



Calgary Drug Treatment Court

PARTICIPANT MANUAL

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WELCOME AND INTRODUCTION

Welcome to Calgary Drug Treatment Court, also known as CDTC. You have chosen to enter 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. We are here to help and support you. 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 manual is designed to provide you with information on the CDTC program so that you know what to expect. It's a resource you can turn to for questions you may have as you move through the program.

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

-----*“Calgary Drug Treatment Court is what I prayed for all those years in jail - help to change my life.” (Program Graduate)*-----

CALGARY DRUG TREATMENT COURT- AN OVERVIEW

CDTC was developed to help individuals end the cycle of active addiction and crime in their lives. Drug Treatment Courts do this by providing a combination of treatment services and therapeutic court.

THE TREATMENT SERVICES

In CDTC, treatment services are provided to assist you with needs related to drug addiction, and also a range of other needs that commonly keep people stuck in a cycle of active addiction, crime and incarceration. The CDTC Treatment Team will support you to access:

- intensive treatment for drug addiction
- health and mental health services
- housing, income, and employment
- services to address patterns of thinking and behaviour that contribute to keeping people stuck in the cycle of active addiction and crime
- the skills and support needed to develop a recovery-oriented lifestyle and social network

THE COURT

In CDTC, the Court (Judges), Crown Prosecutors, Duty Counsel, Probation, Calgary Police Service, and the Treatment Team work together to deliver the program.

Our court is a therapeutic court. Therapeutic courts aim to have a positive impact on the wellbeing of participants. Our Judges and the Court Team work hard to create an atmosphere that supports wellness and change for participants.

The Court component of CDTC:

- makes it possible for you to avoid a jail or prison sentence, in exchange for your engagement in treatment and dedicated efforts to change your life
- provides the structure and approach needed for participants to practice accountability

- provides you with the support of a whole team of legal, law enforcement and treatment staff
- allows you to show the Court (and the community) that you are making the changes needed to justify delaying sentencing, and being excused from a jail or prison sentence

This program is designed to promote self-sufficiency, reduce crime, and help you sustain a satisfying and contributing lifestyle in the community.

YOUR PART

Making positive change in your life requires time, active participation, and sincere engagement in treatment.

Time Commitment – The CDTC program takes a minimum of 12 months to complete. Most people graduate between 12 and 18 months (14-15 months on average). Following graduation, you will be sentenced to a period of Probation.

Active Participation – The CDTC program is voluntary. Participation is your choice, but once you've chosen to enter the program, your active and sincere participation is necessary for you to move through the program stages and successfully graduate. While in CDTC you will be required to:

- attend a residential addiction treatment program
- attend for frequent random drug testing
- abide by all conditions of the CDTC Bail Order
- attend court regularly following residential treatment
- meet with the CDTC Probation Officer regularly
- work closely with CDTC Case Managers to develop a treatment plan and work to achieve your treatment goals

Honesty and Accountability are key to success in the program – and in life. Without committing to these principles, the chances of ending active addiction and criminal involvement are very limited. Honesty and accountability are core principles of the CDTC program and will be expected of you by all team members.

-----“Its mind-blowing to see Judges cry in court. It made me realize that there are so many people who care... what helped me was that I remained accountable to everybody in the program. Now I’m just doing things, I don’t have to {talk about it} everyday. It has become part of who I am.” (Program Graduate)-----

Reaching Out - When times are challenging remember that doing time in jail never changed anything for the better. People who become involved in the justice system because of a drug addiction are commonly unable to stay free of drugs or crime when they are out of custody and in the community.

We’re here to help and we know you can make the changes needed to end the cycle of active addiction and crime in your life. When in doubt, make sure you reach out and ask us!

HOW WILL YOU BENEFIT?

Program participants commonly identify the following benefits:

- Avoiding a jail/prison sentence
- Ending the drug-fueled chaos and unreasonable fears in their life
- Wellbeing – physical, mental, emotional, and spiritual
- Self-respect
- Gainful employment, job success/promotion
- Reconnection with positive values they had forgotten about
- Reconnection with family
- Access/custody of children
- Peace of mind

IMPORTANT THINGS TO KNOW FROM THE START

The CDTC Team wants you to be successful. With that in mind we have written out some important things for you to know from the start. These are not meant to intimidate you but rather to let you know early on what you are agreeing to.

1. You must call your Probation Officer within 48 hours of your admission/release from the Remand Centre.
2. You must attend and be on time for all CDTC treatment-required appointments. This includes all scheduled individual, group and educational sessions and case management appointments.
3. Certain actions will result in presumptive dismissal from the program:
 - a. Involvement in new criminal activity after admission to the program.
 - b. Intimidation, threats of harm or acts of significant aggression/violence. Violent or serious aggressive behaviour will not be tolerated and will be reported immediately to the Court.
 - c. Possession of weapons
 - d. Tampering with a drug test

In these cases, a decision about the participant's continuation in the program is made at a dismissal hearing.

4. New romantic/sexual relationships are shown in research to be one of the most common reasons that people struggle and relapse in early recovery.

In CDTC you will need to focus on your recovery first. Entering a new sexual/romantic relationship is certain to be a distraction from treatment priorities and for many people causes them to avoid needs such as loneliness, sadness or confusion which need to be addressed outside of an intimate relationship.

Romantic/Sexual relationships with other CDTC participants is strictly prohibited and may result in adjustment to your treatment plan, a sanction, or dismissal from the program.

If you enter CDTC in a committed long-term relationship, we strongly suggest that your partner attend any of the various family supports offered in the community. Ask your Case Manager for suggestions. We would also like to meet the significant people in your life – please encourage them to attend Drug Treatment Court and learn more about the program.

5. 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.

6. Dress appropriately for Court and be on time. Do not wear clothing to Court that has drug or alcohol related themes, bare midriff tops, etc. Court is a time to listen and learn from the experiences of others. Items not allowed in the courtroom include: sunglasses, hats, food, drinks and gum-chewing. Follow the directions of Team members, Court personnel and Sheriffs while in the Courts Centre.

SOME BASICS ABOUT SUBSTANCES AND SUBSTANCE-USE

CDTC is an abstinence-based program. All participants are in CDTC because of a drug addiction and drug-related involvement in crime. Dedicated effort and commitment to abstain from drugs/alcohol is necessary to be successful in CDTC.

Cross Addiction: The brain responds in some similar ways to mood-altering substances and activities. Because of this, individuals with an addiction to one substance are more at risk to develop an addiction to other substances or activities. We encourage you to be aware of the pull to replace one addiction with another and to get support with this from your Case Manager.

Alcohol is a drug. Marijuana is a drug: Use of alcohol or marijuana in the program is not permitted. Our drug screening includes testing for alcohol, THC as well as many other mood-altering substances.

Steroids and GHB: Use of steroids and GHB are not permitted. Being in possession of/or using these substances can result in a non-compliance, an adjustment in your treatment plan, or dismissal.

Gambling: Gambling can be a highly addictive activity. Your bail order prohibits you from gambling or entering a casino.

Drug Paraphernalia: Being in possession of drug paraphernalia puts you and others at risk 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.).

THE LEGAL STUFF

The Waivers you sign and submit to the Court during your admission to the program outline the details of your legal agreement to participate in the program. Be sure you read these Waivers and your Bail Orders carefully.

WITHDRAWAL FROM THE PROGRAM

You can withdraw from the CDTC program within 30 days of entering your pleas without penalty. If you wish to withdraw within 30 days, make sure you 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, and you will be immediately scheduled for sentencing for the charges you plead guilty to when you entered CDTC. Your bail may be revoked while you await your next court appearance.

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.

DISMISSAL FROM THE PROGRAM

Participants may be dismissed from the program prior to graduation for:

- Failing to meet the minimum requirements for participation
- Suitable treatment being unavailable
- Consistent lack of engagement in treatment or repeated non-compliance despite increasing sanctions
- Being AWOL from the program
- Major program violations i.e. new criminal activity, threats of harm or actual harm to others, possession of weapons, tampering with drug tests

If you are recommended for dismissal, you will be given a notice of a dismissal hearing. Dismissal hearings happen prior to court during the regularly scheduled pre-court meeting. Except if you are AWOL from the program for more than 30 days, or if there is no suitable treatment program available to you, you will be

given the opportunity to submit a “Request to Continue” to the pre-court team. 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, which may include 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.

YOUR RIGHTS

You have a right to legal representation in all Calgary Drug Treatment Court legal matters and proceedings, including admission, pre-court meetings, court appearances and proceedings, hearings, and sentencing. CDTC Duty Counsel will act as your representative throughout your time in the program.

You have the right to courteous, dignified and reliable delivery of service. You will be informed of changes in the program, rules or policies that affect you as early as possible.

Your feedback regarding the program is encouraged.

What you should know in the very unlikely event that you are approached by a police officer and asked to act as an informant

CDTC has no interest in seeing program applicants or participants become informants for the police. Our hope for you when you enter the program is that you will focus fully on participating in treatment and bettering your health and your life. This is much easier to do if you don't engage in activities that distract you from this focus.

We are aware of very few cases over the years in which applicants or participants were approached by police for this purpose. In the unlikely event that you are approached for this purpose, any choice you make will have no impact on the services you receive, your success in the program, or your sentence. To be clear:

- You will receive no benefit through the DTC program if you choose to inform for the police.

- You will not be disadvantaged in any way in your application to the program, or your participation in the program, if you do not agree to inform for the police.

If you are approached for this purpose, we strongly encourage you to speak to your Defence Counsel or your DTC Duty Counsel to make sure you are aware of your rights.

CONFIDENTIALITY AND LIMITS TO CONFIDENTIALITY

CONFIDENTIALITY

Calgary Drug Treatment Court complies with the Freedom of Information and Protection of Privacy Act (FOIP) to protect your confidential information.

LIMITS TO CONFIDENTIALITY OF YOUR INFORMATION

There are limits to the confidentiality of your information.

- In order to support you to access a variety of services the CDTC Treatment Team will share your information with community agencies we refer to you. Eg. Alberta Works, detox centres, addiction treatment agencies, health care providers, mental health services, and housing agencies. Information exchanged will include information regarding your needs, progress, behaviours, and overall functioning, and related decisions regarding your treatment plan.
- Calgary Drug Treatment Court Team Members work together to determine the most effective interventions during your time in the program while maintaining public safety. Information about your progress and challenges, needs and strengths, and criminal history, charges and convictions will be shared among the members of the team to support them in making informed decisions.

- Information related to your alleged participation in any new offences committed after the offences you plead guilty to when you were admitted into the DTC program, may be shared with team members including police.
- Information required by law to be reported to authorities, will be reported. For example, suspected abuse of a child, or endangering a child through drug-related activity.
- All Drug Treatment Courts in Alberta are evaluated by the provincial government department of Justice and Solicitor General in order to understand program effectiveness and to learn about best practices. As part of this evaluation, information will be collected regarding your background, participation, needs and progress and your individual information will be shared with the government. All information publicly reported will be aggregated so that you will not be individually identified and so that your personal information will be kept confidential.
- The Calgary Drug Treatment Court conducts program evaluations from time to time, to understand effectiveness and identify opportunities for improvement. Again, all information publicly reported will be aggregated so that you will not be individually identified and your personal information will be kept confidential.

If you have any questions about the confidentiality of your information, please ask a member of the Treatment Team.

WHO'S ON THE CDTC TEAM?

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 collaboratively to support your success in the program. Relevant information about your week is shared amongst the team and decisions about rewards and sanctions are made.

The Pre-Court Team consists of:

- 3 Judges
- Federal Crown
- Provincial Crown
- Legal Aid Duty Counsel
- Probation
- Calgary Police Services
- CEO of Drug Treatment Court
- Case Managers
- Clinical Lead

ROLES AND RESPONSIBILITIES OF THE TREATMENT TEAM

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 developing an individualized treatment plan and helping you adhere to your personal goals. These goals are meant to focus on addiction/health/mental health needs, addressing patterns of thinking and behaviour that can lead people back to criminal involvement, establishing a recovery-oriented lifestyle in the community, and successful completion of the program. Case Managers often run groups including Day Treatment Program, Criminal and Addictive Thinking, and MRT. One of the case management team will present in Court on your progress.

Drug Testers (1 male and 1 female): Drug Testers coordinate and provide twice weekly random drug testing. You can expect to hear from them regularly about scheduled drug tests.

Clinical Lead: This role is held by a person with advanced education in Social Work or Psychology. She/He completes assessments for applicants to the program and works closely with Case Managers to monitor 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.

CEO: The CEO is the bus driver for Drug Court. She/He works on the “big picture” and is responsible for directing the program, funding decisions, and liaising with government, and other stake holders. The CEO reports to the Board of Directors.

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 during any Probation sentence you receive at graduation.

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

BAIL ORDERS

From time-to-time your bail orders may be revised. For example, as you continue in the program you might, apply to have a cell phone or you might move to a new residence. These changes will necessitate a change in your bail order. Remember, you must carry the most recent version of your bail order at all times.

When you live in the community, 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.

COURT APPEARANCES

Participants in CDTC can have very different past experiences – some have been involved in a criminal lifestyle for years and have many needs resulting the effects of this lifestyle. Others may be facing their first set of criminal charges and may not yet have experienced the same devastating impact on their health, relationships, and resources.

Providing the right length and types of services to meet participants needs is important in helping people to succeed. As a result, CDTC has 2 service streams: the Regular Stream; and the Early Intervention Stream.

Regardless of which stream you are in you will be excused from attending court while you are in detox or residential addiction treatment.

Regular stream

- Participants in the regular stream appear in Drug Treatment Court on a weekly basis.
- Drug Treatment Court is held on Thursday mornings starting at 11am. You are expected to be at Court at 10:30 am. This gives you an opportunity to meet with Duty Counsel or your Case Manager prior to Court.

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

Early intervention stream.

- Participants in the early intervention stream appear in Drug Treatment Court on a bi-weekly basis.

- Drug Treatment Court is held on Thursday afternoons starting at 2pm. You are expected to be at Court at 1:30pm. This gives you an opportunity to meet with Duty Counsel or your Case Manager prior to Court.
- You will be expected to provide an update to the court on your progress during the week, including your compliance with bail orders and program requirements.
- After you have reached stage 3 of the CDTC Program you may apply to attend Court on a monthly basis.

There are some differences in the length and type of services provided to participants in the early intervention stream. However, the requirements for graduation and process of moving through the 5 program phases are largely the same in both service streams.

Each time you attend court, you will receive either a reward or a sanction.

Rewards.

Rewards are designed to:

- Encourage and recognize your positive efforts, compliance, and engagement in treatment during that week. This is acknowledged through comments from the Court Team, and the opportunity to select a small gift card from “the bucket”.
- Encourage and recognize your progress and efforts over time. Progress over time may be acknowledged through changes in bail order conditions and other privileges, such as:
 - promotion to the next stage in the program
 - support for bi-weekly/monthly attendance at Court (depending on the program stream you are in)
 - support for a cell phone
 - support for weekend visits to approved setting
 - support for a change in curfew
 - support to leave Court early

Sanctions are designed to:

- Encourage genuine engagement in treatment
- Discourage non-compliance (with bail order conditions and program requirements)

Sanctions vary according to the severity of the non-compliance/behaviour, and they 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 those given during earlier phases. Examples of sanctions are:

- written assignments
- apology letters
- community service hours
- change in curfew
- house arrest
- bail revocation/short-term stay in Calgary Remand Center
- Jeopardy Contract

Sanctions, like rewards, are a result of choices you make. The more you see that you are the choice maker in your life, the more you can make choices that help you, rather than harm you.

PROGRESS REPORTS

Prior to each Court appearance, the Pre-Court Team and the presiding Judge will be given a progress report prepared by your Case Manager. This report summarizes your drug test results, employment status, adherence to your individual treatment plan, engagement in the program, and compliance with supervision requirements (Probation). This includes positive progress you've made during the week as well as any challenges you've had that are relevant to your commitments to the program and treatment participation.

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 pre-approved requests may be cancelled.

FREQUENTLY ASKED QUESTIONS

What do I need to do right away after entering my pleas in Court?

Some things to pay attention to right away are:

- Carry your Bail Order - You are legally required to carry a copy of your bail order on your person at all times. You need to be aware of the conditions outlined in your bail order and ensure you are following them. CDTC bail orders are strict but fair.
- You need to call your Probation Officer within 48 hours of your release from custody. You will be given an appointment with your Probation Officer and he/she will go over your bail orders with you.
- There is a “no-go zone” condition in your bail order. You are required to stay out of this area unless you have permission from Probation.
- You may not possess or use a cell phone during Stage One. If you are found using a cell phone or in possession of a cell phone (whether yours or someone else’s), this is a breach of your bail order.
- Follow the rules at your residential treatment program – This is a condition of your bail. If you are asked to leave your treatment program, there are limited options to arrange for approved housing.
- Reach out if you’re struggling or have questions – Early recovery is a challenging time. Recognize that things will get easier with a little time and rely on your positive supports to help you make good choices. Don’t run. Don’t let irrational or upsetting thoughts take you to a bad place. We’re here to help.

When is my first court appearance after being released/entering 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 while I'm in residential addiction treatment?

While you are in residential treatment your Case Manager will drop by from time to time, 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 happens if I struggle while in my addiction treatment program?

Remember that while you are in treatment you must follow all the rules of the agency where you are residing. If you don't, you may be 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.

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

Weekly reports from your addiction treatment program are shared with the Pre-Court Team. You should be in regular contact with your case manager so they 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?

When 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 go 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. Twice per week is the 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 Alberta 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 Alberta Works gives you. Note: If you do not qualify for Alberta Works benefits you will need to arrange to pay the cost of treatment.

If you are employed at the time of entry into the program, you may arrange with your employer for time off to participate in Stage One of the program. You may return to your place of employment following the completion of treatment as long as your employment is conducive to recovery and allows you to meet the requirements for participation in the program (i.e. court on Thursdays). This will need to be approved by your Probation Officer.

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

You will be required to attend various recovery meetings in the community (i.e. 12-step, Smart recovery, Refuge recovery). While you are not attending an addiction treatment program you will attend a minimum of three meetings a week. While attending addiction treatment, you will need to follow the program that is set out by the treatment agency regarding meetings.

While you are attending Court you will be given a sheet of paper called your “meeting list”. On this sheet you record all your meetings and have the chairperson sign the sheet beside the name of the meeting you attended. These sheets are to be handed in weekly at court. If you fail to hand them in, you will be considered “non-compliant”.

Why are there so many rules?

Rules are an essential part of success in early recovery. They are important early on in helping people to avoid relapse. They are also important in establishing a healthy lifestyle for the long-term. There are 3 reasons for the rules we have in CDTC.

1. Structure and Routine – Many of our program rules exist to create structure and routine. Building structure and routine into your lifestyle can have many benefits:
 - a. Creating a new ‘normal’ – Ending the lifestyle that comes with active addiction and crime takes significant change in most aspects of your life. Structure and routine is part of this.
 - b. Self-control – Addiction is a long-term disease. Learning to practice self-discipline is important in dealing with challenges and temptations that may occur throughout your life.
 - c. Preventing boredom – Structure and routine creates predictability and gives you a plan for your day/week.
 - d. Focusing on the positive – Having a routine focused on positive activities improves your health and your life.
 - e. Self-esteem and mental health – completing even simple tasks and small day to day accomplishments can improve mood and self-worth. Our 5 program phases are designed to help you see your progress toward successfully completing the program.

2. Engagement in Treatment - Simply stopping drug-use and crime during the time you’re in the program will not help you to change your life in meaningful ways – ways needed to end the cycle of active addiction and crime over time.

Some of our program rules exist to ensure you are actively participating in treatment.

3. Accountability – Some of our program rules exist to help you practice accountability. Being responsible for your actions and following through on commitments helps you in your recovery and long-term success.
 - a. Being accountable in your everyday life helps you connect with positive values and builds self-esteem. This is one of the most common goals participants identify when they enter our program.
 - b. Being accountable shows the court and the community that you are meeting the commitments you made when you entered the program – the commitments that allow you to avoid a jail sentence.

I stopped using drugs. Isn't that enough?

Treatment for addiction is not only about abstaining from drug use. It is also about learning to stay drug-free and to be productive in family, at work, and in society.

For those who have become caught in the cycle of active addiction and crime, treatment involves several things: modifying attitudes and behaviors related to drug use and crime, increasing healthy life skills, stable housing and income, addressing health or mental health issues, connecting with positive values, reconnecting with supportive family and friends, and establishing a recovery-oriented social network and lifestyle in the community.

CDTC TREATMENT OVERVIEW

GENERAL INFORMATION

CDTC treatment programming is designed to address the needs that keep people stuck in a lifestyle of active addiction and crime. Initially you will attend an addiction treatment program - arrangements will be made by the treatment team. We may also make referrals for personal counselling for various needs such as relationships issues, healing from sexual abuse, and mental health assessments.

While in the CDTC program you will need to:

- Attend meetings regularly with your Case Manager
- Complete the Criminal and Addictive Thinking and Moral Reconciliation Therapy (MRT) group programs led by the Case Managers
- Complete a money management program
- Participate in employment support services if required

You will meet regularly with your Case Manager. During this time, you will be supported to develop and implement a personalized treatment plan. You may be assisted by your Case Manager with life skills, relapse prevention planning, developing a positive social network, and various other needs.

TREATMENT PROGRAMS

You must graduate from an addiction treatment program to be eligible for graduation. Options that the treatment team may consider for you include:

- Residential addiction treatment (typically 3 months)
- The CDTC Day Treatment Program (intensive 12-week program)
- Other Counselling/Programming - Participants may be referred for other counselling or services to address their goals and needs, such as:
 - Addiction counselling
 - Anger management
 - Trauma therapy
 - Mental health counselling/assessments
 - Domestic violence
 - Relationships, or
 - Other specialized therapies.

In some cases, attending such services may be a mandatory part of your program.

RECOVERY SUPPORT MEETINGS

While you are in a residential program you will need to follow their expectations for attendance at community support meetings. After you complete Stage One, you will need to attend 3 meetings per week and document your attendance. We strongly encourage participants to attend meetings related to their primary addiction.

Meetings can include but are not limited to:		
Alcoholics Anonymous	Cocaine Anonymous	Narcotics Anonymous
Refuge Recovery	Smart Recovery	Gamblers Anonymous
Sex Addicts Anonymous	Crystal Meth Anonymous	16-Step meetings for women
Overeaters Anonymous	Al-Anon	

In some cases, outside counselling or programming may be used as one of your weekly meetings – Ask your Case Manager. 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 recovery support meetings while in the program for several reasons:

- These meetings have proven to be successful in supporting an individual's chance for long-term recovery.
- Members of these meetings have struggled with the same issues you are struggling with. This is a place to get hope, inspiration, and tools for achieving a high-level recovery.
- These meetings are held all over the city at various times of the day. You can reach out and attend these meetings whenever and wherever you are.
- 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. At recovery meetings you will meet new people who are also making recovery part of their lives. Recovery meetings will keep you informed about recovery events throughout the city. You will see that there are sober dances, conventions, weekend “round ups”, camping trips, etc.

Obtaining a Sponsor

You will be asked to obtain a sponsor/mentor. This is someone “who has what you want” and is willing to help guide you to “what works”. You will need to let your Case Manager know when you have a Sponsor and who your Sponsor is. It is expected that you have regular contact with your Sponsor.

Home Group

You will be expected to find a Home Group among the 12-Step/Recovery programs you attend. A Home Group is a meeting that you attend on a weekly basis and that you become involved in. Involvement might mean chairing meetings, attending business meetings for your group or helping out in some

other way on a regular basis. When you make a commitment to a Home Group you will find that you 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 contacts and friendships that are supportive of your recovery.

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. All moves must then be approved by Probation and the Pre-Court team.

How to Request a Change in 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 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. They are also available 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.

Requests will not be approved during 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 test kits detect drug use as well as attempts to tamper with your test.

You must make yourself available for all drug testing. You will be notified in the morning of your testing. Missing a drug test will result in a sanction and will be considered a positive test for drugs/alcohol. 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 into your urine sample.

All drug testers/support workers have been given a drug screening-testing protocol that they must follow and have been trained to follow strict testing guidelines. Drug test results are submitted to the court each week - it is in your best interest to participate properly and consistently in all drug testing. These reports document your drug-free time in the program. Not following proper procedures can put your number of drug-free days into question.

Testing Procedure

1. Before you are drug tested, staff will ask if you have anything to tell them. This is your opportunity advise staff if you have used any drugs or alcohol. If your drug test is positive and you did not advise the tester of using, it will be noted in his/her report to the court. 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 helps to confirm that there are no test-tampering devices on your person.
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 tell us that being drug tested was extremely helpful in keeping them drug/alcohol-free until they reached a time where they felt they better able to make a good choice for themselves.

Incidental Drug and Alcohol Exposure

In rare circumstances exposure to non-beverage alcohol sources, food products, and/or medications can result in detectable levels of alcohol or drugs or their by-products. Following are some products (but not all) that could create a false positive on a drug test:

- 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 that contain wine or other alcohol. Always 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, some crackers 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: Some of these products contain unknown ingredients. Talk to your doctor or pharmacist for advice.
- Bug Sprays and Insecticides (e.g. "Off"). Read all 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 these products to your skin, body or hair.***

MEDICAL CARE

You will need to obtain a family doctor while in the program. Until you do, you will need to attend clinics approved by CDTC (CUPS, the Alex bus, the Sheldon Chumir Centre). Some treatment facilities have their own physician/clinics that they will refer you to – you may use any clinic the treatment centres utilize.

Before you go to any medical clinic or dental office (other than those listed above) you must advise your Case Manager 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 the program and the need to consider the potential implications of mood-altering effects and drug test results when prescribing medications. 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.

If you have an emergency that requires attendance at Emergency or Urgent Care, you will need to have the attending physician provide documentation of the medications prescribed during your hospital stay/treatment.

MEDICATIONS

Your Case Manager and treatment facility should always be made aware of any medication you are taking. Failure to report prescribed medication and/or over the counter medication may result in a sanction. You should also make your Case Manager aware of all homeopathic or herbal remedies you are taking.

Participants may take medications for a variety of reasons: mental health, physical health, substance-use disorder. If your Case Manager and Treatment Facility are aware of your medication needs and that you are taking them as prescribed, there is no problem.

Approved Over-the-Counter (OTC) Medications

When in residential treatment, be sure to read the rules of the program regarding OTC medication. Taking substances that you don't advise residential staff about

can result in expulsion from the program. For some treatment programs, this includes protein powder.

Use of alcohol-containing cough syrups, such as Nyquil, and other products that use ethyl alcohol as a solvent are prohibited. You will need to read product labels carefully to make sure they do not contain alcohol.

Below 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.

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
Buckleys 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. Once approved you are required to 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.

COURT ATTENDANCE

Depending on whether you are in the regular stream or the early intervention stream, you will attend court on a weekly or bi-weekly basis following completion of residential treatment/stage 1. You are expected to stay in the courtroom while other CDTC participants are sharing with the court. As a reward for your progress in the program, you may request to attend Court less often after you've been in the program for a minimum of 6 months and have completed all Stage 2 requirements. Talk to your Case Manager about when and how you can request approval for this. If you are approved for less frequent court attendance by the Pre-court Team, the Crown will advise you about your next Court date.

EMPLOYMENT

Following residential treatment, you will be required and supported to obtain employment, unless you are medically unable to work or are approved for full-

time parenting. Alberta Works provides income support for participants while they search for employment and can also provide support for obtaining employment. You will need to report to Alberta Works regularly while receiving this support.

It is important that any employment you pursue is approved by Probation and your Case Manager prior to you accepting employment. Probation may speak to the prospective employer prior to giving approval. We want participants to work in safe places with safe people. It's also important that you work reasonable hours so that you can focus on recovery and meet the requirements for participation in the program. Participants are required to take Thursdays off work to attend court and other treatment requirements.

CALGARY DRUG TREATMENT COURT STAGES

The CDTC program has 5 stages which can be completed during a period of 12 months, followed by a period of probation after graduation. Your progress through the stages will depend on your engagement and participation in treatment, and compliance with your bail order and other program requirements.

Each person begins the 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 different requirements - you will need to confirm with your Case Manager that you have completed the steps and tasks to move onto each next stage.

Each stage of the program is focused on supporting you to achieve specific treatment objectives and assist you to be ready for the next stage. The following pages provide checklists describing what is involved in each stage.

-----*“At first...I was pretty apprehensive. I read through the handbook and the requirements...I am going to have to do this and this. For the first month after treatment it was a lot to do. But once I got into it, its only as hard as the person makes it, as everything in life...I am grateful. It saved by life.” (Program Participant)*-----

STAGE ONE: INTENSIVE TREATMENT

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

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 - This Stage challenges you to begin to find the balance between work, free time, recovery activities, court time, time with your probation officer, and other commitments.

At this stage you will be putting into action what you learned in treatment and developing your recovery skills. It is important that you place your recovery first. Your Case Manager will work with you to establish treatment goals and a plan to achieve those goals.

You are not expected to do this perfectly. Please 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		
Genuinely and actively engaged in 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 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 makes recovery your #1 priority.

STAGE 3 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		
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 in 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. This is a the time to 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 will need to complete a volunteer hours prior to graduation. Talk to your Case Manager about this. Being involved in service/volunteer work is a way to “pay it forward”, become an active and engaging community member, broaden your life. You can be as creative as you want as long as you are safe. This is an opportunity for you to meet other people, expand your horizons, and add to your safety net.

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

At this point you have been in the program for a minimum of 1 year. In this stage you will apply for graduation and work to maintain the changes you've 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 stability in the community for the 3 months immediately prior to Graduation. This includes the ability to support yourself financially. Full-time employment, training/education, parenting, and volunteering may be considered. For those who are substantially barriered in their access to employment, demonstration of a consistent schedule of structured daily activities may be considered.		

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. Together we can do what we cannot do alone.

APPENDICES/REQUESTS

The following pages provide requests forms and other forms that are used in the program. Your Case Manager has copies of all the forms - they are also available at the main office. Please present all requests 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

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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		

ACKNOWLEDGEMENT OF RECEIPT OF PARTICIPANT'S MANUAL

My signature below indicates that I have received a copy of the Calgary Drug Treatment Court Participant Manual.

I understand that this manual contains information regarding:

- Services I am eligible to receive
- Services and activities that I am required to participate in
- A description of the phases of the program that I will need to move through in order to graduate
- Limits to the confidentiality of my personal information during my participation in the Calgary Drug Treatment Court.

I acknowledge that I have read and understood the Participant Manual.

I also understand that the Calgary Drug Treatment Court may revise, add or remove certain services documented in the manual, with or without notice. I understand that where changes substantially affect me, I will be notified of these changes in a timely manner.

Print name _____

Signature _____

Date _____