

PORTLAND REENTRY COURT PARTICIPANT HANDBOOK

The United States District Court for the District of Oregon in Portland has developed the Portland Reentry Court program to provide support and structure to participants who struggle with drug and alcohol addiction and to assist them in achieving lifelong sobriety and successful reintegration into society. We will connect participants with treatment, employment, educational resources, and pro-social organizations in the community. The Reentry Court Team will address participants' behavior through meaningful incentives and timely sanctions. The Reentry Court Team, recognizing the nature of substance addiction, will treat participants with dignity and respect, to promote a rehabilitative atmosphere that empowers participants to lead law abiding lives.



PORTLAND REENTRY COURT- HANDBOOK
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WELCOME TO PORTLAND REENTRY COURT!

INTRODUCTION



We are pleased that you chose to participate in the Reentry Court program. Your commitment begins now. Total participation is vital. We want to assist you in your recovery and encourage you to improve your quality of life.

We intend to assist you in completing a program of effective substance abuse treatment as needed, and to help you address any barriers to maintaining a law-abiding life. We use graduated phases to encourage you to succeed. You are not alone. Other people who are in recovery will also assist you in developing a lifestyle that is free from the use of alcohol and other drugs.

This handbook contains information that you will need to successfully complete this program. After reading it, you should have a good understanding of what we expect. We encourage you to read it and to share it with your family and friends so that they can support you on your road to recovery.

The answers to most of your questions concerning this program are in this handbook. If you have any other questions, please do not hesitate to ask your probation officer, treatment counselor or any Reentry Court Team Member. We wish you every success in this program.

Sincerely, The Reentry Court Team

Marco A. Hernández, U.S. District Court Judge
Michelle Rawson, Courtroom Deputy
John Laing, Assistant U.S. Attorney
Keith Stewart, Supervising U.S. Probation Officer
Sara Gnewikow, U.S. Probation Officer
Kathy Blackman, Sr. Adm Asst, U.S. Probation

Paul Papak, U.S. Magistrate Judge
Gary Magnuson, Courtroom Deputy
Patrick Ehlers, Assistant Federal Public Defender
Jennifer Paget, Paralegal, Federal Public Defender
Natalie Seibel, Lifeworks NW
Casey Palmer, Lifeworks NW

PROGRAM DESCRIPTION

This Portland Reentry Court program (“PRC”) is a comprehensive program for substance abusers under federal post-conviction supervision. The program combines the efforts of the U.S. District Court, the U.S. Probation Office, the U.S. Attorney's Office, the Federal Defender's Office, community treatment providers, and community support groups. This voluntary program involves regular court appearances before the Reentry Court Judges, community supervision, substance abuse /mental health treatment, random drug testing, and pro-social community activities, such as attending meetings of Alcoholics Anonymous, Narcotics Anonymous, or other support groups. The program length, determined by each participant's individual progress, will be at least one year. If you are eligible and choose to participate in this program, you must be willing to commit to the entire program. Should you successfully complete the Reentry Court requirements and conditions, you will be eligible for up to one year off your term of supervision.

WHO MAY ENTER PORTLAND REENTRY COURT?

Admission to PRC is based on number of factors, including but not limited to individuals who:

- ◆ Are on probation or supervised release
- ◆ Have a substance abuse history
- ◆ Have a need for current treatment and services
- ◆ Have been identified by a member of the Team as individuals who would benefit from the level of treatment and supervision offered through the phases of PRC
- ◆ Have the ability to appear in court and attend treatment as directed



THE INTAKE PROCESS

Prior to starting the program, you are encouraged to view PRC hearings in progress. After referral, the PRC probation officer will meet with you to conduct a substance abuse history screening, discuss the program, and review the PRC contract with you. The probation officer will prepare a referral packet that will be reviewed by the PRC team. The PRC team consists of the following individuals or their designated representatives: the PRC judges, assistant U.S. attorney, assistant federal defender, U.S. probation officer, and community treatment providers (collectively, the “Team”). Prior to your first court session, you will meet with the Team, who will make the final decision regarding your acceptance into the program.

Use the blank lines below to take down names and phone numbers of Team members and other participants. **Please ask questions that will help you to understand. We want you to succeed!**

Name: USPO Sara Gnewikow

Phone Number: (503) 326-8619 (office)
(503) 849-0774 (cell)

Name: AFD Patrick Ehlers

Phone Number: (503) 326-2123 (office)
(503) 490-1513 (cell)

Name: Lifeworks NW

Phone Number: (503) 223-5525

Name: _____

Phone Number: _____

COURT SUPERVISION AND COURTROOM BEHAVIOR

As a PRC participant, you will be required to appear in court two times per month while in the first phase, and one time per month in the remaining phases. This may be modified if the Team feels you would benefit from additional court sessions. Missing court hearings may result in sanctions, failure to advance in the program, or termination from the program. The Team meets prior to each court session to review and discuss each participant’s current progress including drug testing results, progress in treatment, and compliance with all program and supervision requirements. In court, the judge will ask you questions about your progress and discuss any problems you may be experiencing. If you are doing well, you will be encouraged to continue the good work and progress in your sobriety. If there are problems, the judge may impose sanctions.

YOUR BEHAVIOR IN COURT

- Be on time as late arrival may result in sanctions
- Everyone should remain seated and quiet while in court unless asked to stand and speak.
- Each participant must conduct himself/herself in a courteous, respectful, and appropriate manner at all times while in court
- Disrespectful or inappropriate behavior will be addressed through warnings and/or removal from the courtroom.
- Participants must remain in court for the entire hearing unless approved to leave early.
- Cell phones must be turned off.
- No food or beverages are allowed in the courtroom (including chewing gum).

DRESS APPROPRIATELY

Program participants will be required to wear "appropriate" clothing while participating in the program. Men must wear pants, shirt and shoes. Women may wear pants, skirts or dresses of appropriate length with a modest blouse. Women should not wear see through blouses, midriff tops, tube tops, bathing suit tops or halter-tops. Hip hugger pants or low riding pants are not allowed. Clothing bearing drug or alcohol related themes, promoting, or advertising alcohol or drug use is

prohibited. No gang colors or clothing and no gym clothes are permitted. Sunglasses and hats may not be worn inside the courtroom. You may be asked to change your clothes if you are wearing clothing that is not appropriate. Good rule of thumb - if you have to ask, don't wear it!

PARTICIPANT FRATERNIZATION

Entering into a new intimate relationship within the first year of recovery often results in relapse. For this reason, participant fraternization is discouraged, unless approved the PRC Team.

GOALS

Although your treatment counselor and probation officer will work with you to set individualized goals, these goals will apply to every participant.

1. Remain free of alcohol and other drugs by living a drug free lifestyle
2. Notify the probation officer or other Team member(s) about challenges to maintaining sobriety and seek assistance in overcoming those challenges
3. Attend all treatment sessions
4. Attend all PRC hearings and participate in good faith
5. Respectfully deal with co-participants and the Team
6. Develop a law-abiding pattern of living
7. Seek and maintain employment
8. Participate in pro-social community activities such as AA and NA
9. Improve organization and social skills
10. Enhance self-esteem and personal motivation
11. Learn relapse warning signs and develop a personal relapse prevention plan
12. Accept responsibility for financial obligations and learn budgeting and financial skills
13. Learn and apply better ways of coping with problems
14. Develop and improve time management skills
15. Maintain stable housing



SUBSTANCE ABUSE TREATMENT

CONFIDENTIALITY

Federal and state law protects your identity and privacy. Because of those laws, policies and procedures have been developed to guard your confidentiality. In agreeing to participate in the PRC, you will agree to sign the waiver for the release of information, which will include substance abuse and mental health history and legal and medical information to the Team. This information, absent criminal conduct, will not be used for any prosecution but may be considered by the Team in deciding whether you receive a sanction or are terminated from PRC. Court sessions are open to the public and therefore there may be occasions when the public will hear information relating to your treatment.

COUNSELING

You will be required to attend treatment counseling sessions and education classes that must not be missed unless properly excused in advance or in the event of a true emergency. Treatment groups are a major component of this program. Arrive on time, appropriately participate and remain until the session is over. Otherwise, you may be counted as absent. Follow all of the treatment provider's program rules.

If you are required to complete a long term residential treatment program while you are in PRC, you will be placed in a suspended status and, upon completion of residential treatment, you will begin where you left off before going into treatment.

RECOVERY SUPPORT GROUPS

PRC may require you to attend pro-social community activities and to provide written verification that you are doing so. Involvement in twelve-step support groups like Narcotic Anonymous (NA) and Alcoholic Anonymous (AA) or other support groups are important to your recovery. You should get to know the people at these meetings who are recovering from addiction and living a drug-free lifestyle. You will also be required to obtain a mentor or sponsor while in the program, however it is the hope of the Team that you remain engaged with the sponsor or mentor long after graduating from PRC. Developing this support system may be critical to a long-term successful recovery. Your treatment counselor and probation officer will assist you to link up with these groups if necessary.



PROBATION/SUPERVISED RELEASE SUPERVISION

Participants must report to the probation office as instructed. You must abide by all of the terms of your supervised release/probation, as well as your PRC contract. You must notify your probation officer if you are arrested or charged with any police contact. Working closely with your probation officer should help you to successfully complete this program.

HOUSING

An important piece to the sobriety puzzle is stable housing. The probation officer will visit and approve where you live and who you live with. If you intend on changing your residence, you must notify the probation officer in advance and obtain approval prior to moving.

COURT RELATED FINANCIAL OBLIGATIONS



PRC participants with court related financial obligations such as restitution, fee assessment or child support are expected to make payments on a regular schedule. You may be required to show proof of payments to your probation officer. If you cannot make a payment, discuss your situation with your probation officer in order to make other arrangements. Failure to make scheduled payments while in this program may delay your progress.

CONSTRUCTIVE USE OF TIME, EMPLOYMENT & EDUCATION

As you advance through the program, you will be required to maintain steady employment or participate in school full time. A combination of the two is also acceptable. It is important for you to use your time constructively. Idleness and boredom are not your friends. Probation may verify your employment by visiting you on the job. Inform your employer about your participation in PRC because you may be required to attend court during work hours. You must inform probation right away if your employment or educational status changes. Although we will work with your schedule as much as possible, you cannot miss court, treatment sessions and appointments due to conflicts with your work or class schedule.

DRUG TESTING

You will be required to submit to drug testing as directed by the probation officer. If you are unable to report as required, inform your probation officer concerning your problem. Unless it is a true emergency, you will not likely be excused. Failing to provide a urine sample upon request will be counted as a positive drug test. **If you fail to provide a urine sample, for any reason, you are required to report to the probation office the following day to provide a urine sample.**



In this program, you will be drug tested frequently. Instead of trying to “catch you” using alcohol and/or drugs, we want to assist you in remaining free of alcohol and drugs. This program will only be successful for you if you let it. Do not sabotage yourself by trying to figure out how to “beat the test.” Tampering with a test, using adulterants, providing diluted samples, and/or smuggling in another person's urine will be dealt with in a much more severe manner.

ALCOHOL

Alcohol is a drug. Do not consume alcohol. You are not permitted to enter an establishment whose primary purpose is to sell or distribute alcohol. You may be subject to breathalyzer testing. It may be smart for you not use tobacco or caffeine also, but they are drugs that program participants may consume legally.

PRESCRIPTION DRUGS

Using prescription drugs and certain over-the-counter drugs can lead to your relapse. We understand that on rare occasion you may need to take prescription and over-the-counter drugs. If a physician recommends the need for a prescription drug, the following is a PRC requirement:



1. You must advise your physician of your substance abuse history and PRC involvement.
2. Prior to filling the prescription, you must notify your probation officer that you have been given a prescription and request approval to have it filled.
3. You will be asked to sign a release to confirm the ailment and need for the prescription.
4. In the event of a medical emergency, you may not be able to obtain authorization before being given or filling a prescription. Should this occur, notify your probation officer as soon as possible after taking the medication.

All participants are prohibited from using any mind-altering substances, legal or illegal, regardless if marketed for human consumption or not.

HONESTY

While we hope you will reach out to a Team member or sponsor **prior** to relapsing, if you do relapse it is extremely important that you are honest about it. Your success in this program depends on you holding yourself accountable for your own actions. We want to help you to be honest. You will not likely be “kicked out” of the program because you use drugs. Instead, you will be held accountable while you continue to participate in the program. We want to assist you to live a drug-free lifestyle. When a participant misses or tests positive on a drug test, the program's position is that it is positive.

INCENTIVES AND SANCTIONS

The use of incentives and sanctions will help you to live a law-abiding, drug-free lifestyle. The Team looks for reasons to encourage you to accomplish your goals.

The "A" team - The “A” team is a way for the judge to recognize your commitment to sobriety and the PRC rules. Participants who abide by all conditions of PRC and probation, during the period between court sessions, are entitled to be on the “A” team. At the beginning of every court session the judge will acknowledge the “A” Team participants.

Additional incentives are awarded on an as-deserved basis to reward compliant behavior, honesty, progress in your reentry plan, successes in recovery, and development of risk-management skills.

Sanctions are used if necessary, to help you to change your behavior in meaningful ways. Noncompliant behavior will result in sanctions. The range of possible sanctions has been drafted broadly to ensure that some level of sanction is available for every violation. Factors that will influence the type of sanction employed include the seriousness of the violation, the number of violations, and the amount of time you have remained compliant. In addition, an important factor will be whether you voluntarily discloses the violation. Dishonesty will result in enhanced sanctions. Depending on these factors, any of the sanctions listed below may be used. As a general rule, when there are repeat violations, more serious sanctions will be applied incrementally. Sanctions may include, but are not limited to:

- ◆ A judicial reprimand
- ◆ Increase the frequency of support group attendance
- ◆ Research a topic related to recovery or reentry plan and present findings in court
- ◆ Failure to advance to next phase
- ◆ Provide a written explanation for noncompliant behavior
- ◆ Participate in community service
- ◆ Comply with curfew restrictions or home confinement with electronic monitoring
- ◆ Complete a term at a residential reentry center
- ◆ Spend up to 7 days in jail
- ◆ Termination from PRC with or without filing of a formal violation

PHASES

PRC has four phases, with each phase lasting a minimum of 90 days. *See attached Phase Chart.* Participants are required to complete all requirements of each phase in order to be eligible to advance to the next phase. At each phase advancement, participants will receive a gift as acknowledgment of their achievement.

MINIMUM CRITERIA FOR PHASE ADVANCEMENT¹

Phase 1

- 30 days abstinence
- No missed drug test in last 30 days of phase
- No unexcused absences in last 30 days of phase
- Engage with community support group a minimum of 1 meeting per week and submit verification
- Obtain a sponsor/mentor before advancing to Phase 2
- Pursue employment unless excused to attend schooling, training or other approved program



¹ All phase advancements are subject to the Team's discretion.

- Comply with court-ordered financial obligations as directed (i.e., restitution, fee assessment)
- Complete Phase 1 written assignment

Phase 2

- 60 days abstinence
- No missed drug test in last 30 days of phase
- No unexcused absences in last 30 days of phase
- Engage with community support group a minimum of 2 meetings per week and submit verification
- Engage with sponsor/mentor
- Obtain employment unless excused to attend schooling, training or other approved program
- Compliance with court-ordered financial obligations as directed (i.e., restitution, fee assessment)
- Establish stable housing
- Complete Phase 2 written assignment



Phase 3

- 90 days abstinence
- No missed drug test in last 60 days of phase
- No unexcused absences in last 30 days of phase
- Engage with community support group a minimum of 2 meetings per week and submit verification
- Continue engagement with sponsor/mentor
- Maintain employment unless excused to attend schooling, training or other approved program
- Compliance with court-ordered financial obligations as directed (i.e., restitution, fee assessment)
- Maintain stable housing
- Complete Phase 3 written assignment
- Begin developing Relapse Prevention Plan

Phase 4

- 180 days abstinence
- Any missed drug test may result in up to a 180 extension in PRC
- No unexcused absences in last 30 days of phase
- Engage with community support group a minimum of 2 meetings per week and submit verification
- Continue engagement with sponsor/mentor

- Maintain employment unless excused to attend schooling, training or other approved program
- Compliance with court-ordered financial obligations as directed (i.e., restitution, fee assessment)
- Maintain stable housing
- Develop and present Relapse Prevention Plan

GRADUATION



You will be eligible to graduate from the program upon satisfactory completion of all four phases of the program and approval of the judges, who will base his or her decision on your progress and input from the Team. You should be able to show how PRC has positively influenced your life. **Graduates will be honored at a special ceremony.** Your family and friends are invited to join you as the judge congratulates you on successfully completing the PRC Program and achieving your goals.

TERMINATION/UNSUCCESSFUL COMPLETION OF REENTRY COURT

We would like all participants to be successful, however, unfortunately some participants may be terminated from the program. Typically, termination from the program may occur as a result of repeated failures to participate in treatment, repeated failures to complete all program requirements, numerous positive drug tests, tampering with a drug test, dishonesty, or new criminal charges. The Judge, based on the recommendations of the Team, will decide if you will be terminated from PRC.

Failure to complete the program will result in a return to traditional supervision. Continued violation behavior may result in revocation of your probation/supervised release.

This is a voluntary program. You may choose to voluntarily terminate from the program, however, the Judge and Team will carefully evaluate requests to terminate.

“Let us not be content to wait and see what will happen, but give us the determination to make the right things happen.” - Peter Marshall



Phase Requirement Chart

RE-ENTRY COURT PHASE REQUIREMENTS

PHASE 1 - EARLY RECOVERY (Minimum 90 days)	PHASE 2 - UNDERSTANDING AND TAKING RESPONSIBILITY (Minimum 90 days)	PHASE 3 - HEALTHY DECISION MAKING (Minimum 90 days)	PHASE 4 - RELAPSE PREVENTION PLANNING (Minimum 90 days)
Actively participate in substance abuse, mental health, or other treatment as directed	Actively participate in substance abuse, mental health, or other treatment as directed	Actively participate in substance abuse, mental health, or other treatment as directed	Actively participate in substance abuse, mental health, or other treatment as directed
Engage with community support group a minimum of 1 meeting per week and submit verification to PO by the Monday before court.	Engage with community support group a minimum of 2 meetings per week and submit verification to PO by the Monday before court.	Engage with community support group a minimum of 2 meetings per week and submit verification to PO by the Monday before court.	Engage with community support group a minimum of 2 meetings per week and submit verification to PO by the Monday before court.
Obtain a sponsor/mentor before advancing to Phase 2	Engage with sponsor/mentor	Continue engagement with sponsor/mentor	Continue engagement with sponsor/mentor
Pursue employment unless excused to attend schooling, training or other approved program and submit verification	Obtain employment unless excused to attend schooling, training or other approved program and submit verification	Maintain employment unless excused to attend schooling, training or other approved program and submit verification	Maintain employment unless excused to attend schooling, training or other approved program and submit verification
	Establish stable housing	Maintain stable housing	Maintain stable housing
No later than the third court session, complete one written assignment: "How has drug and/or alcohol use affected my life?" List three goals you hope to achieve within next 90 days. Submit paper to PO as directed.	No later than the second court session in Phase 2, complete one written assignment: "How has drug and/or alcohol use affected the significant others in my life or the community?" List three additional goals you hope to achieve within next 90 days. Submit paper to PO as directed.	No later than the second court session in Phase 3, complete one written assignment - In collaboration with treatment and support group: "What tools and skills have I developed to maintain my sobriety and how do I plan to use those tools to strengthen my recovery during supervision and beyond?" Submit paper to PO as directed.	No later than the second court session in Phase 4 - In collaboration with treatment provider, complete an approved, written Relapse Prevention Plan. Present summary in court.
Two court appearances per month	One court appearance per month	One Court appearance per month	One Court appearance per month
Establish payment plan to become current with court ordered financial obligations, if necessary.	Continue making payments towards court ordered financial obligations.	Continue making payments towards court ordered financial obligations.	Continue making payments towards court ordered financial obligations.
Up to 8 random UAs per month; random alcohol test	4-8 random UAs per month; random alcohol test	4-8 random UAs per month; random alcohol test	2-8 random UAs per month; random alcohol test

<p><u>Minimum Criteria for Phase Advancement*</u>:</p> <ul style="list-style-type: none"> ▶ 30 days abstinence ▶ No missed drug test in last 30 days of phase ▶ No unexcused absences in last 30 days of phase ▶ Engage with community support group a minimum of 1 meeting per week and submit verification ▶ Obtain a sponsor/mentor before advancing to Phase 2 ▶ Pursue employment unless excused to attend schooling, training or other approved program ▶ Comply with court-ordered financial obligations as directed (i.e., restitution, fee assessment) ▶ Complete Phase 1 written assignment 	<p><u>Minimum Criteria for Phase Advancement*</u>:</p> <ul style="list-style-type: none"> ▶ 60 days abstinence ▶ No missed drug test in last 30 days of phase ▶ No unexcused absences in last 30 days of phase ▶ Engage with community support group a minimum of 2 meetings per week and submit verification ▶ Engage with sponsor/mentor ▶ Obtain employment unless excused to attend schooling, training or other approved program ▶ Compliance with court-ordered financial obligations as directed (i.e., restitution, fee assessment) ▶ Establish stable housing ▶ Complete Phase 2 written assignment 	<p><u>Minimum Criteria for Phase Advancement*</u>:</p> <ul style="list-style-type: none"> ▶ 90 days abstinence ▶ No missed drug test in last 60 days of phase ▶ No unexcused absences in last 30 days of phase ▶ Engage with community support group a minimum of 2 meetings per week and submit verification ▶ Continue engagement with sponsor/mentor ▶ Maintain employment unless excused to attend schooling, training or other approved program ▶ Compliance with court-ordered financial obligations as directed (i.e., restitution, fee assessment) ▶ Maintain stable housing ▶ Complete Phase 3 written assignment ▶ Begin developing Relapse Prevention Plan ▶ Begin developing Relapse Prevention Plan (“RPP”) 	<p><u>Minimum Criteria for Phase Advancement*</u>:</p> <ul style="list-style-type: none"> ▶ 180 days abstinence ▶ Any missed drug test may result in up to a 180 extension in PRC ▶ No unexcused absences in last 30 days of phase ▶ Engage with community support group a minimum of 2 meetings per week and submit verification ▶ Continue engagement with sponsor/mentor ▶ Maintain employment unless excused to attend schooling, training or other approved program ▶ Compliance with court-ordered financial obligations as directed (i.e., restitution, fee assessment) ▶ Maintain stable housing ▶ Develop and present Relapse Prevention Plan
<p>At phase advancement, receive \$5 Starbucks gift card.</p>	<p>At phase advancement, receive \$10 Subway gift card.</p>	<p>At phase advancement, receive \$15 movie gift card.</p>	<p>At graduation, receive \$20 Fred Meyer gift card, sobriety medallion</p>

* All phase advancements are subject to Team's discretion