

WESTERN JUDICIAL CIRCUIT FELONY DRUG COURT

INSTRUCTIONS FOR PARTICIPANTS REQUESTING TRAVEL/LEAVE

- As a Felony Drug Court participant, you may not leave the State of Georgia (for any reason) without first submitting a written leave request and obtaining permission from the Felony Drug Court Team **and/or** the Probation Office/Day Reporting Center (if applicable).
- Participation and therefore compliance with the Felony Drug Court program means that all Felony Drug Court participants (regardless of Phase) must be present for treatment, groups, Court, check-ins, etc. Therefore, all absences (in state or out of state) from any and all scheduled Felony Drug Court requirements must be submitted in writing according to Travel/Leave Request guidelines.
- Written leave request forms may be obtained from the Felony Drug Court Office or from your counselor. Travel/Leave Requests will only be considered if submitted in written form.
- All requests should be submitted to your **CURRENT TREATMENT PROVIDER (counselor)**. Please do not submit requests to the Court, the Compliance Officer or the Coordinator.
- Written leave request forms must be **submitted** at least **two (2) weeks** prior to the anticipated date of departure. Non-emergency leave requests submitted less than two weeks prior to departure **will not be accepted**. (Emergency leave requests will be reviewed on a case-by-case basis; the Felony Drug Court will determine if a request meets criteria for an emergency.)
- Due to treatment/recovery concerns, as a general rule, no travel/leave requests will be approved for any Phase I participants.
- Due to treatment/recover concerns, as a general rule leaves will be limited by phase as follows:
 - Phase II = 1 leave request
 - Phase III = 1 leave request
 - Phase IV= 2 leave requests
 - Phase V = 2 leave requests
- If travel is approved, upon return, the participant must undergo alcohol/drug testing.
- The Felony Drug Court Coordinator will notify the participant of the Team vote and if travel is approved, the Coordinator will give the participant a date/time that he/she must come to the Felony Drug Court Office for alcohol/drug testing upon his/her return from travel.
- The participant should not make any non-refundable reservations (i.e., hotel, airline, bus, etc.) until after he/she has been notified by the Felony Drug Court Coordinator of the Team's decision.
- If currently on probation, the participant must also comply with the probation department's travel rules and obtain **permission from his/her probation officer**.

TRAVEL/LEAVE REQUEST FORM

Participant's Name: _____

Current Drug Court Phase: _____

Address: _____

Home phone: _____ Cell phone: _____

Anticipated departure date: _____

Anticipated return date: _____

Destination (please be as specific as possible – include address where you will be staying):

Destination Contact Phone (if different than above): _____

Travel purpose/Reason for leave request:

** All requests should be submitted to **YOUR TREATMENT PROVIDER!!!**

Remember: if currently on probation, you must also comply with the probation department's travel rules and obtain **permission from your probation officer.**

Felony Drug Court use only:

Date request received: _____ by _____

Team vote: Approved _____ Denied _____ Date: _____

Explanation of Decision:

Date/time of drug testing after return from travel _____ a.m./p.m.

Date participant notified of team vote _____ by _____