

A JOURNEY OF A THOUSAND MILES BEGINS WITH A SINGLE STEP



Participant Handbook
Overview of the
Winnipeg Drug Treatment
Court Program

PARTICIPANT HANDBOOK

Welcome to the Winnipeg Drug Treatment Court (“WDTC”). As a person whose major problems stem from substance abuse, this program is especially designed for you. Your motivation to work toward changing your lifestyle and becoming free of alcohol and chemical use is a key factor in your success when you enter this voluntary and intensely supervised treatment program. This program is accessible regardless of your race, religion, sex, ethnic origin, sexual preference, marital status, or age.

PROGRAM DESCRIPTION

The WDTC is a special court that diverts drug-addicted offenders away from incarceration and towards an extensive supervision and treatment program that involves the judiciary, addiction service providers and community agencies. WDTC is available to offenders charged under the CDSA (possession, possession for purposes of trafficking, trafficking) and/or certain non-violent Criminal Code offences. To be eligible, an offender must be dependent on drugs and their criminal behaviour must have been caused or motivated by their addiction. Offenders who are gang members or who used a weapon in the commission of their offence are not eligible for the WDTC.

If you are eligible and choose to participate in this program, you must be willing to commit to the entire program. The program may be successfully completed within approximately 12 – 18 months. At any time during your participation, you could be terminated from the program and sentenced by a Provincial Court Judge for non-compliance with the rules and treatment plans. After successful completion of the WDTC program, your originating charge(s) will be disposed of.

PROGRAM GOALS

WDTC staff will work with you to establish individual goals. However, the following are the program goals.

1. To learn to be alcohol and drug free.
2. To learn better life coping skills.
3. To adjust to a drug-free lifestyle.
4. To develop a non-criminal pattern of living.
5. To enhance employment skills through vocational training and educational pursuits.
6. To attend 12-step support groups or other similar programs approved by the court.
7. To increase social skills.
8. To enhance self-esteem and self-motivation.
9. To learn the warning signs of relapses and develop a relapse prevention plan.
10. To accept responsibility for financial obligations and learn budgeting skills.
11. To develop time management skills.

BENEFITS TO YOU

WDTC will provide you with the following:

1. An opportunity to address your substance abuse problem.
2. Reduced or no further involvement in crime.
3. Support/advocacy to access:
 - a) safe housing;
 - b) education / training;
 - c) employment; and
 - d) physical and mental health resources.
4. An opportunity for family reconciliation.

A chance to have the quality of life you deserve.

PARTICIPANT RULES & POLICIES

Any violations of the following rules will be reviewed by the WDTC Judge who may impose sanctions.

APPEARANCE

1. Appropriate clothing is expected at all times. You must wear a shirt or blouse, pants or skirt, and shoes. Sunglasses and baseball hats will not be worn inside the courtroom. No gang colours or gang clothing will be worn into court or the WDTC office.

ATTENDANCE

1. You must attend all scheduled counselling sessions and Court sessions unless you obtain **prior** approval. You must arrive on time and not leave until the meeting is over. Any unexcused absence from a group/appointment may result in a sanction being imposed. Phone calls are not acceptable unless you have an emergency or a situation beyond your control.

BEHAVIOUR

1. The following actions will not be tolerated:
 - Violence or threats of any kind;
 - Possession of any type of weapon;
 - Belligerent behaviour;
 - Use and/or possession of drugs and/or alcohol on premises;
 - Inappropriate sexual behaviour or harassment;
 - Romantic relationships among participants; or
 - Additional arrests, citations and/or other violations of the law and any contact with law enforcement must be reported to WDTC staff within 12 hours.

CELL PHONES, PAGERS AND ELECTRONIC DEVICES

1. You must ensure that your mp3 player, cellular phone, pager, etc. is turned off prior to entering the courtroom, individual counselling or groups sessions.

REPORTING CASES OF ABUSE OR NEGLECT

1. The program will comply with The Child and Family Services Act regarding the reporting of cases of abuse or neglect of minors. Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under provincial law to appropriate agencies or local authorities.

IN COURT BEHAVIOUR

1. You are expected to maintain appropriate behaviour at all times during Court sessions and while in the courthouse. Please talk to the Judge and staff with courtesy and respect. All participants in the first phase are required to be present for the entire drug court session, unless prior permission is given. There will be no talking while seated in the audience during Court. You will be permitted to show support and encouragement to fellow participants by applause, but only during appropriate times. Your behaviour and demeanor while in the courthouse is a reflection of the entire program.

CURFEWS

1. All participants are subject to curfew times. Phase I curfew is at 10:00 p.m. to 7:00 a.m., Phase II curfew is at 11:00 p.m. to 7:00 a.m., Phase III curfew is at 12:00 p.m. to 7:00 a.m., Phase IV curfew is 1:00 a.m. to 7:00 a.m.; and Phase V – curfew removed; or unless otherwise stated. Participants may also earn their way to a more lenient

curfew which will be determined by the WDTC treatment team.

TRAVEL

1. Participants may not leave the City of Winnipeg without prior permission of at least 2 weeks' notice to the Court.

FIREARMS

1. During the term of the program, you may not have in your possession or carry any firearms, ammunition, explosives and/or other weapons.

DRUG TESTS

1. Random urine analyses must be completed as directed by the WDTC treatment team.

PROGRAM PLANS

Based on your needs, an Individualized Program Plan will be developed. The plan will outline goals you must achieve prior to advancing to the next phase. There are five phases of the program plus a voluntary alumni.

Phase 1: Assessment and Orientation

Minimum Requirements:

1. Completion of assessment tools.

Initial assessment, intended to confirm that a participant is appropriate for the WDTC program. This phase provides the participant and the rehabilitation counsellor an opportunity to establish initial contact, and to prepare participants for the WDTC process which includes outlining expectations, group process, etc. This phase will also

provide the participant with an opportunity to opt out of the program. Some standardized test instruments will be used.

Phase 2 – Stabilization

Minimum Requirements – Participants must have:

1. Developed an initial relapse prevention plan;
2. Established short-term treatment goals;
3. Addressed immediate health concerns and established an on-going health care plan;
4. Stable and safe housing in place;
5. Completed assigned modules;
6. No unexcused absences from scheduled treatment services for two weeks;
7. Demonstrated a reduction in use;
8. Attend one Court session every week;
9. Attend for drug test as directed by WDTC treatment team which reflect no use of drugs or alcohol;
10. Attend and document required number of support meetings;
11. Attend all assigned group, family, and/or individual counselling sessions;
12. Maintain court approved stable housing;
13. Maintain court approved employment, training and/or education programs;
14. Turn in assignments as directed;
15. Comply with any necessary medical/mental health referrals.

This phase continues the relationship building process as well as an opportunity to address the immediate physical and emotional needs of the participant in order to prepare them for more intensive treatment.

Phase 3 – Intensive Treatment

Minimum Requirements – Participants must have:

1. Demonstrated increased independence in the community;
2. Established a structured recovery program;
3. Established a working relapse prevention plan;
4. Begun to move towards a perspective of abstinence;
5. Completed assigned modules;
6. Demonstrated a willingness to engage in their own treatment process;
7. No unexcused absences from scheduled treatment services for two weeks;
8. No positive urinalysis results for two weeks;
9. Attend one Court session every week;
10. Attend for drug test as directed by WDTC treatment team, which reflect no use of drugs or alcohol;
11. Attend and document required number of community support meetings;
12. Maintain Court approved stable housing;
13. Maintain Court approved employment, training, and/or education programs.

This phase is intended to increase the participant's awareness and begin to address their criminal addictive thinking patterns through the development of an individualized and intensive treatment plan.

Phase 4: Maintenance

Minimum Requirements – Participants must have:

1. Actively engaged in volunteering, work, and/or school;
2. Demonstrated continued independence in the community;
3. Demonstrated self-efficacy;

4. Maintained a daily routine based on their structured wellness recovery plan;
5. Completed assigned modules;
6. No unexcused absences from scheduled treatment services for two weeks;
7. No positive urinalysis tests for four months;
8. Attend one Court session once every other week;
9. Attend for drug screens as directed by WDTC treatment team, which reflect no use of drugs or alcohol;
10. Attend and document required number of support meetings;
11. Attend all assigned group, family and/or individual counselling sessions;
12. Maintain Court approved stable housing;
13. Maintain Court approved employment, training, and/or education referrals.

Less structured group sessions are intended to be more peer driven than groups from other phases. Participants may begin to identify areas that need to be addressed based on what is happening in their lives. This phase moves participants from relapse prevention to a recovery based lifestyle.

Phase 5 – Continuing Care

Minimum Requirements – Participants must have:

1. No unexcused absences from scheduled treatment services for two months;
2. Achieved goals as outlined in participants treatment plan;
3. Secured appropriate housing;
4. Continued with work, school, or appropriate volunteer work;
5. No reoccurrence of criminal activity;

6. Four months of abstinence of substances including marijuana, cocaine, crystal methamphetamines, and heroin;
7. Complete an exit interview and plan for aftercare.

Participants can graduate with honours if they also abstain from all substances including alcohol for a minimum period of four months.

Emphasis of this phase is on community involvement as opposed to reliance on WDTC treatment team. Participants may attend previous phase groups if they feel they need additional information or support.

ALUMNI

Participants can be a part of the Alumni if they so choose by:

1. Continuing to abstain from drugs and/or alcohol;
2. Continuing to attend Alumni groups;
3. Continuing to attend self-help support meetings;
4. Continuing to mentor new Court participants and/or group sessions.

COMPLETION OF PHASES

Completion of each phase is based on your performance. The Court Judge will promote you according to your individual progress with recommendations from the WDTC treatment team.

SUPERVISION

Supervision of participants consists of face-to-face meetings at least on a weekly basis. Unannounced site visits to the participant's place of

employment and residence may be conducted by the rehabilitation counsellor.

ALCOHOL AND DRUG TREATMENT COMPONENT

Part of your Court participation will consist of required substance abuse treatment. The treatment you receive will be based on your assessment and input from other members of the WDTC treatment team.

The type of treatment you receive will be based on your needs. It may consist of outpatient treatment and, if necessary, a period of time in a residential facility. If you receive outpatient treatment you may be required to attend:

- Group Counselling
- Individual Counselling
- Family Counselling

Group and individual counselling will consist of working on tasks to achieve goals in your individual treatment plan. In order to help you monitor your own progress, you will have a copy of your treatment plan and so will the treatment team who will also monitor your progress. The need and type of family counselling will be based on your assessment. Family counselling will be a variety of different services that are needed to help the family cope with problems that result when one or more family members have a substance abuse problem. Family counselling may consist of:

- Parenting
- Children's Groups
- Trust Building
- Family Counselling

You need to be aware that compliance and progress in Alcohol and Drug Treatment are expected from you. Your compliance and progress in Alcohol and Drug Treatment will

be discussed on a weekly basis with other members of the WDTC treatment team. The following are considered a failure to comply with treatment and there may be sanctions for any of these behaviours:

- Lack of participation
- Tardiness
- Absences
- Failure to comply with treatment plan
- Violence and threats of violence
- Not complying with other counseling

COMMUNITY SUPPORT GROUPS

Involvement in community support groups is vital to your recovery. Attendance at these groups is mandatory and will be documented. The fellowships will help you see how others with similar problems are recovering from their addictions. You will observe that changing to a drug free lifestyle is positive and exciting. Very few alcoholics and addicts maintain recovery without a support system.

INCENTIVES

Incentives reward the participants for positive steps taken in attaining a drug and crime free lifestyle. Incentives include but are not limited to promotion to the next phase, tokens, certificates, and other rewards. As the participants successfully progress in the WDTC program, each participant will have more personal responsibility and achievements. All participants who successfully graduate from the WDTC Program will receive a non-custodial sentence. Therefore, they will receive a sentence that does not include time in jail. The sentence may include a period of probation, restitution and/or fines.

SANCTIONS

Each WDTC participant must abide by the conditions of the WDTC. Sanctions may be imposed for various infractions of the rules. Responses to or sanctions for non-compliance may include, but are not limited to:

- Warnings and admonishment from the Judge in open court;
- Imposition of a stricter curfew;
- Demotion to earlier program phases;
- Restart a particular phase;
- Increased frequency of testing and court appearances;
- Increased monitoring and/or treatment intensity;
- Required community service or work programs;
- Period(s) of Incarceration – Length of which will be determined by the WDTC Judge;
- Termination from the program and reinstatement of regular court processing.

INCARCERATION

You may be required to serve time in custody while participating in WDTC. Jail time may be used as a sanction for various infractions of the rules, including but not limited to positive drug tests, missed drug tests, continuous missed groups or meetings, and inappropriate behaviour. Release will be determined at the discretion of the WDTC Judge.

You will be expected to follow all rules and regulations of the detention center. Failure to do so may result in disciplinary action from the detention centre staff as well as the WDTC treatment team.

ASSOCIATION

During the WDTC program, you may not be allowed to associate with any person deemed inappropriate by the WDTC staff, including, but not limited to:

- Persons who are on probation;
- Persons suspected of engaging in criminal activity;
- Persons known or suspected to be involved with illicit drugs or substances;
- Persons known or suspected to be gang members.

This policy will be enforced regardless of the status of your relationship.

HOUSING

You will be required to maintain Court-approved stable housing in Winnipeg. The Judge may require you to move from your current residence into a suitable housing situation. Participants will be permitted to move within Winnipeg while in the program; however, staff must pre-approve the change.

EMPLOYMENT / EDUCATION

The Judge may require you to obtain and maintain full-time employment after your intensive phase of the program is complete, unless you are enrolled full time in an education / vocational program.

Participants will be permitted to change jobs or education while in the program; however, staff must be notified prior to the change.

If you lose or quit your job or education while in the program, you may be given a time frame in order to locate appropriate employment.

Confirmation for phase completion requirements may include the staff verifying employment and education routinely, either through copies of class schedules, grades, paycheck stubs or phone contact. It is your obligation to inform your employer of your participation in the WDTC program and make necessary arrangements for Court appearances, groups, meetings, etc.

VOCATIONAL / JOB TRAINING COMPONENT

Participants with less than a high school degree or GED and those who are employed or underemployed may be expected to work on developing their skills. Areas in which the staff may be able to provide you with assistance include:

- Assessment of current skills;
- Aptitude and interest testing;
- Development of a personal action plan;
- Life skills seminar;
- Adult education referrals;
- Job and interview counseling;
- Job search skills.

RANDOM DRUG SCREENS

Random drug screens of any of your bodily fluids will play a significant role in your recovery. It is your responsibility to make sure that you understand and comply with the stated

guidelines and to ask for clarification if you do not fully understand. Failure to comply with proper procedure or a positive screen may result in a sanction.

A positive result is presumed accurate. A missed test will be considered a positive test. Any attempt to falsify a test will be considered a violation.

For your own protection, if you are using any prescription or over-the-counter medications, you **must** bring them to staff for viewing, approval and verification by the prescribing doctor. All prescriptions issued must be reported within 12 hours. All medications will not automatically be approved. You must inform your physician that you are a WDTC participant and if at all possible to please prescribe you a non-narcotic drug, also provide a note from the Dr. stating that it was addressed.

DISCHARGE

The WDTC Judge may terminate you from the program. Circumstances for termination include, but are not limited to:

- Your exhibition of violent behaviour or threats of violent behaviour toward self or others, or displayed inappropriate, disruptive, or noncompliant behaviour;
- You have refused to satisfactorily participate in program requirements;
- You have violated program rules;
- You are arrested, with or without conviction (case-by-case); or
- You desert or skip the program.

Once you are terminated from the program, your matter will be remanded onto another docket and your bail will go back to what it was prior to entering into WDTC. You will then be sentenced within the normal criminal justice system.

GRADUATION

In order to graduate from the WDTC Program the following criteria must be met:

- You have or are currently working towards a diploma, GED or other studies as approved by the Court;
- You are seeking or have steady employment, education program, or other program approved by the WDTC;
- You have no violations of the law for the last six (6) months of the program;
- You have completed all five (5) phases; and
- You have four (4) months of sobriety.

Graduation comes after successful completion of the program. Prior to graduation, you must complete an exit interview. Graduates will be honoured and be recognized at a special graduation ceremony.

AFTERCARE

Participants can arrange Aftercare with their Counsellor and may be involved for six (6) months or longer. Some participants may be asked to be available for six (6) months after graduation to serve as a mentor for new participants or group sessions and/or perform public speaking as requested by the program. Aftercare also involves continued attendance at Community Support meetings, regular graduate support groups that continue to work on relapse prevention and alumni social meetings. Graduates of the program are encouraged to call the WDTC if they are struggling in their sobriety or if they are experiencing other crisis situations.

PROGRAM HOURS

The Winnipeg Drug Treatment Court (“WDTC”) appearances will be every Tuesday afternoon beginning at 1:00 p.m. in Courtroom 409 – 408 York Avenue unless otherwise scheduled. The hours of operation for the WDTC support staff are generally Monday through Friday from 8:30 a.m. to 4:30 p.m. with evening group sessions. However, the offices are generally closed for the following holidays:

- New Year’s Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labor Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day

ESSENTIAL PHONE NUMBERS

Winnipeg Drug Treatment Court Office	944-6343
Rehabilitation Counsellor Male	944-6372
Rehabilitation Counsellor Female	944-6301
Program Manager	944-7079
Legal Aid duty counsel	985-5236
Public Prosecution Service of Canada	983-5738
Department of Justice Manitoba	945-2852
Court Clerks	949-3454

