. Therefore, do not discuss who you see here, or what Veterans shared with anyone. In fact, that also means no talking about other Veterans outside of court with another participant you know. This is important because you never know who is listening or what could be overheard. Due to the seriousness of confidentiality, if you break another Veterans confidentiality it may be grounds for your termination from the program.

Veteran Rights

Veteran participants have the right to courteous, dignified and reliable delivery of service. Participation in the Veterans Treatment Court program is voluntary. Veteran participants will be informed of changes in the program, rules and policies as early as possible. Veteran participation and feedback in the program is encouraged. Equal treatment and services will be delivered without regard to race, color, sex, sexual orientation, religion, national origin, ancestry or physical disability. All program participants have the right to file a complaint through the grievance process without penalization (*Refer to Appendix at the end*).

Supervision

Following your acceptance into the Veterans Treatment Court program, you will report to your supervising probation agent for orientation. Regardless of what county you reside in, you will be assigned to the 2nd Judicial District of WI Veterans Treatment Court Probation Agent. 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, scheduled office visits, or at court appearances.

Program Rules

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

Supervision

- Reside in Kenosha, Racine or Walworth County.
- Secure and maintain stable and substance-free housing.
- Remain law abiding.
- Comply with your individual case plan as established by your probation agent.
- Cooperate with unscheduled home visits by probation officers and law enforcement.
- Pay all fines, court fees, probation fees, and restitution as ordered by the referring judge and/or the Veterans Treatment Court Judge.
- Inform the Veterans 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.

- **During the duration of your participation in Veteran's Treatment Court, you shall not possess on your person, or within the confines of your residence, automobile or other property under your control, any firearm, ammunition, incapacitating agent (aerosol dispensed or electronic device), hunting bows and arrows, bladed objects such as swords and throwing stars, or other objects primarily designed as a weapon to inflict personal injury without the approval of your agent or VTC team (Amended 1-8-18).**

Veteran Treatment Court

- Attend all court appearances on time as required with cell phones turned off.
- Be respectful to the Veterans 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 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 short skirts or very low cut shirts. Shoes must be worn at all times. **Clothing bearing drug or alcohol related themes or use 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 agent if you have any questions. No gang colors or gang related apparel is allowed.
- Meet with the Veterans Mentor assigned at each Veterans Treatment Court session.
- No use of any alcohol or alcohol based products. No use of any drugs or controlled substances not prescribed by a physician to you.
- Attend self-help or community support groups as required-twice a week.
- Obtain and maintain employment, or actively seek employment, or make progress toward educational goals as required.
- Follow the Veterans Treatment Court Policies and Procedures.

Treatment Expectations

- Comply with your individual treatment plan as established by the VA and/or your community service provider(s).
- Utilize one prescribing physician for all medications.
- Prescription medication may be used only if the prescription information is approved by the Veteran Court Team. Generally prescribed medications under the following classifications will not be approved: benzodiazepine and opiates due to the high potential for addiction. Stimulants will be considered on an individual basis with less addictive ones considered. Contact your probation officer for approval of prescription medications prior to filling the medications that are in the above classification. Provide prescriptions for all prescribed medications to your probation agent within 48 hours of obtaining the prescription.

Drug Testing-Chemical Testing

Chemical testing includes testing for alcohol as well as all other controlled and mood-altering substances in all five phases. Testing methods may include:

- urine
- blood
- breathalyzer
- hair follicle
- saliva
- transdermal patches and alcohol monitors-SCRAM or TAD
- sobriety



Veterans Court has testing sites in Kenosha, Racine and Elkhorn. Testing will be observed and random throughout the duration of the VTC. You will be assigned a “COLOR” or “ID Number” in drug testing letter with detailed instructions, once you start the program. **It is YOUR responsibility to call the assigned telephone number daily to see if required testing is needed for that day.** Your drug testing site will review rules and forms with you when you start testing. All medications you take must be reported to the drug testers, including new medications. Expect to take random and “on demand” drug tests. Your probation agent may at any time order you to take a drug test at your testing site; at Veterans Court; at the probation office; or at a home visit.

Tampering with Testing

Do not tamper with samples or use anyone else’s urine. Any abnormal drug test will be considered a positive and you will be sanctioned. Multiple missed tests, or abnormal readings could result in your termination from the program. Tampering, substituting urine, water loading, or attempting to chemically alter your drug test is grounds for termination.

Failure to Provide Test Sample

If a sample is not produced; not of sufficient quantity; out of temperature; or is adulterated in any way, it will be treated as a positive sample and reported to the Veterans Treatment Team. 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 Veterans Treatment Team.

Positive Tests

Prior to delivering a test sample, you may be asked whether or not you have used any controlled substances or alcohol. **If you know that your test will be positive for substance use, it is YOUR responsibility to inform the testing staff.** If you acknowledge that a sample will be positive it will be considered a positive test and reported. If the test is positive, admit to substance use. **Veterans Treatment Court expects that you will be honest. If you lie, that will result in double the sanction.** The goal of the Veterans Treatment Court is to help you achieve total abstinence from alcohol or illicit/illegal drug use. A positive test will not automatically disqualify you from the program. The Veterans 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 it is expected to be paid before sending the sample.** The actual lab fee depends on testing location and method. On average the cost is \$25.00 to \$50.00. Talk to the drug testers find out how long the sample can be saved but generally only a week is allowed. In the rare instances, the lab reports a false positive and your payment will be refunded. Any testing outside of your assigned testing location is at your own expense.

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 took some medication”- 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.
- **Use of CBD oils or products are at your risk. By using these products, you are assuming possible consequences of positive drug test due to poor regulations. Use of these products will never be an acceptable excuse for a positive drug test!**

**BIG OR SMALL
LIES are LIES**

It’s simple, don’t tell’em!

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 dependence and/or have a diagnosed mental health issue. **ALL potentially addictive medications must be pre-approved by the treatment court team prior to taking.** During your assessment, the Medication Agreement Form was reviewed with you. You received a copy of what you signed. This form included medications that generally are not acceptable to use while in VTC. **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.** (*Refer to Appendix at the end*). If you must be prescribed potentially addictive medication for the short term, then you must have your physician, dentist, or provider, complete the Physician Medication Form. This form may be obtained through VTC Team. 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 needs were disclosed. If you have a history of abusing potential addictive or narcotic medications, there may be additional requirements.

Travel

Speak with your probation agent before you travel. In some instances, it may be necessary to get permission from the Veterans Court Team. If you are permitted to leave the state, you **must** obtain a travel permit from your probation agent. Expect to take alcohol and drug screens while you are away. You need to find a collection site before you leave for your trip including the site hours and testing cost, if requested. 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); or mental-health focused support groups at the VA Hospital may be approved. You must attend a minimal of 2 support groups per week; 3 groups per week in the later phases. You will be required to submit a signed meeting attendance sheets at every court appearance to the coordinator. You will receive a new blank form at every court appearance. In Phase 2 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, VJO, probation agent and coordinator can also assist you with locating meetings close to your work or residence.

Incentives

Veterans Treatment Court provides incentives to reinforce and encourage your positive progress. Incentives maybe received for staying sober, compliant with treatment plan, and meeting all expectations of the program. Incentives are given to recognize successes you have achieved in the program and can include:

- Verbal praise
- Picking from reward basket
- Merchandise donated to the program
- Check mark for Checklist Program
- Gift cards
- Phase advancement
- Removal of monitoring equipment restore of privileges
- Public graduation ceremony and certificate



Incentive Gift Card Star Board

Each week you will have an opportunity to earn a star (worth \$1.00). In the courtroom is a marking board and at each court appearance you have an opportunity to place a star under each week listed if you fully met criteria to earn it. The coordinator will keep a list of all stars for a gift card of your choice at Commencement. This only applies to VTC participants who are out of custody and residential treatment services.

To receive the star, you must meet all five criteria below:

1. No probation or program violations.
2. Attend all treatment sessions.
3. Attend a minimal of two weekly support groups (you give the coordinator your completed meeting slip at each court appearance to receive your checkmark).
4. All breath and urine tests are negative and have been completed.
5. Complete assignments from last court session (if applicable). This includes sanctions such as essays).

Please note: if you miss a random drug/alcohol test or don't have your support group slips at court, you will not receive a star for those dates since your last appearance. If you miss treatment without rescheduling, you will not receive a star. If you are terminated from the program based upon your behavior, you will lose your stars and opportunity for a gift card.

Sanctions

Failure to comply with the Veterans Treatment Court rules or directives may result in a sanction. 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:

- Verbal warning by the Veterans Treatment Court Judge
- Essays or other court assignments
- Community service work
- Increased supervision, including GPS, alcohol monitoring or earlier curfew
- More frequent court appearances
- Daily reporting
- Weekend Jail
- Other sanctions, as determined by the Veterans Treatment Court Judge and Team
- Termination from the program



Veterans Treatment Court Phases

VTC is a five-phase, highly structured and supervised program using AODA and/or mental health treatment services to fit your needs. You must progress through five phases in order to graduate from the program. The expected length of the program is between 14 and 20 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 and compliance with drug testing and other program rules. Participants must also make significant progress in treatment and other program requirements to advance. Each phase consists of specified treatment objectives, therapeutic and rehabilitative activities and specific requirements. Less violations often means faster advancement. To be considered for advancement to the next phase, you must obtain and complete a Phase Request Form from the coordinator, probation agent or VJO. Upon submission, the team review the request. While in the program, if you struggle with remaining sober or a behavior warrants closer monitoring you may be asked to report earlier than your required phase states.

PHASE 1: ORIENTATION PHASE

The duration of Phase 1 is a minimal of 60 days. The main goal of Phase 1 is to develop an individualized case plan for Veterans Court and treatment plan with AODA/Mental Health provider(s).

Requirements of Orientation Phase

- Obtain health insurance if needed
- Attend appointments with VA and/or community other service providers and follow recommendations and goal planning with treatment provider(s)
- Maintain weekly office visits with probation officer and follow case plan
- Learn about random drug and alcohol testing and begin to call for testing daily
- Attend Veterans Treatment Court weekly or as ordered by the Judge
- Work with Veteran Mentors as directed
- Develop an individual case plan with your probation officer
- Begin working on housing and vocational or employment plan
- Complete your individual Recovery Plan and submit it to the coordinator
- Start attending self-help support groups as directed by the treatment court team

Additional Advancement Criteria

- No drug or alcohol use for 14 days before advancement and minimum of four in person appearances before the judge is required

PHASE 2: CLINICAL STABILIZATION

The duration of Phase 2 is a minimal of 90 days. The goal of Phase 2 is for the participant to comply with their individualized treatment plan.

Requirements of Clinical Stabilization Phase

- Attend appointments with VA and/or other community service providers and follow all treatment plans with provider(s)
- Maintain weekly office visits with probation officer and follow the case plan
- Complete all weekly random drug and alcohol testing.
- Attend Veterans Treatment Court every other week or as ordered by the Judge
- Work with Veteran Mentors as directed
- Obtain and/or maintain stable and substance-free housing.
- Pursue employment and educational goals.
- Attend a minimum of two weekly self-help groups in the community and provide documentation
- Obtain a sponsor or identify a support person approved by the team by the completion of phase II
- Comply with restitution payment plan and pay on supervision costs

Additional Advancement Criteria

- No drug or alcohol use for 30 days before advancement

PHASE 3: ACTIVE RECOVERY PHASE

The duration of Phase 3 is a minimal of 90 days. The goal of Phase 3 is to demonstrate compliance the individualized treatment plan.

Requirements of Active Recovery Phase

- Attend appointments with VA and/or other community service providers and follow recommendations
- Maintain weekly office visits with probation officer and follow the case plan
- Complete all weekly random drug and alcohol testing
- Attend Veterans Treatment Court once every three weeks or as ordered by the Judge.
- Work with Veteran Mentors as directed
- Maintain employment and/or pursue education.
- Maintain stable and substance-free housing.
- Attend a minimum of three weekly self-help groups in the community
- Maintain weekly contact with sponsor/identified support person approved by the team
- Complete Relapse Prevention/Continuing Care Plan and submit it to the coordinator
- Gain approval for the 20-hour service project plans for phase IV
- Comply with restitution payment plan and pay on supervision costs

Additional Advancement Criteria

- No drug or alcohol use for 45 days before phase advancement
- In phase 3, participants will submit a Relapse Prevention/Continuing Care Plan which outlines a plan to maintain sobriety and comply with behavioral and/or mental health regimes after graduation from the Veterans Court. This may be done with the VJO or Coordinator. The plan must be approved by the Veterans Court Team prior to advancement to Phase 4.
- The 20-hour service project must be approved by the Veteran Court Team prior to starting. Documentation of the service project will be required. The Veteran Court Team will not count any service work done in-connection with community support groups.

PHASE 4: MAINTENANCE PHASE

The duration of Phase 4 is a minimal of 90 days. The goal is to maintain recovery efforts with less monitoring.

Requirements of Maintenance Phase

- Attend appointments with VA and/or other community service providers
- Maintain office visits with probation officer every other week and follow case plan
- Complete all weekly random drug and alcohol testing
- Attend Veterans Treatment Court every four weeks or as ordered by the Judge
- Work with Veteran Mentors as directed
- Maintain employment and/or pursue education.
- Maintain stable and substance-free housing.
- Attend a minimum of three weekly self-help groups in the community
- Maintain weekly contact with sponsor/identified support person approved by the team
- Complete the 20-hour service project
- Comply with restitution payment plan and pay on supervision costs

Additional Advancement Criteria

- No drug or alcohol use for 60 days prior to graduation

PHASE 5: TRANSITION TO COMMENCEMENT PHASE

The estimated length of phase 5 is a minimal of 90 days. The goal is continued stabilization within the individualized treatment plan. Demonstrate prosocial lifestyle and self-accountability.

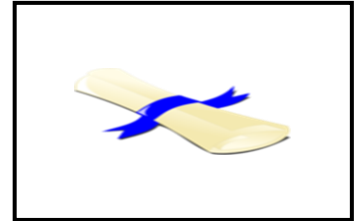
Requirements of Transition to Commencement Phase

- Attend appointments with VA and/or other community service providers
- Maintain office visits with probation officer every other week and follow case plan
- Complete all weekly random drug and alcohol testing
- Attend Veterans Treatment Court every four weeks or as ordered by the Judge
- Work with Veteran Mentors as directed
- Maintain employment and/or pursue education.
- Maintain stable and substance-free housing.

- Attend a minimum of three weekly self-help groups in the community
- Maintain weekly contact with sponsor/identified support person approved by the team
- Complete the Commencement Application and gain approval from the treatment team
- Complete and exit interview with the coordinator
- Pay all outstanding court and/or probation fees or seek determination of ability to pay.
Comply with restitution payment plan

Additional Advancement Criteria

- No drug or alcohol use for 90 days prior to commencement
- Participants must be approved for commencement by the Veterans Treatment Court Team
- If interested, speak with a Veterans Mentor Coordinator to determine suitability and interest in becoming a Veterans Mentor. The Veterans Treatment Court Team will make a recommendation to the Veterans Mentor Coordinator as to suitability of the veteran participant to perform the duties of a Veterans Mentor. If the Veteran participant remains on probation following graduation from the Veterans Treatment Court, he or she will be ineligible to become a Veterans Mentor until that status is changed.



20-Hour Service Project

VTC requires that you give back to the community in the form volunteering. The Service Project is 20-hours of documented volunteer service. In Phase III you are required to identify where you intend to complete your 20-hours of volunteer service and the location site must be approved by the VTC Team. If you want to work on the service project earlier than Phase IV, you will be allowed to with the VTC Team’s approval of your location. We are very open to organizations and causes to help you complete this goal. However, we will not accept service work that you may do at a community support group. The Veteran Court Team can assist you if you need help identify places to complete your volunteer service.

Commencement

When you have successfully completed all five phases and requirements, you will be eligible for commencement. Any exceptions to the requirements must be approved by the Veterans Treatment Court Team. Participants must be approved for graduation by the VTC Team. Veterans Treatment Court holds formal commencement ceremonies that are held each year in the later spring and early winter for the participants who have completed the program. Your final expectation is to take part in the commencement ceremony.

Commencement Requirements:

- No missed, abnormal or positive drug tests for 3 months
- No major sanctions for 90 days; no minor sanction for 30 days
- Completion of your treatment plan requirements or be in good standing with current providers

- Completion of your probation case plan or be in good standings
- Demonstrate safe and sober housing
- You must be either: employed, attending school, actively pursuing employment, or be exempted
- Demonstrate compliance with your Relapse Prevention/Continuing Care Plan
- Completion of the Veterans Court exit interview and survey with the coordinator
- Completion of 20-Hour Service Project
- Pay all supervision fees and court obligations.

Termination from the Program

Warrants, new arrests, or non-compliance with program expectations may result in your termination from the Veterans Treatment Court. If you are terminated from the program or the Department of Corrections revokes your case, you may be sent to jail/or prison to serve out the terms and conditions of your original plea agreement. Non-compliance violations which could result in termination include: voluntary removal of yourself from the program after your change of plea and sentence; consistently missing drug tests or tampering; missing treatment and/or supervision appointments; repeatedly breaking the program rules; violence or threats of violence directed at other participants, treatment staff, or other Veteran Court Team members.

Absconding

Veterans Treatment Court considers no contact with your probation agent for 30 days to be absconding. Absconding is considered non-compliance with Veterans 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 Veterans Treatment Court, please feel free to contact your probation agent or any team member.

Jennifer Hofmeister, Coordinator
262-638-6719

Jerome Phillips, Probation Agent
262-455-3773

Elysia Skaanning, VJO
Clement J. Zablocki VAMC
414-234-7363

Drug Testing Phone Lines

Kenosha Health Clinic: 262-605-6587
SEM (Southeastern Monitoring): 262-753-2405
Justice Point-Racine: 262-638-6411

Thank you for your service to our country!

Appendix



SECOND JUDICIAL DISTRICT OF WISCONSIN VETERANS TREATMENT COURT

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 2nd Judicial District of WI 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 (*See Appendix*). Include your proposed solution to the problem. Sign the form and return it to coordinator. Within ten (10) days after your grievance is received by the entire team, 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 Court Administrator within 10 days.



**SECOND JUDICIAL DISTRICT OF WISCONSIN
VETERANS TREATMENT COURT**

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 the form to the coordinator. You will receive a response within ten days of the entire team's receipt.

FOR OFFICE USE ONLY

Date Received: _____ **Received by:** _____

Notes: _____

Date of Resolution: _____ **Signed:** _____

Was the court administrator involvement necessary? ___ YES ___ No



SECOND JUDICIAL DISTRICT OF WISCONSIN VETERANS TREATMENT COURT

Keep This

Veterans Treatment Court recommends that our participants should not be generally prescribed the following potentially addictive class of medications: benzodiazepine, opiates and stimulants. Stimulant medication will be considered case, by case basis and we ask that less likely abused medication be prescribed. The following list is not inclusive, it is just some example of medications that generally we don't allow court participant to take in the program. We ask that our participants inform their providers that they are in Veterans Treatment Court to address their AODA and/or mental health needs. We further request that participants in the program ask for an alternative medication that is not potentially addictive whenever possible.

Stimulants

Adderall
Concerta
Dexedrin
Focalin
Motadate
Ritalin

Benzodiazepine

Alprazolam (Xanax)
Clonazepam (Klonopin)
Diazepam (Valium)
Lorazepam (Ativan)
Temazepam (Restoril)
Chlordiazepoxide (Librium)

Opiates

Codeine
Darvocet
Darvon
Fentanyl
Morphine
Oxycontin
Oxycodine
Percocet
Percodan
Vicodin

We also discourage our participants from long-term use of sleep medications. When a participant is in our program we will require a release to be signed to their provider and pharmacy. In cases where it is medically appropriate, an exception may be made. **We ask that providers complete the other side of this sheet when prescribing medications from the above potentially addictive class of medications.**



SECOND JUDICIAL DISTRICT OF WISCONSIN VETERANS TREATMENT COURT

Medication Use Agreement

Veterans Treatment Court is a rigorous program for 18-24 months of intense supervision. The policy is for participants to maintain abstinence from drugs and alcohol. The Veterans Treatment Court team recommends that participants should not be generally prescribed potentially addictive medications that fall under the classes of benzodiazepines, opiates and stimulants (case by case approval). As a participant, it is your responsibility to abide by all conditions of court and supervision. If you are in doubt always talk with your probation officer before filling or taking any prescription medications. We have provided a listing of medications that are unacceptable to take unless in absolute medical necessity short-term. Medications needing court approval and must be approved by the team with a completed Physician Notice Form. We can provide you the Physician Notice Form that your provider must complete regarding acknowledgement of your substance abuse problem and medication usage. The Physician Notice Form may also be found in the participant handbook. **Please read the following statements regarding the use of prescription medications. Initial behind each statement and sign this form at the bottom.**

1. It is my responsibility to inform any doctor/dentist/provider that I have a substance abuse problem.
2. It is my responsibility to inform any doctor/dentist/provider that I am participant in Veterans Treatment Court.
3. It is my responsibility to let the doctor/dentist/provider know that I do not want a prescription for any potentially addictive medications or medications generally considered unacceptable by the Veterans Treatment Court team. I need to ask the provider about alternatives.
4. If the doctor/dentist/providers are insistent that I must take a medication that is generally considered unacceptable then it is my responsibility to contact my probation officer and/or supervisor prior to filling the medication.
5. It is part of my responsibilities to have my doctor/dentist/provider complete the Veterans Treatment Court Notice Form either at my appointment or shortly after. I understand that I will submit that completed form to my probation officer.
6. Use of over the counter-the-counter medications or products that contain alcohol is not acceptable. I understand it is my responsibility to label read products that I consume.



**SECOND JUDICIAL DISTRICT OF WISCONSIN
VETERANS TREATMENT COURT
PHYSICIAN NOTICE FORM**

Veterans Treatment Court is a rigorous program designed to reduce recidivism by teaching correctional clients who are chemically dependent to learn behavioral techniques that are meshed with court intervention, supervision and drug and alcohol testing. The Veterans Treatment Court team would like to make a request of physicians prescribing medication(s) to a person the physician knows to be a Veterans Treatment Court participant. It is requested the physician attempt to prescribe medication that will not pose a risk to a patient’s recovery from addiction. The Veterans Treatment Court team is aware it is not always possible, but asks that alternatives be explored prior to prescribing a potentially habit-forming medication.

The Veterans Treatment Court team has learned that certain medications increase the potential for relapse. When a participant takes a medication that will test positive for a restricted medication, such as Benzodiazepines or Opiates, it allows the opportunity for a patient to take additional medications over and above the prescribed dosage and the abuse will be undetected. In other words, it makes it difficult for the Veterans Treatment Court team to verify that the patient has only ingested the prescribed amount.

Thank you for your time and consideration. If you have further questions please feel free to contact the coordinator, Jennifer Hofmeister at (262-638-6719).

VETERANS TREATMENT COURT PHYSICIAN NOTICE

I, _____, am a licensed physician, practicing at
(PHYSICIAN NAME)
_____ Clinic.
(CLINIC NAME)

I understand _____ is a participant in Racine County
(NAME)

Treatment Drug Court. In my clinical opinion, he/she requires _____
(MEDICATION NAME)
_____. To be taken _____
(MEDICATION NAME) (FREQUENCY)

(FREQUENCY)

This medication is prescribed for _____
(CONDITION)

This medication is to be discontinued effective _____ . This medication has
(DATE)
_____ refills.
(NUMBER)

PHYSICIAN SIGNATURE DATE



SECOND JUDICIAL DISTRICT OF WISCONSIN VETERANS TREATMENT COURT

To Whom It May Concern:

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Receipt of Participant Handbook

Name _____

Date _____

I acknowledge the receipt of the 2nd Judicial District of WI Veterans 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 _____

SUBMIT TO THE COORDINATOR AT YOUR FIRST VETERAN COURT APPEARANCE.

