



Cobb County

Veterans Accountability and Treatment Court

Participant Handbook

Welcome to the Cobb County Veterans Accountability and Treatment Court (VATC). This Handbook is designed to answer your questions about what is expected of you as a VATC participant. In addition to abiding by the program requirements laid out in the admission paperwork and this handbook, you must also follow the instructions and orders given to you by the judge and or any team members.

Keep all admission documents and this handbook readily available as it will answer most of your questions. If you still have questions after reading this handbook, please contact the VATC Coordinator Katelyn Parker at (770) 528-7988 or email Katelyn.Parker@cobbcounty.org or VATC Case Manager Ramona Burkett at (770) 528-7962 or email Ramona.Burkett@cobbcounty.org

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This handbook belongs to:

Cobb County Veterans Court

32 Waddell Street

Marietta, GA 30090

VATC Coordinator Katelyn Parker

Phone: (770) 528-7988

Case Manager Ramona Burkett

Phone: (770) 528-7962

Drug Screen line:

(678) 261-5869

Sponsor call in line:

(770) 528-8104

Web Check In for Drug Line:

[HTTPS://DOI.TESTDAY.COM](https://DOI.TESTDAY.COM)

Pin Number: 6241

Introduction

Cobb County Veterans Accountability and Treatment Court (VATC) mission is to divert eligible veteran defendants with substance dependency and/or mental illness that are charged with felony criminal offenses, to a specialized criminal court. The court substitutes a treatment problem solving model for traditional court processing. Veterans are identified through evidence based screening and assessments. The veterans voluntarily participate in a judicially supervised treatment plan that a team of court staff, veteran health care professionals, and health care professionals develop with the veteran. At regular status hearings, treatment plans and other conditions are periodically reviewed for appropriateness, incentives are offered to reward adherence to court conditions, and sanctions for non-adherence are handed down. Completion of their program is defined according to individualized criteria. Many will have their charges dismissed upon successful completions and others are assured of a non-incarcerative sentence upon completion.

Many veterans are known to have a warrior's mentality and often do not address their treatment needs for physical and psychological health care. Often those who are referred to the VATC are homeless, helpless, in despair, suffering from alcohol or drug addiction, and others have serious mental illnesses. Through

this program, the veteran is offered the opportunity to regain stability in their lives, to have their families strengthened, to have housing for the homeless, and to have employment for the employable.

Welcome to the Cobb County Veterans Accountability and Treatment Court

Our program is based on proven national research and program models. Our program is designed to provide you with an opportunity to pursue treatment while productively addressing associated legal problems.

The Court is a partnership between the Judge, District Attorney, Defense Counsel, Probation, Law Enforcement, Treatment, and the community.

The program is typically 18 to 24 months in duration and consists of up to five phases. The goal of the program is to link you with mental health, and/or substance abuse treatment in addition to community resources that will allow you to live a healthy, productive life and reduce/eliminate future involvement with the criminal justice system.

You will be expected to participate in and complete numerous treatment-oriented activities. These may include: community support meetings, group and/or individual therapy, case management meetings, weekly court appearances, probation appointments (if applicable), and urine/breath/chemical drug screening.

All program participants can also expect to receive sanctions if they violate program rules or fail to achieve phase requirements. Possible violations include: missed appointments, failed/ missed, adulterated urine drug screens, or new arrests/charges. Sanctions may include: demotion in phase, community service, incarceration, or termination from the program. Participants who maintain positive participation in the program may receive appropriate incentives as well.

Important Documents

You are bound by your sentence and any exhibits attached to the sentence, any orders that were entered as part of your sentence, the VATC Participant Contract, all paperwork you completed as part of your application for VATC, this handbook, and any memos or other documents you are given by the VATC Team. Keep copies of all of your paperwork for your records.

Judge's Role

In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant's progress.

The Judge has many responsibilities beyond Veterans Court; therefore, his time is limited. Direct contact with the Judge and his office is **prohibited** beyond the courtroom setting. The Judge is not your case manager, personal attorney, or your legal advisor. The Judge attends non-court settings such as staffing to discuss participant progress, treatment and, when necessary, appropriate incentives or sanctions.

Before your court hearing, the Judge will be given a progress report. The progress report will discuss your drug screen results, attendance, participation and cooperation in the treatment program, employment or other requirements that may have been imposed. The Judge may ask questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with incentives. If your progress reports show that you are not doing well, the judge will discuss this with you and determine future action, which may include a sanction, in order to help you remember your goals in the program.

Court Team Members

In addition to the Judge, other members of the VATC Team include the:

Program Coordinator, Manages the VATC under the supervision of the Judge and Cobb County Superior Court Administration.

Case Manager, Primary contact person, attends staffing and court sessions, maintains participant records.

Prosecutor, Represents the state, attends staffing and court sessions, evaluates your progress through the program, and recommends appropriate sanctions and incentives.

Defense Attorney, Attends staffing sessions to evaluate your progress through the court and to recommend appropriate sanctions and incentives. When you enter the program, the obligations of your former attorney end, and it is the VATC defense attorney who speaks on your behalf at court staffing sessions; however, this person does *not* represent you in the traditional sense.

Sheriff's Deputy, Ensures accountability in the program by conducting unannounced field visits to your home and job and by participating in staffing sessions.

Probation Officer, Provides reports on compliance matters to the team and attends court sessions.

Veteran Justice Outreach Specialist, the Veterans Administration

representative, who attends staffing and court sessions, provides the team with your treatment progress, coordinates veteran and treatment services, and recommends appropriate sanctions and incentives.

Contact with court staff outside of court functions is prohibited. No social contact with any member of the court team is allowed.

Participant Responsibilities

Once accepted into VATC, you need to follow **all** program guidelines. Each phase and each individual will have specific requirements. The general guidelines are as follows:

- Attend all Court appearances, doctor's appointments, treatment sessions, and any other appointments as assigned.
- Call the drug screen line or check the web check in portal DAILY and record your confirmation number. On weekends and holidays, you are required to call or check the web check in portal prior to 8:00 AM.
- Drug screens will be a MIMIMUM of twice a week. Number of drug screens a week varies by participant and phase.
- Must maintain employment of 32 hours a week unless you get approval from VATC staff. If you are unable to work 32 hours a week appropriate community service options can be identified and approved by the VATC staff.

- Be prepared at all times by being early and bring something to write in and on to record any important notes.
- Must turn in pay stubs and a list of current medications by NOON every first Thursday of the month.
- Be on time for all appointments, treatment sessions, and court appearances.
- Take medications as they are prescribed.
- Participate in and successfully complete all recommended treatment.
- Abstain from using any illegal drugs, unapproved medications, or alcohol.
- Complete all random alcohol and drug screens.
- If directed, obtain a 12-step or community sponsor of the same gender.
- Comply with all education and employment requirements.
- Bring all assigned treatment materials to every group session.
- Do not enter any business whose primary function is the sale of alcohol.
- Do not associate with people who use or possess drugs.
- Immediately report any contact you have with any form of law enforcement.
- Do not possess any weapons while in VATC, and do not carry any

weapons on your person or in your vehicle.

- All community service hours need to be approved by the court
- Inform all medical persons that you come in contact with that you are a participant in the VATC Program.
- 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.
- You must keep the staff informed of your current address, phone number, and schedule.
- Do not enter restricted staff areas without being escorted by a member of the staff.
- No Vaping is allowed in this program.
- No application or consumption of any CBD/Hemp Products.
- Consumption of poppy seeds is NOT permitted in this program.

Courtroom Behavior and Rules

- Do not bring minors/children to the courtroom without adult supervision.
- Do not talk in the courtroom during court proceedings.
- Do not bring food or drink into the courtroom.
- Do not chew gum/candy in the courtroom.

- When addressing the Judge, answer the judge with a "yes" sir/ma'am or "no" sir/ma'am and speak clearly so the Judge and other team members can hear you.
- Keep your hands out of your pockets.
- Remain in the courtroom until excused by the Judge. Do not leave the courtroom for **any** reason (including the bathroom), without permission.
- Dress appropriately for Court appearances. Appropriate dress means:
 - Do not wear shorts (even during summer);
 - No torn or ripped jeans;
 - No hats, caps, or bandanas;
 - No gang attire of any kind;
 - Turn off phones in Court;
 - No sagging pants that hang below the waist;
 - No tank tops, T-shirt, muscle shirts, or crop-tops;
 - All shirts must have a sleeve (**Including females**). All male's shirts must have a collar;
 - No clothing advertising tobacco or alcohol products, drug paraphernalia, or attire with obscene words or pictures anytime while in the program;
 - Have shirt tails tucked into pants;

- No facial or tongue piercing of any kind;
- No flip flop or "thong" footwear;
- No tight, short or low cut at the bust clothing.

Treatment Behavior and Rules

- Attend all required and recommended treatment from all providers.
- Do not tell a treatment provider that you were ordered to engage in treatment by Judge or a member of the court staff.
- Attend all treatment appointments on time, seated and ready to begin treatment at the start time.
- Any treatment appointment changes should be made 24 hours in advance by contacting the treatment provider.
- Bring all documentation to treatment and turn in all treatment documentation to your case manager at your next case management session.
- Engage appropriately in treatment. Bullying, belittling or joking will not be tolerated and you will be asked to leave.
- No sleeping, eating or cell phones are allowed in the treatment setting.
- Breach of confidentiality is a serious offense. Do not talk about treatment discussion out of the treatment setting.

- Courtroom dress attire applies to the treatment setting also.
- Engaging in self-help meetings at your place of employment is prohibited.

Any violation of the above rules may result in a sanction.

Fraternization Rules

1. Social contact with any Veterans Court participant, or group of participants of the opposite sex or same sexual orientation outside of treatment, court or court-ordered activities is prohibited unless approved by a staff member or by the Court. This includes personal contact (one-on-one or in a group setting), phone contact, electronic or internet contact, written contact and any other form of communication. Any electronic contact should be approved by the court in advance---communication for verification of Veterans Court procedures/activities is permissible however, permission must be given from the Court prior to communication. Please be advised that your phones will be checked randomly.
2. Any sexual involvement between any Veterans Court participant is prohibited.

3. Veterans Court participants may not be employed by the same employer or work together, whether paid or unpaid, without court approval.
4. Veterans Court participants may not provide transportation to any participant of the opposite sex or same sexual orientation unless approved by a staff member by the Court. Transportation with other participants must be approved by the Court. If approved, there must be two other participants in the vehicle if there are members of the opposite sex or same sexual orientation in the vehicle.
5. Veteran's court participants may not loan one another money, clothing or other personal items.
6. Veteran's court participants may not perform work-related services for any other participant.

Phase 1 Requirements (Orientation):

Minimum of 2 months

1. Stay clean and sober; do not drink alcohol or use drugs unless prescribed and Confirmed on your treatment plan.
2. Attend weekly court sessions and group sessions per Phase requirements. (Phase One group, Mondays at 11:00 am located at 32 Waddell Street Marietta, GA 30090)
3. Meet face to face with your mentor weekly.

4. Attend a minimum of three 12 step or community based self-help meetings a week.
5. Meet with you sponsor weekly face to face and have your sponsor call the treatment provider prior to 3:30 pm Wednesday on a weekly basis at the following phone number: (770) 528-8104.
6. Maintain safe and adequate housing.
7. Provide urine samples as required for drug screens.
8. Meet with you case manager once a week.
9. Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the Judge based on staff recommendations. However, you must have a minimum of two months in Phase One and a minimum of 30 days sobriety and 30 days without a jail sanction to be eligible to be considered to phase up to 2.

Phase 2 Requirements (Engage):

Minimum of 4 months

1. Stay clean and sober; do not drink alcohol or use drugs unless prescribed and confirmed on your treatment plan.

2. Attend weekly court sessions and group sessions per Phase requirements. (Phase Two group, Mondays at 11:00 am located at 32 Waddell Street Marietta, GA 30090)
3. Meet face to face with your mentor weekly.
4. Attend a minimum of three 12 step or community based self-help meetings a week.
5. Meet with you sponsor weekly face to face and have your sponsor call the treatment provider prior to 3:30 pm Wednesday on a weekly basis at the following phone number: (770) 528-8104.
6. Find employment, enroll fulltime in college or trade school while working to fulfill requirements of a degree program. Or enroll in a vocational rehabilitation program. If you are deemed unable to work an appropriate application for assistance will be made and a productive use of your time will be established.
7. Formulate personalized life goals to be presented to the treatment team.
8. Maintain safe and adequate housing.
9. Provide urine samples as required for drug screens.
10. Meet with you case manager once a week.
11. All fees must be caught up and have a zero balance before phase up.
12. Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the Judge based

on staff recommendations. However, you must have a minimum of four months in Phase Two and a minimum of 60 days sobriety and 60 days without a jail sanction to be eligible to be considered to phase up to 3.

Phase 3 Requirements (Transition): **Minimum of 5 months**

1. Stay clean and sober; do not drink alcohol or use drugs unless prescribed and confirmed on your treatment plan.
2. Attend court sessions on the first and third Friday of each month, and group sessions per Phase requirements. (Phase Three group, Thursdays at 11:00 am located at 32 Waddell Street Marietta, GA 30090)
3. Meet face to face with your mentor weekly.
4. Attend a minimum of three 12 step or community based self-help meetings a week.
5. Meet with you sponsor weekly face to face and have your sponsor call the treatment provider prior to 3:30 pm Wednesday on a weekly basis at the following phone number: (770) 528-8104.
6. Meet face to face with your mentor weekly.
7. Attend a minimum of three 12 step or community based self-help meetings a week.
8. Maintain safe and adequate housing.

9. Maintain employment, enrolled/attending school, be actively involved with Vocational Rehabilitation or perform community service as directed.
10. Meet with your case manager every other week.
11. All fees must be caught up and have a zero balance before phasing up.
12. Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the Judge based on staff recommendations. However, you must have a minimum of five months in Phase Three and a minimum of 60 days sobriety and 60 days without a jail sanction to be eligible to be considered to phase up to 4.

Phase 4 Requirements (Maintain):

Minimum of 6 months

1. Stay clean and sober; do not drink alcohol or use drugs unless prescribed and Confirmed on your treatment plan.
2. Attend weekly court sessions 2nd and 4th Friday of each Month and group sessions per Phase requirements. (Phase Four, Wednesdays at 11:00 am located at 32 Waddell Street Marietta, GA 30090)
3. Meet face to face with your mentor weekly.
4. Attend a minimum of three 12 step or community based self-help meetings a week.

5. Meet with you sponsor weekly face to face and have your sponsor call the treatment provider prior to 3:30 pm Wednesday on a weekly basis at the following phone number: (770) 528-8104.
6. Meet face to face with your mentor weekly.
7. Maintain safe and adequate housing.
8. Maintain employment, enrolled/attending school, be actively involved with Vocational Rehabilitation or perform community service as directed.
9. Meet with your case manager every other week.
10. All fees must be caught up and have a zero balance before graduation.
11. Phase up is not determined by the amount of time in the phase but your individual progress in the program and is ultimately determined by the Judge based on staff recommendations. However, you must have a minimum of six months in Phase Four and a minimum of 6 months sobriety and 120 days without a jail sanction prior to submitting request to graduate the VATC.
12. Complete a program completion packet 1 month before ceremony.
13. Write a letter to your arresting officer and victim if appropriate to be turned in with your program completion packet. Write a letter to an elected official and submit with your graduation packet.
14. Schedule your exit interview 1 month before the ceremony.

15. Submit to your last drug screen at 9:30 am on completion day if graduating from phase 4.

Pre-Graduation Phase

Minimum of 1 month

1. Stay clean and sober; do not drink alcohol or use illegal drugs.
2. Maintain consistent attendance at all medical appointments, treatment groups and community meetings as directed.
3. Attend court sessions on 2nd Friday of each month and group sessions per Phase requirements.
4. Meet with your mentor weekly.
5. Meet with your case manager once a month.
6. Attend a minimum of three 12 step or community based self-help meetings a week.
7. Meet with you sponsor weekly face to face and have your sponsor call the treatment provider/case manager prior to 3:30 pm Wednesday on a weekly basis at the following phone number: (770) 528-8104.
8. Provide urine samples as required for drug screens.
9. Maintain safe and adequate housing.
10. Complete a program completion packet 1 month before ceremony.
11. Submit to your last drug screen at 8:30 am on graduation day.

Alcohol and Drug Screening Information:

Lab hours:

Monday—Friday:

8:30-4:30 (closed 11:30-1:00)

Saturday, Sunday and Holidays:

8:00 am—9:30 am

Location:

**Drug screening will take place in the drug lab
at the courthouse located at:**

**32 Waddell Street
Marietta, GA 30090**

Drug Screening Line Number and/or Web-Check In:

A drug screen can be requested of you by any Team member. The drug screen line is available beginning at 5:00 a.m. You are required to call the Drug Screen Line daily. You can also access the Drug Screen Line information online. [HTTPS://DOI.TESTDAY.com](https://DOI.TESTDAY.com) Enter the check in pin number: 6241. Enter your ID number and information about your drug screen status will appear. You will get a confirmation number both through the online and by calling. It is required that you

make note of the confirmation number as proof of your drug screen line contact.

Failure to take a drug screen if ordered, will result in a sanction.

Notice: The lab may adjust hours due to training or holiday schedules. Please read any and all posted notices and adjust your schedule accordingly.

You will be alcohol and drug screened randomly throughout every phase of the program. Methods of screening will include portable alcohol detection devices (such as a Breathalyzer) and urine analysis. When giving a urine sample, you will be observed by someone of the same gender of which you identify upon entry of the program to ensure freedom from errors or tampering. If you have a positive screen in any phase, the Judge, based on recommendations from the VATC Team, will apply immediate sanctions, including, but not limited to, jail time to help you refrain from alcohol or drug use.

All diluted samples with a creatinine of 19 mg or below or 400 mg and above will be counted as a positive screen. If you miss a screen, it will count as a positive (dirty) screen. Failure to submit a specimen within 25 minutes of screen closing time will count as a positive screen. You must be punctual and be prepared to submit a specimen when requested. **Tampering with or diluting an alcohol/drug screen can be grounds for termination from the VATC. Honesty is a crucial component for recovery and for participation in the Veterans Court program. Admitting that you have used drugs and/or alcohol will be**

considered by the Court when sanctions are imposed.

If you have a medically diagnosed kidney disease, inform the VATC Team. This should be done prior to admission into the program and may be a reason to exclude you from participation in the program. You are responsible for monitoring all products that you use for alcohol ingredients or medications that could cause a false positive drug screen. Check all labels for alcohol or prohibited substances as discussed by VATC.

MEDICATION GUIDELINES

All medications must be reported to the case manager at intake and when a prescription is added or changed. The participant is asked to bring all written prescriptions or medication bottle for documentation in their record.

All participants will be asked to inform their physicians that they are in the VATC.

Each participant should provide any medical professional with the “Notice to Medical Professional” and submit the completed form to the case manager immediately following the appointment. If a participant is prescribed a new medication he/she is to report it to coordinator or case manager immediately.

Failure to report prescriptions to the VATC, to follow medication policies of the VATC, or to take medications as prescribed will result in sanctions. If unreported medications cause a positive test result, the participant will be sanctioned. Testing

positive for non-approved over the counter medications will also be counted as a positive drug screen.

Any and all medications, prescription or over-the-counter, must be approved by VATC Team. Participants are required to notify any treating physician, nurse practitioner, dentist or any other practitioner of your status by presenting the “Notice to Medical Professionals” document and DO NOT accept prescriptions for narcotics or any other addictive medication. Participants must notify the VATC team of emergency situations where pain management is required including surgeries or any other procedures as soon as possible to receive approval for medication management.

Do not eat poppy seeds. Do not take herbal supplements and teas, diet aids, muscle building substances containing creatine, power drinks, etc. while enrolled in the program unless prescribed by a medical professional. These items sometimes contain chemicals that may cause positive drug screens for certain individuals. Some over-the-counter products, cold/allergy and cough medications also contain phenylephrine, pseudoephedrine or dextromethorphan (DM). All of these products may cause positive screens and must be avoided while in this program, unless medically necessary.

Most antibiotic medications may be taken without resulting in a positive drug screen. However, some stronger antibiotic medications (i.e., Levaquin) may

cause a positive screen. Many pain medications can also lead to positive screens, as well. You must consult with your physician about whether alternatives such as higher-dose NSAIDs (Non-Steroidal Anti-Inflammatory Drugs) may work in place of these drugs. Because of the high risk for cross-reaction as THC, use of Cannabidiol oil/CBD oil/Hemp products where not medically necessary should also be avoided while in this program. **If your prescribing physician believes that no alternative medications will adequately address your medical needs, you must have him/her document this opinion in writing and you must provide that documentation to the Program Coordinator immediately.**

Schedule

The VATC Team meets for staffing every Friday at 8:00 a.m. to prepare for Court that morning. Court convenes at 9:00 a.m. You should plan to arrive no later than 8:45 a.m. Please keep in mind that Court sessions are open to the public, but staffing is not. Group treatment schedules vary depending on what phase you are in and your treatment plan.

Emergencies

Participants may experience emergencies from time to time. When an emergency happens, the participant will be required to call the Case Manager as soon as possible and bring in official documentation of the emergency.

Residency

You are required to maintain residency in Cobb County during the duration of your time in Veterans Court unless otherwise approved by the Court. Before moving to a different address within the county, you must complete a change of residence request form and get approval for such change from the Veterans Court Team.

Curfew

While you are in Veterans Court, you will be placed under a curfew. Unless you are specifically told otherwise by the Judge, your curfew is from 10 p.m. to 6 a.m. daily. During the hours of your curfew, you will be expected to be at your primary residence. Violating curfew will result in sanctions. Special requests to be out after curfew, whether for work or other purposes, must be approved by the Veterans Court Team.

Incentives Program

Incentives reward participants for making positive steps toward attaining a drug free and crime free lifestyle. The most powerful incentive is the dismissal of the felony charge or probation violation. This in and of itself is a great incentive for successful completion of VATC. Other incentives are available and are determined on individual basis by the VATC staff.

***Any jail sanction may result in a forfeit of all incentive vouchers earned.

Sanctions

Sanctions will be imposed by the Judge if you violate program rules.

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 or diluted urine sample;
- Failure to take a scheduled urine screen;
- Failure to take medications as prescribed;
- Unexcused absences from Court and/or treatment;
- Bad attitude;
- Failure to appear in Court or for other scheduled appointments;
- Tardiness to Court, treatment, or scheduled appointments;
- 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 Accountability Court Office;
- Home confinement;
- Adjustment in curfew;
- Electronic monitoring (at participant's expense);
- Confinement in Work Release Program;
- Straight confinement time;
- Regression in Phase; and/or
- Other sanctions as deemed appropriate.

Sanctions can include jail time. In the event that jail time is required for your program violation, **you must make sure that your children, if you have any, will be supervised while you are in custody.** Child neglect will not be tolerated, and the Veterans 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 (at participant expense);
- Increased 12-step meetings or community based self-help;
- Regression in treatment Phase; and/or
- Placement in a recovery residence or in-patient treatment facility

Termination from Veterans Court

Generally, termination from the VATC occurs only after other sanctions have been imposed, and the participant continues to disregard rules that are established by the Court. Other grounds for termination are a new arrest and/or conviction on new charges, tampering with urine samples, dealing, selling, buying or possession of alcohol, other illicit drugs, or drug-using paraphernalia at any time. Termination may be immediate if a participant requests termination instead of serving a sanction for violation of the Court rules, or if a participant is a danger to the physical or mental well-being of themselves or others.

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Participant Fees

\$25 Per Week

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As a condition of participation in Veterans Court, you are required to pay a program fee. Accepted forms of payment are cash, money orders, or cashier's check. Personal checks or credit cards are not permitted. If you would like to pre-pay your program fees, you are free to do so. 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 Veterans Court program fee (as opposed to your fines), you must present this fee card to the clerk when making your weekly payment. There will be a \$5 charge for a lost fee cards. Failure to pay program fees will result in sanctions. Fees for the week are due no later than each Friday by noon. If the participant is in custody at the time of the plea, the collection of this fee will begin when the participant is released. The yellow copy of the receipt is given to the Case Manager or Coordinator in order for the participant to get credit for each payment. Payments are made to the Cobb County Clerk of Superior Court located at 70 Haynes Street. Clerk's office is open Monday-Friday 8:00 a.m. to 5:00 p.m.

All Veterans Court program fees must be paid in full one week before graduation in order to be eligible for graduation from the program.

Vacation

Vacation days from the program are very similar to job policies and must be

earned. No vacation request will be approved prior to Phase 2. You may be ordered to obtain an out of town drug screen at your expense and or to attend local Veteran Court programs and 12 step or community self-help meetings while on vacation. Vacation requests must be approved in advance by the entire team and must be submitted in writing. You must appear for Court on the day your request is being considered. The 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.)

Phase One: No vacation days or incentive vouchers awarded in phase one

Phase Two: 1 Voucher for one day of vacation when you phase up

Phase Three: 1 Voucher for one day of vacation when you phase up

Phase Four: 1 Voucher for one day of vacation when you phase up

******Up to two additional Vouchers may be earned when you achieve a significant milestone. It is your responsibility to complete the “Milestone Special Request Form” and list the reason for the request. No milestone vouchers will be awarded in Phase One.

Examples of milestones that could result in a vacation voucher being awarded:

- Receive GED or higher degree diploma
- Sobriety for 6 months
- Sobriety for 1 year
- Completion of TRP treatment programs
- Making a significant contribution in group

- Significant assistance to another participant or the program
- Any additional accomplishments the Judge deems are worthy of an incentive card

It is the participants' responsibility to keep up with their Vacation Day

Incentive Vouchers-5 total to potentially be received throughout the

program. To use the Vacation Day Incentive vouchers the participant will

complete a “participant special request form” and attach the Vacation Day

Incentive Voucher and present it to the VATC Case Manager for the Judge to

approve by Thursday before court on Friday **at least a week in advance** of

when the vacation day will be used. If the request is approved then the case

manager will keep the incentive voucher. If the request is denied then the

incentive voucher will be given back to the participant to use at another time.

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

such changes. 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.

Sick Policy

If you are unable to attend court or group due to sickness, you must have a

doctor's note or be approved by VATC. You must speak directly with staff 2 hours prior to group or court starting in order to be excused. If you have a doctor's excuse it must be obtained **before** your group/court time is scheduled to begin. You must always present the "Letter to the medical professional" to any medical personnel prior to medical treatment. If you fail to do so, you will be sanctioned.

Request and Phase Change Process

All requests must be in writing on a "Special Request" or "Phase change" form and turned into the Coordinator or Case Manager by Thursday. You must be in court to hear the decision of your request or it will not be granted.

As a participant in Veterans Court, you are required to attend all assigned court sessions, case management and treatment sessions (group, individual, and/or family). Failure to attend as required will result in progressive sanctions including, but not limited to, a warrant being issued for your arrest.

Special requests to be excused from Court sessions and/or treatment sessions must be approved in advance by the VATC.

The following procedure must be followed:

1. **All** requests are to be submitted in writing by Thursday to the coordinator/case manager. **It is your responsibility to submit the request in time to have it considered at the next regular staffing session.**
2. You must be present in court for your request to be approved.

Only *legitimate* excuses will be considered. Birthdays, anniversaries, vacations, and concerts are not considered legitimate reasons for missing Court or treatment. In the event of a sudden life threatening illness and/or death in the immediate family, you may proceed as needed. (“Immediate family” includes your spouse, children, siblings, parents, and grandparents **only**.) Contact the VATC Coordinator Katelyn Parker by phone the next business day, and obtain proof of relationship, medical records, or an obituary to be submitted upon your return to the program.

Transportation to Court

Parking near the court house complex is always a challenge. Please make sure that you pay attention to where you are parking because most lots are reserved with a hefty violation fine. Please also note that it is common to have train delays on or near the court complex. Please also allow time for challenges as this will **NOT** be a valid excuse to be late.

Inclement Weather Policy

During the winter months, some participants may experience difficulty attending a session due to ice/snow conditions. Participants should listen to radio/TV to determine whether the Cobb County Court Systems will be closed that day. If the courts are closed, then participants are excused from attending scheduled court

sessions that day. Treatment providers(s) will make decision about inclement weather based upon their own internal policies.

BRAVO VICTOR FUND

Participants who are active with the Cobb County Veterans Accountability and Treatment Court (VATC), fully compliant with VATC requirements, and not incarcerated may request funds. Funds can be provided as a GRANT which does not have to be repaid. Funds may also be provided as an ADVANCE when provided for a necessity while the “Mentee” is waiting for a paycheck, disability payment, or other income source.

Ancillary Services Offered and How to Access them:

The Department of Veteran's Affairs (VA) includes health screening, assessment and counseling for co-occurring mental health issues, case management, trauma counseling, crisis intervention services, educational resources to apply for such as Vocational Rehabilitation, medical care, medication management, dental care, housing assistance through the Homeless Domiciliary and assistance with applying for VA benefits. To access these services participants are referred to our Veteran's Justice Outreach Specialist who assists each participant in taking advantage of the above-mentioned services through the VA system. These services are delivered to participants who need such services and are eligible to receive VA benefits.

Parenting classes are offered through the local Marietta Vet Center (a part of the VA network) to combat veterans that receive VA benefits that are a part of our VATC program. These typically consist of 10 group sessions with a counselor. Each participant that has children under the age of 18 is able to attend these sessions. The referral for this program is arranged by the VATC case manager.

Worksource Cobb provides access to a system of employment and education services for the Cobb County community such as interviewing skills, assistance with writing a resumes and assistance with finding a job. Every VATC participant

is eligible for this service and is identified by the treatment team. A Worksource Cobb works with each participant that needs employment by assisting with the above-mentioned services they offer. Worksource Cobb is a part of our treatment team staffing and is in the courthouse. Each participant in need of employment has direct access to the Worksource Cobb services and can report to the office at any time to receive employment assistance.

Regions Bank offers free financial planning classes to our participants on a quarterly basis that consists of money management, credit building, etc. Each participant is eligible for these free classes arranged by the VATC coordinator. Typically, one class every quarter that takes place as a group seminar in the courthouse. This service is available through VATC program however, each participant can request further information for the Regions Bank officials after each seminar.

Transportation assistance is offered through MARTA, CCT and Uber cards that are provided by our CACJ grant. Each participant can take advantage of this assistance for treatment and VTC related appointments. The transportation cards are given to participants by the case manager or coordinator. Each participant can simply request transportation assistance by mentioning it during a case

management session. Each participant is required to sign out a transportation card and turn it back in once it no longer has money on it.

Occupational Therapy is offered through Chattahoochee Tech and arranged by VATC staff and the treatment provider. The treatment provider will identify participants that are in high need of this service.

List of Approved Medications:

**These are Safe Medications to Take but MUST STILL BE APPROVED BEFORE
TAKING**

<i>Pain/Headaches</i>	
Ansaid	Arthrotec
Cataflam	Celebrex
Clinoril	Daypro
Dolobid	Feldene
Indocin	Lodine
Mobic	Motrin
Naproxen	Orudis/Oruvail
Ponstel	Relafen
Tolectin	Toradol
Voltaren	
<i>Migraine</i>	
Amerge	Axert
Frova	Imitrex
Maxalt	Relpax

<i>Pain Medications</i>	
Actron	ActivOn
Advil	Advil LiquiGels
Advil Migraine	Aleve
Aleve Arthritis	Aleve Liquid Gels
Anacin	Anacin Aspirin Free
Anacin-3	Aspirin
Bayer Aspirin	BC Aspirin Strength
BC Headache Powder	Bufferin
Doan's Backache	Excedrin
Ecotrin	Excedrin Migrain
Excedrin Tension Headache	HeadOn
Motrin IB	Orudis KT
Tylenol 8 Hour	Tylenol Arthritis Pain
Tylenol Extra Strength	Tylenol Go Tabs
Tylenol Menstrual Relief	Tylenol Rapid Release

Tylenol Regular Strength	Rimantadine
Tamiflu (Oseltamivir)	Valtrex (Valacyclovir)
Zorirax (Acyclovir)	
<i>Allergy- Over the Counter</i>	
Claritin (Loratadine)	Tavist-1 (Clemastine Fumarate)
Alavert (Fexofedadine)	Zyrtec (Cetirizine)
<i>Allergy- Prescription Only</i>	
Allegra (Fexofedadine)	Beconase/Beconase AQ
Vancenase/Vancenase AQ (Beclomethasone)	Clarinx (Desloratadine)
Flonase (Fluticasone)	Nasacort/Nasacort AQ (Triamcinolone)
Nasarel (Fluisolide)	Nasonex (Mometasone)
Rhinocort (Budesonide)	
<i>Allergies/Cough/Cold/Flu</i>	

<i>Cough & Cold</i>	
Airborne	Cepacol Sore Throat
Lozenges	Cepacol Sore Throat Spray
Chloraseptic Daily Defense	Chloraseptic Spray
Cold Eze Zinc Lozenges	Fisherman's Friend Cough Drops
Halls Cough Drops	Mucinex
N'ICE	Ocean Nasal Spray (Saline Mist)
Ayr Nasal Spray (Saline Mist)	Ricola Cough Drops
Robitussin Chest Congestion (Alcohol Free)	Robitussin Cough Drops
Robitussin Honey Cough Drops	Sucrets Cough Drops
Sucrets Defense	TheraFlu Chest Congestion
Tylenol Chest Congestion (Alcohol Free)	Vicks 44 Sore Throat
Lozenges	Vicks 44 Throat Spray
Vicks Casero	Vicks Cough Drops
Vicks VapoRub	Zicam

<i>Antivirals</i>	
Amantadine	Famvir (Famciclovir)
Rimantadine	Tamiflu (Oseltamivir)
Valtrex (Valacyclovir)	Zovirax (Acyclovir)

Oral Care/Mouthwash

<i>Mouthwash/Dental Care</i>	
Crest Pro Health Mouthwash	Gly-Oxide
Oral-B Alcohol Free Mouthwash	Peridex (Chlorhexadine)
PerioGard (Chlorhexadine)	

Stomach Problems/Nausea/Dizziness

<i>Diarrhea/Upset Stomach/Heartburn/Constipation</i>	
Alka Seltzer	Beano
Colace	Correctol
Daisorb	Donnagel
Dulcolax	Ex-Lax

Fiber Con	Gas-X
Imodium AD	Imodium Advanced
Lactinex	Maalox
Mylanta	Mylanta Gas
Pepcid AC	Pepcid Complete
Pepto-Bismol	Phazyme
Prilosec OTC	Rolaids
Tagamet HB	TUMS
Zomig (Zolmitriptan)	
<i>Nausea/Vertigo</i>	
Emetrol	Nauzene
Pepto-Bismol	
<i>Nausea/Vertigo</i>	
Emetrol	Nauzene
Pepto-Bismol	

<i>Sedatives/Anxiety Agents</i>	
Warm Milk	Melatonin
L-Tryptophan	