

# **REENTRY COURT PROGRAM HANDBOOK**



## **24TH JUDICIAL DISTRICT COURT PARISH OF JEFFERSON STATE OF LOUISIANA**

(Revised 11/15/2023)

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company ... a church ... a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude ... I am convinced that life is 10% what happens to me, and 90% how I react to it. And so it is with you ... we are in charge of our Attitudes.”

— CHARLES SWINDOLL —

“If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward.”

— MARTIN LUTHER KING, JR. —

## WHAT IS THE 24<sup>th</sup> REENTRY COURT PROGRAM?

The Reentry Court Program is a specialty court program given the responsibility to handle cases involving non-violent<sup>1</sup>, non-sex offenders through a supervision and treatment program. These programs include frequent judicial status reviews, intensive probation supervision, drug counseling, treatment, educational opportunities, employment assistance, case management, and the use of sanctions. The Reentry Court is a multi-faceted court-based program that combines the strength of the correctional system, law enforcement, the prosecutorial branch, and the judicial branch with the stakeholders in mental health, substance abuse treatment, education, and workforce development in order to reverse the disturbing trend of high incarceration rates with low rates of behavioral change. The Judge has much more involvement in supervising Reentry Court offenders than just placing an individual in a probationary or diversionary program for drug treatment.

The incarceration phase (pre-release) of the Reentry Court Program is conducted at Angola, the Louisiana State Penitentiary (LSP). During the incarceration phase, the participants are mentored by Angola mentors to increase skills in the following areas: life skills, vocational skills, Pre-GED and GED instruction, faith-based reentry, and basic substance abuse treatment. When the pre-release phase has been completed, the participant may petition the Court for acceptance into the Reentry Court, which continues and builds upon the participant's work and progress made while at Angola. The goal of the Reentry Court Program is to provide the participant with the resources and skills necessary to successfully re-enter society.

The philosophy of the program is that through learning new behaviors, using the resources of treatment, family, community, and friends, and also structuring a suitable recovery environment, many of the participants will be capable of living a crime-free lifestyle. The Reentry Court Program is designed to address the offender's need for treatment, support, and monitoring in a highly structure system which emphasizes accountability. This system involves the treatment program, Case Management Services, the Court, the District Attorney's Office, the Public Defender's Office, Probation and Parole, and other community resources as needed. Returning Citizens are required to participate in regular treatment sessions, frequent urine drug screening, and recurrent court appearances to ensure they comply with the requirements of the program. Other concerns, which Returning Citizens may face such as emotional problems, vocational needs, educational deficits, etc., are addressed by the appropriate agencies.

The treatment philosophy used involves the utilization of intensive day treatment, family therapy, self-help programs of AA/NA/CA/Celebrate Recovery, and case management in a structured and disciplined environment. When appropriate, referrals can be made to detoxification programs, inpatient treatment and/or residential treatment settings.

This handbook will provide you with information about the Reentry Court program and what is expected of you as a program participant. We encourage you to share this information with your attorney, family, friends, employer, or anyone else that is impacted by your participation in this program. We look forward to working together as you begin the process of long-term recovery and integration back into the community.

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<sup>1</sup> Some crimes of violence may be considered eligible for the program subject to the approval of the District Attorney.3

## **REENTRY COURT STAFF**

The Reentry Court staff works closely with the Probation Officers, Judges, and other agencies to stay informed about the client's status. If participants are caught trying to manipulate or split staff between agencies, they will be caught eventually, and sanctions will be recommended.

The presiding Judge will make all decisions regarding participation in the Reentry Court Program with input from the team. The presiding Judge is Judge Shayna Beevers Morvant.

The Reentry Court Team (RECT) consists of the following members:

- Judge
- Program Coordinator/Case Manager
- Social Worker
- Probation Officers
- Prosecutor
- Public Defender
- Minute Clerk

### **Contact Information**

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## **PHASES OF REENTRY COURT**

The Reentry Court program begins with a minimum of two (2) year incarceration period at Angola or LCIW. Upon completion of the incarcerated portion of the programming, a participant will return to probation and participate in additional programming and treatment.

The probation portion of Reentry Court is divided into four phases. A participant must successfully complete each phase before transitioning to the next phase. Each phase has a key concept or focus. An overview of the four (4) phases follows on the next pages.

**24TH JDC REENTRY COURT PROGRAM**  
**OVERVIEW OF REQUIREMENTS**

***Phase I: ~ 4 months – (Homecoming)***

Requirements:

1. Complete Program Orientation
2. Complete Intake with Probation & Parole
3. Weekly Contact with Assigned Mentor
4. Attend Self-Help meetings each week and provide documentation on the provided form.
  - a. 2 Self-Help Meetings until Participant obtains full-time employment
    - Only 1 virtual meeting will be allowed each week
  - b. 1 Self-Help Meeting anytime Participant has full-time approved employment
5. Complete Clinical Treatment Assessment
6. Assessment Fee of \$150 paid in full
7. Attend and participate in a minimum of **48 hours of treatment**
  - a. Treatment to continue after minimum hours met until participant is moved into next phase.
8. Weekly office visit with case manager.
9. Random drug screens as instructed
10. Weekly in person court attendance and as instructed
11. Weekly contact with Probation Officer (PO) and as instructed; location/manner at the discretion of the PO
12. Maintain verifiable employment (min 30 hrs/week)

If you are unemployed, you must do the following until verifiable employment is obtained:

  - a. Attend the Day Reporting Center daily for job readiness; and
  - b. Complete daily community service totaling 24 hours per week; and
  - c. Submit proof you have completed and submitted a minimum of five job applications to obtain full-time employment.
  - d. Attend 1 additional Self-Help meeting and provide documentation on the provided form.
13. Maintain curfew from 10 p.m. – 6:00 a.m. every day
14. Complete any special conditions imposed by the Team based on assessment recommendations
15. Complete all sanctions. Infraction free time does not begin to run until after all sanctions are completed.
16. 30 days infraction free – prior to promotion
17. Maintain 30 consecutive days of sobriety – prior to promotion

***Phase II: ~ 9 months - (Settling In)***

Requirements:

1. Attend and participate in a minimum of **36 hours of treatment** and complete **12 MRT steps**
  - a. Attend 1 hour of group treatment once per week
    - Treatment to continue after minimum hours met until participant is moved into next phase.
  - b. 1 hour per week MRT until 12 steps complete
  - c. Complete a minimum of 20 hours of MRT Service Hours at an approved location
2. Attend 1 Self-Help meeting each week and provide documentation on provided form.
3. Maintain verifiable employment (min 30 hrs/week)

If you are unemployed, you must do the following until verifiable employment is obtained:

  - a. Attend the Day Reporting Center daily for job readiness; and
  - b. Complete daily community service totaling 24 hours per week; and
  - c. Submit proof you have completed and submitted a minimum of five job applications to obtain full-time employment
  - d. Attend 1 additional Self-Help meeting and provide documentation on the provided form
4. Meet minimum Program Fee compliance
5. Weekly office visit with case manager
6. Random drug screens as instructed
7. Court attendance every other week or as instructed
8. Weekly contact with Probation Officer (PO) and as instructed; location/manner at the discretion of the PO
9. Weekly contact with assigned mentor
10. Maintain curfew from 10 p.m. – 6:00 a.m. every day (Sun. – Thurs.) and 12:00 a.m. – 6:00 a.m. (Fri. – Sat.)
11. Establish a payment plan with collections, if not done, to pay fines, fees, and court costs.
12. Complete any special conditions imposed by the Team based on assessment recommendations
13. Complete all sanctions. Infraction free time does not begin to run until after all sanctions are completed.
14. 45 days infraction free – prior to promotion
15. Maintain 60 consecutive days of sobriety – prior to promotion

**Phase III: ~ 9 months (Living on Your Own)**

Requirements:

1. Attend and participate in a minimum of **36 hours of treatment** and complete **8 Financial Literacy Group Steps**.
  - a. Attend 1 hours of group treatment once per week
    - Treatment to continue after minimum hours met until participant is moved into next phase.
  - b. 1 hour per week Financial Literacy until 8 steps complete
2. Maintain verifiable employment (min. 30 hrs/week)

If you are unemployed, you must do the following until verifiable employment is obtained:

  - a. Attend the Day Reporting Center daily for job readiness; and
  - b. Complete daily community service totaling 24 hours per week; and
  - c. Submit proof you have completed and submitted a minimum of five job applications to obtain full-time employment.
  - d. Attend 1 Self-Help meeting each week and provide documentation on provided form.
3. Meet minimum Program Fee compliance.
4. Biweekly office visit with case manager.
5. Random drug screens as instructed
6. Monthly court attendance or as instructed
7. Weekly contact with Probation Officer (PO) and as instructed; location/manner at the discretion of the PO
8. Monthly contact with Mentor
9. Maintain curfew from 10 p.m. – 6:00 a.m. every day (Sun. – Thurs.);  
No curfew Fri.- Sat.
10. Complete any special conditions imposed by the Team based on assessment recommendations
11. Complete all sanctions. Infraction free time does not begin to run until after all sanctions are completed.
12. 60 days infraction free – prior to promotion
13. Maintain 90 consecutive days of sobriety – prior to promotion



***Phase IV: 12 months (Maintaining)***

Requirements:

1. Attend and participate in a minimum of **16 hours of treatment**
  - a. Attend 1 hour of group treatment once per week until Cultivating Compassion sessions are completed.
  - b. Treatment to continue after minimum hours met until participant completes the program requirements.
2. Maintain verifiable employment (min. 30 hrs/week)  
If you are unemployed, you must do the following until verifiable employment is obtained:
  - a. Attend the Day Reporting Center daily for job readiness; or
  - b. Complete daily community service totaling 24 hours per week; and
  - c. Submit proof you have completed and submitted a minimum of five job applications to obtain full-time employment.
  - d. Attend 1 Self-Help meeting each week and provide documentation on provided form.
3. Monthly office visit with case manager.
4. Maintain contact with Mentor
5. Random drug screens
6. Quarterly court attendance or as instructed
7. Weekly contact with Probation Officer (PO) and as instructed; location/manner at the discretion of the PO
8. No curfew unless instructed
9. Complete any special conditions imposed by the Team based on assessment recommendations
10. Complete all sanctions. Infraction free time does not begin to run until after all sanctions are completed.
11. 90 days infraction free – prior to applying for graduation
12. Maintain 180 consecutive days of sobriety – prior to applying for graduation

*\*Probationer may not advance to the next phase if he/she has had a violation within the infraction free time. The infraction free period begins after the completion of the most recent sanction to be eligible to phase.*

*\*\*If a probationer successfully completes all 4 Phases, has completed all special conditions of probation, and has not had any violations in the past 3 months, he/she may petition the Court to terminate probation satisfactorily.*

## **PATH TO SUCCESS**

### **A. Tools For Success:**

1. Be Honest. First with yourself, and then with the Re-Entry team.
2. Focus on yourself and your recovery first before any other obligations.
3. Get organized by writing down your appointments.
4. Work on your recovery every day.

### **B. Things that will get you in trouble:**

1. Running away from the program.
2. Not showing up for appointments or showing up late.
3. Missing appointments due to doctor or hospital visits and not bringing in documentation.
4. Lying; no ridiculous stories about how/why you tested positive.
5. Diluting your drug screen.
6. Using devices like a whizzinator or using someone else's urine.
7. Not getting in touch with your probation officer, the lab and/or your case manager if your phone doesn't work.
8. Missing a drug screen and not coming in by 9:00 a.m. the next business day.
9. Not getting a medical exception form signed.
10. Forging AA/NA sheets or community service sheets.
12. Being disrespectful to court staff
13. Getting a new charge.
14. Having attachments from other courts.

## **INCIDENTAL ALCOHOL EXPOSURE CONTRACT**

Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests are capable of detecting alcohol ingestion for significantly longer periods of time after a drinking episode. Because these tests are sensitive, in rare circumstances, exposure to non-beverage alcohol sources can result in detectable levels of alcohol (or its breakdown products.) In order to preserve the integrity of reentry court drug testing program it has become necessary for us to restrict and /or advise participants regarding the use of certain alcohol-containing products.

It is YOUR responsibility to limit your exposure to the products and substances detailed below that contain ethyl alcohol. It is YOUR responsibility to read product labels, to know what is contained in the products you use and consume and to stop and inspect these products BEFORE you use them. Use of the products detailed below in violation of this contact will NOT be allowed as an excuse for a positive test result. When in doubt, don't use, consume, or apply any of these products.

Cough syrups and other liquid medications: Reentry participants have always been prohibited from using alcohol-containing cough/cold syrups, such as Nyquil. Other cough syrup brands and numerous other liquid medications, rely upon ethyl alcohol as a solvent. Participants are required to read product labels carefully to determine if they contain ethyl alcohol (ethanol.) All prescription and over the counter medications should be reviewed with your case manager before use. Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol containing cough and cold remedies are readily available at most pharmacies and major retail stores.

Non-alcoholic Beer and Wine: Although legally considered non-alcohol (NA), NA beers (e.g. O' Douls, Sharps) do contain a residual amount of alcohol that may result in a positive test result for alcohol, if consumed. Reentry participants are not permitted to ingest NA beer or NA wine.

Food and Other Invertible Products: There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla, almond extract, and liquid herbal extracts (such as Gingko Biloba) could result in a positive screen for alcohol or its breakdown products. Communion wine, food cooked in wine and flambé' dishes (alcohol poured over food and ignited such as cherries jubilee, baked Alaska) must be avoided. Read carefully the labels on any liquid herbal or homeopathic remedy and do not ingest without approval from your case manager.

Mouthwash and Breath Strips: Most mouthwashes (Listermint, Cepacol, etc.) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol can produce a positive test result. SAC participants are required to read product labels and educate themselves as to whether a mouthwash product contains ethyl alcohol. Use of ethyl alcohol-

containing mouthwashes and breath strips by Reentry participants is not permitted. Non-alcohol mouthwashes are readily available and are an acceptable alternative. If you have any questions regarding a particular product, bring it to your case manager to discuss.

Hand sanitizers: Hand sanitizers (e.g. Purell, Germex, etc.) and other antiseptic gels and foams used to disinfect hands contain up to 70 % ethyl alcohol. Excessive, unnecessary or repeated use of these products could result in a positive urine test. Hand washing with soap and water are just as effective for killing germs.

Hygiene Products: Aftershave and colognes, hair sprays and mousse, astringents, insecticides (bug sprays such as Off) and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol or its breakdown products, excessive, unnecessary or repeated use of these products could affect test results. Participants must use such products sparingly to avoid reaching detection levels. Just as the court requires participants to regulate their fluid intake to avoid diluted urine samples, it is likewise incumbent upon the participant to limit their use of topically applied (on the skin) products containing alcohol.

Solvents and Lacquers: Many solvents, lacquers and surface preparation products used in industry, construction and the home contain ethyl alcohol. Both excessive inhalation of vapors and topical exposure to such products, can potentially cause a positive test result for alcohol. As with the products noted above Reentry participants must educate themselves as to the ingredients in the products they are using. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. A positive test result will not be excused by reference to use of an alcohol-based solvent. If you are employed where contact with such products cannot be avoided, you need to discuss this with your Case Manager. Do not wait for a positive test result to do so. Remember! When in doubt, don't use, consume or apply.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES

\_\_\_\_\_  
Probationer

\_\_\_\_\_  
Date

## **REENTRY COURT HEARINGS**

As a participant, you will be required to appear in court on a regular basis. Your case manager will complete a status report for each of your appearances and will provide the Court with current information on how you are doing in the Program. You may receive sanctions, depending on how you are doing in the program.

## **VIDEO CONFERENCE PROTOCOLS**

As an incentive, you may be allowed to attend court via video conference; or in the event of a court shut down, video conference may be utilized to maintain court proceedings. Protocols for participation are the same as if you were appearing before the Judge in the courtroom. All parties participating in video conferences must abide by the protocols set out below. Failure to adhere to these rules may result in a sanction.

## **PROPER ATTIRE**

- All participants should be dressed appropriately for Court. Participants should dress modestly and respectfully.
- Avoid clothing that is offensive and/or revealing
- Make sure that hair is combed, clean shaven etc. Do not give the appearance as if one has just woken up.
- No white under shirts, muscle tanks or shorts.
- No robes or pajamas.
- No baseball hats, head wraps or headpieces.

## **BEHAVIOR**

- Behavior during a hearing should be the same expectation or behavior in the courtroom.
- Participants must be mindful of language and speak in a manner of respect when addressing the Court (i.e., Yes Sir, No Sir, Yes Judge, No Judge).
- No smoking, vaping, or eating while on camera attending court.

## **EQUIPMENT**

- It is necessary to have a camera and microphone to participate in video conferences.
- Download Zoom on your phone or video application to participate in the video conference.
- A camera is required and should be turned on prior to joining the video conference.
- A microphone/audio equipment must be in proper working order, i.e., you must be able to hear, and your microphone must be in working order to verbally communicate. You must be able to hear and be heard without transferring the phone between your ear and mouth during your hearing.
- Practice video conferencing with others to ensure your equipment is working prior to the date and time of the video conference. There is no time allowance for training or setting up equipment at the time of the video conference.

## **JOINING VIDEO CONFERENCE**

- Check your email and text messages to ensure you know the date and time of your conference.
- Click on the “Attend Court Online” button on your app and wait patiently until you are granted admission to the virtual courtroom.
- Each participant shall join five (5) minutes before their Court appearance.
- Your device must reflect your first and last name.
- All participants must remain on the video conference until your case is complete.

## **LOCATION AND SURROUNDINGS FOR VIDEO SETUP**

### **All participants must act as if they are in an actual courtroom.**

- Location and lighting are essential when appearing for a video conference. Proper lighting is imperative; make sure you have lights on in the room.
- Participants should avoid getting up and moving around during a conference.
- Participants **SHOULD NOT** be operating a motor vehicle while Court is in session.
- Your location must reflect a business atmosphere. Do not appear while you are in bed or snacking; food should not be visible to the camera.
- Participants must control background noise (done by muting your microphone unless you are speaking).
- Television and radios must be off prior to joining the virtual conference room.

### **Participants must be aware of their visual backgrounds**

- There should be no offensive or distracting backgrounds visible. There must not be any messages conveyed to the Court or other participants.
- Virtual backgrounds are not permitted.
- Individuals not participating in the video conference should not be present or appear in the surrounding area of the video.
- Family pets should not be in the location of the video conference.

### **Contempt of Court**

- Recordings or screen shots of any Court proceedings or conference meetings shall be considered Contempt of Court.

**If you do not follow any of the above instructions, you will be ordered to log off of Zoom and report in person for your hearing.**

## **COURT STATUS HEARINGS**

In Phase I you will attend court weekly; in Phase II you will attend court every other week; in Phase III you will attend monthly and in Phase IV you will attend quarterly. If you are arrested, your detention in jail will be, at a minimum, until you can appear before the court. Once you appear in court you may face a further sanction and/or termination from the program. If you surrender to the court, your time in jail may be greatly reduced. If you have questions about your court appearances, you may contact your case manager.

## **DO NOT ARRIVE LATE TO YOUR STATUS HEARINGS!**

Remember that a Status Hearing is a COURT APPEARANCE! Proper attire is required. No shorts, cutoffs, bare midriffs, halter-tops, sagging pants, hats, bandanas, or other disrespectful/disruptive clothing will be allowed. Men are not to wear earrings and no one should wear any kind of facial piercing. Cell phones are to be turned off or they will be confiscated by the bailiff.

## **PROGRESS REPORTS**

Before your court hearing, the judge will be given a progress report that will also be presented to the Reentry Court Team (REC Team). The progress report will discuss your drug testing results, attendance, participation, and cooperation in the treatment program, employment, and your participation in other requirements. The Judge may ask questions about your progress and discuss any problems you may be having. If your progress report shows that you are not doing well, the Judge will discuss this with you and determine an appropriate response, which could include a sanction. Responses can vary based on the individual and may include a revision in your current treatment plan, increased court attendance, community service hours, and/or other options as deemed appropriate by the Judge.

## **SANCTIONS**

Sanctions are given for non-compliant behavior. Common sanctions may include essays, community service work, jail stays, increased drug screens, or termination.

The program is designed to work with people who have a problem and are honest about their desire to do something different. Sanctions are imposed to help clients get back on track when they slip up and fail to meet the program expectations. Discharge from the program is only a last resort for people who clearly cannot or will not comply with the structure of the Reentry Court Program.

It is important that you be honest if you have made a mistake or broken a rule. Dishonesty on a client's part will result in increase in the intensity of sanctions imposed.

## **CONFIDENTIALITY**

Federal confidentiality laws protect any person who is receiving treatment for a substance abuse problem. To participate in this program, you must agree to waive some of your rights to confidentiality. Specifically, you will be asked to sign a release so that your treatment provider can confer with the Reentry Court Team (RECT).

Also, the Reentry Court Team (RECT) will need a release to give the Court information it gets from the treatment provider. **YOU DO NOT HAVE TO WAIVE THESE RIGHTS.**

**HOWEVER**, if you choose not to do so you will not be allowed to participate in this program.

### **Confidentiality is also essential in group therapy.**

Anything that is discussed in group must remain within the confines of group. No information pertaining to any client should be discussed outside of group, unless you have that client's **WRITTEN** permission to talk about it.

## **MEETINGS**

**YOU ARE EXPECTED TO ATTEND AND PARTICIPATE IN ALL TREATMENT MEETINGS REQUIRED.** You are also required to present verification of AA/NA/CA/CR attendance as instructed. Regular attendance will be seen as a measure of your recovery. Meeting lists are provided to you at intake.

You are required to fill out a meeting verification form for each meeting that you attend. If you fail to fill out your form completely, it will not be accepted. **IF YOU ARE CAUGHT FORGING** your meeting verification forms, sanctions will be severe if you are allowed to stay in the Reentry Court Program. Keep in mind that some of the staff members are very familiar with the recovery community and will immediately recognize most attempts at deception around meeting attendance.

### **Meeting verification forms are turned in to your case manager when you attend court.**

Remember, this is the deadline; meeting verification forms can always be turned in early. Meeting verification forms are only turned in on the weeks that you have court.

Alcoholics Anonymous, Narcotic Anonymous, Cocaine Anonymous, and Celebrate Recovery are **NOT** affiliated with Reentry Court, the treatment clinics, probation or other entities. They are support groups for people that meet regularly in the community to help each other stay clean and sober.



Do not let yourself fall behind on meeting attendance. It is much more difficult to catch up than it is to stay current. Falling behind on your meetings can also cause you to stay in a phase longer than normal.

## **DRUG SCREENS**

**If you are going to be positive for a screen, tell us up front, before you give the urine specimen.** We can deal with a relapse a lot differently if you are honest about it. If you have a positive screen and you have not told Reentry Court Staff about it, you will receive sanctions for dishonesty in addition to whatever the treatment team recommends.

**You are required to submit to random urine screens.** The cost for urine drug screens is included in your **\$80** program fee.

Reentry Court participants will receive notifications on the phone number and email provided by the participant. It is the participant's responsibility to ensure that his/her contact information is correct and updated. It is also the participants responsibility to make sure that his/her phone is charged and in working order. If there is a problem with the participants phone or email, it is the participant's responsibility to call the case manager, probation officer, or the lab to determine if it's their day for a random drug screen. You must screen on the day of notification between the hours of **7:30 a.m. - 3:30 p.m.** You are not required to wait for the results. A positive screen will be sanctioned weekly. You are responsible to give yourselves enough time to make it to screening if required on that day.

If you have not gotten to the screening site by the time screening stops, you will receive a stall (presumptive positive) for that screen. If you have not produced a specimen within 30 minutes, you will not be allowed to continue trying and will receive a presumptive positive for that screen.

**Intentional adulteration** of a screen (trying to cover up/change results) will be dealt with as any other dishonesty. This can be a reason for discharge from the Program and scheduling of a probation revocation hearing.

If you are found to be drinking or continuing to use drugs, you must agree to follow through with a referral to a detox, inpatient or any other clinical recommendation by the treatment staff.

## **MEDICATION**

You are responsible for informing your probation officer, the lab, the treatment clinic and the Reentry Court Case Manager of all prescription medications you are taking. You are also responsible for providing documentation and notifying staff if there are any changes to the prescriptions immediately. **Use of mood-altering medications (without prescription and/or without court approval) can exclude a person from participation in the program. You should not wait until you are called to test to provide these documents.**

You are required to get staff approval **before** taking ANY over the counter medications, vitamins, herbal supplements, nutritional aids, or similar products. You will only be allowed to take only products that are non-addictive and do not contain alcohol. Failure to follow this policy can result in a positive or abnormal urine drug screen or breath test, and sanctions may be requested based on results. This may also change your verified clean date, causing you to stay in Reentry Court longer.

## **EMPLOYMENT**

All participants are required to be employed in an acceptable, full time job or educational program. A job must be consistent with all aspects of the individual's recovery, or the job must be changed. Final determination of "acceptable job" rests with the Reentry Court Team. The only exception to employment is documented, verifiable disability that prevents employment.

To be acceptable for purposes of Reentry Court in most cases, a job must meet all of the following criteria:

- Provide regular work of at least 30 hours a week
- Result in a regular paycheck
- Able to be confirmed, both hours and paycheck, by the case manager
- Be compatible with Reentry court obligations
- Be compatible with recovery

Various jobs are never acceptable, including but not limited to:

- Job requiring lengthy or regular absences from the south Louisiana area (such as over the road truck drivers)
- Jobs which require frequent travel out of state
- Jobs which require constant contact with alcoholic beverages, such as bartenders and wait staff
- Jobs which involve illegal activity or association with people who are involved in illegal activity.

Other jobs may not be acceptable due to the individual participant's history of drug or alcohol abuse.

Case managers or probation officers shall verify participant's employment and employment should not be terminated without prior discussion and permission from your assigned case manager.

Any participant who does not have employment as provided herein shall perform uncompensated daily community service work until acceptable employment is established and verified. The purpose of this community service work is not punitive. It is to keep the individual occupied in a verified setting and to motivate the participant to obtain productive employment.

A participant may also be ordered to attend the Day Reporting Center (DRC) and should continue to do so until discharged by the DRC and the Court.

## **TAKE CARE OF YOUR OWN BUSINESS**

We appreciate family members and friends supporting recovery, but we have found that sometimes participants use the good intentions of others to avoid their own responsibilities. Because of this, the Reentry Court Staff does not routinely discuss any participant matters with anyone but the participant.

## **HONESTY**

Participants must be honest with staff. For purposes of Reentry Court, “honesty” means that the participant is truthful in all communications with the Court and program staff. Learning to be honest and trusting the court staff can be one of the most difficult things that you can learn to do. However, a person cannot experience full recovery from alcohol and drugs without making amends, correcting past and current mistakes, and learning to take full responsibility. The Reentry Court rewards “honesty.” The participant must admit to his/her violation at the earliest possible time without any attempt to evade responsibility for the violation. The treatment team will take this into consideration when deciding on a suitable sanction.

## **LIVING SOBER**

Living a clean and sober life means avoiding areas or situations in which you may be tempted to use drugs. You should avoid bars, restaurants which primary purpose is to serve alcohol, or any place that drug use or unlawful behaviors are occurring. Decisions such as housing and employment can be greatly affected by this. It is imperative anytime you are considering changing a major aspect of your life that you discuss it with the court staff.

## **FRIENDS AND ASSOCIATES**

Living a clean and sober life means avoiding friends who abuse drugs and alcohol and the places where they hang out. If you continue to hang out with people who are using and/or involved with illegal drugs/alcohol, it could cause you to be terminated from the Reentry Court Program.

## **YOUR NEW BEST FRIENDS, CASE MANAGER AND PROBATION AGENT**

### **PROBATION**

Remember that you have to comply with all the conditions of probations while you are in this program. Any violations of your terms of probation can result in a probation revocation hearing being scheduled. If your probation is revoked, you will most likely end up serving your sentence and may be subject to resentencing under the multiple bill of information as a habitual offender.

### **REPORT TO CASE MANAGER WHEN NECESSARY**

Your court case manager may provide you with information on group meetings, twelve step meetings, employment opportunities, education programs and other community resources. You

must keep your case manager informed of any changes in your contact information, address or employment. The contact information you provide to your case manager will be used to contact you in the event of changes in the court or group schedule. You should contact your attorney regarding legal matters related to your participation in the program or if you have a question about your case.

## **CONCLUSION**

The goal of Reentry Court Program is to help you achieve a life free of crime and dependence on mind altering substances, as well as to give you the skills to maintain meaningful employment. The Judge, Reentry Court staff, treatment providers and community liaisons are here to assist you, but the final responsibility is yours. To succeed, you must be motivated to commit to a drug free/crime free lifestyle and work toward full integration into the community as a productive member of society. We look forward to assisting you with this journey.

**COURT VIOLATIONS – SANCTION GRID**

<b>ACTION</b>	<b>1<sup>ST</sup> NON-COMPLIANCE</b>	<b>2<sup>ND</sup> NON-COMPLIANCE</b>	<b>3<sup>RD</sup> NON-COMPLIANCE</b>
INAPPROPRIATE/ DISRESPECTFUL BEHAVIOR	4 HOURS COMMUNITY SERVICE	8 HOURS COMMUNITY SERVICE	24 HOURS COMMUNITY SERVICE
TARDINESS (LATE)	VERBAL REPRIMAND AND/OR 1 HOUR COMMUNITY SERVICE	VERBAL REPRIMAND AND/OR 2 HOURS COMMUNITY SERVICE PER 15 MINUTE	VERBAL REPRIMAND AND/OR 3 HOURS COMMUNITY SERVICE PER 15 MINUTE INCREMENT
MISSES (NO SHOWS)	ATTACHEMNT/ WARRANT FOR ARREST WILL BE ISSUED	ATTACHEMNT/ WARRANT FOR ARREST WILL BE ISSUED	ATTACHMENT/ WARRANT FOR ARREST WILL BE ISSUED
DISHONESTY	VERBAL REPRIMAND AND/OR 2 DAYS JAIL	VERBAL REPRIMAND AND/OR 2 WEEKENDS IN JAIL	VERBAL REPRIMAND AND/OR 3 WEEKENDS IN JAIL  POSSIBLE DISMISSAL

**\* THE COURT ALWAYS HAS THE DISCRETION TO DEPART FROM THESE SANCTIONS IN AN UPWARD OR DOWNWARD FASHION.**

**CURFEW VIOLATIONS – SANCTION GRID**

<b>TYPE OF OFFENSE</b>	<b>1<sup>ST</sup> NON-COMPLIANCE</b>	<b>2<sup>ND</sup> NON-COMPLIANCE</b>
MISSED CURFEW HONEST	COMMUNITY SERVICE  WEEKEND IN JAIL  POSSIBLE DISMISSAL	COMMUNITY SERVICE  TWO WEEKENDS IN JAIL  POSSIBLE DISMISSAL
MISSED CURFEW DISHONEST	COMMUNITY SERVICE  TWO WEEKENDS IN JAIL  POSSIBLE DISMISSAL	COMMUNITY SERVICE  FOUR WEEKENDS IN JAIL  POSSIBLE DISMISSAL

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**HOUSING VIOLATIONS – SANCTION GRID**

<b>ACTION</b>	<b>1<sup>ST</sup> NON-COMPLIANCE</b>	<b>2<sup>ND</sup> NON-COMPLIANCE</b>
MOVING FROM APPROVED HOUSING WITHOUT PERMISSION	VERBAL REPRIMAND AND/OR 24 HOURS OF COMMUNITY SERVICE	VERBAL REPRIMAND AND/OR 48 HOURS OF COMMUNITY SERVICE
DISHONESTY REGARDING PLACE OF RESIDENCE	1 WEEKEND IN JAIL AND/OR GPS MONITOR	2 WEEKENDS IN JAIL AND/OR GPS MONITOR  POSSIBLE DISMISSAL
REMOVED FROM APPROVED HOUSING	1 WEEKEND IN JAIL AND/OR GPS MONITOR	2 WEEKENDS IN JAIL AND/OR GPS MONITOR  POSSIBLE DISMISSAL

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**SUBSTANCE USE – SANCTION GRID**

<b>ACTION</b>	<b>1<sup>ST</sup> NON-COMPLIANCE</b>	<b>2<sup>ND</sup> NON-COMPLIANCE</b>	<b>3<sup>RD</sup> NON-COMPLIANCE</b>	<b>4<sup>TH</sup> NON-COMPLIANCE</b>
<b>MISSED SCREEN</b>	48 HOURS JAIL  SCREEN NEXT DAY	7 DAYS JAIL  SCREEN NEXT DAY	15 DAYS JAIL  SCREEN NEXT DAY	PROBABLE DISMISSAL
<b>DILUTE SCREEN</b>	16 HOURS COMMUNITY SERVICE  MEDICAL REFERRAL	24 HOURS JAIL	48 HOURS JAIL PHASE DEMOTION	PROBABLE DISMISSAL
<b>TAMPERED SCREEN</b>	4 WEEKENDS IN JAIL	30 DAYS IN JAIL  28 DAY INPATIENT  PHASE DEMOTION POSSIBLE  DISCHARGE	6 MONTHS IN JAIL  LONG TERM RESIDENTIAL TREATMENT  PHASE DEMOTION  POSSIBLE DISMISSAL	PROBABLE DISMISSAL
<b>POSITIVE SCREEN (HONEST)</b>	2 WEEKENDS IN JAIL	3 WEEKENDS IN JAIL  PHASE DEMOTION	30 DAYS IN JAIL  28 DAY INPATIENT  PHASE DEMOTION  POSSIBLE DISMISSAL	90 DAYS IN JAIL WITH TREATMENT  90 DAYS HIP  LONG TERM RES. TREATMENT  POSSIBLE DISMISSAL

ACTION	1 <sup>ST</sup> NON-COMPLIANCE	2 <sup>ND</sup> NON-COMPLIANCE	3 <sup>RD</sup> NON-COMPLIANCE	4 <sup>TH</sup> NON-COMPLIANCE
<b>POSITIVE SCREEN (DISHONEST)</b>	4 WEEKENDS IN JAIL	30 DAYS IN JAIL  AND/OR HIP  28 DAY INPATIENT  POSSIBLE DISCHARGE	90 DAYS IN JAIL WITH TREATMENT  AND/OR HIP  INCARCERATION  LONG TERM RES. TREATMENT  POSSIBLE DISMISSAL	PROBABLE DISMISSAL

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**TREATMENT/MEETING VIOLATIONS – SANCTION GRID**

<b>ACTION</b>	<b>1<sup>ST</sup> NON-COMPLIANCE</b>	<b>2<sup>ND</sup> NON-COMPLIANCE</b>	<b>3<sup>RD</sup> NON-COMPLIANCE</b>	<b>4<sup>TH</sup> NON-COMPLIANCE</b>
<b>TARDY</b>	4 HOURS COMMUNITY SERVICE AND/OR  ESSAY	8 HOURS COMMUNITY SERVICE AND/OR  ESSAY	16 HOURS COMMUNITY SERVICE AND/OR  ESSAY	24 HOURS JAIL
<b>MISSED MEETING (GROUP)</b>	4 HOURS COMMUNITY SERVICE AND/OR  ESSAY  MAKE UP GROUP	8 HOURS COMMUNITY SERVICE AND/OR  ESSAY  MAKE UP GROUP	16 HOURS COMMUNITY SERVICE AND/OR ESSAY  24 HOURS JAIL  MAKE UP GROUP	48 HOURS JAIL  POSSIBLE DISMISSAL  MAKE UP GROUP
<b>MISSED MEETING (INDIVIDUAL)</b>	COMMUNITY SERVICE AND/OR ESSAY	COMMUNITY SERVICE AND/OR ESSAY	COMMUNITY SERVICE AND/OR ESSAY  24 HOURS JAIL  POSSIBLE DISMISSAL  MAKE UP SESSION	COMMUNITY SERVICE AND/OR ESSAY  48 HOURS JAIL  POSSIBLE DISMISSAL  MAKE UP SESSION
<b>INAPPROPRIATE / DISRESPECTFUL BEHAVIOR</b>	SAME AS MISSED GROUP  LETTER OF APOLOGY	SAME AS MISSED GROUP  LETTER OF APOLOGY	SAME AS MISSED GROUP  POSSIBLE DISMISSAL  LETTER OF APOLOGY	SAME AS MISSED GROUP  POSSIBLE DISMISSAL  LETTER OF APOLOGY

<b>AA/NA MEETINGS (NO PROOF)</b>	<b>2X NUMBER OF MEETINGS</b>	<b>2X MEETINGS MISSED</b>  <b>ESSAY (2 PAGES)</b>	<b>3X MEETINGS MISSED</b>  <b>ESSAY (4 PAGES)</b>  <b>30 MEETINGS /30 DAYS</b>  <b>POSSIBLE DISMISSAL</b>	<b>3X MEETINGS MISSED</b>  <b>ESSAY (4 PAGES)</b>  <b>30 MEETINGS /30 DAYS</b>  <b>POSSIBLE DISMISSAL</b>
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**TREATMENT/MEETING VIOLATIONS – SANCTION GRID**

<b>ACTION</b>	<b>1ST NON-COMPLIANCE</b>	<b>2ND NON-COMPLIANCE</b>	<b>3RD NON-COMPLIANCE</b>	<b>4TH NON-COMPLIANCE</b>
<b>AA/NA MEETINGS (NOT ENOUGH)</b>	2X MEETINGS MISSED	2X MEETINGS MISSED  ESSAY (2 PAGES)	2X MEETINGS MISSED  ESSAY (4 PAGES)  30 MEETINGS/30 DAYS	2X MEETINGS MISSED  ESSAY (4 PAGES)  90 MEETINGS/90 DAYS
<b>AA/NA MEETINGS (FORGED)</b>	2X MEETINGS MISSED  16 HOURS COMMUNITY SERVICE	2X MEETINGS MISSED  1 DAY JAIL  POSSIBLE DISMISSAL	3X MEETINGS MISSED  2 DAYS IN JAIL  30 MEETINGS /30 DAYS  POSSIBLE DISMISSAL	DISMISSAL

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**WORK VIOLATIONS – SANCTION GRID**

<b>ACTION</b>	<b>1<sup>ST</sup> NON-COMPLIANCE</b>	<b>2<sup>ND</sup> NON-COMPLIANCE</b>
<b>QUITS WITHOUT CASE MANAGER'S PERMISSION</b>	32 HOURS COMMUNITY SERVICE PER WEEK UNTIL APPROVED EMPLOYMENT IS OBTAINED  8 HOURS COMMUNITY SERVICE IF ALREADY EMPLOYED  ESSAY	2 DAYS JAIL  32 HOURS COMMUNITY SERVICE UNTIL APPROVED EMPLOYMENT  POSSIBLE DISMISSAL
<b>SUSPENDED</b>	2 DAYS IN JAIL  32 HOURS COMMUNITY SERVICE PER WEEK UNTIL EMPLOYED	5 DAYS IN JAIL  32 HOURS COMMUNITY SERVICE PER WEEK UNTIL APPROVED EMPLOYMENT IS OBTAINED
<b>RIF (LAYOFFS)</b>	OBTAIN EMPLOYMENT WITHIN 2 WEEKS  10 VERIFIED JOB APPLICATIONS PER WEEK UNTIL EMPLOYED  AFTER 2 WEEKS, 10 JOB APPLICATIONS AND 32 HOURS COMMUNITY SERVICE UNTIL APPROVED EMPLOYMENT IS OBTAINED	OBTAIN TEMPORARY EMPLOYMENT WITHIN 2 WEEKS  10 VERIFIED JOB APPLICATIONS PER WEEK UNTIL EMPLOYED  AFTER 2 WEEKS, 10 JOB APPLICATIONS AND 32 HOURS COMMUNITY SERVICE UNTIL APPROVED EMPLOYMENT IS OBTAINED

<b>TERMINATION</b>	32 HOURS COMMUNITY SERVICE PER WEEK UNTIL APPROVED EMPLOYMENT  2 DAYS IN JAIL  ESSAY	32 HOURS COMMUNITY SERVICE PER WEEK UNTIL APPROVED EMPLOYMENT  2 DAYS IN JAIL  ESSAY  POSSIBLE DISMISSAL
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