



Calgary Drug Treatment Court

PARTICIPANT HANDBOOK

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WHAT IS CALGARY DRUG TREATMENT COURT?

WELCOME AND INTRODUCTION

Welcome to Calgary Drug Treatment Court, otherwise known as CDTC. You have chosen to become involved with a program that will give you the tools to change your life. If you continue to use these tools your life can be changed forever, not just for a short time, but it's up to you. With our help and support, we know that you can have a different life, a better life, a full and meaningful life.

Congratulations for taking this big, important step.

This handbook is designed to provide you with information on our Drug Court program so that you will know what to expect as a participant. This manual provides a basic outline of the program and is a resource to turn to for the many questions you may have as you move through the program.

As a participant of Calgary Drug Treatment Court, you will be expected to follow the instructions given to you by the Judges and the CDTC team. You will also be expected to follow all bail supervision orders, program rules, and to be genuinely and actively engaged with all treatment and programming.

We encourage you to share this handbook with your family, significant other and clean and sober friends, who are an important part of your recovery. They are also welcomed to attend scheduled Drug Treatment Court sessions with you. We look forward to having family and friends meet our staff and learn about this life-changing program.

There will be times along this journey that you will find yourself wondering why you ever chose to become involved in this program. Doing time in jail is the easy solution; Drug Treatment Court is work - hard work at times. However, when challenging times arise remember that doing time in jail never changed anything. It can be a revolving door, and most are not able to stay free of drugs or criminal activity when they are out of custody and in the community.

HISTORY AND PURPOSE

The Calgary Drug Treatment Court program began in 2007 and has gone through many changes. At the beginning of the program, staffing was limited to 2 part-time professionals and one designated treatment facility. Since then, we have slowly grown and have learned much from our mistakes and successes. There were several men and women who taught the CDTC team much about what our participants did and did not need. Now over 100 individuals have successfully completed the program. Judge Jim Ogle has been the presiding Judge since 2007 and he remains the mentoring Judge for the Court.

The Calgary Drug Treatment Court program was developed to help individuals stop a lifestyle that had spiraled out of control to the point where drug addiction and jail became “normal.” Drug Treatment Courts believe that if you intervene in the addiction by offering long term treatment AND if you intervene in the thinking and behaviour that supported an addictive and criminal lifestyle, individuals could achieve a drug and crime-free life and become contributing members of the community. This program is designed to reduce re-arrests, promote self-sufficiency through employment and treatment, and to help you remain in the community as a productive and responsible member of society.

Our program works jointly with the Court (Judges and Lawyers), Probation, Treatment Centers, AB Works, Calgary Police Services, and the CDTC Treatment team. The program is overseen by a CEO who works to develop a collaborative team and develop funding sources.

The Calgary Drug Treatment Court program is a volunteer program on your part. You must want to participate in this program. Change is never easy and change takes time. In part, that is why we have a lot of “rules”. These rules and expectations are to help you change your way of thinking and behaving. For many of our participants, the commitment to the CDTC has been well worth the hard work. Individuals have reunited with family members they have been estranged from for years, have obtained employment, some have returned to school and graduates have reclaimed dignity, self-worth and have “known a new freedom”. You will have a whole “Team” of people available to work with you towards

change, ***but the final responsibility is yours. You must be motivated to make these changes and commit to a totally drug-free life.***

You will not be sent to prison or back to jail if you comply with the conditions of the program and graduate. Our team will work with you towards success, but the choice and effort to become drug and alcohol free and not commit new crimes comes from you.

Calgary Drug Treatment Court offers you a long-term solution for a long-term problem. The commitment you make to this program is at MINIMUM one year. Most people graduate between one and two years. While in the CDTC program you will attend a treatment program, participate in mental health treatment (if indicated), be subjected to random drug testing, have strict community supervision bail orders and make regular court appearances. All this is explained in this manual.

BASIC PRINCIPALS OF DRUG COURTS

CDTC is an abstinence-based program. Each participant is here because of an addiction to a class one drug as well as a significant criminal history. It is important to know that:

- A. **Alcohol is a drug. Marijuana is a drug:** Use of alcohol or marijuana in the program is not permitted. You will be regularly asked to report for drug testing. Our drug screening includes testing for alcohol, THC as well as many other mood-altering substances.
- B. **Steroids and GHB:** Steroids and GHB are banned substances. Being in possession of/or using these substances can result in a non-compliance, an adjustment in your treatment plan, or dismissal.
- C. **Drug Paraphernalia:** Being in possession of any drug paraphernalia is taken seriously within the program and can result in a non-compliance or a breach of your bail order (examples include, but are not limited to, needles, pipes, bongs etc.). It puts you and others at risk and will be handled by the

treatment team accordingly. Please take into consideration that some household items can also be triggering.

- D. **Cross Addiction:** Individuals with one addiction are more at risk of developing subsequent addictions. This is known as cross addiction. Some individuals stop one drug only to pick up other mood-altering behaviour. You will notice that your bail orders state that you are not to gamble or enter any casinos. We encourage you to be aware of the pull to replace one addiction with another and to address this with your Case Manager.
- E. **Honesty and accountability:** are key to being successful in the drug court program. Our experience has been that without committing to these principles the chances of staying abstinent from addictions and criminal behaviour are limited. Lack of honesty and accountability are taken seriously by all team members.
- F. **Rewards.** All Drug Court programs are based on a system of rewards and sanctions. Each week the Pre-Court Team will discuss your progress in the program. As we see your growth and commitment to the program there will be opportunities for you to ask for certain privileges, such as a curfew extension. These privileges are awarded to those participants who have had compliant weeks and months in the program. Weekly compliant behaviour will be recognized in Court and you will be given opportunity to go to “the bucket”. The bucket holds various gift cards that are donated to the program. They are small rewards to recognize ***the choices you made*** during the week so that you were successful. As you continue in the program your access to privileges should increase the more compliant weeks you create. Drug Courts also may offer various ***rewards*** to encourage your progress.

These are also called incentives. They can include:

- gift cards
- promotion to another stage in the program
- support for bi-weekly attendance at Court

- support for a cell phone
- support for weekend visits to approved setting
- support for change in curfew
- support to leave Court early

G. **Sanctions** vary according to the infraction you have committed. They can vary from denying you the ability to go to the “bucket”, having to do volunteer work in the community or to a return to the Remand Center. Sanctions are progressive and become stiffer for repeat violations. In later phases, the expectation is you will have minimal, if any, sanctions; therefore, the sanctions imposed may be stiffer than for earlier phases. Sanctions are **individualized to your situation** and should not be compared against sanctions given to someone else. Below are some common sanctions:

- a talk with the CDTC Judge about your behaviour
- daily contact with Case Manager or Probation Officer
- increased drug testing
- assignments of volunteer service hours
- written assignments
- return to Calgary Remand Center
- change in curfew
- Jeopardy Contract
- other sanctions, as determined by the Judge and the Pre-Court Team

You will be advised of any sanction by Duty Counsel or by your Case Manager. Sanctions, like rewards, are a result of choices you made during the week. The more you see that **YOU** are the **choice maker** in your life the more you can make choices that help rather than harm you.

WITHDRAWAL FROM THE PROGRAM

You can withdraw from the CDTC program within 30 days of entering your pleas without any penalty. If this is a choice you wish to make you should advise your lawyer and your Case Manager immediately. If you choose to withdraw after the

30-day period, your case will be transferred back to the traditional Court docket.
Your bail may be revoked while you await your next court appearance.

If you choose to withdraw after 30 +1 days, you will be immediately scheduled for sentencing for the charges you have plead guilty to. It is important that you contact your lawyer prior to making this decision final so that you are fully informed of the consequences of your decision. We take your speaking of withdrawing from CDTC seriously. We, therefore, recommend that you not use withdrawing from the program as a threat, as it only threatens your ability to remain in the community.

DISMISSAL FROM THE PROGRAM

At times the CDTC team will move to dismiss individuals from the program.

Grounds for dismissal include:

- Failing to meet the minimum requirements for participation
- Suitable treatment being unavailable
- Repeated non-compliance despite increasing sanctions
- Being AWOL from the program for any amount of time
- Major program violations- new criminal activity, threats of harm or actual harm, possession of weapons, tampering with drug tests

In these circumstances an individual being recommended for dismissal will be given a notice of a dismissal hearing. Dismissal hearings happen prior to court during the regularly scheduled pre-court meeting. Except in instances of Major Program Violations you will be given the opportunity to submit a “Request to Continue” to the pre-court team. You will also have your legal representative, assigned to you through CDTC, present at the hearing. Depending on the outcome you will then be given notice of dismissal or re-instatement. If re-instated you should anticipate an increase in expectations, including but not limited to a return to treatment or sober housing, treatment adjustments or a jeopardy contract. If you are dismissed from the program you will be scheduled for sentencing.

PARTICIPANT'S RIGHTS

All participants have the right to courteous, dignified and reliable delivery of service. Participation in the CDTC program is voluntary on your part. You will be informed of changes in the program, rules or any policy as early as possible. Your participation and feedback in this program are encouraged.

WHO IS CALGARY DRUG TREATMENT COURT?

THE PRE-COURT TEAM

The Pre-Court Team meets on a weekly basis, prior to regular Thursday Court sessions, to discuss your weekly progress. The Team works on a collaborative basis to help support your success in the program. Relevant information about your week is shared amongst the team and decisions about rewards, sanctions and recommendations are made.

The Pre-Court Team consists of:

- 3 rotating Judges
- Federal Crown
- Provincial Crown
- Legal Aid, Defense Counsel
- Probation
- Calgary Police Services
- CEO of Drug Court
- Case Managers/Clinical Case Managers
- Clinical Lead

There are some members of the Pre-Court Team that you will work more closely with than others. For example, while you are in the program you have access to the CDTC Defense Counsel for information and advice on a variety of legal matters. When you finish your addiction treatment program you will have regular contact with your case manager as well as your assigned CDTC Probation Officer.

ROLES AND RESPONSIBILITIES OF YOUR TREATMENT TEAM

CEO: The CEO is the bus driver for Drug Court. He/She works on the “big picture” and is responsible for directing the program, funding decisions, liaising with

government, both Federal and Provincial and liaises with other stake holders. The CEO reports to the Board of Directors.

Clinical Lead: This role is held by a person with advanced education in Social Work or Psychology. She/he completes treatment assessments for applicants to the program and works closely with your Case Managers monitoring treatment goals and progress. This is a person with special training in mental health issues as well as addictions. She/he can act as a referral source for outside counselling or mental health assessment needs.

Case Managers: Most of your regular contact will be with your Case Manager. This person's role is to support you in all stages of the program. They will collaborate with you in both developing an individualized treatment plan and helping you adhere to your personal goals. These goals are meant to focus on successful completion of the program, address ongoing recovery/addiction needs, and help you to address past criminogenic thinking. Our Case Managers often run groups including Day Treatment Program, Criminal and Addictive Thinking, and MRT. Your Case Manager has access to all the forms for requests and knows when you can submit them. One of the case management team will present in Court every week on your progress.

Support Staff (1 male and 1 female): Their role is multi-faceted. They do the drug testing and can help with some transportation needs. For example, they may pick individuals up from the Calgary Remand Center for direct transport to treatment or they may help facilitate getting individuals from detox to treatment.

During your time in CDTC you will be spending a considerable amount of time either in the CDTC offices or in contact with the CDTC staff.

You are always welcome and encouraged to drop by the office. In the office you will find all the forms you need for different requests. You will also find information on various CDTC policies.

SUPERVISION - HOW IT WORKS

PROBATION

Our Pre-Court team has a designated Probation Officer that will follow you through your time in the CDTC program and that same Probation Officer will follow you after graduation.

Your Probation Officer attends weekly Pre-Court meetings and will report on any issues or concerns regarding your bail orders and your compliance with your bail orders. If you have any questions about your bail orders your first point of contact is your Probation Officer.

You are expected to call your Probation Officer within 2 days (48 hours) of your admission into CDTC. You will then be given a face-to-face appointment so you and the Probation Officer can go over all your conditions. Your Probation Officer will also direct you on expectations for reporting moving forward. ***Failure to contact the Probation Office WITHIN the allotted time will be reported to the team and a non-compliant week will be noted.***

BAIL ORDERS

From time-to-time your bail orders may be revised. As you continue in the program you might for example, apply to have a cell phone or you might move into an apartment. These changes will necessitate a change in your bail orders. Remember you MUST carry your papers at all times, and they must be up-to-date.

When you live in the community, as part of your supervision orders you will be placed on random surveillance. ***This means you MUST have a land line. You need to be in your residence and have your telephone readily available to receive these calls.*** Unanswered calls are reported to Probation and will result in a non-compliance. Surveillance calls can occur any time after your curfew. It is your responsibility to ensure that you have systems in place to hear your phone and receive these calls.

COURT APPEARANCES

As a participant in CDTC you are expected to appear in Drug Treatment Court on a weekly basis. Currently Drug Treatment Court is held on Thursday mornings and

you are expected to be at Court for 10:30 am. This gives you a short opportunity to meet with Duty Counsel or your Case Manager prior to Court beginning at 11:00 am.

For those participants who are attending a residential substance abuse treatment program you will appear in court following completion of your residential treatment program. The Pre-Court Team will receive regular weekly reports from your residential program and if there are any concerns you may be asked to appear in Court before your program is completed.

Day Treatment Program participants will attend Court on a weekly basis.

CDTC has two dedicated Legal Aid Lawyers who will represent and advise you throughout your participation in the program.

After you have reached stage 3 of the CDTC program you may apply to attend Court on a bi-weekly basis.

PROGRESS REPORTS

Prior to each Court appearance, the Pre-Court Team, (this includes the presiding Judge), will be given a progress report prepared by your Case Manager regarding your drug test results, employment status, adherence to your individual treatment plan, your engagement within the program, and supervision requirements (Probation). This includes both the struggles and the positive progress you have made during the week.

All requests (i.e., for a cell phone or a weekend outing) will be presented to the Pre-Court Team for review. If you have a non-compliant week requests will NOT be considered and preapproved requests are subject to cancellation.

BASIC PROGRAM EXPECTATIONS

COMMON RULES AND EXPECTATIONS

The CDTC Team want you to be successful. With that in mind we have written out some of the common rules/expectations that we have. These are not meant to intimidate you but rather to let you know BEFORE hand what you are agreeing to. Below is a list of some of our expectations:

1. You must call your Probation Officer within 48 hours of your admission into the community.
2. No NEW criminal charges or behaviour. Any new criminal charges or behaviour will result in a presumptive dismissal hearing.
3. You must attend all CDTC treatment-required appointments. These include all individual, group and educational sessions and case management appointments. You need to be on time for all appointments and no appointments should be cancelled by you without approval of your Case Manager.
4. Do not act violently or make threats towards other participants, staff or Court personnel including any members of the Pre-Court Team. Violent or inappropriate behaviour will not be tolerated and will be reported immediately to the Court. Threats or intimidation toward anyone will not be tolerated. Either of these violations may result in your termination from the CDTC program.
5. Possession of weapons could immediately result in your termination from the program and you could acquire new charges.
6. Drug testing is mandatory. Expect to take random and “on demand” drug tests. Tampering with your drug test, or suspicion of tampering, is taken very seriously and can be grounds for dismissal from the program. CDTC staff administering tests are expected to watch each individual while supplying their sample.
7. Be respectful to yourself and others. If you disagree with something, state your position in a calm manner and listen to what is being said. You may also put any issue into writing for the Pre-Court Team to consider.

Disrespect, excessive arguing or outbursts towards Team members is not acceptable and may result in a sanction.

8. During Court: Dress appropriately for Court and other CDTC appointments. Do not wear clothing to Court that has drug or alcohol related themes, no bare midriff tops, etc. You cannot wear sunglasses and hats in the **Court room**. No gum chewing is allowed in Court. Please take into consideration that some household items can also be triggering. Court is a time to listen and learn from others. Follow the directions of Team members, Court personnel and Sheriffs. No gum, food, or drinks are allowed in the courtroom

RELATIONSHIPS

In CDTC we encourage you to focus on your recovery first. Developing new intimate relationships within the first year of the program is strongly discouraged. We support the development of peer relationships but not sexual or romantic ones. Meetings are **NOT** a place to meet new partners. In fact, we strongly suggest that individuals attend meetings that avoid distractions of this nature.

Developing a new relationship while in the first **YEAR** of your treatment has been proven over and over again to cause significant difficulties and complications. More often than not, entering into a new sexual/romantic relationship is just another way to medicate your feelings of loneliness, sadness and feeling lost and confused as you try to change your ways.

Through experience we have found that new intimate relationships have a poor chance of success and often lead our participants to get distracted from their goals of recovery. Treatment is a time to develop new skills and to develop a relationship with yourself. You can't have a healthy relationship with another when you don't yet have a healthy relationship with yourself.

While in CDTC you cannot have a sexual or romantic relationship with another person who is in the CDTC program. It is important that the CDTC community is a safe place for all participants; therefore, no sexual/romantic/intimate contact between participants is allowed. Failure to abide by this can result in an

adjustment to your treatment plan, noncompliance, or dismissal from the program.

If you have been in a committed long-term relationship, we strongly suggest that your partner and any other family members attend any of the various family supports offered throughout the community. Ask your Case Manager.

Addiction is a family disease. It is impossible for loved ones NOT to be impacted by your addiction. We would like to meet the significant people in your life, partners, parents, and children. They are welcome to come and find out about Drug Court. They are also welcome to come to court on Thursdays.

FREQUENTLY ASKED QUESTIONS

How do I know who my Case Manager will be and how often do we need to meet?

You will be assigned a Case Manager immediately. Your Case Manager should meet with you on a one-to-one basis within the first week of your acceptance into Drug Court. At that time, you will be given telephone numbers so you can contact your Case Manager and/or the Calgary Drug Treatment Court office.

What do I need to do right away when I am released and/or enter my pleas and bail from the community?

You are always required to have a copy of your bail order on person. You need to be aware of the conditions outlined in your bail order. Failure to carry your bail order can put you in a difficult situation with the Police or the Courts. Bail orders at this stage are strict but fair.

You need to call your Probation Officer within 48 hours of your release. This is something participants often forget so we are reminding you that it is important to call. You will be given an appointment with your Probation Officer and he/she will go over your bail orders with you.

When is my first court appearance after being released/entering into the program?

You will be given an adjournment date at your pleas and bail hearing and your Case Manager will also be aware. Some participants return only after they have completed their residential treatment program. Other participants will be attending weekly even at this stage.

What happens if I am not attending court weekly?

From time to time, while you are in your Residential Treatment program, your Case Manager will drop by the treatment facility to visit and check how things are going for you. You can call your Case Manager anytime to ask questions, ask for help or just to say hello.

A Case Manager from CDTC will be in regular contact with the treatment program you are attending. Your case manager will be sharing your successes and struggles during this stage of the program with the CDTC pre-court team.

What can happen if I have problems with my addiction treatment program?

Remember that while you are in treatment you **MUST** follow all the rules and recommendations of the agency where you are residing. Failure to do so can result in you being asked to leave. If no other suitable housing or treatment program can be found, you might be returned to remand until other arrangements can be made.

If you are experiencing difficulties, we hope you would bring them to your Case Manager and/or the staff at the treatment facility so that we can all problem-solve together. The last thing we want is for you to lose your housing.

My bail orders are so long. Are there some points I should remember right away?

You need to stay out of your “no-go zone” unless you have permission from Probation. If you have appointments in this area (other than Court or meetings at CDTC office) you must have written permission.

Just to be clear, you may ***NOT*** possess or use a cell phone during Stage One. You cannot use another person’s cell phone. If you are found using a cell phone or in possession of a cell phone this is a breach of your bail order and there will be a sanction.

Your Probation Officer will expect to see you face-to-face or by telephone. He/She will advise you on frequency and mode of meetings.

How will you know how I am doing in my program?

Weekly reports from the various addictions treatment programs and Case Managers are shared with the Pre-Court Team. You should be in contact with your case manager so we can hear from you about how you are feeling in your program.

How often am I drug tested and who or where does it get done?

If you are not in residential treatment, you will be drug tested every week on a random basis by a CDTC staff member. You will receive a message in the morning that will tell you when/where you are expected to present for your test. If you are in treatment, you will be drug tested by your treatment program and the results will be sent to the CDTC office. Remember twice a week is ***minimum***. There may be times when you will be tested more often.

I had a job when I applied to Drug Court, can I go to treatment and work?

During Stage One you are expected not to work. Most participants are financially supported by AB Works. This financial assistance covers your costs in treatment, a bus pass and some spending money. You are expected to buy a bus pass from the

money AB Works gives you. **NOTE:** If you do not qualify for AB Works benefits you will be required to make arrangements for the cost of treatment.

If you are employed at the time of entry into the program you are expected to make arrangements with your employer for time off during Stage One of this program. You may return to your place of employment following the completion of treatment providing your case manager, probation and the CDTC team approve of this employment. If this employment is deemed not conducive to recovery and/or the requirements of this program you will not be permitted to continue the employment. Should we say something about requiring court days off?

I was given a “meeting list” sheet, what is this and why do I need it?

You will be required to attend various 12-Step/recovery meetings in the community. For those who are not residing in an addiction treatment facility you will attend three meetings a week at minimum. For participants within an addiction treatment program, you will follow the program that they set out regarding meetings.

If you are attending Court on a weekly basis you will be given a sheet of paper called your “meeting list”. You record all your meetings here and have the chairperson sign the sheet beside the name of the meeting you attended. These sheets are handed in weekly and failure to hand them in means that you are “non-compliant”. Forging a signature is considered being dishonest as is signing for another participant. Forging a meeting sheet or any other document given to the court is grounds for presumptive dismissal from the program

Remember, the goal of the Calgary Drug Treatment Court is to help you achieve total abstinence from alcohol and drugs, address your individual treatment needs and avoid future arrests.

CDTC TREATMENT OVERVIEW

GENERAL INFORMATION

At Calgary Drug Treatment Court program, we try to be intentional with all our recommendations involving your program. Initially you will attend an addiction's treatment program and arrangements for admission will made through the treatment team. We could also make referrals for personal counselling for various issues such relationship issues, healing from sexual abuse and mental health assessments.

While in the CDTC program you will be expected to attend the participant meeting on Thursdays after Court with the case managers. You will also attend the Criminal and Addictive Thinking and Moral Reconation Therapy (MRT) programs led by the Case Managers at CDTC. As another part of your treatment you will be required to attend a money management program offered by Momentum and you may be referred to employment counselling.

From time to time you will be asked by the Treatment Staff to complete some insight- written assignments. These are an important part of your treatment program. You may also be directed by the Court team to complete some written work or activity as part of the sanction process. If assigned these are not optional.

At times it will be hard to believe this fact but we really do want you to have the good life you deserve, free of alcohol, drugs and crime. We work hard at making each request or expectation a therapeutic request although you might not realize it at the time. **TRUST THE PROCESS!**

TREATMENT PROGRAMS

You **MUST** graduate from an addiction treatment program to be eligible for graduation.

RESIDENTIAL PROGRAMS

While attending a residential addiction's treatment facility, your bail order will indicate that you must follow the rules and guidelines of the facility you are

attending. If you do not successfully complete your treatment program you will not be able to move forward into the 2nd stage of this program.

DAY TREATMENT PROGRAM

Occasionally, the CDTC Treatment Team offers a Day Treatment Program to small groups of participants who have been assessed to be an appropriate fit for this type of intervention.

The Day Treatment Program is a 12 to 16-week program that offers group counselling 3 days/week. Day Program participants also attend Court every Thursday. While attending Day Program, participants reside in the community at approved safe and sober housing. Attending and graduating from the Day Treatment Program fulfills two requirements for eventual graduation: graduation from an addiction treatment program and completion of the Criminal and Addictive Thinking program.

ADDITIONAL COUNSELLING

The CDTC Treatment Team often refers participants for additional supports in areas such as anger management, trauma therapy, mental health counselling/assessments, domestic violence, relationships and/or other specialized therapies. These referrals are made by the Treatment Team based on individual needs and treatment plans or because they feel the extra support would be beneficial.

Additional counselling is recommended when an individual is struggling with issues that could interfere with success in the program. We make referrals so that we can offer what we call “wrap around services” and since the CDTC Treatment staff cannot provide specialized psychotherapy we refer to resources in the community.

If you are referred by your Treatment Team these sessions are mandatory and unexcused misses could result in sanctions. You will be asked to complete a ***“Consent for Release of Information”*** form so that we may talk to your counsellor or group leader. We will not be asking about the content of your sessions as it is

our hope that you will feel comfortable in sharing this with your case manager yourself. Any limits of confidentiality will be discussed with you when the release is signed. Remember, we want the best for you.

12-STEP MEETINGS / SUPPORT MEETINGS

As previously mentioned, while in CDTC you are expected to attend weekly 12-Step meetings/ Support groups. While you are in a residential program you will follow their expectations about meetings. In Day Treatment Program you will attend 5 meetings a week. After Stage One, you are expected to attend 3 meetings a week and document your attendance. We strongly encourage participants to attend 12-Step meetings that identify with their primary addiction.

Meetings can include but are not limited to:		
Alcoholics Anonymous Cocaine Anonymous Narcotics Anonymous		
Some other meetings that participants may choose to add are:		
Sex Addicts Anonymous	Crystal Meth Anonymous	Gamblers Anonymous
Overeaters Anonymous	SMART Recovery	Al-Anon
16-Step meetings for women	Refuge Recovery	

With the support of your Case Manager outside counselling and/or programming may be considered as one of your weekly meetings. Examples of this might include parenting groups, recovery church, Relapse Prevention, anger management groups, or individual therapy to name a few.

Participants are expected to attend 12-Step meetings/support groups while in program for several reasons:

1. These meetings have proven to be successful in supporting an individual's chance for long-term recovery
2. Members of 12-Step meetings themselves have or are struggling with some of the same issues you are struggling with. This is a place to get hope and inspiration that you too can have what some of them have... a high level recovery.
3. Meetings are held all over the city at various times of the day. When you see how meetings can help you, you will realize that you can reach out and attend these meetings **whenever** and **wherever** you are. Meetings are held in most cities in the world!
4. One of the most significant challenges for recovering people is the need to change the people, places and things that were involved in their using life. These 12-Step meetings give you an opportunity to meet new people who are also making recovery part of their lives. Through these meetings and your treatment facility, you will see that there are sober dances, conventions, weekend "round ups", camping trips, etc. Your 12-Step meetings will keep you informed about recovery happenings throughout the city.
5. As part of your treatment you will be asked to get a sponsor/mentor within one of your Recovery programs. A Sponsor is someone "who has what you want" and is willing to help guide you to "what works". You are to advise your Case Manager when you have a Sponsor and inform him/her who your Sponsor is. It is an expectation that you will be in regular contact with this Sponsor.
6. You are also expected to find a Home Group within the variety of 12-Step/Recovery programs you attend. A Home Group is a meeting that you choose to attend on a weekly basis and is a meeting that you will get involved in. Involvement might mean chairing meetings, attending business

meetings for your group and helping out on a regular basis. When you make a commitment to a Home Group you will find that you will be able to get to know some other members on a more personal level as there are others who have made this their Home Group. Again, the hope is that you develop new, pro-social contacts and friendship. ***Your weekly meeting list should indicate that you attend your Home Group meeting once a week.***

HOUSING

Initially all participants are required to reside in approved sober housing accommodations. At some point in the program you may want/need to move into different accommodations. Your housing options need to be supported and approved by your Case Manager first and for most. All moves MUST then be approved by probation and the Pre-Court team. A change in housing can include moving within different phases of your treatment program. Basically, if your address is going to change in any way you need to put in a request for approval.

HOW TO CHANGE HOUSING

First talk to your Case Manager about why you want to move and where you would like to move to. Then...

- Prepare a written budget.
- Make sure your housing is not in your “no go zone”.
- If you are planning to move home with family or with a roommate your Case Manager and/or probation will need to meet with these individuals.
- Complete a request for Residential Housing Change. Your Case Manager will provide you with the correct form.
- Your Case Manager will present your request to the Pre-Court Team including Probation.
- Make sure you can have a land line where you are moving to and make arrangements for the land line as soon as you have permission to move.

REQUESTS

There are a variety of requests that you can put before the Pre-Court Team. You need to present your requests first to your Case Manager. If your case manager supports the request, he/she will bring it to the Pre-Court Team for review.

Your Case Manager has all the forms and they are in the main office. Please make sure you take the time to fill these forms out with some thought behind them. Your requests are sent out to all the Pre-Court Team for final approval prior to Court.

- *Request for a cell phone.* You must obtain a cell phone that you can afford and that provides a printout or ‘read out’ of your calls so that Probation can monitor your usage. You must be in stage 2 of the program.
- *Over-night and weekend request.* These are considered on an individual basis. You must be minimally in stage 2.
- *General requests,* not covered under another request - i.e. a change in curfew to attend a special outing
- *Residential housing* – Any changes in address
- *Request for bi-weekly Court.* You must be in stage 3 to be considered for bi-weekly court appearances.
- *Request for graduation.* Must complete stage 4.
- **You cannot put in a request if you have had a non-compliant week.**

DRUG TESTING

You will be drug tested a minimum of twice a week. This can increase at any time and there may be times when you could be drug tested daily. Our drug testing kits are quite sophisticated and not only do they mark drug usage, they also record any attempts to tamper with your test.

You must make yourself available for all drug testing. You will be notified in morning of your testing thereby giving you enough time to make yourself available. Being late or missing a drug test will be considered a positive test for drugs/alcohol and will be sanctioned. Refusal to submit a urine sample will be reported as refusal to test.

Drug testing can be administered in various ways. To test for drugs, you urinate into a test cup or provide a saliva sample. The results will show on the panel for verification. To test for alcohol, we use either a breathalyzer or a strip that is dipped in your urine sample.

For your information, all drug testers/support workers have been given a drug screening-testing protocol that they MUST follow. That means they have been trained to follow strict guidelines on how to test. Our drug testers are like an arm of the Court and it is in your best interest that all testing is done properly. The results of your tests are documented and provided to the court weekly. These reports document your drug-free time in the CDTC program. Not following proper procedures can put the number of clean days within our program into question.

TESTING PROCEDURE

1. Before you are drug tested you will be asked if you have anything to tell the (tester)Support worker. This is your opportunity to be honest and advise the worker if you have used any drugs including alcohol. If your drug test is positive and you did not advise the tester of this, it will be noted in his/her report. Your honesty will be an important consideration for the Pre-Court team when discussing this situation.
2. You will be asked to wash your hands before you touch the test cup. The tester will ask you to lift your top and slightly lower your trousers or skirt to complete a visual check. This is in your best interest as it verifies that there is nothing on your person that could tamper with the test result.
3. The tester will watch you pee into the cup or sit with you while the mouth test is being administered to verify that there is no tampering with the test.

Many of our participants acknowledge that being drug tested was extremely helpful in keeping them drug/alcohol-free until they reached a time where they felt they could make the choice for themselves.

INCIDENTAL DRUG AND ALCOHOL EXPOSURE

Our drug and alcohol tests are sensitive and in rare circumstances exposure to non-beverage alcohol sources, food products, and/or medications **CAN** result in detectable levels of alcohol or drugs (or its breakdown products). The following is a list of products (but not all) that could provide a false positive.:.

- **Cough Syrups and liquid Medications**
- **Creams and Topical Products**
- **Non-Alcoholic Beer and Wine**
- **CBD Oil and/or THC**
- **Food and other Edible Products:** There are numerous edible products that contain ethyl alcohol or other ingredients that could result in a positive test. Examples include, but are not limited to:
 - Flavouring extracts, such as vanilla or almond extract
 - Liquid herbal extracts such as Ginkgo Biloba.
 - Foods cooked with wine or other alcohols. It is important to learn to ask when eating out if the meal was prepared with any ingredient containing alcohol.
 - Poppy Seeds: such as an *Everything Bagel from Tim Horton's*, poppy seed muffins or poppy seed loaf cakes etc.
- **Mouthwash and Breath Strips**
- **Ingesting or excessive use of Hand Sanitizers**
- **Hygiene Products:** Aftershaves, colognes, hair sprays and other hair care products including certain body washes contain alcohol.
- **Solvents and Lacquers**
- **Homeopathic or Herbal Products:** Many of these products contain unknown ingredients so it is not recommended that you take any of these products without first talking with your doctor or with a pharmacist.
- **Bug Sprays and Insecticides:** Bug sprays such as "Off" as well as others contain alcohol. Read labels carefully.

It is YOUR responsibility to limit exposure to the products that contain ethyl alcohol. It is also **YOUR** responsibility to read product labels to know what is

contained in the products you use and consume. **When in doubt, don't use, consume or apply to your skin, body or hair.**

MEDICAL NEEDS

Walk-in clinics are not allowed. Some treatment facilities have their own physician/clinics that they will refer you to and CDTC supports whichever clinic the treatment centers utilize.

We expect every participant to have their own family doctor or to attend clinics approved by CDTC (CUPS, the Alex bus, the Sheldon Chumir Center).

Your Case Manager can advise you on this. Before you go to any clinic, including dental, outside of the above recommended you **MUST** advise your Case Manager and/or your treatment centre. You may be given a copy of a letter to give your doctor or dentist that advises him/her of your involvement with our program and the need to be cautious about prescribing medication. Your doctor/dentist will need to fill in the form advising us of his/her information and giving us the name and dosage of any medication prescribed.

In an emergency you are expected to attend Emergency or Urgent Care. You may need to have the hospital contact your Case Manager and/or your treatment centre if possible. You will need to have the physician provide documentation of the medications prescribed during your hospital stay/treatment.

MEDICATIONS

Your Case Manager and treatment facility should **ALWAYS** be aware of any medication you are taking. Failure to report prescribed medication and/or over the counter medication is extremely concerning and may result in a sanction.

- ***Your Case Manager should be aware of all homeopathic or herbal remedies you are taking.***
- ***No medications should be taken without prior permission from your Case Manager.***

Some of our participants are on medications for a variety of reasons, some mental health reasons and some physical health reasons. Again, if your Case Manager,

Treatment Facility and the CDTC Team are aware of your medication needs and that you are taking them as prescribed, there is no problem.

APPROVED OVER-THE-COUNTER (OTC) MEDICATIONS

For those individuals in a residential treatment program, please read the rules of your program around OTC medication. You do not want to be terminated from your program because of something you took and forgot to advise staff about. For some treatment programs, this includes protein powder.

All participants are prohibited from using alcohol-containing cough syrups, such as Nyquil. Other cough syrup brands and numerous other liquid medications rely on ethyl alcohol as a solvent. You are required to read product labels carefully to make sure they do **NOT** contain alcohol.

This is a list of OTC medication that participants can take without prior permission. These medications must be taken at the appropriate dosage listed on the drug's label or a positive urine test could result. **Do not take more than the dosage indicated on the label.** The following medications have been copied from information received at National Drug Court Conferences and from participant manuals prepared for Drug Court participants in the United States.

PAIN: (None of the following can be in the PM formula)	
Acetaminophen (Tylenol) 500mg	1 or 2 tablets every 4-6 hours
Ibuprofen (Advil) 200-800mg	Every 4-6 hours
Aspirin	
Motrin	

Cough/Cold/Flu	Allergies	Joint Pain
Mucinex(Cannot be D or DM)	Claritin	Tylenol Arthritis
Buckles Original(cannot be night time formula/no DM formula)	Allegra	Ben Gay Rub/Patch
Buckley's complete liquid gels	Benadryl	Icy Hot Rub/Patch
Advil or Tylenol cold and flu tablets (cannot be nighttime)		
Benylin (no alcohol/or nighttime/or DM formula)		

Stomach	Antacids	Vitamins
Mylanta	Pepcid	Multivitamins
Milk of Magnesia	Tums	Prenatal vitamins
Pepto Bismol	Rolaids	
Alka-Selzter		

CELL PHONES

Once you have completed treatment you may request a cell phone. You will need to fill out the appropriate request and you will need to prepare a budget to show that you can afford the phone. The Pre-Court Team will support your use of a cell phone as a way of acknowledging your commitment and progress in the program. Having a cell phone is a privilege, not a right, while you are in CDTC so be aware it can be taken away. Once approved YOU MUST sign up with a cell phone provider that provides records of all incoming and outgoing calls/messages. You must give your cell phone records to Probation when requested.

BI-WEEKLY COURT ATTENDANCE

Part of being involved in a Drug Court means attending Court on a weekly basis and staying in the courtroom while other CDTC participants are sharing. As a reward for your progress and commitment to this program, you may request to attend Court bi-weekly. You need to be in the program a minimum of 6 months before you can apply AND have completed all Stage 2 requirements. This must be approved by your Case Manager and the Pre-Court Team. If you are approved for bi-weekly, the Crown will advise you about the next date you would return to Court.

EMPLOYMENT

At CDTC we work closely with Alberta Works. Once you have completed substance abuse treatment, you are expected to report to AB Works as directed by either your CDTC Case Manager or your assigned AB Works consultant. Alberta Works has significant experience working with CDTC participants and working with employers in the community.

It is important that any employment you pursue is approved by Probation and your Case Manager prior to you accepting employment. Probation may want to speak to the prospective employer prior to your accepting a position. Your safety is most important to us. We want participants to work in safe places with safe people and we want our participants to work reasonable hours so that they can fulfill all CDTC requirements. Participants are required to take Thursdays off work as this is dedicated to attending court and other treatment requirements as directed by Case Manager.

CALGARY DRUG TREATMENT COURT STAGES

The CDTC program is a five-staged, highly structured and supervised program. Treatment is designed to last for a minimum of 12 months, followed by a period of community supervision after graduation. Your progress through the treatment stages will depend upon your compliance, adherence to your individualized treatment plan, and demonstration of genuine and active engagement with all treatment and programming. Less sanctions, more compliant weeks often means faster movement through the program.

Each person begins the CDTC program in Stage 1 and continues through the program at his/her own rate. There are 5 stages with Graduation being the last stage. Each stage has its own requirements and you must have the support of your case manager in order to move to the next stage. The following pages include check lists for you to use.

In addition, each stage of our program consists of specified treatment objectives, therapeutic and rehabilitative activities and specific requirements for “promotion” into the next stage. Below you will find the requirements of moving through the stages and onto successful completion of this program.

STAGE ONE: INTENSIVE TREATMENT

12 Weeks Minimum -The focus of Stage One is on addiction treatment, completion of treatment and stabilization. You will either be attending a residential addiction treatment program **or** the CDTC Day Program depending on your treatment assessment and availability.

STAGE 1 COMPLETION REQUIREMENTS

TREATMENT		
REQUIREMENTS	Completed Date	Comments
Successful completion of an addiction treatment program approved by CDTC		
Orientation to CDTC program with participant manual, signed by participant and Case Manager		
Medication regimen documented on participant information form. (if applicable)		
Contact with Alberta Works as required (eg. Income reporting, change of housing etc.)		

Consultation with Opioid Dependency Program at Sheldon Chumir (as directed by Case Manager)		
SUPERVISION		
Contact Probation as required by bail conditions		
Attend all appointments with Probation Officer (In person or telephone)		
Approved sober housing acquired		
Cell phone request submitted (When approved, new phone number is required)		
COURT		
A minimum of 12 weeks in Stage 1		
A minimum of 8 weeks compliant behaviour		
Weekly Court attendance (unless otherwise approved)		
Documented 3 recovery support groups per week (If not in residential treatment)		

STAGE TWO: DEVELOPING YOUR RECOVERY SKILLS

12 Weeks Minimum- Stage Two begins when you have successfully completed all requirements of stage one. This Stage challenges you to begin to find the balance between work, free time, recovery, court time, probation time and other CDTC requirements.

At this stage you will find that your focus will be putting into action what you learned in treatment and developing your recovery skills, it is important to remind you that the CDTC program expects you to place your recovery first. In this stage you will work with your case manager to establish treatment goals that move beyond general compliance with your bail conditions. This is referred to as your

“Individualized Treatment Plan.” It is our expectation that you are genuinely and actively engaged in all aspects of your treatment and programming.

You are not expected to do this perfectly and you can reach out for help and advice.

STAGE 2 COMPLETION REQUIREMENTS

TREATMENT		
REQUIREMENTS	Completed Date	Comments
Obtained a family doctor in Calgary or follow up with current family doctor		
Medication regimen updated on participant information form (if applicable)		
Obtained Identification (if applicable)		
Engagement in counselling or mental health treatment (as per treatment plan)		
Full-time, approved work obtained (unless an alternate plan is in place and by Case Manager)		
Alberta Works informed of current work status (if applicable)		
Full time Sponsor with regular contact		
Identified a home group		
Attendance at CDTC after court group when directed		
Regular attendance at MRT group as required and Step 3 completed		
Wellness plan written and submitted to Case Manager		

Relapse Prevention Plan completed and reviewed by Case Manager		
Ongoing adherence to individualized Treatment Plan		
SUPERVISION		
Contact with Probation as directed		
Sober, supported, approved housing continued		
Monday check ins with Case Manager (unless otherwise directed)		
COURT		
A minimum of 12 weeks in Stage 2		
A minimum of 8 weeks compliant behaviour		
Weekly Court attendance (unless otherwise approved)		
Documented 3 recovery support groups per week (If not in residential treatment)		

STAGE THREE: PRACTICAL APPLICATION

12 Weeks Minimum - In this stage you will find yourself increasingly developing a schedule that incorporates your recovery and your CDTC program first, then all other things after this. In order to complete this phase, you need to consider the following:

STAGE 3 COMPLETION REQUIREMENTS

TREATMENT		
REQUIREMENTS	Completed	Comments
Completed Date		
Medication regimen updated on participant information form (if applicable)		
Engagement in counselling or mental health treatment (as per treatment plan)		
Full-time, approved work obtained (unless an alternate plan is in place and by Case Manager)		
Alberta Works informed of current work status (if applicable)		
Regular contact with Sponsor and attendance at Home Group		
Attendance at CDTC after court group when directed		
Regular attendance at MRT group as required and Step 6 completed		
Enrolled in Money Management course		
Ongoing adherence to individualized Treatment Plan		
Genuinely and actively engaged with all treatment and programming		
SUPERVISION		
Contact with Probation as directed		
Sober, supported, approved housing continued		
Monday check ins with Case Manager (unless otherwise directed)		

COURT		
A minimum of 12 weeks in Stage 3		
A minimum of 8 weeks compliant behaviour		
Weekly/Bi-weekly Court attendance (unless otherwise approved)		
Documented 3 recovery support groups per week (If not in residential treatment)		

STAGE FOUR: COMMUNITY TRANSITION

12 Weeks Minimum - You have now been in the program for a minimum of 9 months and your attention should now focus on developing a “safety net”, or support system beyond the CDTC Treatment team. Your safety net includes people, places and things that support your recovery.

You are expected to complete 15 hours of volunteer activity prior to graduation. Being involved in some service/volunteer work is a way to both “pay it forward” and become an active and engaging member in the community. These activities should be discussed and agreed upon with your case manager. You can be as creative as you want as long as you are safe. This is an opportunity for you to meet other people, to expand your horizons, and to potentially add to your safety net.

Expanding leisure time activities also gives you an opportunity to broaden your life. Now is the time to be out in the community, challenge yourself safely and do it while you still have the support of the program. Now is the time to practice transitioning into the community.

STAGE 4 COMPLETION REQUIREMENTS

TREATMENT		
REQUIREMENTS	Completed Date	Comments
Medication regimen updated on participant information form (if applicable)		
Engagement in counselling or mental health treatment (as per treatment plan)		
Full-time, approved work obtained (unless an alternate plan is in place and by Case Manager)		
Alberta Works informed of current work status (if applicable)		
Regular contact with Sponsor and attendance at Home Group		
Attendance at CDTC after court group when directed		
Completion of a Money Management course		
Regular attendance at MRT group is required if you have not completed the program (As directed by CM)		
Completion of MRT program		
Completion of the CDTC Criminal & Addictive Thinking		
Volunteer hours documented-15 hours (As discussed and agreed upon with CM)		
Review Relapse Prevention Plan with CM		
Ongoing adherence to individualized Treatment Plan		

Genuinely and actively engaged with all treatment and programming		
SUPERVISION		
Contact with Probation as directed		
Sober, supported, approved housing continued		
Monday check ins with Case Manager (unless otherwise directed)		
Minimum of 6 consecutive months drug and alcohol free with negative tests while in the CDTC program		
COURT		
A minimum of 12 weeks in Stage 4		
A minimum of 9 weeks compliant behaviour		
Weekly/Bi-weekly Court attendance (unless otherwise approved)		
Documented 3 recovery support groups per week (If not in residential treatment)		

STAGE FIVE: PREPARING FOR GRADUATION

In order to qualify for this stage all program requirements of all the previous stages must be met and you will have been in the program a **Minimum of 1 Year**. In this stage you will applying for graduation and maintaining the changes you have made.

STAGE 5 COMPLETION REQUIREMENTS

TREATMENT		
REQUIREMENTS	Completed Date	Comments
Ongoing adherence to individualized Treatment Plan		
Genuinely and actively engaged with all treatment and programming		
Completion of detailed relapse prevention plan		
Budget submitted and reviewed with CM		
Social atom submitted and reviewed with CM		
Completion of graduation application		
SUPERVISION		
Minimum of 3 consecutive months drug and alcohol free with negative tests immediately prior to graduation		
Contact with Probation as directed		
3 months of suitable housing immediately prior to graduation		
Demonstrated wellness living circumstances (employment, schooling, parenting, volunteering)		
Monday check ins with Case Manager (unless otherwise directed)		
COURT		
A minimum of one year in the CDTC program		
2 consecutive compliant weeks immediately prior to graduation		

The Calgary Drug Treatment Court Team wishes you the best as you journey through this program. If you have any questions or concerns, please remember to reach out for “together, we can do what we cannot do alone

APPENDIX/REQUESTS

The following pages have a variety of requests and forms that are used throughout the program. Your Case Manager has copies of all the forms and they are also in the main office. You need to present your requests first to your Case Manager.



Calgary Drug Treatment Court
CELL PHONE REQUEST
CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Participant Information

Date: _____

Name: _____

Current Address: _____

Cell Phone Request

Purpose for Phone: _____

Budget Information

Income: _____

Expenses: _____

"I understand and agree to have a cellular phone for which I receive monthly statements in my name. My monthly statement must include a list of all ingoing and outgoing calls. I will provide the probation officer or designate with my monthly cellular telephone billing statement immediately upon demand."

I also agree to the following:

1. I will secure a new phone number and permanently dissolve my old number.
2. If re-utilizing an existing cell phone, I will erase the address book and all contact files/retrieval paths immediately.
3. I will immediately present my cell phone for periodic content review to my CDTC Case Manager upon request to do so.

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court

OVERNIGHT/OUT OF TOWN VISIT/ WEEKEND VISIT REQUEST

CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Participant Information:

Date: _____

Name: _____

Current Address: _____

Overnight Visit/Out of Town Visit/Week-end Visit Request

Temporary Residence – Contact Information

Address(Unit #, Street, City, Province, Name of hotel etc):

Phone: _____
(Land line phone at address)

Full Name: _____
(Primary resident at above address)

Relationship to Participant: _____
(Parent, spouse, other {please specify})

Transportation Plans: _____
(Mode, Arrival/Departure Schedule)

Emergency Contact: _____
(Name, Phone Number)

Length of Stay – Start Date: _____ **Return Date:** _____

Number of Nights away in Total: _____

Reason for Visit: _____

Identify Supports During Visit: _____

Meetings during visit: _____

Dates: _____

Times: _____

Location: _____

Describe your Safety Plan: _____

Any additional information: _____

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court
RESIDENTIAL HOUSING REQUEST

CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Participant Contact Information:

Date: _____

Name: _____

Landline telephone: _____

Cell phone: _____

Current Address: _____

Residential Housing Request

Agency/Landlord: _____

New Address: _____

Describe New Residence (apartment, house, other): _____

Will you be living alone? Yes No

If no, identify ALL roommates: _____

Expected Move Date: _____

Describe how this NEW living arrangement will continue to support your recovery:

BUDGET

Income

Expenses

Identify all your network of supports (be specific): _____

Describe your Relapse Prevention Plans (Be specific): _____

Signature of Participant: _____

Office to complete	
Received by:	Date received:
Date Reviewed by Pre-Court team:	Date Approved by Pre-Court team: Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court
GENERAL REQUEST
(A request that doesn't have its own SPECIFIC form)
CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Participant Information:

Date: _____

Name: _____

Current Address: _____

State Specific Request (Eg. Change registered owner condition; Curfew extensions/change;

Removal of no-go area etc.: _____

Explain Reason for Request: _____

Identify Supports: _____

Meetings: _____

Dates: _____

Times: _____

Locations: _____

Describe your Safety Plan (if applicable): _____

Any Additional Information: _____

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court
REQUEST TO LEAVE COURT EARLY
CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Participant Information:

Date: _____

Name: _____

Current Address: _____

Background for Request:

Court Date (Action Date): _____

What time do you need to leave court? _____

Why do you need to leave early? _____

Where are you going? _____

Why was this scheduled for a Thursday CDTC date? _____

If required, who can verify your “need” to leave early (name, contact information)? _____

Any Additional Information: _____

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



MEETING SHEET

Meeting name/location: _____

Date: _____ Time: _____ Chairperson Signature: _____

Topics: 1. _____ 2. _____ 3. _____

What I learned:

Meeting name/location: _____

Date: _____ Time: _____ Chairperson Signature: _____

Topics: 1. _____ 2. _____ 3. _____

What I learned:

Meeting name/location: _____

Date: _____ Time: _____ Chairperson Signature: _____

Topics: 1. _____ 2. _____ 3. _____

What I learned:

Meeting name/location: _____

Date: _____ Time: _____ Chairperson Signature: _____

Topics: 1. _____ 2. _____ 3. _____

What I learned:



EMPLOYMENT CONFIRMATION

EMPLOYEE NAME	
DATE	

COMPANY INFORMATION	
Name	
Address	
Phone number	
Name of Personal Representative	
Signature of Personal Representative	

EMPLOYMENT TERMS & CONDITIONS							
Start Date							
Hours per week							
Expected Schedule (Start time – End time)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				COURT			
Expected Duration of Employment							

PAY INFORMATION				
Rate of Pay				
Date of first pay				
Pay Schedule				
FOR THE FOLLOWING QUESTIONS, PLACE A CHECK-MARK (✓) UNDER YES <u>or</u> NO			YES	NO
Will the employee receive a Pay Stub after each pay period?				
Will the employee be contributing to provincial/federal taxes, Employment Insurance (EI), and the Canada Pension Plan (CPP) for each pay period?				
Please affix your firm's rubber stamp or business card in the space provided				

RECEIPT AND REVIEW OF PARTICIPANT'S HANDBOOK

The below participant acknowledges that they have received and read the Participant Handbook for the Calgary Drug Treatment Court program and are aware of the Calgary Drug Treatment Court rules.

Participant Name: _____

Participant Signature: _____

Date: _____

Case Manager Signature: _____

Date: _____