

COUNTY OF SONOMA DRIVING UNDER THE INFLUENCE PROGRAM
MOST COMMONLY USED TERMS AND THEIR MEANINGS (REV. 04/2013)

ABSENCE *is missing any scheduled program activity without seven (7) calendar days advance notice.* To receive attendance credit, you **must** sign a roster for **each** activity scheduled on that day and be present for the **entire** activity or you will be marked absent. All absences (and reschedules) must be made up. Each program has a specific number of absences that a client may accrue: Wet Reckless=2; First Offender (3 months) =5; Extended First Offender (9 months) =7; Multiple Offender (18 months) =10. *An additional absence above these allowances will be cause to terminate a person from their program.* First Offender: group absences are made up at the end of your program; contact your counselor of record or intake worker to make up counseling absences. Nine Month and Multiple Offender: make ups are to be arranged through your counselor of record or intake worker. Education absences for all programs must be made up consecutively after your last scheduled education class. A \$25.00 fee is charged for **each** scheduled activity that is missed (e.g., if two scheduled activities are missed on the same day, you are charged a total of \$50.00, etc.).

COUNSELOR OF RECORD *is the counselor conducting your group.* In the case of Wet Reckless, it will be the counselor conducting your education class.

ENROLLMENT DATE *is the date you complete your intake appointment and sign your contract.* It is **not** the date you attend orientation. The enrollment date is used to determine the start date of your program.

INTAKE WORKER *is the person who enrolls you into your program here.* First Offender and Extended First Offender clients will also see an intake worker for your middle face-to-face and exit interviews.

LATENESS. *State regulations require that a client receive specific hours of services.* In order for the program to fulfill that obligation, please note the following: To receive credit for any scheduled activity, you must arrive **on time** and be present for the **entire** activity. There is no grace period. If you are late for a group or education class, you will not be admitted and an absence will be charged. No exceptions. Any extenuating circumstances may be addressed the following business day. If you are late for a face-to-face interview, you may be seen later that day, but only if there is an open time slot. If there are no open time slots, you will be charged an absence.

LEAVE OF ABSENCE (LOA). *You may request a LOA when you know you are going to be away from your program for more than twenty-one (21) consecutive calendar days.* LOAs are arranged through your counselor of record **at least seven (7) calendar days IN ADVANCE** of the time you want off - LOAs are not guaranteed until approved by the program manager. To receive a LOA for a vacation, all absences must be made up and all fees must be paid up to date. When going on LOA, your current schedule will be deleted. When returning from a LOA, and before you can resume your program, you must call (707) 565-7640 to schedule a 30-minute appointment with an intake worker to get a new schedule; you may or may not get the same schedule/counselor as before. You must complete this appointment within 21 calendar days from your LOA end date or you risk termination from your program. Documentation must accompany all LOA requests. A \$20.00 fee is charged for each new LOA.

LENGTH OF PROGRAM. *Each program has a required minimum length of time set by State regulation in which a client can complete the program.* The length of time for your program is indicated on your contract. By State regulation, you cannot accelerate your program or complete it any sooner than the time indicated.

PAYMENTS are due on the 15th of each month. They are paid by money order or cashier's check made payable to SCDUI. We only accept VISA and MasterCard for credit or debit card payments. **WE DO NOT ACCEPT CASH, PERSONAL CHECKS OR BUSINESS CHECKS.** Please print your first and last name **CLEARLY** on each cashier's check or money order. Please make your payments to your counselor or to the receptionist. You may use the drop-box located to the right of the reception window for money orders or cashier's check payments. **YOU MUST KEEP YOUR ACCOUNT CURRENT WITHIN 30 DAYS OR YOU RISK BEING PLACED ON PAST DUE OR SUSPENSION STATUS WHICH MAY LEAD TO TERMINATION FROM YOUR PROGRAM.**

RESCHEDULES are planned absences. To apply for a reschedule, you must give your counselor seven (7) calendar days **ADVANCE** notice that you will not be attending a scheduled program activity. A reschedule does not count as an absence. First Offender: group reschedules are made up at the end of your program; contact your counselor of record or intake worker to make up counseling reschedules. Extended and Multiple Offender: reschedule make ups are to be arranged through your counselor or intake worker. For all programs, education reschedules must be made up consecutively after your last scheduled education class. A \$10.00 per day fee is charged for each reschedule.

SCHEDULED PROGRAM ACTIVITY is defined as a scheduled group process, face-to-face (counseling) interview or education class meeting. Your schedule of program activities is given to you at intake.

SOBRIETY means that while attending your program it is very important that you are drug and alcohol free. If you come to a scheduled activity with: 1) a measurable amount of alcohol (BAC .002 or higher) in your system (includes the use of over-the-counter cough syrup); 2) are determined to be incoherent from the use of prescribed medications or illicit drugs including marijuana; or 3) if you and/or your clothing smell of marijuana you will be terminated. We do breathalyzer and/or urinalysis testing on a random basis when we have reason to believe a person is under the influence. This is a zero tolerance program.

Please inform your intake worker or counselor of record of any prescribed medications you are taking; you may be asked to submit proof of such prescriptions. While on any legal medication, you are expected to be lucid and function coherently as an active client. If at any time during your program you are placed on a prescribed medicine, and the counselor determines you are not able to function, you may be asked to leave. If you are asked to leave for a sobriety violation, you will be charged a \$25.00 absence for each activity scheduled that day and asked to surrender your car keys - you may have a sober driver come and pick you up. If you choose to drive away, by law authorities must be notified. This may lead to additional driving under the influence (DUI) charges.

If a termination occurs for a sobriety violation, a \$60.00 re-enrollment fee as well as the following applies:

- **All DUIs from Sonoma County who are still on active court probation for the DUI - REGARDLESS OF PROGRAM** - will receive a termination letter from the DUI Program. You are required to obtain a written re-referral from the court prior to re-enrolling. After receiving a written re-referral, you may call (707) 565-7640 to schedule a 1-hour re-enrollment appointment. **You must bring the written re-referral to your re-enrollment appointment or you will not be re-enrolled**
- **Any client whose DUI was out-of-county and they are still on court probation - regardless of program** - you must contact the court-of-record to determine if a written re-referral is required prior to making a re-enrollment appointment. If yes, you **must bring the written re-referral to the re-enroll appointment** or you will not be re-enrolled
- **Any client (regardless of county or program) whose DUI court probation has expired** may self re-enroll without a court re-referral at any time after receiving a termination letter from the DUI Program

TRANSFER OUT. *You can transfer your DUI Program to any other DUI program in the state of California.* In order to transfer, the following shall apply:

- **YOU MUST GIVE YOUR COUNSELOR OF RECORD SEVEN (7) CALENDAR DAYS ADVANCED NOTICE OF YOUR INTENTION TO TRANSFER**
- **YOU MUST COMPLETE AND SIGN A TRANSFER OUT FORM WITH YOUR COUNSELOR OF RECORD** and agree on the date of the final activity you plan on attending here
- Once you agree on a final activity date, you will not receive credit if you attend any further activities
- You must call (707) 565-7640 to schedule a 30-minute transfer out appointment seven (7) calendar days after your last scheduled activity. A financial assessment will be made and you are responsible for payment of services received to the date of final activity. By State regulation, you will have twenty-one (21) calendar days from the completion of your appointment to enroll in your new program or you risk being terminated. A \$35.00 transfer out fee applies
- If you are permanently moving out-of-state before you complete your program, you **MUST** contact the DMV-Mandatory Actions Unit in Sacramento at (916) 657-6525 prior to your move. You may ask them how you may complete your program in another state and obtain a driver's license in that state. **PLEASE NOTE:** The final decision is up to the DMV-MAU on whether you can transfer your DUI program to another state. The Sonoma County DUI Program has no jurisdiction in this decision. Generally, clients are not allowed to transfer their DUI program to another state and are most often required to complete the program in California if your DUI occurred in California

21-DAY RULE. *State regulations require that every client must be seen in a scheduled program activity a minimum of at least once every twenty-one (21) calendar days.* If you fail to meet this obligation, without a pre-approved absence, you will be terminated from your program. Being on an approved LOA is the only accepted such absence.

IMPORTANT CONTACT INFORMATION

- **DMV-Mandatory Actions Unit (MAU), Sacramento (916) 657-6525:**
 - For questions regarding your license, restricted license, SR-22, IID or your DUI program
 - This is the best DMV number to call. Often branch offices like Santa Rosa and Petaluma do not know the specifics of your case or of DUI program requirements
- **DMV web site:** www.dmv.ca.gov
- **General DUI information** and some DMV questions may be researched at:
 - www.california-drunkdriving.org
- The Sonoma County DUI Program is licensed and regulated by the **California Department of Alcohol and Drug Programs**. Their website is: www.adp.cahwnet.gov/

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IMPORTANT REMINDERS AND HELPFUL HINTS FOR ALL CLIENTS

- **KEEP YOUR CONTACT INFORMATION CURRENT — MAILING ADDRESS & PHONE #s:**
IT IS YOUR RESPONSIBILITY TO KEEP YOUR CONTACT INFORMATION CURRENT IN CASE WE NEED TO GET IN TOUCH WITH YOU. ON OCCASION, WE MUST CANCEL A GROUP PROCESS, EDUCATION CLASS OR FACE-TO-FACE COUNSELING INTERVIEW AT THE LAST MINUTE AND WILL NEED TO CONTACT YOU AS SOON AS POSSIBLE TO LET YOU KNOW.
- **SAVE YOUR SCHEDULE AND LEARN IT:**
MAKE COPIES AND STASH THEM IN YOUR CAR, PACK, PURSE, ETC. YOUR SCHEDULE IS A GREAT SELF-AID IN NAVIGATING YOU THROUGH YOUR PROGRAM. IT WILL TELL YOU WHEN AND WHERE YOU NEED TO BE FOR A SCHEDULED ACTIVITY. OFTEN DURING BUSY PERIODS, WE MAY NOT BE ABLE TO ASSIST YOU WITH ACTIVITY INFORMATION OR RE-PRINTING SCHEDULES. LEARNING YOUR SCHEDULE WILL HELP YOU TO ARRIVE ON-TIME TO SCHEDULED ACTIVITIES.
- **IF YOU NEED TO RESCHEDULE A PLANNED ACTIVITY OR GO ON A LEAVE OF ABSENCE (LOA), CONTACT YOUR COUNSELOR OF RECORD:**
CONTACT YOUR COUNSELOR OF RECORD AT LEAST SEVEN (7) CALENDAR DAYS IN ADVANCE OF THE TIME YOU WILL BE AWAY FROM A SCHEDULED PROGRAM ACTIVITY.
- **KNOW YOUR PROGRAM REQUIREMENTS AS WELL AS THE 21-DAY RULE, ABSENCES, RESCHEDULES, LOAs AND TRANSFER-OUT POLICIES:**
PLEASE REFER TO YOUR ORIENTATION HANDOUT, PROGRAM AGREEMENT OR CONSULT YOUR COUNSELOR OF RECORD IF YOU HAVE ANY QUESTIONS. IT IS YOUR RESPONSIBILITY TO KNOW PROGRAM RULES AND THE CONSEQUENCES FOR PROGRAM VIOLATIONS THAT MAY LEAD TO YOU BEING TERMINATED FROM YOUR PROGRAM.
- **EXIT INTERVIEWS:**
EXIT INTERVIEWS ARE REQUIRED FOR ALL FIRST OFFENDER (3-MONTH) AND EXTENDED FIRST OFFENDER (9-MONTH) CLIENTS AS WELL AS FOR WET RECKLESS CLIENTS WITH A vc 23140 CONVICTION. EXIT INTERVIEWS ARE NOT REQUIRED FOR WET RECKLESS vc 23103.5 AND MULTIPLE OFFENDERS (MOP). EXIT INTERVIEWS MUST BE COMPLETED WITHIN 21 CALENDAR DAYS OF YOUR LAST CLASS.
- **PAYMENTS ARE DUE ON THE 15TH OF EACH MONTH:**
YOU MUST KEEP YOUR ACCOUNT CURRENT WITHIN 30 DAYS OR YOU RISK BEING PLACED ON PAST DUE OR SUSPENSION STATUS WHICH COULD LEAD TO TERMINATION FROM YOUR PROGRAM.
- **PROGRAM COMPLETION CERTIFICATES TO THE DMV (NECESSARY TO OBTAIN YOUR FULL LICENSE) WILL NOT BE ISSUED UNTIL ALL PROGRAM REQUIREMENTS ARE MET AND ALL PROGRAM FEES ARE PAID IN FULL**

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PROGRAM REQUIREMENTS

CLIENTS CANNOT ACCELERATE THEIR PROGRAM

WET RECKLESS (MIN 6 WEEKS IN PROGRAM)

12 hours education (6 ea 2-hr classes) [allowed 2 absences; 3rd absence = Termination]
Need Intake; Exit appointment for vc 23140 conviction (no exit required for vc 23103.5)

FIRST OFFENDER (MIN 3 MONTHS IN PROGRAM)

10 hours Group (10 ea 1-hr groups) [allowed 5 absences; 6th absence = Termination]
20 hours Education (10 ea 2-hr classes)
.75 hours Counseling (Intake + 1 mid F/F + Exit @ 15 minutes ea)

EXTENDED FIRST OFFENDER (MIN 9 MONTHS IN PROGRAM)

45 hours Group (30 ea 1.5-hr groups) [allowed 7 absences; 8th absence = Termination]
14 hours Education (7 ea 2-hr classes)
1.25 hours Counseling (Intake + 3 mid F/F + Exit @ 15 minutes ea)

MULTIPLE OFFENDER (MIN 18 MONTHS IN PROGRAM)

12-MONTH CORE PROGRAM:

52 hours Group (26 ea 2-hr groups) [allowed 10 absences; 11th absence = Termination]
12 hours Education (6 ea 2-hr classes)
6.0 hours Interview (min. 24 @ 15 minutes ea)

6-MONTH RE-ENTRY PHASE:

6.0 hours Transition Group (6 ea 1-hr groups)

NOTE: only 10 absences are allowed for the entire MOP 18-month program, including the Re-Entry Phase (Transition).

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**PROGRAM FEE SCHEDULE AND OTHER CHARGES
EFFECTIVE 07/01/2012**

WET RECKLESS — 6 weeks

Down payment \$167.00
Monthly payment \$167.00 x 1
TOTAL FEES \$334.00

EXTENDED FIRST OFFENDER — 9 months

Down payment \$264.00
Monthly payment \$88.00 x 8
TOTAL FEES \$968.00

First Offender — 3 months

Down payment \$320.00
Monthly payment \$160.50 x 2
TOTAL FEES \$641.00

Multiple Offender — 18 months

Down payment \$329.00
Monthly payment \$87.73 x 15
TOTAL FEES \$1,645.00

We accept payment by: money order, cashier's check and Visa or MasterCard (debt or credit ok) only.

WE DO NOT ACCEPT CASH PAYMENTS, PERSONAL CHECKS OR BUSINESS CHECKS

ADDITIONAL CHARGES

FACE TO FACE OR COUNSELING ABSENCE....\$25.00
GROUP ABSENCE \$25.00
EDUCATION ABSENCE..... \$25.00
TRANSITION ABSENCE \$25.00
RESCHEDULE FEE \$10.00
LEAVE OF ABSENCE \$20.00
RE-ENROLL FEE \$60.00
TRANSFER IN FEE.....\$125.00
TRANSFER OUT FEE..... \$35.00
DUPLICATE CERTIFICATE \$15.00
RETURN CHECK \$30.00