



# **Cobb County DUI Court**

## **Participant Handbook**

Summer 2020 Edition

This handbook belongs to:

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My alcohol/drug pin number is:

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My sponsor's name and phone number:

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**Cobb County DUI Court**  
**12 E. Park Square, Room 3B-1**  
**Marietta, GA 30090**

Coordinator	(770) 528-1762
Assistant Coordinator	(770) 528-1722
Probation Officer	(770) 528-1798
DUI Court e-mail	duicourt@cobbcounty.org
Emergency Line*	(678) 653-2622

(\*After hours/weekends for Participants only)

## **Welcome to the Cobb County DUI Court Program**

We are glad that you want to be a part of the DUI Court program, and we are looking forward to working with you as you fulfill your obligations to the community while, at the same time, beginning your personal journey towards sobriety.

This handbook is designed to answer your questions about what is expected of you as a DUI Court participant. In addition to abiding by the program requirements laid out in this handbook, you must also follow the instructions and orders given to you by the Judge and comply with your individualized treatment plan.

**If you still have questions after reading this handbook, please contact DUI Court staff at the phone numbers or e-mail address listed in this book.**

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### **Disclaimer: Policy Changes/Handbook Revisions**

From time to time, this handbook will be revised, and policies will change. In between handbook revisions, you will receive memos updating you regarding any changes. You are encouraged to keep all memos with your handbook so you have access to all necessary documents when you need them.

Please feel free to ask questions if you are ever unsure about a rule or policy. It is always best to err on the side of caution instead of guessing and later finding out—the hard way—that you were wrong.

## **Introduction**

The Cobb County DUI Court program (“DUI Court” or “program”) is a post-conviction, treatment-based program for those who have been convicted multiple times for driving while under the influence of alcohol or other intoxicants. The program is a part of the probation portion of your DUI sentence.

The DUI Court is based on a team concept involving the DUI Court Judge, the DUI Court prosecutor, the Circuit Defender (public defender), the DUI Court Probation Officer, the Sheriff’s office and other local law enforcement entities, the DUI Court Coordinator and Assistant Coordinator, and Substance Abuse Treatment Professionals. The members of the DUI Court team work together to support you and hold you accountable while you address the substance abuse issues that contributed to your involvement with the criminal justice system. The DUI Court program offers enhanced supervision, counseling, and treatment to help you function in the community with continuing support.

All defendants accepted into DUI Court will have their cases assigned to Judge Eric A. Brewton as the Judge for the Cobb County DUI Court program.

## **Mission Statement**

The mission of the Cobb County DUI Court program is to enhance public safety by targeting repeat DUI offenders for placement in an intensive program of treatment, judicial supervision, and individual accountability. The goal of the program is to reduce participant recidivism and enable participants to contribute to and function within the community.

## Guiding Principles

We believe that if you follow these three guiding principles, you will be successful in this program:

1. **BE HONEST.** Honesty is very highly valued in this program. The DUI Court team wants you to ask for help when you need it, admit when you mess up, and let us know if you are struggling. You owe it to *yourself* to be honest in all areas of your life. Do not attempt to falsify records, conceal alcohol/drug use, or tamper with or dilute your urine. Eventually, you will get caught.

2. **SHOW UP.** Be on time—if not early—for treatment, support group meetings, and DUI Court sessions. Show up mentally as well as physically; you will get out of this program what you put into it.

3. **KEEP A POSITIVE ATTITUDE.** No one is going to lie and tell you that this program is easy; it is not. But nothing worth doing is easy. While you are in this program, you will work hard and make sacrifices to fulfill the terms of your sentence and to address your substance abuse issues. Keep your chin up, and stay focused.

## Judge's Role

Judge Eric A. Brewton has been a judge long enough to have seen the toll that substance use and abuse takes on the abuser's life, the lives of family members, the court system, and the entire community. He is a strong advocate of the accountability court model, and he wants you to succeed.

As a participant in DUI Court, you will develop a working relationship with the Judge as he monitors your progress through the program. The Judge will work with the DUI Court team to discuss possible candidates for the program and to determine appropriate, effective sanctions for program violations and incentives for continued compliance. Before each DUI Court session, the Judge will be given a progress report outlining your alcohol/drug testing results, attendance record, participation and cooperation in the treatment program, and compliance with sanction orders and employment or educational requirements. The Judge may ask questions about your progress and discuss any problems you may be having. If you are doing well in the program, you may be rewarded with incentives. If your progress reports show that you are not complying with the requirements of the program, the Judge will discuss this with you and determine what steps need to be taken to get you back on track.

Please understand that the Judge has many responsibilities beyond DUI Court; therefore, his time is limited. Direct contact with the Judge and his office is **prohibited** outside the courtroom setting. The Judge is not your case manager, and he cannot give you legal advice.

Please discuss any problems, requests, or questions you have with the DUI Court Coordinator, Assistant Coordinator, or Probation Officer *before* bringing concerns directly to the Judge during court sessions. Many times, such matters need to be discussed outside the courtroom by the whole team.

## **Additional DUI Court Team Members**

**DUI Court Coordinator**, who oversees the administrative and management operations of the DUI Court, organizes staffing and attends DUI Court sessions, maintains participant records, and provides oversight for treatment and probation services;

**DUI Court Assistant Coordinator**, who conducts applicant assessments, schedules pleas, and conducts participant orientation sessions, conducts case management appointments with participants, responds to participant calls and e-mails, and monitors program compliance;

**DUI Court Probation Officer**, who supervises participants via phone and through in-office visits, coordinates field visits with the Sheriff, monitors program and probation compliance, and provides reports on compliance matters to the DUI Court team;

**DUI Court Prosecutor**, who identifies potential candidates for the DUI Court program, negotiates DUI Court pleas, and attends staffing sessions;

**Defense Attorney**, who attends staffing sessions to evaluate your progress through the program, monitors your civil rights, and recommends appropriate sanctions and incentives;<sup>1</sup>

**DUI Court Sheriff's Deputy**, who conducts field visits, adherence to the law, and participates in staffing sessions;

**DUI Court Surveillance Officer**, who conducts unannounced field visits, surveillance for program compliance, and performs curfew checks; and the

**Treatment Counseling Staff**, who provide treatment services, attend staffing and DUI Court sessions, offer reports on your treatment progress, and recommend appropriate sanctions and incentives.

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<sup>1</sup> Once you enter the program, the obligations of your former attorney end, and it is the DUI Court Defense Attorney who speaks on your behalf at DUI Court staffing sessions; however, this person does *not* represent you in the traditional sense. See "Memorandum of Understanding Regarding Attorney-Client Relationship in DUI Court."

## **Confidentiality in DUI Court**

One of the documents you signed when you applied for DUI Court was called “Consent for Disclosure of Confidential Substance Abuse Information.” This document allows DUI Court treatment staff to discuss your case with the other members of the DUI Court team. In a more traditional treatment setting, what you say and do in treatment would remain completely confidential. Here though, *some* of what you say and do in treatment will be reported by treatment staff. Treatment staff members are there to help you address your issues, not to help you get away with program violations. This is the basis for the accountability court model—the criminal justice system working in conjunction with substance abuse professionals to help you become and stay alcohol-, drug-, and crime-free.

Examples of the kinds of things treatment staff members are expected to report to the DUI Court team include, but may not be limited to, the following:

- Any missed treatment sessions or alcohol/drug screens;
- Any tardiness to treatment or alcohol/drug screening;
- If you admit to alcohol and/or drug use or show up to treatment under the influence;
- If you admit to or are observed driving illegally;
- If you admit to or are observed breaking the law in some other way;
- Your level of participation in treatment sessions;
- Your behavior toward staff and your peers;
- Your cooperation with your individualized treatment plan; and
- Any other information necessary for case management purposes, such as compliance with prescriptions, referrals to/knowledge of outside treatment, social service needs, safety issues in the home, etc.

It is your duty to respect everyone's privacy by maintaining confidentiality of all group discussions. Any information addressed in Group, will not be discussed outside of group. The sole purpose of group discussions is to allow for open, honest discussions, with the aim of encouraging one another and further each other's individual treatment goals. All participants will refrain from discussing any matter pertaining to another participant whether such knowledge is obtained in group or otherwise. A violation of this policy will be deemed conduct detrimental to the court, the program, and its participants and subject to sanction from the Court.

Any **program compliance issues** will be reported to the team and dealt with appropriately, but things you discuss in treatment, such as past trauma or abuse, childhood memories, or marital problems, are held in confidence by treatment staff. When it comes to treatment in DUI Court, this is the bottom line:

***Expect to be held accountable for your actions but know that the thoughts and feelings you share in treatment will remain confidential.***

## **Important Documents**

Make sure you *read* your sentence, the exhibits attached to your sentence, any orders that were entered as part of your sentence, the DUI Court Participant Contract, and all paperwork you completed as part of your application for and orientation into DUI Court. Those documents, along with this handbook and any memos and other documents given to you by the DUI Court team, are the rules that govern your time in the program. Keep copies of all paperwork for your records, especially your orientation materials, and refer to them as needed.

All paperwork submitted to the court should be either (1) personally handed to the DUI Court Probation Officer or (2) turned in to the front counter of the Sentence Enforcement Unit (SEU), the probation office in the State Court. Faxes are not accepted unless you are given direct permission from Court Staff.



**Do not leave documents under the door of Room 3B-1, and do not turn in any court-related documents at TREATMENT unless given permission in advance.**



Remember: any documents you give to the DUI Court Probation Officer become part of your confidential file and cannot be returned to you.

**In the event an AA sheet or a completed Sanction is due on a day the courthouse is closed and you are prevented from submitting the document by the deadline, the deadline automatically becomes the next business day by noon.**

## **Participant Responsibilities**

As a DUI Court participant, you are required to obey **all** program rules and requirements. Each Phase and each individual will have specific requirements, but the general guidelines are as follows:

- ***Refrain from using alcohol and other drugs;***
- Attend all court and treatment sessions, and be on time (pg. 14);
- Submit to random alcohol and drug screens as instructed (pg. 20);
- Attend community-based support group meetings as required (pg. 34);
- Obtain a support group sponsor of the same gender;
- Comply with all education and employment requirements (pg. 27);
- Complete community service requirements (pg. 35);
- Keep your participant fees current (pg. 31);
- Do not enter any business whose primary function is the sale of alcohol;
- Do not associate with people who use or possess drugs;
- Abide by the fraternization policy (pg. 16);
- Ensure that any minor children are always supervised appropriately;
- Immediately report any contact you have with any form of law enforcement;
- Do not possess any weapons while in the DUI Court program, and do not carry any weapons on your person or in your vehicle to any DUI Court-related activity.
- **Be a power of positive influence. This program is hard and a bad attitude not only makes it harder, but often you end up dragging others down with you. You chose to be here because you wanted a better life; don't become your own obstacle in that journey.**

## Courtroom Behavior & Rules

Court is a formal event, so please remember to act and dress appropriately. Failing to do so may result in Court Staff handing you a “pink slip,” sanction for four (4) hours of community service work. If you are deemed to be dressed inappropriately for Court, you may be sent home and asked to return on the Judge’s next calendar. These are the general rules for the courtroom:

- Be at least ten (10) minutes early for court and, after going through the check-in line, be seated in the courtroom.
- No eating, drinking, or gum-chewing in the courtroom.
- Do not talk when court is in session and pay attention.
- When addressing the Judge, speak loudly and clearly so everyone can hear you, and keep your hands out of your pockets.
- Remain in the courtroom until excused by the Judge.
- If you are sanctioned, it is your responsibility to get a copy of the Order prior to leaving the courtroom.
- Turn off all cell phones and electronic devices and put them away;
- You may not speak with the Judge individually, and do not approach him when he is not on the bench.
- Dress appropriately for court. Wear what you would wear to a job interview or to a place of worship. If you are coming straight from work, plan ahead and bring a change of clothes if you need to.

Follow these specific rules:

- No shorts or flip-flops (even during summer).
- **No T-shirts.** Men should wear collared shirts or sweaters, and women should wear blouses, sweaters, or dress shirts.

- No miniskirts or short dresses, low-cut tops or tight fitted clothing.
- No leggings (unless worn with a long shirt/dress) or sweatpants.
- No bare shoulders or midriffs.
- No see-through clothing, tank tops, camisoles, or halter tops. Women should wear a cover-up shirt, sweater, or jacket over a tank top.
- No torn or ripped jeans. No sagging pants that hang below the waist.
- No hats, caps, or bandanas.
- No clothing advertising tobacco or alcohol products. No attire with obscene or disrespectful words or pictures. No gang attire of any kind.

## **Harassment**

It is important the program creates a safe place for everyone. This means that all participants and staff are treated respectfully. Most importantly we need to create a “No Harassment” environment in and out of group. Harassment includes, but is not limited to: offensive slurs, jokes, comments, gestures, pictures, posters, objects, graffiti, or any other offensive verbal, graphic, or physical conduct. Harassment also includes sexual harassment, which includes any unwelcome speech or conduct of a sexual nature. We want everyone to feel safe, and if that is not the case please notify any team member immediately.

It is your responsibility to keep treatment safe and discussions respectful. If necessary, we will keep any information received confidential and act as discretely as possible to ensure everyone’s safety and security.

**Do not take pictures of others without prior permission. Do not disclose other’s information or gossip. If it doesn’t involve you, you don’t need to be involved.**

## **Fraternization**

All participants are bound by the fraternization policy enclosed and signed in the initial application packet. Social contact with other participants of the opposite sex or same sexual orientation outside of treatment, support group meetings, or Court is prohibited. Participants may not be employed by the same employer without Court approval. DUI Court participants may not gift, loan, or exchange money, clothing, other personal items, or anything of value; nor may they perform or solicit professional, technical, or vocational services from other participants. If you'd like to help out peers or share rides, please verify with staff prior to making any decisions or commitments. Exceptions can be made with prior approval from Court Staff. We understand Uber/Lyft rides may be shared with a program participant. Please notify Court staff to receive ongoing permission if you find yourself sharing a ride with someone which may be a violation of the Fraternization Policy.

## **Smoking & Littering**

We understand smoking is a personal choice however, we hope you take this time and opportunity to create new healthy habits. Vapes are not allowed at the Courthouse or Treatment facility and are not necessarily a healthy alternative to smoking.

Smoking should only be done in designated areas. If you are seen smoking in an undesignated area while at the Treatment facility or any County location, you will be sanctioned. Additionally, if you are seen littering cigarette butts or any other item you will be sanctioned. Facilities can endure monetary consequences for these infractions and we expect all participants to respect other's property.

## **Treatment**

Each participant who is accepted into DUI Court will be required to attend and participate in treatment sessions located at the Treatment facility. The treatment component of DUI Court is designed to provide a continuum of care during your recovery and reintegration into the community. To aid you in your treatment, each Phase of the DUI Court provides varying degrees of direct supervision and alcohol and drug screening.

You will be required to attend treatment groups, family counseling sessions, individual treatment sessions, community-based support group meetings, and case management meetings. As you successfully move through the DUI Court program, the intensity of these requirements will lessen and expectations for increased accountability in everyday life will increase. You are expected to complete and submit on time, all assignments given. If you don't participate regularly in groups or complete assignments that may prevent you from phasing up.

There is a dress code enforced at the treatment facility. Information with the dress code and an outline of appropriate dress will be provided to you at your treatment orientation. Please dress appropriately and respectfully of those who are trying to learn in a group setting.

## **Family Group**

A person must attend family group with you for the group to be counted as valid and for your attendance to be registered as complete. It does not need to be a "blood" relative, but rather someone in your support network who is willing and able to walk alongside you in your recovery journey. This may include a friend, a neighbor, a sponsor, co-worker or boss. The closer the relationship you have with that person, the more beneficial the group will be to you and your attendee. For

example, if you bring a significant other or parent, that would be more beneficial to both of you than a co-worker.

Your family group guest must be over 18 years of age. If you would like your minor child to attend, you must get advanced approval from Court staff. Ages 16 and 17 will only be considered. Anyone under the age of 16 will not be authorized. Your guest must also be sober, respectful, properly dressed, and abide by group confidentiality.

Regarding Family Group attendance, neither the Participant nor Guest can arrive later than fifteen (15) minutes to group. Any person's arrival after 15 minutes will not be allowed to attend that session and the tardy may result in a sanction for the participant. Any missed family group will need to be rescheduled. Family Group Sessions attended without a guest will not count as completed. We encourage early sign-up and attendance in case rescheduling needs to occur.

### **Treatment Facility & Group Rules**

All DUI Court-related activities and locations (including the Treatment facility) are an extension of the DUI Court. This includes the Treatment facility and parking lot, all other treatment locations, community service sites, special events, and any other function associated with DUI Court activity. Your behavior should reflect this understanding at all times. Violations of program rules can result in sanctions and/or new criminal charges.

- No alcohol, drugs, weapons, or pocketknives will be brought to the facility.
- Groups will begin on time. You must be punctual; *tardiness will result in sanctions*. You must attend and participate in the full session to receive credit.
- Confidentiality is a must. What is said in group stays in group! You can tell anyone what **you** say or do in group but not what **others** say or do. There will be **significant consequences** to any violation to this rule.

- Be respectful of other's privacy and do not contribute to gossip.
- Be respectful of and attentive to peers.
- Free expression of your thoughts and feelings is encouraged; however, violence, threats, or intimidation will not be tolerated. Extreme use of profanity is not acceptable.
- In an emergency, you may leave group only after getting permission from a treatment staff member.
- Dress code: no tank tops, dark glasses, or revealing clothing (including too-short shorts, low-cut tops, etc.). No clothing advertising alcohol or drugs is permitted. All hats are to be removed once inside the building. Appropriate hygiene is to be maintained.
- If you exhibit behaviors of harm to yourself or others, confidentiality will not apply, and the proper authorities and next of kin will be notified.
- Cell phones and media devices must be put away before entering the treatment facility and **are not allowed in group. They may be confiscated if they ring or beep.**
- No visitors allowed, including children, without staff approval. Drivers must wait in designated areas.
- Smoking is permitted outside in designated areas only. Do NOT throw cigarette butts on the ground. Dispose of them properly.
- Do not litter anywhere on treatment facility property.
- Destroying or defacing treatment facility property will lead to sanctions and additional criminal charges.
- Abide by all other rules posted at Treatment. Your behavior in the treatment building reflects on DUI Court and on Treatment, as the tenant leasing that space. Please be respectful of the building.

## **Procedures & Rules for Alcohol/Drug Testing**

- You must check-in for testing and provide accurate information. Trying to conceal a late arrival will result in a sanction.
- To admit to use and have your honesty considered by the team, you must circle “yes” in the Admit column on the sign-in sheet and tell the collector what substance(s) you are admitting to using. Admissions must be given prior to testing to be considered. **Remember, honesty is a crucial component for recovery and for participation in the DUI Court program.**
- Only one participant is allowed in the testing area at a time. A staff member must accompany you at all times during alcohol/drug testing.
- You must make sure that the correct name and date are on your chain of custody form and labels, and you must follow the instructions given by the collector for filling out the chain of custody form.
- You may not be allowed to leave the testing area or to drink excessive fluids until a specimen is provided.
- Shirt sleeves should be rolled up to the elbow, and you may be asked to remove additional clothing to ensure the validity of a specimen. You should lift your shirt to waist level and pants/underwear should be pulled to the knees before the specimen is obtained.
- The test cup must contain a minimum 1/3 level to be adequate for testing.
- Tampering with or adulterating a specimen will result in sanctions ranging from jail to termination from the DUI Court program.

**Report any/all drug testing issues immediately to Court Staff by calling the Emergency Phone Line.**

## **Alcohol & Drug Testing**

You will be alcohol and drug tested randomly throughout every Phase of DUI Court. Methods of testing will include portable alcohol detection devices (such as a Breathalyzer) and urine analysis. When giving a urine sample, you will be observed by medical personnel (or non-medical personnel of the same gender) to ensure freedom from errors or tampering.

- If you have a positive test in any Phase, the Judge, based on recommendations from the DUI Court team, will apply immediate sanctions, including, but not limited to, jail time to help you refrain from alcohol or drug use.
- If you miss a test, it will count as a positive (dirty) test.
- If you are late for a test, you will be charged as follows:
  - Up to 15 minutes late: \$50 fee.
  - 16 to 30 minutes late: \$75 fee.
  - More than 30 minutes late: counts as a missed/positive test.
- Failure to submit a specimen within 30 minutes of the testing window will count as a positive test, even if a specimen is eventually produced.
- Be aware that testing late may also cause a separate sanction for being tardy to group.
- Submission of a diluted (invalid) specimen will be considered a positive and will lead to a sanction. Please see the Dilute Specimen section for more details.
- You must call in to the alcohol/drug testing line each day to see if you are scheduled for a screen. The phone number for drug testing is:

**(678) 503-5633**

- Or the web address is: **[my.averhealth.com](http://my.averhealth.com)**

- Each day’s information will be available from 5 a.m. to 7 p.m.
- Make sure you have your pin # available when you call. Keeping track of the confirmation number is optional, but strongly recommended.

**If you miss or are unable to access the day’s reporting instructions for whatever reason, including technical problems with the phone line, it is YOUR responsibility to report to the treatment center during scheduled alcohol/drug testing hours. If you miss a scheduled test, you will be sanctioned.**

Unless you are told to report elsewhere, alcohol/drug testing will be conducted at the Treatment center located at:

**515 Roswell St. NE  
Marietta, GA 30060**

Drug testing hours are as follows:

Monday . . . . .	4 p.m. to 7:30 p.m.
Tuesday . . . . .	4 p.m. to 7:30 p.m.
Wednesday . . . . .	4 p.m. to 7:30 p.m.
Thursday . . . . .	4 p.m. to 7:30 p.m.
Friday . . . . .	4 p.m. to 7:30 p.m.



Saturday . . . . .	7:30 a.m. to 11 a.m.
Sunday . . . . .	7:30 a.m. to 11 a.m.

You must be punctual and prepared to submit a specimen during the specified hours. Please remember that the bus may not run on Sunday, so you will need to have a transportation plan in place for every day of the week.

## **Dilute Specimens**

The most common way people try to hide the presence of drugs and/or alcohol in a urine specimen is by diluting, or ingesting an excessive amount of water to become over-hydrated and “flush” the prohibited substance from their systems. To detect attempts to dilute, DUI Court measures the creatinine level of each specimen collected. If your creatinine level is too low, you will be considered to have provided a diluted specimen, *regardless of whether this was done unintentionally*. Because you have provided an invalid specimen that cannot be tested, it will be counted as a positive and you will receive a sanction. For more information, refer to your orientation paperwork.

**If you feel like the specimen you submitted may be dilute, you have the option to submit a new specimen, but it must be within the same testing time frame, and the previously submitted specimen cannot be saved. A re-test would be at your discretion and risk, keeping in mind the potential for negative consequences if you cannot produce another specimen.**

## **Challenging a Positive Test Result**

If you test positive, you may choose to challenge your test result if you feel the result is incorrect. When a test result is challenged, the laboratory provider will conduct additional specialized forensic testing using GC/MS or LC/MS/MS analysis on the same sample that is being contested. All positive samples are saved and preserved at the laboratory to allow for this. If the initial result is confirmed positive, your sanction (typically jail time) will be doubled, and you will be responsible for reimbursing the program for the cost of the confirmation test. Depending on the substance being confirmed, confirmatory testing usually costs between \$20 and \$80, but higher costs are possible.

If you contest a result and the specialized lab does not confirm the initial

positive, you will not be sanctioned, nor will you be charged for the confirmatory test. Please note though, that if the initial result was caused by your taking an unapproved medication that caused a false positive, you may still receive a sanction for violating the Medication Policy.

It is *not possible* for additional testing, such as blood, hair, etc. to be conducted to argue a test that was previously submitted. The sample that was submitted has been captured for that moment of time, which cannot be recreated. It is important to understand each test submitted is a snapshot in time and any additional testing done at a later date may not be a valid or scientific comparison to argue your case on a positive sample.

All participants are encouraged to advocate for themselves if they feel the test results are incorrect. Consulting with your physician for a medical diagnosis to support your case will always be considered by the Court. For additional information on this, please refer to your participant contract (submitted with plea paperwork).

## **Schedule**

DUI Court status hearings are held every other Tuesday in Courtroom 1A. Prior to court, the DUI Court team meets for staffing. Court staff is not available for calls or e-mails after **noon** on court days, so please plan accordingly. Court begins at 3:30 p.m. and lasts until proceedings are concluded but the Court will try to adjourn by 5 p.m. You should plan to arrive no later than 3:15 p.m. If you are late to Court you will be sanctioned. Every few Court Sessions you will be given a schedule of upcoming DUI Court Sessions. Please keep in mind that DUI Court Sessions are open to the public, but staffing is not.

Court is rarely cancelled or rescheduled; however, if this must occur, you will be given as much notice as possible. Treatment schedules vary by Phase and are subject to change.

## **Inclement Weather**

In the event of inclement weather such as snow or ice, updates will be provided as often as necessary. Cancellations due to weather are usually posted on social media sites (Facebook and Twitter) by 4 p.m. Additionally, the Program Coordinator's voicemail message (770) 528-1762 will change to reflect any updates if you don't have access to social media.

If closures have been implemented, either at the courthouse or the Treatment facility, extended deadlines for the submission of paperwork may be available\*. **DO NOT** assume that if the Courthouse is closed programmatic requirements will automatically be adjusted. This will be decided independently each day based upon the circumstances of the event.

(\*See also "Important Documents" section for questions about forms.)

## **Catastrophic Policy**

In the event of a natural disaster, pandemic, war, or other catastrophic disaster, services may be modified or (temporarily) suspended. Based on the nature of the event(s) and severity, the Judge and Staff will make modifications in accordance with Federal, State, and Local authorities and Elected Officials to ensure we are able to provide services in a safe manner. As an example, during the pandemic of 2020, virtual services were utilized, and digital resources were implemented for a short amount of time.

Communication will be distributed based on our best ability, which is why it's required to keep all contact information (phone, email, address) current with Court Staff. Reaching out directly to staff via e-mail or social media is also an option if you haven't been contacted during an emergency.

Building information for county buildings, such as the State Court, should

be available on the [Cobbcounty.org](http://Cobbcounty.org) website, but that does not apply to treatment or drug testing. **DO NOT** assume that if the courthouse is closed programmatic requirements will automatically be adjusted. This will be decided independently each day based upon the circumstances of the event. In the case of an emergency that eliminates or limits internet or phone operations, signs will be posted at the treatment facility.

## **Residency**

You are required to maintain residency in Cobb County during the duration of your time in DUI Court. *Before moving* to a different address within the county, you must complete a change of residence request form and get approval from DUI Court staff. Once you have completed the program, if you would like to move out of Cobb County, speak with the Probation Officer for information and instructions.

## **Curfew**

While you are in Phases 1 through 4 of DUI Court, you must abide by a curfew of midnight to 5 a.m. unless you are given a different curfew due to your work schedule. During the hours of your curfew, you will be expected to be at your primary residence. Violating curfew will result in sanctions.

Requests to be out after curfew, whether for work or other purposes, must be approved in advance by DUI Court staff. Your Probation Officer is responsible for modifying your curfew for work. That can only be done during normal business hours. Any other curfew extension should be submitted through a leave request form.

## Attendance

As a participant in DUI Court, you are required to attend all assigned DUI Court sessions, all assigned treatment sessions (group, individual, and/or family), and all screens. Unexcused absences will result in progressive sanctions including, but not limited to, jail or a warrant being issued for your arrest.

Repeated absences will not be tolerated. All absences (excused and unexcused) must be made up. You will be held back in a Phase until you have attended all required sessions.

In order to receive proper credit for attending group, tardiness will only be authorized up to a certain time frame. **This is non-negotiable.** If you must miss a group, prior authorization is needed which includes use of the emergency line for emergencies.

## Employment/Enrollment in School

You are required to maintain approved employment or be enrolled in school full-time throughout the DUI Court program.\* Deviations from this requirement may be allowed at the discretion of the DUI Court team, and only with approval. For almost every participant, though, failure to have and maintain a job will result in sanctions. If you enter the program without a job, you will be given time to look for employment before sanctions are imposed. During this time, you must provide the DUI Court Probation Officer with sufficient proof that you are *actively* searching for a job.

After the grace period, if you are still not gainfully employed or in school full time, you will be required to perform four (4) hours of community service daily until you secure and begin employment. This community service is in the nature of a sanction, so it will not count towards the community service portion of your sentence. As an additional and/or alternative sanction, you may be

required to report to the DUI Court office every morning. You **must** continue to search for employment during this time, or you will face additional sanctions. **Once you obtain employment**, you must submit your employment form to SEU *prior* to starting your job.

You must turn in proof of employment and/or school enrollment at each court session. Failure to provide proof of employment on a regular basis may result in sanctions including, but not limited to, daily community service.

**Prior to changing jobs**, you must turn in a Change of Employment form to the DUI Court Probation Officer. If you change jobs, lose your job, or quit your job without notifying the court and/or getting permission to do so, you may be sanctioned. If you misrepresent any aspect of your employment, including the number of hours you are working each week, you may be moved back a Phase.

*\*For the purposes of this program, online courses may or may not be approved as applicable towards the requirements listed. To attend school online, prior permission must be granted by the DUI Court Team.*

### **Leave Requests, Including Curfew Changes**

Special requests to be excused from DUI Court sessions, treatment sessions, drug screens, and curfew requirements must be approved by the DUI Court Judge. The following procedure must be followed:

1. Curfew changes are considered a “Leave” outside of normal work schedule adjustments and require a form requesting the adjustment.
2. Fill out and submit a leave request form (in person, not via fax) to the DUI Court Probation Officer. **Leave requests are due by 5 p.m. on the Wednesday before the court session at which you want your request considered and may not exceed 5 days.**
3. When necessary, attach documentation in support of your request, such as a note from your employer, an exam schedule, or a court date notice.

Any notes should be written on letterhead and signed and dated by a person in authority, with a phone number included.

4. The DUI Court Probation Officer will screen and verify all requests before presenting them to the team for consideration.
5. You must appear for DUI Court on the day your request is being considered. The DUI Court Judge will inform you at that time whether your request has been granted. (Even if your Phase is not required in Court on that date, you must be present in Court to receive the decision.)

Leave from the program is a privilege, not a right. In fact, approved leave requests are treated as incentives that may be revoked if you break program rules; please do not submit excessive requests. **No leave requests will be granted while you are in Phase I of the program, except in extreme circumstances such as a death in the family.**

In the event of a sudden life-threatening illness and/or death in your immediate<sup>2</sup> family, call the DUI Court Probation Officer for instructions. If it is outside normal work hours, call the emergency phone line, leave a message, and proceed as needed. You may be instructed to obtain proof of relationship, medical records, or an obituary to be submitted upon your return to the program.

### **Illness and Sick Leave**

We understand that everyone feels bad from time to time; however, there is no “calling in sick” in this program. If you think you need to miss a treatment session or a screen due to an illness, your absence will be considered unexcused unless you speak to either the DUI Court Coordinator, Assistant Coordinator, or Probation Officer *prior* to 5 p.m. on the day of your treatment session or screen.

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<sup>2</sup>. “Immediate family” is defined as: significant other, children, siblings, parents, and grandparents.

Call early and often. If you get voicemail, leave a detailed message. **However, simply leaving a message is NOT sufficient; your absence will be considered unexcused unless/until you speak to court staff and get permission to miss your treatment session or screen.**

If you are excused due to an illness, you must get a note from your doctor and fax it to the DUI Court Probation Officer within 24 hours of the missed session. **If you are sick enough to miss a treatment session, you are sick enough to go to the doctor.** If you do not have the money to see a doctor, you should talk to your counselor or Probation Officer for direction. Also, see the resource section at the end of the handbook for low-cost clinic options.

This procedure also applies if you are the sole caregiver and need to miss treatment to care for a sick child or children.

## **Medications**

As you will learn in the DUI Court program, cross-addiction is a real threat to your sobriety. Many drugs used to combat insomnia, pain, colds, flu, or pneumonia cause mood changes that can short-circuit your ability to control impulsive or addictive behavior. Inform your personal doctor and any other treating physicians that you are in recovery and may not take narcotic or addictive medications (including synthetics). You must take responsibility for all of the medication you take both now and in the future, because not every physician, pharmacist, or dentist knows your history and some may not be familiar with the concept of cross-addiction.

*While you are in DUI Court, no prescription drug of any kind is to be taken without prior approval from the DUI Court Coordinator, Assistant Coordinator, or Probation Officer. All medications taken, including non-prescriptions must be approved and reported. Be aware that several over-the-counter (OTC) medications may also interfere with your drug test results. You*

*have been given a separate written medication policy. Failure to follow that policy and have your medications pre-approved as instructed may result in a jail sanction.*

It is difficult to remember which drugs to avoid, so be sure to refer often to the safe medications list you were given at orientation. Many medications contain ingredients that can cause you to test positive for alcohol or other drugs. Those on the safe list will not interfere with your test results. Over-the-counter products on the safe list may be used as needed. Prescription medications listed on the safe side, can be considered pre-approved. Make sure you report any changes to staff immediately and update your medication log.

**If you are experiencing a medical emergency, call 911.** If you are receiving treatment in an emergency room or from paramedics, let the medical professionals treat you with whatever medications they deem necessary. Call court staff as soon as it is safe and you are able to do so.

### **Fines and Probation Supervision Fees**

There will be fines and surcharges as part of your DUI sentence, and you may also be required to pay restitution. As a DUI Court participant, you will not be required to pay your fine during Phases 1 and 2 of the program. Fine payments will begin in Phase 3. Your fine may be reduced upon graduation from the program. Additionally, your probation supervision fees will be suspended while you are in the program.

Probation Fines initiated in Phase 3 have minimum payment requirements as well as in Phase 4. However, minimum payments may not get you to the required balance of at or below \$200 to progress to Phase 5. If desired, and you can prove financial hardship, written requests will be considered by the Judge to convert fines to community service work.

## **DUI Court Fees**

As a condition of participation in DUI Court, you are required to pay program fees; the fee is specified in your participant contract. Fees are charged each Friday for that week's treatment and testing costs. To pay your participant fee, go to the counters on the second floor of the State Court building. Accepted forms of payment are cash, money order, cashier's check, Visa, MasterCard, or debit card. Personal checks are not accepted. If you would like to pre-pay your program fees, you are free to do so, but please do not pay more than two or three months ahead.

*Online payments can be submitted for Program Fees and Sanctions only. See your Orientation Information for instructions on web navigation.*

Prior to making your first payment, you will be given a fee card that shows your name and case number. To ensure that your payment is properly credited towards your DUI Court program fee (as opposed to your fines), you must present this fee card to the clerk when making your weekly payment. ***If you do not show your fee card when paying, your payment may not be credited properly.*** You should keep copies of your payment receipts in case there are any discrepancies. If you feel your balance is incorrect, you must bring it to the attention of court staff (Coordinator) as soon as possible for immediate correction. Balance discrepancies older than three (3) months will not be reviewed and any errors will be considered waived.

Failure to pay program fees may result in sanctions. If your outstanding fees exceed \$200.00, it will be addressed in Court until you are caught up on your fees. If your outstanding fees remain excessive, you may receive further sanctions.

***Your program fee balance must be at or below \$200 to be eligible for Phase-up transition and/or a leave request.***

### **Helpful Terminology:**

**FINE:** Court imposed monies Ordered by offense (No online payments)

**FEE:** Program fees reimbursed for services rendered (*Online payments allowed*)

**PROBATION FEE:** Charge for supervision, post program (No online payments)

### **Emergency Phone Line**

We understand emergencies typically don't happen during normal business hours. We want to be available to participants for emergencies, but we also want our weekends and evenings with our families respected. In case of emergency or accident please call 911. For program emergencies please call:

**(678) 653-2622**

if you are ill and need medication approval, have an illness/death in your immediate family that you need to tend to, have any type of police contact, or are released from custody. If we don't answer please leave a detailed message, and speak slowly, because the message is transcribed into a text message. If we need to call you back, we will. If it's not an emergency, we will not return the call.

Please **do not** call the phone line if you are running late to group/testing. Do not call the phone line if you already missed group/testing (excluding medical emergencies). Do not call the phone line for a curfew extension or if you get stuck at work or outside curfew hours. If you want to notify us of any of those things, we do appreciate the message, but please either e-mail us or call our direct lines so we can resolve the matter when we return to work. All program numbers are "land lines" and must be called, not texted.

## **AA & Sponsorship**

Community-based support groups such as Alcoholics Anonymous, Narcotics Anonymous, Celebrate Recovery, Sober Recovery, and other community-based support group meetings are essential tools to your sobriety. Graduates of DUI Court have said that, were it not for the requirement that they obtain a sponsor, they never would have gotten so much out of the program. For that reason, you are required to find, and work with, a support group sponsor. Sponsorship will be verified by your individual clinician prior to moving up in each phase.

The “AA Week” for meeting attendance purposes and documentation is Friday through Thursday. Meetings must be completed by midnight Thursday for them to count during that week. Meeting attendance sheets are due at treatment on Thursday, or the Courthouse by noon on Friday. Only one meeting per calendar day will count towards requirements. For more information see your AA meeting contract in your orientation folder.

While in DUI Court participants are encouraged to engage in supporting the AA community through service work, excluding chairing meetings, such as making coffee, setting up the meeting space, cleaning, etc. We want participants to focus on their treatment and build a foundation of recovery while here, while also building a community of support outside the program. While in the program, participants are not allowed to sign meeting sheets for any accountability court participant. Once participants reach Phase 5, chairing meetings is allowed, and once the program is completed, sponsorship is allowed if you feel prepared to take that step.

Please make sure your clinician has your sponsor’s name and phone number prior to phase up. It is your responsibility to notify your clinician prior to your phase-up date so this task can be completed in a timely manner. A failure to plan on your part does not create an emergency or expedited process for your

clinician. Incomplete verification may result in you being held back in a Phase until you have found a Sponsor *and* an active sponsor/sponsee relationship has been verified. **Sponsors must be same gender and of no family relation.**

## **Community Service**

All community service, whether completed as part of your sentence or as a sanction, must be performed at an approved non-profit, charitable organization. The DUI Court team cannot suggest where to complete your community service, but the Probation Officer can tell you whether work done at a particular location is approved. The Assistant Coordinator may also be able to provide you with a list of pre-approved locations to help guide you in locating an appropriate agency that fits your needs. You may also want to visit: [VolunteerMatch.org](http://VolunteerMatch.org) for volunteer opportunities in the area; however, organizations listed there are not necessarily acceptable community service sites. It is your responsibility to determine whether a particular organization is acceptable prior to completing court-ordered community service there.

**All community service must be earned hour for hour.** In other words, if you have four hours to complete, you must work for all four of those hours. Some organizations may try to give you “extra credit” for providing your own tools, supplies, or equipment. Such extra credit will not be counted towards the total amount of hours you are required by the Court to earn. Payments of money or contributing anything of monetary value in lieu of actual hours worked will also not count. **No online community service work will be accepted.**

You must abide by the community service plan you submit in Phase II and update it with Probation if there is a change. Do not plan to save the bulk of your community service work for Phase V, as you may not be allowed to move out of Phase IV if you have more than 20 hours left to complete. If you’d like to modify

your community service work plan, please speak with the Probation Officer.

If you falsify or forge your community service records, you will be sanctioned and may face new criminal charges.

## **Incentives**

From time to time, the DUI Court team may reward participant compliance, exemplary actions, and good behavior with incentives that may range from special recognition by the Judge to a reduction in program requirements to gift cards donated by the community. Leave requests are also considered incentives.

Incentives may also be awarded in Phases 1 and 2 based on consecutive weeks of “sanction free” progress. Phases 3 and 4 may be awarded incentives based on progress through the MRT curriculum.

Any monetary incentives may be exchanged for community service work credit (towards your sentence, not valid for sanctions) at a rate of \$10/hour , or you may anonymously gift it to a peer. Likewise, if you receive CSW credit, you may exchange that for money at the same rate. Please contact the Program Coordinator directly to gift any monetary incentives.

## **Sanctions**

Sanctions will be imposed by the Judge if you violate program rules. Please do not leave Court without receiving a copy of your Sanction Order. They contain deadlines, due dates, and are required by the Clerk’s Office for any monetary payments. If you lose the Order, Court staff can provide you with another copy upon request.

Examples of the types of behaviors that can result in sanctions include, but are not limited to:

- Positive alcohol/drug test results;
- Submitting a tainted, adulterated, or diluted urine sample;
- Failure to appear or being late for a scheduled alcohol/drug test;
- Unexcused absences from court and/or treatment;
- Failure to appear in court or for other scheduled appointments;
- Tardiness to court, treatment, or scheduled appointments;
- Falsifying documents submitted to the court;
- Bad behavior, including acting disrespectfully towards the Court, DUI Court team members, or your peers;
- Submitting support group meeting sheets with incorrect dates; and/or
- Other non-compliance issues.

The severity of the sanction will depend on the severity of your offense and your prior history of violations. Examples of sanctions that may be imposed include, but are not limited to:

- A verbal or written reprimand from the Judge;
- Additional community service hours;
- Increased reporting to the DUI Court Probation Officer and/or the DUI Court office;
- Loss of driving privileges;
- An increased curfew;
- Home confinement;

- Electronic monitoring (at participant's expense);
- Confinement in Work Release program;
- Straight confinement time in jail;
- Being moved back in the program; and/or
- Other sanctions as deemed appropriate.

Sanctions are, and should be treated as, Orders of the Court, which should be taken very seriously. Failure to complete a Sanction by the deadline given will result in a harsher Sanction, which may be jail. In the event a Sanction is due on a holiday or day the Courthouse is closed, the deadline automatically becomes the next business day by noon.

Sanctions can include jail time. In the event jail time is required for your program violation, **you must make sure, if you have any children, they are supervised by an appropriate adult while you are in custody.** Child neglect will not be tolerated, and the DUI Court team will involve the Department of Family and Children Services when necessary.

If you know you will be going into custody, be sure to bring your (properly) labeled prescription medications with you when you appear in Court. Also, if you drove to Court before being taken into custody, make arrangements to have your vehicle retrieved for you. Do not leave your vehicle unattended while you are in jail.

Treatment will not be used as a sanction; however, it is possible that your violation of program rules indicates that a treatment adjustment is needed. Examples of treatment adjustments include, but are not limited to:

- Increased case management with your treatment clinician;
- Increased treatment attendance and/or individual sessions;
- Additional therapeutic assignments and/or essays;

- Increased community-based support group meetings;
- Regression in treatment phase; and/or
- Placement in a recovery residence or in-patient treatment facility.

## **Beware: Assumptions lead to sanctions!**

### **Termination**

The DUI Court team is committed to giving you the opportunity to learn to become alcohol and drug free; however, your continued participation in the DUI Court program is contingent upon compliance with **ALL** program guidelines and regulations.

Serious non-compliance issues for which termination may be considered include, but are not limited to:

- Repeated failure to remain clean and sober;
- Repeated failure to attend and participate in groups;
- Threats or violence against peers or chronic disrespect towards peers, DUI Court team members, or treatment staff;
- Lack of progression in treatment;
- Altering or tampering with drug screens;
- Committing a new offense;
- A pattern of program violations that indicate unwillingness to comply with program conditions;
- Failure to comply with treatment or unwillingness to progress appropriately in therapy;

- Violating the fraternization policy; and/or
- Chronic failure to pay program fees.

Our goal is to help you achieve sobriety. We want you to succeed in the program, so termination is considered as a last resort. Terminations should also never be considered an “easy way out.” Terminations may include jail up to the balance of your probationary term.

## **Phase Structure**

DUI Court is a five-phase program lasting a minimum of twelve (12) months. The requirements of each phase are listed on the following pages. Please understand that these are the minimum requirements for each phase; variations to these requirements may be made by the DUI Court team on a case-by-case basis as needed. At any time, you may be moved back to an earlier phase if the DUI Court team decides that such a change is appropriate for you.

When you have completed the requirements of a phase and you feel you are ready to progress in the program, you should complete a phase change form. These forms are available at Treatment and on the participant website. **The original, signed form is due to the courthouse by 5 p.m. on the Wednesday prior to the court session at which you want to phase-up.**

If you are not allowed to phase-up in Court for some reason, your phase change form will be kept on file and considered active for the Court date intended and the next Court date 2 weeks following; which means, they are valid after submission for 2 consecutive Court dates. If you have not phased up by that time, you will need to submit a new phase change form.

Phase changes take effect on Tuesdays. If you would have been eligible to phase-up on a Tuesday when court was not held, you may, if all other criteria are met, be awarded a week’s credit towards your time in the new phase. Credit

awarded does not accumulate, and if you are held back in a phase for any reason, that credit may be wiped out by the delay. If you have questions about whether you are entitled to credit on a phase-up, contact Court Staff. Typically, sanctions must be completed before a new Phase-up date can be calculated.

**If you disagree with your phase-up date, you must bring the issue to the Coordinator's attention during that phase, or the problem will be considered waived.**

## Phase Requirements

### PHASE I

- **Stay clean and sober. Do not drink alcohol or use drugs.**
- Duration: eight (8) weeks minimum.
- Court: attend DUI Court sessions every other Tuesday.
- Alcohol/drug testing:
  - Submit to random breath tests.
  - Submit to random urine screens (minimum 2 times per week).
- Supervision:
  - Report to the DUI Court Probation Officer as directed.
  - Complete any and all case management appointments with the Assistant Coordinator.
  - Expect random unannounced field visits (home, work, etc.) by DUI Court Surveillance Officer/Sheriff's deputies.
  - Pay all program fees weekly.
- Treatment:
  - Follow your individualized treatment plan.
  - Attend on time and actively participate in at least two (2) groups and one (1) individual treatment session per week at Treatment as scheduled, and complete/submit any assigned tasks on time.
  - Attend at least one (1) family treatment session per month.
  - Attend a minimum of four (4) community-based support group meetings per week (with verification).

- Complete a budget packet and submit completed work during case management appointment.
- Obtain a support group sponsor and meet face-to-face at least once weekly.
- Employment: be suitably employed and maintain regular attendance at work (32 hours/wk.); consistently submit proof to the Probation Officer.
- Promotion to Phase II:
  - Must have four (4) consecutive weeks of sobriety.
  - Must have four (4) consecutive weeks without a jail sanction.
  - Must have a verified sponsor.
  - Must be employed or in school full-time.
  - Must be in compliance with your individualized treatment plan and must have been engaged and participated in group discussions regularly, complete/submit all assigned tasks on time.
  - Fee payments must be at or below \$200.
  - Must complete a Phase Change Application.
- Phase completion: credit of forty (40) hours of community service.

## **PHASE II**

- **Stay clean and sober. Do not drink alcohol or use drugs.**
- Duration: twelve (12) weeks minimum.
- Court: attend DUI Court sessions every other Tuesday.
- Alcohol/drug testing:
  - Submit to random breath tests.
  - Submit to random urine screens (minimum 2 times per week).
- Supervision:
  - Report to DUI Court Probation Officer as directed.
  - Provide Proof of Education completion to Assistant Coordinator.
  - Expect random unannounced field visits (home, work, etc.) by DUI Court Surveillance Officer/Sheriff's deputies.
  - Pay all program fees weekly.
- Treatment:
  - Follow your individualized treatment plan.
  - Attend on time and actively participate in at least two (2) group treatment sessions per week and two (2) individual treatment sessions per month at Treatment as scheduled, and complete/submit any assigned tasks on time.
  - Attend at least one (1) family treatment session per month.
  - Attend a minimum of three (3) community-based support group meetings per week (with verification).
  - Maintain relationship with permanent support group sponsor and contact him/her at least once weekly (with verification).

- Employment: be suitably employed and maintain regular attendance at work (32 hours/wk.); consistently submit proof to the Probation Officer.
- Promotion to Phase III:
  - Must have six (6) consecutive weeks of sobriety.
  - Must have six (6) consecutive weeks without a jail sanction.
  - Must complete DUI School (Risk Reduction).
  - Must submit community service plan outlining how the balance of the community service portion of your sentence will be completed by graduation.
  - Must have a verified permanent support group sponsor.
  - Must be employed or in school full-time.
  - Must be in compliance with your individualized treatment plan and must have been engaged and participated in group discussions regularly, complete/submit all assigned tasks on time.
  - Fee payments must be at or below \$200.
  - Must complete a Phase Change Application.
- Phase completion: credit of forty (40) hours of community service.

### **PHASE III**

- **Stay clean and sober. Do not drink alcohol or use drugs.**
- Duration: twelve (12) weeks minimum.
- Court: attend DUI Court sessions every other Tuesday.
- Fine payments: pay a minimum of \$10 per week toward the fines, surcharges, and restitution that are part of your sentence. (*Minimum payments may not*

*pay off your fine in a timely manner.)*

- Alcohol/drug testing:
  - Submit to random breath tests.
  - Submit to random urine screens (minimum 2 times per week).
- Supervision:
  - If needed, begin working towards obtaining a GED or high school diploma and prepare for any exams.
  - Report to DUI Court Probation Officer as directed.
  - Expect random unannounced field visits (home, work, etc.) by DUI Court Surveillance Officer/Sheriff's deputies.
  - Pay all program fees weekly.
- Treatment:
  - Follow your individualized treatment plan.
  - Attend on-time and actively participate in at least two (2) group treatment sessions per week and one (1) individual treatment session per month at Treatment as scheduled, and complete/submit any assigned tasks on time.
  - Attend at least one (1) family group session per month.
  - Attend a minimum of three (3) community-based support group meetings per week (with verification).
  - Maintain relationship with permanent support group sponsor and contact him/her at least once weekly (with verification).
  - Follow treatment plan recommended by Treatment clinicians.
  - Work diligently and begin progressing in MRT workbook.
- Employment: be suitably employed and maintain regular attendance at work

(32 hours/wk.); consistently submit proof to the Probation Officer.

- Education: begin working towards GED or high school diploma if necessary and submit documentation of progress to Probation Officer.
- Promotion to Phase IV:
  - Must have eight (8) consecutive weeks of sobriety.
  - Must have eight (8) consecutive weeks without a jail sanction.
  - Must have attended one Victim Impact Panel.
  - Must have a permanent community-based support group sponsor.
  - Must be employed or in school full-time.
  - Must be in compliance with your individualized treatment plan and must have been engaged and participated in group discussions regularly, complete/submit all assigned tasks on time.
  - Must be in compliance with community service plan.
  - Must have completed (at least) up to Step 5 in MRT workbook.
  - If needed, must show progress towards GED or high school diploma.
  - Payments must be at or below \$200.
  - Must complete a Phase Change Application.
- Phase completion: credit of forty (40) hours of community service.

## **PHASE IV**

- **Stay clean and sober. Do not drink alcohol or use drugs.**
- Duration: twelve (12) weeks minimum.
- Court: attend the first (1<sup>st</sup>) DUI Court session of every month (unless graduation is later that month).

- Fine payments: pay a minimum of \$15 per week towards the fines, surcharges, and restitution that are part of your DUI sentence. Total fine balance must be at or below \$200 by the time you have completed Phase 4. *(Fine payments may require more than the minimum amount to pay off in a timely manner.)*
- Alcohol/drug testing:
  - Submit to random breath tests.
  - Submit to random urine screens (minimum 2 times per week).
- Supervision:
  - If needed, submit proof of GED or high school diploma exam results. You must have completed all exams necessary to attempt a passing score.
  - Report to the DUI Court Probation Officer as directed.
  - Expect random unannounced field visits (home, work, etc.) by Surveillance Officer/Sheriff's deputies.
  - Pay all program fees weekly.
- Treatment:
  - Follow your individualized treatment plan.
  - Attend on time and actively participate in a minimum of one (1) group treatment session per week and one (1) individual treatment session per month at Treatment as scheduled, and complete/submit any assigned tasks on time.
  - Attend one (1) family group during the Phase.
  - Attend a minimum of three (3) community-based support group meetings per week (with verification).

- Maintain relationship with permanent support group sponsor and contact him/her at least once weekly (with verification).
- Work diligently and continue progressing in MRT workbook
- Employment: be suitably employed and maintain regular attendance at work (32 hours/wk.); consistently submit proof to the Probation Officer.
- Promotion to Phase V:
  - Must have ten (10) consecutive weeks of documented sobriety.
  - Must have four (4) consecutive weeks without any other sanction. (Credited time begins once any previous sanctions have been completed.)
  - Must have a permanent community-based support group sponsor.
  - Must be employed or in school full-time.
  - Must be in compliance with your individualized treatment plan and must have been engaged and participated in group discussions regularly, complete/submit all assigned tasks on time.
  - Must be in compliance with community service plan.
  - If needed, must show all completed exams for GED or high school diploma.
  - Fee Payments must be at or below \$200.
  - Total fine balance must be at or below \$200.
  - Must complete a Phase Change Application.
  - Must have completed (at least) up to Step 10 in MRT workbook.
- Phase completion: credit of forty (40) hours of community service.

## **PHASE V – MAINTENANCE (AFTERCARE)**

- **Stay clean and sober. Do not drink alcohol or use drugs. Positive and/or dilute screens or any jail sanctions in Phase V may result in your being moved back to a previous Phase or a delay in program completion.**
- Duration: eight (8) weeks minimum.
- Court: attend the second (2<sup>nd</sup>) DUI Court session of every month (unless graduation is earlier that month).
- Fine payments: pay any outstanding Restitution and Probation Fine monies due in full prior to completion of Phase 5.
- Alcohol/drug testing:
  - Submit to random breath tests.
  - Submit to random urine screens.
- Supervision:
  - Report to the DUI Court Probation Officer as directed.
  - May have random unannounced field visits (home, work, etc.) by DUI Court Surveillance Officer/Sheriff's deputies, excluding curfew checks.
  - Pay all program fees weekly. \*
  - Meet with the DUI Court Probation Officer for an exit appointment prior to completion of the phase.
- Treatment:
  - Attend treatment sessions as required by individualized treatment plan.
  - Attend a minimum of three (3) community-based support group meetings per week (with verification).
  - Attend at least 1 individual session with clinician.

- Complete MRT Curriculum.
- Attend two (2) group sessions per month at Treatment, as scheduled. \*\*
- Maintain relationship with permanent support group sponsor and contact him/her at least once weekly (with verification).
- Participate in Phase II group to mentor new participants.
- Phase completion: credit of forty (40) hours of community service.

***\*Please make sure you don't over-pay your program fees. This is the one-time we prefer a balance due to ensure accuracy. Speak directly with the Coordinator prior to making any/all final payments. Any over payments may not be refunded.***

***\*\*Phase 5 group sessions meets the 2<sup>nd</sup> and last Friday of the month from 7:00 p.m. to 8:30 p.m. unless otherwise noted.***

## **Requirements for Graduation**

To graduate from the DUI Court program, you must meet the following requirements:

- Successfully complete all Phases of the DUI Court.
- Complete an application for graduation and attend an exit interview (distributed by e-mail and scheduled by the Coordinator in the last two weeks of the Phase).
- Have paid in full all DUI Court program fees (see above \*).
- Have completed all the requirements of your DUI sentence, including:
  - Have paid in full the sentenced amount or, if modified, the modified amount of your fine and surcharges.

- Have paid in full your Restitution and Probation Fine monies.
- Have completed all required community service.
- Maintain sobriety. Testing positive, providing a dilute specimen, and/or missing a test while awaiting your formal graduation ceremony will cause you to either be placed back into the program or be terminated.

If your case originated in Cobb State Court and you successfully complete and graduate from DUI Court, your base fine will be reduced to one-half of what was originally imposed, pursuant to O.C.G.A. § 40-6-391(g)(2).

By the time you graduate from DUI Court, you will have developed a strong support system for your recovery and will be in a position to be an asset to the community. After graduation, the DUI Court Probation Officer will continue to monitor you for the balance of your probationary sentence.

### **Pending Graduation**

While awaiting your formal graduation ceremony you will be considered and supervised as a regular probationary defendant. However, to further prevent the potential for relapse, we may ask you to call the drug testing phone line during the week to continue a modified amount of random testing. You *will not* be asked to continue counseling sessions. You *will* be required to pay a reduced amount for the drug tests until graduation occurs. The full amount for any tests submitted following Graduation will be charged by the Laboratory based on their current rates until your probationary period is terminated.

**All of this will be explained more fully in an appointment by your probation officer at the end of your time in DUI Court.**

## Program Resources

Cobb County website

[cobbcounty.org](http://cobbcounty.org)

Participant website

<http://bit.ly/cobbducourt>

*Forms, documents, contact info*

*(Direct link on our page via Cobb County website)*

Facebook page

<http://www.facebook.com/cobbducourt>

*Holiday info, events, job postings, articles of interest*

Twitter page

<http://twitter.com/cobbducourt>

*Holiday info, links to Facebook posts*

Drug Testing Login website

[my.averhealth.com](http://my.averhealth.com)

Cobb County Traffic

[Cobbcommute.org](http://Cobbcommute.org)

*Construction Updates with “real time traffic”*

Cobb Linc (CCT) website

[cobbcounty.org/transportation/cobblinc](http://cobbcounty.org/transportation/cobblinc)

Bike Loan Program

See DUI Court Staff

## Community Resources

Alcoholics Anonymous	404-525-3178
	<a href="http://www.aageorgia.org">http://www.aageorgia.org</a>
CETPA	770-662-0249
Cetpa.org	(Latino Behavioral Health Services for adults and juveniles)
Cobb & Douglas Public Health	770-422-0202
1758 County Services Parkway (Behavior Health Crisis 24/7)	
1650 County Services Parkway (Outpatient Services Facility)	
CobbWorks	770-528-4300
<i>See Court Staff for Accountability Court Office/Referral</i>	
Cocaine Hotline	800-905-8666
Consumer Credit Counseling	800-251-2227
Crisis (text) Line	#741741
Department of Driver's Services	
Automated information	404-657-9300
Reinstatement Department	678-413-8400
Department of Family & Children Services	770-528-5000
Department of Labor	770-528-6100
Drug Helpline	800-378-4435
Georgia Council on Child Abuse	800-532-3208

Georgia Crisis Access/Phone Line	800-715-4225
mygcal.com	
Georgia Parent Support Network	www.gpsn.org
Good Samaritan Health Center	770-419-3120
Goodsamcobb.org	
Legal Aid	770-528-2565
	Atlantalegalaid.org
Live Safe (Domestic Violence) Services	770-427-3390 (24 hrs)
Livesaferesources.org	
MADD	770-615-3737
	http://www.madd.org
Narcotics Anonymous – Marietta hotline	770-421-8881
	http://www.grscna.com
National Suicide Prevention Lifeline	800-273-8255
Star-C	star-c.org
United Way (call or text)	#211
Veteran’s Administration (VA)	va.gov
“The Zone”	770-693-5982

## **Directions to the Cobb County Jail/Work Release**

The Cobb County Jail is located at: **1825 County Services Parkway**, between Austell Road and Powder Springs Road, approximately 4.5 miles southwest of the Marietta Square.

If you are coming from Atlanta, take I-75 north to Windy Hill Road, exit #260. At the top of the ramp turn left onto Windy Hill Road. Proceed west approximately 6.4 miles on Windy Hill Road, which will dead end into Austell Road. Turn right on Austell Road and proceed to the next traffic light at County Services Parkway. Turn left onto County Services Parkway. Proceed on County Services Parkway approximately one mile. The Cobb County Jail entrance will be on your right. The sign will be marked “The Cobb County Adult Detention Center.”

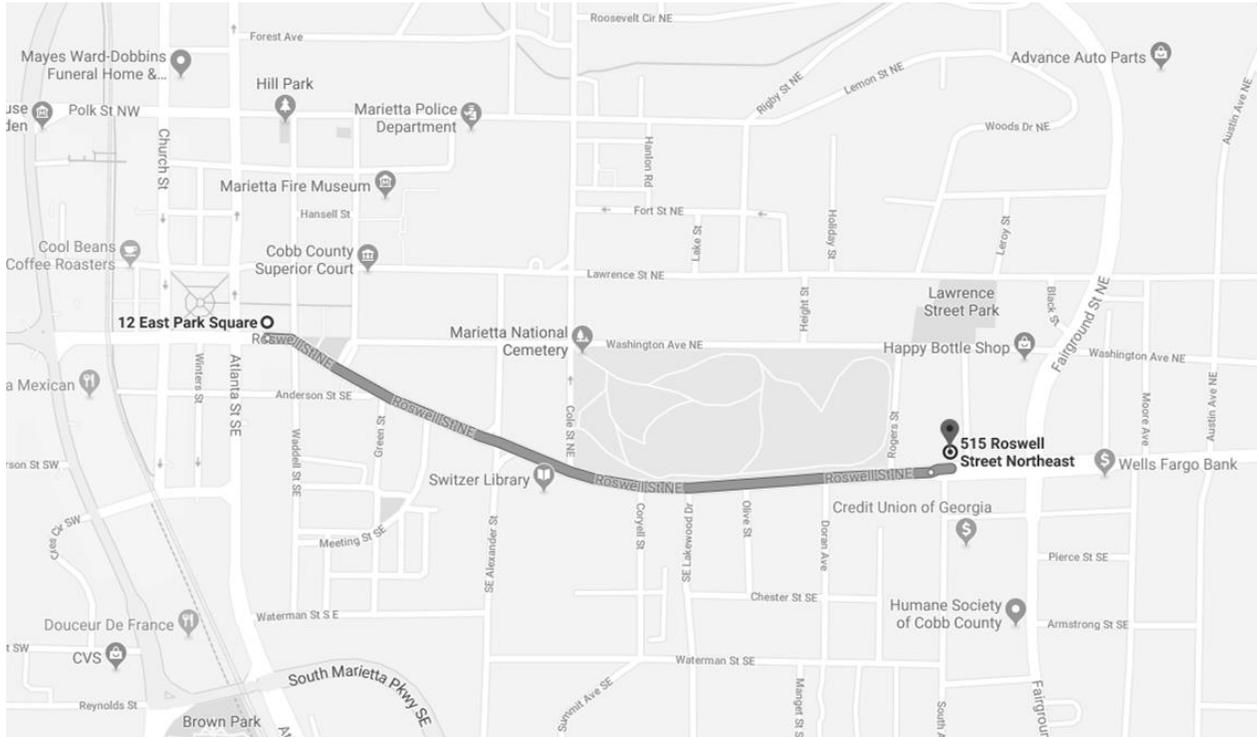
If you are coming from the north part of the county, take I-75 south to North Marietta Parkway, exit #265. Turn right at the bottom of the ramp. Proceed approximately 5.3 miles to County Services Parkway. Turn left onto County Services Parkway. Proceed on County Services Parkway approximately ½ mile. The Cobb County Jail entrance will be on your left. The sign will be marked “The Cobb County Adult Detention Center.”

If you are coming from South Cobb, go north on Austell Road. Turn left onto County Services Parkway. Proceed on County Services Parkway approximately one mile. The Cobb County Jail entrance will be on your right. The sign will be marked “The Cobb County Adult Detention Center.”

# ADDRESS OF TREATMENT LOCATION

515 Roswell St. NE  
Marietta, GA 30060

## MAP TO TREATMENT



## Area Bus Stops (Bus #15)





