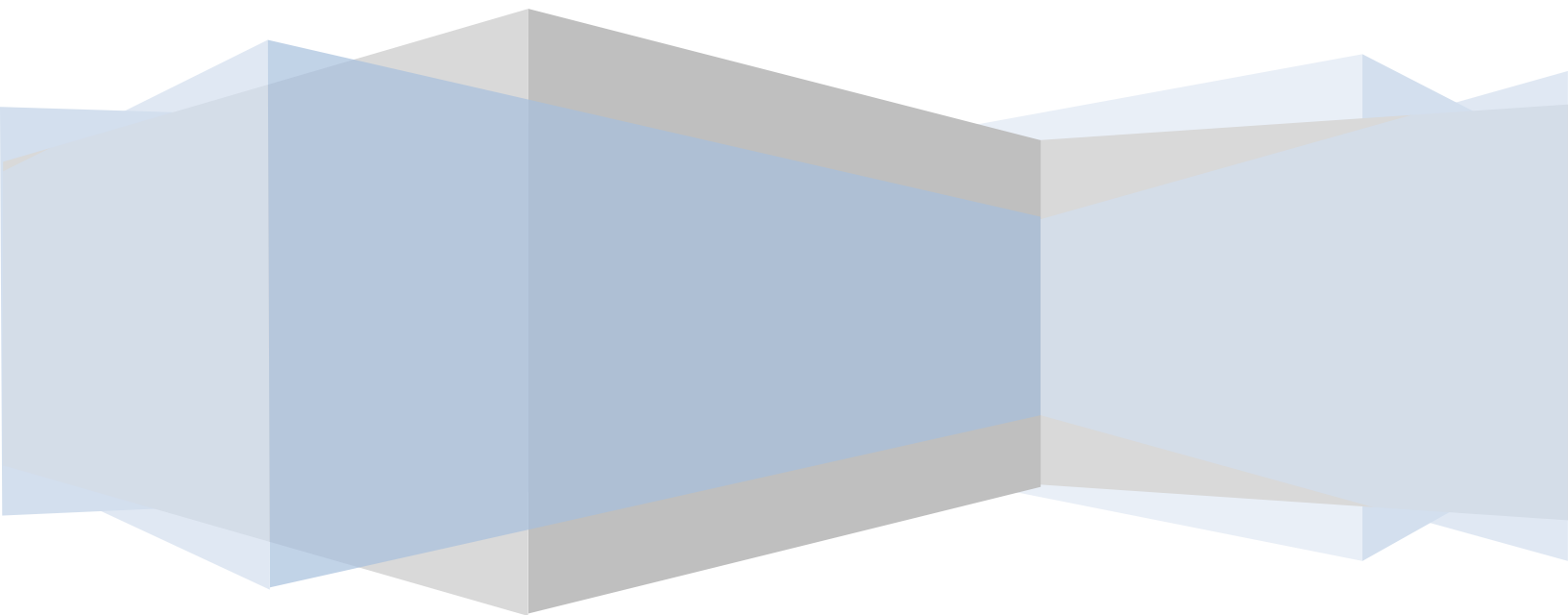


Policies and Procedures

Drug Court Program

Meigs County Common Pleas Court

Probation Department



Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Advisory Committee	1	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

1.1 Advisory Committee

The Advisory Committee is a multi-disciplinary collaboration which consists of the Judge, drug court coordinator, probation officers, evaluator, treatment providers, participant support providers, interested community members, ADAMS Board Representative, and chemical dependency assessors.

The Advisory Committee is responsible for developing any policy decisions or financial resources needed to fully implement the program. The Advisory Committee will meet annually to review the progress and to make any necessary policy and financial decisions to assist in the implementation of the initiative. The Drug Court Judge will chair and attend the meetings and will gain assistance from the Program Coordinator.

Advisory Members

The Advisory Committee of the Meigs County Common Pleas Court Drug Court includes the following: See Appendix (2).

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Drug Court Treatment Team	2	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

2.1 Drug Court Treatment Team

The Drug Court team is comprised of representatives from the Meigs County Common Pleas Court, including the Drug Court Judge, Drug Court Coordinator, Probation Department, Sheriff's Office representative, Prosecuting Attorney, Defense Attorney Hopewell Health Centers, Health Recover Services (HRS), TASC of Southeast Ohio, Cardinal Recovery, Field of Hope. Others may be added as deemed appropriate. All Drug Court Team members shall serve minimum term of one (1) year to promote consistency, continuity, and the effective operation of the program. The current team members are listed on Appendix (1).

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Mission Statement	3	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

3.1 Mission Statement

The mission of the Meigs County Common Pleas Court Drug Court is to enhance public safety through the reduction of recidivism by coordinating effective and accountable substance use disorder treatment and supportive services for participants with substance use disorders.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Goals and Objectives	4	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

4.1 Goals and Objectives

The Meigs County Common Pleas Court Drug court has the following primary goals:

- Reduce recidivism among Drug Court defendants;
- Reduce ORAS scores of successful Drug Court graduates.
- Increase the successful graduation of Drug Court defendants

A. Methods for Achieving Goals

Reduce recidivism among Drug Court defendants.

- Two years from graduation, participants will show a 25% reduction in recidivism

Reduce ORAS scores of successful Drug Court graduates

- Reduce the ORAS score in 25% of drug court graduates

Increase the successful graduation of Drug Court defendants

- Graduate 25% of participants.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Target Population	5	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

5.1 Target Population/Eligibility

The program is designed to serve high risk/high need individuals who have significant substance use disorder problems. In order to be eligible to participate in the Meigs County Common Pleas Court Drug Court, the defendant must meet the following criteria.

- Meigs County resident.
- Age 18 or older.
- DSM-5-TRScore a medium to high risk on the ORAS assessment, or other research-based and validated risk assessment system approved by the Court.
- Be a non-violent offender.
- Be amenable to the drug court program.
- Be charged with a felony offense of the 3rd, 4th or 5th degree.

Clinical Eligibility Criteria

DSM V diagnosis moderate to severe substance use disorder

Ineligible

In addition, persons will not be considered appropriate if they face or have a history of the following offenses:

- Sex, dangerous weapons or firearm offenses;
- Trafficking in drugs offenses;
- Non-resident of Ohio

Written legal and clinical eligibility and termination criteria do not create a right to participation in the Drug Court Program. The Drug Court Judge shall have discretion to decide the admission into the Drug Court Program.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Capacity	6	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

6.1 Capacity

The Meigs County Common Pleas Court Drug Court will have a maximum capacity of 20 participants.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Structure/Model	7	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

7.1 Model

The Meigs County Common Pleas Court Drug Court is a post-conviction program or post-plea for Intervention in Lieu of Conviction Program for non-violent addicted defendants. Defendants must meet eligibility for entry to the Drug Court Program (as defined under the section “Target Population” on page 5). Procedurally, defendants may be referred to the Drug Court Program two ways:

- 1) as a condition of an initial sentence, or
- 2) as treatment strategy for defendants charged with violation of the conditions of their probation.

The docket incorporates a non-adversarial approach

The Meigs County Common Pleas Court Drug Court Program is an participant-focused rehabilitation model that recognizes the powerful influence of substance use disorder as a driver of behavior. Recognizing that recovery from addiction is vital to community safety and individual accountability, the Meigs County Common Pleas Court Drug Court leverages four characteristics as foundations for support toward recovery:

- Unique involvement of the drug court Judge;
- A non-adversarial, collaborative approach to treatment;
- Recognition, reward and positive reinforcement for progress;
- The rapid imposition of negative sanctions as incentives to improve compliance and to modify negative behaviors.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Entry and Eligibility	8	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

8.1 Entry and Assessment

A. Initial Eligibility

Potential participants can be referred to the Drug Court program through various points of entry, to include:

- Prosecutor referral
- Attorney referral
- Judge referral
- Treatment providers
- Probation officers
- Self-referral

B. Referral/Identification Process

Referrals can be made at any phase of the case or court process, to include post-plea (Presentence Investigation), sentencing, while currently under court supervision/community control, or as a result of a community control violation. The referring entity contacts the Drug Court Coordinator who conducts an initial eligibility screening. If a participant is deemed eligible for participation, the formal screening and assessment process is initiated, and the Defendant is promptly referred to the appropriate services. Defendants shall be placed under reporting supervision to monitor compliance with court requirements.

C. Formal Screening and Assessment

1. Ohio Risk Assessment System Tool: All participants referred to the Drug Court are screened using the validated Ohio Risk Assessment System (ORAS) either during, Presentence Investigation (PSI) or upon initiation of a Community Control sentence. A trained/certified individual conducts the extensive ORAS interview that evaluates participant history and needs across seven (7) functional domains:
 - Criminal & Supervision History
 - Educational, Employment and Finances
 - Family and Social Support
 - Neighborhood Challenges
 - Substance use disorder
 - Peer Associations

- Criminal Attitudes and Behavioral Concerns.

Based on the issues identified, officers then develop an individualized case plan that identifies goals and objectives for the participant's supervising officer and case manager. Participants who screen as high risk in the substance use disorder domain are immediately linked with an AOD Provider for intensive substance use disorder interventions and a dependence evaluation (if not already completed).

2. Chemical dependency, mental health, and other programming assessments shall include available collateral information to ensure the accuracy of the assessment. The assessments must be completed by a treatment provider that is appropriately licensed and/or trained to deliver services according to DSM levels of care.

D. Drug Court Team Staffing

The Drug Court Team will meet weekly to review the referral summaries and determine final admission for potential new candidates. The Drug Court Judge shall have discretion to decide the admission into the Drug Court Program.

E. Intake/Referral/Supervision

The defendant will be assigned one of the drug court probation officers for supervision. The defendant will have the rules and obligations explained to him/her. The probation officer will assist in setting up treatment appointments and obtaining quick entry into available group sessions. The defendant will be made aware of initial Drug Court appearance dates and all other obligations that are required for compliance with drug court. The Meigs County Common Pleas Court Probation Department will refer defendants to OHIO MHAS certified treatment providers. Defendants should be referred to treatment and entered into the Drug Court program within three weeks of drug court assessment order. The specialized docket will provide prompt access to a continuum of approved treatment and rehabilitation services.

F. Admission/Appearance in Drug Court

If the Drug Court team determines that a potential candidate is appropriate for admission to the Drug Court, the defendant will make an appearance before the Drug Court Judge. At this appearance, the following must be accomplished:

- Entry of Drug Court agreement signed by all involved.
- Review of basic program conditions.
-

G. Ability to Pay

Admission is not conditions on financial status, and a participant cannot be barred from graduating solely on the basis of inability to pay. A participant shall endeavor to pay financial obligations while in Drug Court. However, no participants shall be denied graduation solely on the basis of unpaid fines, costs or fees.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Treatment Team	9	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

9.1 Treatment Team

1. Judge
2. Drug Court Coordinator
3. Treatment Providers
4. Probation staff
5. Prosecutor
6. Defense Attorney
7. Participant Support

All treatment team members will provide ongoing communication among the treatment team members, including frequent exchanges of timely and accurate information about the participant's overall performance in the Meigs County Common Pleas Court Drug Court.

Extended Team

Meigs County Common Pleas Drug Court will also have an extended team that will include community members and a Faith Based Recovery Representative. These members will be involved in day-to-day operations of the program, but will not necessarily be participating in regular staffing or court hearings. Other members may also include frontline staff from partner agencies, the business community and the media.

Drug Court Judge

Will provide leadership to the drug court program, make final programmatic decisions and participate fully as a drug court team member. The judge presides over the proceedings and monitors the appropriate application of sanctions and incentives while maintaining the integrity of the court. The judge will:

- Lead pre-hearing staffing meetings and make final decisions based on collaborative team input.
- Provide encouragement and motivation to each drug court participant.
- Establish a rehabilitative relationship with each participant through intensive interaction during court appearances.

Drug Court Coordinator

Will provide oversight for the day to day operations of the drug court program. He or she will also monitor whether the program is meeting its short and long term objectives for participants, community and the local criminal justice system. The coordinator will:

- Plan, organize, coordinate and monitor the activities of the drug court program;
- Schedule and meet with participants to discuss program details;
- Attend pre-hearing staffing and hearings in order to evaluate the direct drug court operations, case management, drug court team cohesiveness and understanding of the drug court concept;
- Gather and prepare drug court data for reporting mandates;
- Collaborate with government and community agencies in order to meet programmatic goals and provide effective programming;
- Develop long-term sustainability plan for the program.

Drug Court Treatment Providers

Will identify and/or provide a continuum of care for the participants including, detoxification, and residential treatment, outpatient treatment, intensive outpatient treatment and/or medication assisted treatment. The provider will:

- Make treatment recommendations to the team;
- Participate in weekly staffing, and if not able to attend, will provide drug court case manager with full, timely and complete compliance information.
- Will provide ongoing communication among the treatment team members, including frequent exchanges of timely and accurate information about the participant's overall performance in the Meigs County Common Pleas Court Drug Court.

Probation Staff

Will be responsible for implementing the appropriate supervision phase based on established measures, provide community linkages and referrals to appropriate agencies, provide drug screening and monitoring services, monitor accountability of social activities and home environment of participants.

Defense Attorney

Will attend each staff meeting and will interact in a non-adversarial manner as the team addresses revocation, pleas, and application of sanctions and incentives as they apply to the participant. The defense counsel's distinct role is preserving the constitutional rights of the specialized docket participants.

Prosecutor

Will attend each staff meeting and will interact in a non-adversarial manner as the team addresses revocation, pleas, and application of sanctions and incentives as they apply to the participant. The prosecutor's distinct role is pursuing justice and protecting public safety and victim's rights.

Participant Support Providers

Will attend weekly staff meetings, make treatment recommendations to the team and will work with families to identify and address family habits, attitudes, and problems that increase the probability of substance use disorder in the family.

Subject	Number	Date Issued	Date Reviewed	Date Effective
Drug Court Phases	10	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

10.1 Drug Court Phases

A participant's progress through the Drug Court phases is not based solely upon pre-set timelines.

Phase One: This phase is designed as an **8-week** minimum phase and will consist of, but not be limited to, the following:

- Participant receives orientation to the drug court program.
- Participant is randomly selected by the OCSS program to be drug tested a minimum of two (2) time per week.
- Participant attends appointment with probation officer as instructed.
- Participant attends chemical dependency treatment sessions (individual and/or group) in accordance with their treatment plan.
- Participant is present for case reviews with the Judge (1) time per week.
- Participant complies with all court orders and terms of probation.
- Participant will attend minimum of one (1) sober support meeting per week.

To move from Phase One and into Phase Two of the program, a participant must complete the following minimum requirements:

- Compliance with meetings with probation officer.
- Compliance with consecutive negative drug screens and compliance with OCSS.
- Compliance with substance use disorder treatment.
- Compliance with case reviews with the Judge.
- Compliance with all court orders and terms of probation.
- Petition for graduation from Phase (1)

Phase Two: This phase is designed as a **12-week** minimum phase and will consist of, but not be limited to, the following:

- Participant is randomly selected by the OCSS program to be drug tested a minimum of two (2) time every week.
- Participant attends appointment with probation officer as instructed.
- Participant attends chemical dependency treatment sessions (individual and/or group) in accordance with their treatment plan.
- Participant is present for case reviews with the Judge one (1) time every two (2) weeks until MRT is completed, then to be present for care review with the Judge one (1) time every two (2) weeks.
- Participant complies with all court orders and terms of probation.
- Participant will attend minimum of two (2) sober support meetings per week.
- Participant, if ready, will attend MRT group once a week.

To move from Phase Two and into Phase Three of the program, a participant must complete the following minimum requirements:

- Compliance with meetings with probation officer.
- Compliance with consecutive negative drug screens and compliance with OCSS.
- Compliance with substance use disorder treatment.
- Compliance with case reviews with the Judge.
- Compliance with all court orders and terms of probation.
- Compliance with sober support meetings.
- Complete all MRT steps
- Petition for graduation from Phase (2)

Phase Three: This phase is designed to be a **16-week** minimum phase and will consist of, but not be limited to the following:

- Participant is randomly selected by the OCSS program to be drug tested a minimum of one (1) time every week.
- Participant attends appointment with probation officer as instructed.
- Participant attends chemical dependency treatment sessions (individual and/or group) in accordance with their treatment plan.
- Participant is seen for case review with the Judge one (1) time every two (2) weeks.
- Participant complies with all court orders and terms of probation.
- Participant will attend minimum of three (3) sober support meetings per week.
- Participant will attend MRT group once a week.

To move from Phase Three into Phase Four of the program, a participant must complete the following minimum requirements:

- Compliance with meetings with probation officer.
- Compliance with consecutive negative drug screens and compliance with OCSS.
- Compliance with substance use disorder treatment.
- Compliance with case reviews with the Judge.
- Compliance with all court orders and terms of probation.
- Compliance with sober support meetings.
- Compliance with MRT groups.
- Petition for graduation from Phase (3)

Phase Four: This 16-week minimum aftercare/monitoring phase will consist of, but is not limited to, the following:

- Participant is randomly selected by the OCSS program to be drug tested a minimum of one (1) time every week.
- Participant attends appointment with probation officer as instructed.
- Participant attends chemical dependency treatment sessions (individual and/or group) in accordance with their treatment plan.
- Participant will attend minimum of three (3) sober support meetings per week if not employed. If participant is employed, then they may attend two (2) in-person and one (1) online sober support meeting per week.
- Participant will participate in MRT group once a week.
- Participant is present for case review with the Judge one (1) time every month.
- Participant satisfactorily maintains employment/vocational goals.

- Participant complies with all court orders and terms of probation.

To complete Phase Four and graduate from the Meigs County Common Pleas Court Drug Court Program, a participant must complete the following minimum requirements:

- Compliance with meetings with probation officer.
- Compliance with consecutive negative drug screens and compliance with OCSS.
- Compliance with substance use disorder treatment.
- Compliance with case reviews with the Judge.
- Compliance with all court orders and terms of probation.
- Compliance with sober support meetings.
- Compliance with MRT groups.
- Petition for graduation from Drug Court

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Program Completion	11	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

11.1 Program Completion

To be eligible for graduation from drug court, participants must, at a minimum, have actively participated in drug court for 12 months, have successfully completed each of the phases of drug court, and have in place a specific plan for after-care and continuing sobriety and recovery.

In determining whether a participant should be allowed to graduate from drug court, the team will consider the participant's current circumstances, including (1) stability in family and other significant personal relationships, (2) housing and employment/education, (3) support systems in place for continued sobriety, (4) progress in treatment of substance use disorder and/or co-occurring disorders, (5) recommendations of treatment providers, and (6) plans for and commitment to continued sobriety and recovery.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Substance Monitoring	12	01/28/2020	4/3/2023	4//2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

12.1 Substance Monitoring

The Drug Court will employ several techniques, on the advice of its contracted urinalysis (UA) lab, to minimize tampering and adulteration. Before providing a urine sample, a participant must empty all pockets and show the tester all possible areas of hiding. The drug court participant must leave all bags in the custody of the tester before entering the restroom. The tester must confirm that the restroom has been cleared of all possible contaminants and tampering devices. A same-gender staff member will observe the collection of specimen. The tester will enter the restroom area with the drug court participant to ensure no tampering is evident. After collection of the specimen the specimen is tested by a stick-on thermal device for proper temperature, then sealed by the tester and set for transport. All procedures are within view of the drug court participant so that accusations of tampering cannot be charged to the tester.

Testing Procedure:

The Probation officer must remove the drug test cup from the foil pouch in front of the participant just before use. The test administrator shall then follow the drug test cup procedure card for determining results. The results of the drug test cup are determined by the appearance or non-appearance of lines. Any line, no matter how strong or weak it appears, should be considered as a line in test interpretation.

A negative result is indicated by a line, and negative results will become obvious after five minutes. After the negative result is determined, the cup shall be disposed of properly.

A positive result is indicated by no line, and positive results will be evident in five minutes. After a positive result, the probation officer will question the probationer about the positive reading. Should the probationer admit to consuming a drug of abuse, the probation officer shall complete the drug use admission statement. If the probationer agrees with the positive results, the cup shall then be disposed of properly. If the probationer does not admit to the positive test and will not sign the drug use admission statement, the probation officer shall then implement the lab confirmation kit and follow procedure to send sample for confirmation to the laboratory. If no lines appear in the control area, a retest shall be performed with a fresh drug test kit.

Creatinine

Every urine specimen sent to a lab for confirmation is tested at the laboratory for creatinine phase. Creatinine phases determine whether a participant has diluted a sample

by, for example, consuming large amounts of water. If the creatinine phase is too low to permit an accurate analysis, the sample will be treated as being positive for presence of prohibited substances.

Substances Monitored

The Meigs County Common Pleas Court Drug Court tests for the following substances:

6-Acetylmorphine (6AM)	Ethyl Glucuronide (ETG)
Barbiturates (BAR)	Benzodiazepines (BZO)
Cocaine (COC)	Marijuana (THC)
AB-Pinaca (K2+)	Tramadol (TRA)
Amphetamine (AMP)	Buprenorphine (BUP)
Norfentanyl (FEN)	Gabapentin (GAB)
Ketamine (KET)	Mitragynine (KRA)
Ecstasy (MDMA)	Methamphetamine (MET)
Methadone (MTD)	Opiates (OP1300)
Oxycodone (OXY)	Phencyclidine (PCP)

OCSS Program

Ohio Community Supervision System (OCSS) is used by the probation department to manage the probation caseload. Within this system is a secure, automated call system that randomly selects participants for drug and alcohol testing and monitors program compliance with Internet-accessible reports. Daily calls to a toll-free telephone number connect participants to the automated call system. Participants are assigned a "calling window" and a "testing window" based upon their work schedule or other daily obligations.

A database records the time of all calls, confirms that the participant is aware that he / she must report for a drug or alcohol test, monitors the participant's compliance with required testing and reports results of tests. An end of day report is sent to the probation staff with information on Drug Court participants that have called in, or no call/no showed.

Testing Guideline

- Phase 1 Participant is randomly selected by the OCSS program to be drug tested a minimum of two (2) times per week, with maximum of (5) times a week.
- Phase 2 Participant is randomly selected by the OCSS program to be drug tested a minimum of two (2) times per week, with maximum of (4) times every week.
- Phase 3 Participant is randomly selected by the OCSS program to be drug tested a minimum of one (1) time per week, with maximum of (3) times every week.

Phase 4 Participant is randomly selected by the OCSS program to be drug tested a minimum of one (1) time per week, with maximum of (3) times every week.

All participants will have an individualized alcohol and drug testing plan.

Each participant acknowledges and understands the following acts are to be treated as positive test and immediately sanctioned: Failing to submit to testing, submitting an adulterated sample, submitting the sample of another individual, diluting the sample. The court will receive immediate notification of all positive tests which shall be immediately sanctioned.

Meigs County Common Pleas Court
Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Professional Education	13	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

13.1 Professional Education

The Meigs County Common Pleas Court team members should continue to receive interdisciplinary training yearly to promote effective drug court planning, implementation, and operation.

Drug Court Review

Every two years the drug court team will assess the drug court team functionality, review all policy and procedures, and assess the overall functionality of the drug court. A report will be completed and presented to the advisory committee.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Staffing and Status Hearing	14	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

14.1 Staffing and Status Hearing

Pre-hearing Staffing

The drug court team meets outside the presence of the participants prior to each status hearing to review progress of each participant. The specialized docket judge attends the treatment team meetings. Pre-hearing staffing meetings will begin at 8:00am every Monday.

The case manager and drug court coordinator will provide the Team with progress reports on each participant who will be present at that week's hearing. The progress report informs the team of the participant's compliance in all drug court areas since the last hearing. Based on this report and any additional information brought to the meeting, team members assess a participant's progress and discuss potential treatment or programmatic interventions. It is during these meetings that team members discuss, debate, and potentially disagree with the direction of intervention and team decisions. However, during the case review court session, the team presents a unified position.

Team discussions will be conducted with a goal of reaching consensus on action to be taken for each participant. In the event that consensus of all team members cannot be achieved, the drug court Judge has discretion to determine what action will be taken. The participant has the right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant.

Case Review Hearing

Case Review Hearings will be held every Monday at 9:00am. If Monday is a Court holiday, the Drug Court will take place the following day, Tuesday. Participants who are making phase transitions and have achieved sobriety benchmarks are called at the beginning of the docket followed by the remaining participants in a random order. Participants are individually called up to the attorney seating area and are expected to discuss their progress with the judge. The judge administers appropriate sanctions and rewards and provides encouragement and support. Unexcused failure to appear at court hearings will result in the participant not advancing that week and may result in the issuance of a bench warrant. The defendant has a right to an attorney present during case review proceedings which may include sentencing and any violation which could lead to termination of participation in the Drug Court Program.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Sanctions and Incentives	15	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

15.1 Sanctions

In order to ensure participant accountability and encourage progress and compliance, Meigs County Common Pleas Court Drug Court will employ the use of immediate, graduated, and individualized sanctions for any non-compliance, and will provide incentives/rewards for compliance and progress toward program goals.

The drug court team will determine in weekly staffing whether participants are in compliance or non-compliance. The team will determine, from all information available to or obtain by it, the appropriate incentives or interventions. The team will consider the nature and degree of the participant's compliance or non-compliance, the status of the participant's recovery, participant's history of compliance and recovery and any other factor that will most reasonably and effectively promote recovery and success.

Participants that test positive at intake will receive an appropriate sanction but will be referred for immediate treatment. Participants that have a relapse during the program will receive a sanction and additional treatment.

Each participant understands the following acts are to be treated as positive test and immediately sanctioned: Failing to submit to testing, submitting an adulterated sample, submitting the sample of another individual, diluting the sample. The court will receive immediate notification of all positive tests which shall be immediately sanctioned.

The following are common infractions that may result in an immediate sanction:

- Failure to attend court appearance and treatment appointments.
- Failure to follow Drug Court rules and rules of probation.
- Failure to keep scheduled appointments with the probation officer, case manager or any other team member.
- Non-compliance with other treatment plans
- Non-compliance with alcohol and drug screens or testing positive.
- Failure to improve troublesome behaviors.

Sanctions may include, but are not limited to, the following:

- Warning from the Judge
- Community service
- Increasing court appearance
- Individualized sanctions performing other activities such as writing essays, or

performing other activities to reflect upon unacceptable behavior.

- Fines
- Increase in drug testing
- Daily “call-in” responsibilities
- Increased time in phase
- House arrest
- Electronic monitoring
- Work Release
- Incarceration (Jail)
- Termination from Drug Court

Incentives

Incentives are immediate, graduated, and individualized responses to compliance, perceived as positive, by the receiver. Incentives in Meigs County Common Pleas Court Drug Court may include, but are not limited to, the following:

The following are examples of behaviors that may result in earning an incentive:

- Attending required court appearances.
- Attending required treatment appointments.
- Maintaining productive contact with case managers
- Reaching individual treatment objectives
- Refraining from alcohol and drug, as evidenced by negative results.
- Has maintained active membership in a sober support group.
- Advancing in specialized docket phases.
- Accomplishing any other milestone identified by the team.

The following are examples of incentives that may be offered:

- Recognition by the Judge
- “Praise Points” or tokens of progress
- Certificates of recognition and/or completion
- Recreational activities
- Advancement to the next Drug Court phase
- Decrease in drug testing
- Curfew reduction
- Gain of privileges, for example driver’s license, fishing license, etc.
- Decreased attendance at Drug Court sessions
- Reduction in court fines
- Dismissal or reduction of charges
- Program recognition ceremony Group
- Gift cards

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Termination	16	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

16.1 Termination

The Drug Court Judge shall have discretion to impose termination from the Drug Court docket. Regardless of the method by which a participant enters the Meigs County Common Pleas Court Drug Court, termination may occur for various reasons including, but not limited to:

Unsuccessful Termination

- Noncompliance with rules and procedures.
- Arrest and/or conviction on new charges. In general, assaultive, or violent crimes or behaviors will result in termination. However, a new arrest and/or conviction will be determined on a case-by-case basis, by the Drug Court Team.
- Any issue or behavior that would have disqualified the participant from original eligibility.
- Failure to appear as scheduled for court or treatment.
- Any other grounds that the Drug Court Team finds sufficient for expulsion.

Neutral Discharge

- A serious medical condition.
- Serious mental health condition.
- Death.
- Other factors that may keep the participant from meeting the requirements for successful completion.
- Placed in a residential facility and cannot be transported for status review hearing.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Physician Disclosure Policy	17	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

17.1 Physician Disclosure Policy

Meigs County Common Pleas Court Drug Court participants are required to notify any medical practitioner whom they may visit or have visited for medical treatment of the following information:

- I am a participant in the Meigs County Common Pleas Court Drug Court Program.
- I am required to disclose that I have an addiction to chemical substances.
- Unless absolutely medically necessary in the treatment of an illness or injury, I am not to be prescribed a medication containing a (narcotic or addictive drug) or any other type of medication that may interfere with the treatment of my addiction.
- I must request that my practitioner make an entry in my medical file that I am participant in the drug court, sign and date the file.
- I must request a copy of this entry from my practitioner and will present it to my case manager at my next scheduled contact.

Failure to comply with this policy may result in application of sanctions and/or termination from drug court.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Confidentiality and Drug Court	18	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

18.1 Background

Under Federal law, information regarding substance use disorder treatment is protected by 42 United States Code (USC) Section 2990dd-2, and the regulations implementing these laws at 42 code of Federal Regulations (CFR), Part 2.

The Meigs County Common Pleas Court Drug Court program has implemented the following safeguards to protect this confidential information.

Consent for Disclosure

All participants entering the Drug Court program will be required to complete a form entitled Consent for Disclosure of Confidential Information (see attached for example in Appendix 3) and will be required to execute a release. The original release shall be retained in the participant's probation case file. The participant shall complete a release of information form to provide for communication about confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and R.C. 2152.99

Treatment Information VS. Court Files

Drug Court files, which can contain treatment information and progress reports, are maintained in a location separate from traditional court files.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Treatment	19	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

19.1 Treatment

The treatment protocol provides for intensive intervention for Substance Use Disorder and mental health defendants enrolled in the Meigs County Common Pleas Court Drug Court program. The treatment model is outpatient. However, when needed, defendants may be referred to and required to successfully complete a residential treatment program, as a treatment component of the Drug Court program. The program will also develop procedures for those who have co-occurring disorders where the substance dependency masks the symptoms of the serious mental illness. Having a co-occurring mental health disorder will not disqualify any individual from participating in the Drug Court program.

Consistent with the Drug Court model, treatment begins with a thorough and complete assessment of the defendant's history and phase of involvement with alcohol or drugs. Based on this assessment, the assigned treatment provider will develop a treatment plan to include the following elements:

- Services that meet the individualized needs of each defendant;
- When possible, services will incorporate evidenced-based strategies;
- When possible, services are gender responsive;
- When possible, services are culturally appropriate;

All agencies that provide screenings and assessment for treatment determination shall insure they are provided by programs or persons who are appropriately licensed and trained to deliver such services according to the program description.

All required treatment and programming shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to standards of their profession.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Drug Court Treatment File	20	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

20.1 Drug Court Treatment File

A Drug Court Treatment File will be maintained by the probation department for all defendants who are enrolled into the Drug Court program. At minimum Drug Court Files will contain the following information:

- Assessments;
- Treatment Plans;
- Drug screens;
- Record of activities;
- Record of meetings;
- Drug Court notes;
- Team meeting notes;
- Drug Court Journals;

Meigs County Drug Court docket will have plan to provide services that meet the individualized needs of each participant and incorporate evidence-based strategies for the participant population. Such plans shall take into consideration services that are gender-responsive and culturally appropriate and that effectively address co-occurring disorders.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Drug Court Evaluation	21	01/28/2020	4/3/2023	4/3/2023
Department	Approved By:			
Probation Department	Cassady Willford, Chief Probation Officer			

21.1 Process Evaluation

The process evaluation will help determine whether the program is meeting administrative and procedural goals and suggest avenues for program improvement.

Quantitative Data

Quantitative data will also be collected and will include demographic information on each drug court defendant's age, race, education, employment status and criminal history. Data will also be collected on the number and type of defendants screened and accepted/rejected, treatment completion rate, length of time in each phase of drug court, urinalysis results; number of terminations and reason for termination. This data will assist the team in analysis of target population characteristics.

Outcome Evaluation

Recidivism rates will be collected for the participants, as well as failure and dropout rates. Recidivism rates will be examined for (1) one, (2) two, and three (3) years after completion or termination from the program.

Evaluation results will be shared with stakeholders annually at the Advisory Board meeting. The evaluation will be conducted internally.

Supreme Court

The Meigs County Common Pleas Court Drug Court program will collect and provide data to the Ohio Supreme Court to assess the compliance with the specialized docket standards.

Meigs County Common Pleas Court Drug Court Policy and Procedure

Subject	Number	Date Issued	Date Reviewed	Date Effective
Medication Assisted Treatment (MAT)	22	01/28/2020	4/3/2023	4/3/2023
Department		Approved By:		
Probation Department		Cassady Willford, Chief Probation Officer		

22.1 Medication Assisted Treatment (MAT) Policy

The Meigs County Common Pleas Court Drug Court program permits participants who, with professional medical advice, voluntarily elect to participate in Medication Assisted Treatment (MAT) as part of their treatment protocol provided the therapy is available through state or federal public funding, Medicaid, private insurance or private pay.

The use of medication prescribed for substance use disorders has various phases of abuse potential creating a possible recovery issue.. The Meigs County Common Pleas Drug Courts do not provide direct medical treatment; however, the Court expects drug court participants who select MAT as part of their recovery protocol to adhere to the following treatment philosophy or be subject to discharge:

1. Select a court approved credentialed addiction specialist, medical professional (e.g. ASAM or SAMHSA) or physician with advanced knowledge of recovery issues.
2. Demonstrate treatment engagement and program compliance to achieve the goals of sustainable recovery.

Participants on MAT must authorize communication between the Court and all medical professionals writing prescriptions for that client to guard against potential recovery issues.

APPENDIX (1)

Drug Court Treatment Team

The Drug Court team is comprised of representatives from the Meigs County Common Pleas Court, Hopewell, TASC of Southeast Ohio, and Health Recovery Services. Others may be added as deemed appropriate. The current Team members are as follows:

Name and Organization	Email Address	Phone Number
Judge Linda R. Warner	judgewarner@meigscommonpleascourt.com	740-992-6439

Judge Scott Powell – Juvenile Court	judgescottpowell@yahoo.com	740-992-4618
Judge Michael Barr – Meigs County Court	mlbarr@littlesheetsbarr.com	740-591-5882
Angela Sowers – Alcohol, Drug Addiction and Mental Health (ADAMH) Board	angela_stowers@gjmboard.org	740-446-3022
James Stanley -Meigs Prosecuting Attorney	jstanley@meigscountyprosecutor.com	740-590-4266
Michael Huff – Public Defender	michaelhuff.law@outlook.com	740-331-2051
Bill Gilkey-Meigs County Sheriff's Office	bill.gilkey@meigssheriff.org	740-992-4654
Josi Patterson – Hopewell Health Centers	josi.patterson@hopewellhealth.org	740-992-0540
Ashley Louderback-Field of Hope	ashleylouderback@fieldofhope.life	740-245-3051
Jackie Gibbs-Treatment Alternatives to Street Crime (TASC)	jgibbs@tascofsoutheastohio.org	740-446-6471
Dustin McCombs-Cardinal Recovery	dmccombs@cardinalrecovery.org	740-446-9129
Terri Ingles – Meigs County Children's Services	Terri.ingles@jfs.ohio.gov	740-444-7603
Cassady Willford – Chief Probation Officer, Meigs Common Pleas Court	cassady@meigscommonpleascourt.com	740-416-8470
Chandler Carothers- Probation Officer, Meigs Common Pleas Court	chandler@meigscommonpleascourt.com	740-992-6439
Brittney Lavender- Probation Officer, Meigs Common Pleas Court	brittney@meigscommonpleascourt.com	740-992-6439
Andrea VanInwagen – Drug Court Coordinator, Meigs Common Pleas Court	andrea@meigscommonpleascourt.com	740-992-6439
Cody Webber-The Recovery Council	c.webber@therecoverycouncil.org	740-835-8485
Justin Oyer-Warriors for Christ	joyer@w4chope.org	740-577-3834
Evelyn Runyon-Mended Reeds	erunyon@mendedreeds.org	740-532-1613
Blair Demetroules-STAR Community Justice Center	bdemetroules@starjcj.com	740-354-9026
Margaret Caldwell-The Counseling Center	mcaldwell@thecounselingcenter.org	740-354-6685

Leslie Lambert- Shawnee Counseling Center	Leslie.lambert@shawneecounseling.org	740-876-4370
David Hunt-Southern Hope Recovery	davidhunt@shrcmail.com	740-353-4673
William Grise-RRS Ohio	wgrise@rrsohio.com	740-451-1455
Brittiany Hurn-Ascend	bhurn@mysolace.org	740-876-8290

APPENDIX (2)

Advisory Members

The Advisory Committee of the Meigs County Common Pleas Court Drug Court includes the following:

- Linda R. Warner, Judge
- Michael (Mick) Barr, Judge
- Samantha Mugrage, Clerk of Courts

- Cassady Willford, Chief Probation Officer
- Andrea VanInwagen, Drug Court Coordinator
- Chandler Carothers, Probation Officer
- Brittney Lavender, Probation Officer, PSI writer
- Bill Gilkey, Meigs County Sheriff's Department
- Josi Patterson, Hopewell Health Centers
- Ashley Louderback, Field of Hope
- Jackie Gibbs, TASC of Southeast Ohio
- Dustin McCombs, Cardinal Recovery
- Angela Sowards, ADAMHS Board
- James Stanley, Meigs County Prosecuting Attorney
- Michael Huff, Public Defender/Defense attorney
- Denise L. Bunce, Public Defender/Defense Attorney
- Terri Ingles, Meigs County Children's Services
- Jane Ann Aanestad, Community member
- Lori Ritchie, retired substance use disorder nurse with family members in recovery

APPENDIX (3)

Meigs County Common Pleas Court Drug Court Waiver and Consent Form

The undersigned represents that this Waiver and Consent Form is voluntarily executed on the ____ day of _____, 20 ____.

By executing this Waiver and Consent Form, the undersigned agrees to appear before the Meigs County Common Pleas Court Judge for the purpose of discussing in open court the

undersigned's progress and participation in the Meigs County Common Pleas Court Drug Court Program.

The undersigned further consents to open court discussion of the undersigned's compliance and progress in the Meigs County Common Pleas Court Drug Court Program, notwithstanding the confidentiality requirements of Part 2 of Title 42 of the Code of Federal Regulations, which requirements the undersigned does hereby waive for purpose of this open court review with respect to any and all persons present in the courtroom.

PRINT NAME

SIGN NAME

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX (4)

Meigs County Common Pleas Court Drug Court

Journal Entry

Case: {Supervision_Case_No}

Defendant: {Name_Full} Date: {Contact_Next_Scheduled}

Drug Court Phase: {Supervision_Type} Appt. No: _____ Required to appear: _____

Compliance:

Probation _____ Compliant _____ Non-compliant

Drug Screens _____ Compliant _____ Non-compliant

Case Management _____ Compliant _____ Non-compliant

Treatment _____ Compliant _____ Non-compliant

MRT _____ Compliant _____ Non-compliant

Support Groups _____ Compliant _____ Non-compliant

Notes:

Sanctions: _____ Yes _____ No

Defendant will be ordered to complete the Following:

_____ Community service _____ hours by _____.

_____ House arrest _____ days or next Drug Court Review.

_____ Work Release _____ days or next Drug Court Review.

_____ Jail _____ days or next Drug Court Review.

_____ Reduction in Drug Court phase. _____ Additional reporting. _____ Additional support groups.

_____ Other: _____

Judge

Date

APPENDIX (5)

MEIGS COUNTY COMMON PLEAS COURT PROBATION DEPARTMENT Consent for Release of Information

Name: {{client_name_full}}

D.O.B: {{client_birth_date}}

SSN: {{client_ssn_masked}}

Case: {{case_number}}

Meigs County Common Pleas Court Probation Department, and/or the designated agencies below is hereby granted my permission to disclose to, receive from or exchange with:

Meigs County Common Pleas Court & Probation Department, Health Recovery Services, TASC of Southeastern Ohio, Hopewell, Holzer Health System, Pleasant Valley Hospital, Meigs County Department Jobs and Family Services, Pretera, Meigs County Juvenile Court, Health Recovery

Services, Meigs County Veterans Service Office, Meigs County Children Services, Treatment Research Institute, ODMHAS, Southern Ohio Treatment, Mason County Day Report, Integrated Services for Behavioral Health. Other:

Type of Information to be Disclosed:

Diagnostic assessment information, treatment planning, progress in treatment, lab results, urine testing, attendance, diagnosis, physical health care status, medication, discharge summary, progress notes, grades & schedule, other

The purpose or need for such disclosure is: to comply with conditions of the Meigs County Common Pleas Court Probation Department and designated agencies.

I understand that the Consent for Release of Information expires 1 year from the date of discharge or date of completion of probation unless otherwise indicated herein by the probationer. I also understand that I may cancel the Consent for Release of Information at any time by stating in writing with the date and my signature. The revocation does not include any information which has been shared between the time that I gave permission to share information and the time that it was cancelled.

Signature

Date

Signature of Witness

Date

This Information disclosed pursuant to this consent has been disclosed to you from records whose confidentiality is protected by Federal Law. Federal regulation (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulation. A general authorization for the release of medical or other information is not sufficient for this purpose.

APPENDIX (6)

Meigs County Common Pleas Court Adult Drug Court

Adult Drug Court Program Initial Screening Form

Name: _____
(F) (M) (L)

1. Is the defendant a resident of Meigs County? (Y) _____ (N) _____

2. Does the arrest or charge involve a crime of violence against a person?

(Y) _____ (N) _____

If yes, what is the charge? _____

3. Does the arrest or charge involve a sex crime? (Y) _____ (N) _____

4. Does the defendant have any felony convictions for a violent crime in Ohio or any other state? (Y)

_____ (N) _____

If yes, what are the conviction(s)? _____

5. Does the new arrest or charge involve drug trafficking? (Y) _____ (N) _____

6. Does the defendant admit to or appear to have a drug and/or alcohol abuse problem? (Y) _____ (N) _____

If questions 2, 3, 4, and 5 are NO, and 1, 6 are YES, the defendant is eligible to apply for the Adult Drug Court program

7. Please provide any other information you feel would be helpful in determining this defendant's eligibility for the Adult Drug Court Program?

Date: _____
Defense Attorney, Arresting Officer, Probation Official

APPENDIX (7)

Meigs County Common Pleas Court

Drug Court Referral

Name: _____ D.O.B: _____ - _____ - _____

Last 4# SSN: _____ Phone: (_____) _____

Address: _____ Sex: _____ Race: _____

Court Case# _____ Offense: _____

Conviction Date: _____ Is Defendant in custody? ☐ Yes ☐ No

Is Defendant currently in treatment? ☐ Yes ☐ No ☐ Unknown

If currently in treatment, at what location: _____

Initial Drug Court eligible screening ☐ Eligible ☐ Not Eligible

Drug assessment Date & Time: ____/____/____ at _____

Recommendations

☐ Eligible for Drug Court ☐ Ineligible for Drug Court ☐ Referral for Treatment only

Diagnosis: _____ Date Assessment Completed: ____/____/____

_____ Date for return appointment with Probation

_____ Department. ____/____/____ @ _____

If referral is made: ☐ Tasc ☐ Hopewell ☐ HRS ☐ Integrated Services

Officer: _____ Date: _____

Drug Court

☐ Accepted for Drug Court ☐ Disqualified for Drug Court

If Disqualified:

☐ Found inappropriate from a substance use disorder standpoint.

☐ Ineligible due to criminal history.

☐ Not a resident of Meigs County.

Drug Court Coordinator

Date