

**MOST COMMONLY USED TERMS AND THEIR MEANINGS** (REV. 05/2012)

**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 that day and be present for the **entire** activity. **All absences (and reschedules) must be made-up.** Each program has a specific number of absences that a participant may accrue: Wet Reckless-2; First Offender (3 months)-5; 9-Month First Offender-7; Multiple Offender-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 or intake worker to make-up counseling absences. Nine Month and Multiple Offender: make-ups are to be arranged through your counselor or intake worker. All education absences must be made up consecutively after your last scheduled education class for all programs. 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).

**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 participant 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. 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 might 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)** is used when you know you are going to be away from your program for more than twenty-one (21) consecutive calendar days. LOAs are requested through your counselor 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 you must call (707) 565-7640 to schedule a 15-minute appointment with an intake worker to get a new schedule before you can resume your program; 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. A \$20.00 fee is charged for each LOA.

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

**PAYMENTS** are due on the 15<sup>th</sup> of each month. They are to be paid by money order or cashiers check made payable to SCDUI. We also accept VISA and MasterCard only for credit or debit card payments. **WE DO NOT ACCEPT CASH, PERSONAL CHECKS OR BUSINESS CHECKS.** Please write your Participant Number (also referred to as Client Number or P #) on each cashiers check or money order. Your Participant Number is found in the top right-band corner of your contract and on your schedule. You may give your payments to your counselor, to the receptionist or use the drop-box located to the right of the reception window.

**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 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. All education reschedules must be made up consecutively after your last scheduled education class for all programs. 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.

**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 a measurable amount of alcohol (BAC .002 or higher) or illicit drugs in your system, you will be terminated. We do breathalyzer and urinalysis testing on a random basis or 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 any prescribed medications you are taking; you may be asked to submit proof of such prescriptions. If at any time during your program you are placed on a prescribed medicine, and the counselor determines you are not able to function in the group, 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 keys; you may have a sober driver come and pick you up. If you choose to drive away, 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 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 completing the court process, and receiving a written re-referral, you may call (707) 565-7640 to schedule a re-enrollment appointment. All participants on active probation must complete the court process before you can re-enroll in your DUI program. You must bring the written re-referral to your re-enrollment appointment or you will not be re-enrolled**
- **Any participant (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**
- **Any participant whose DUI was out-of-county and they are still on court probation - regardless of program - 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**

**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 SEVEN (7) CALENDAR DAYS ADVANCED NOTICE OF YOUR INTENTION TO TRANSFER**
- **YOU MUST COMPLETE A TRANSFER OUT FORM WITH YOUR COUNSELOR,** and agree on the date of the last activity you plan on attending here
- Once you agree on a final activity date, you may not attend any further activities
- You must call (707) 565-7640 to schedule a 30-minute transfer out appointment within 7 days of 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. 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 at (916) 657-6525 and explain your situation. You may ask for a "Request for Termination for Action" in order to complete your program in another state and obtain a driver's license in that state. However, PLEASE NOTE: the final decision is up to the DMV and they almost always require clients to complete their DUI school in California. Generally, clients are NOT allowed to transfer their program to another state

**21-DAY RULE.** *State regulations require that every participant 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 an approved absence, you will be terminated from your program. Being on an approved LOA is the only accepted such absence.*

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## **IMPORTANT CONTACT INFORMATION:**

**General DUI information** and some DMV questions may be researched at:

[www.california-drunkdriving.org](http://www.california-drunkdriving.org)

**DMV-Mandatory Actions Unit (MAU), Sacramento:** (916) 657-6525

**DMV web site:** [www.dmv.ca.gov](http://www.dmv.ca.gov)

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/](http://www.adp.cahwnet.gov/)

## **COUNTY OF SONOMA DRIVING UNDER THE INFLUENCE PROGRAM**

### **IMPORTANT REMINDERS AND HELPFUL HINTS** **FOR ALL CLIENTS**

- **LEARN YOUR "P" (PARTICIPANT) NUMBER:**

YOUR CLIENT OR "P" NUMBER ALLOWS THE FASTEST ACCESS TO YOUR FILE AND ENSURES YOUR PAYMENTS ARE POSTED TO YOUR ACCOUNT. ALSO USE YOUR "P" NUMBER WHEN CALLING IN CREDIT/DEBIT CARD PAYMENTS AND WHEN YOU HAVE QUESTIONS FOR THE FRONT DESK.

- **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 7 CALENDAR DAYS IN ADVANCE OF THE TIME YOU WILL BE AWAY FROM A SCHEDULE 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.

- **PAYMENTS ARE DUE ON THE 15<sup>TH</sup> OF EACH MONTH.**

- **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.**

**COUNTY OF SONOMA DRIVING UNDER THE INFLUENCE  
PROGRAM REQUIREMENTS (REV. 05/2012)**

**PARTICIPANTS CANNOT ACCELERATE THEIR PROGRAM**

**WET RECKLESS (MIN 6 WEEKS IN PROGRAM)**

12 hours education (6ea 2-hr classes) [allowed 2 absences; 3<sup>rd</sup> absence = Termination]  
Need Intake; Exit appointment for vc 23140 conviction

**FIRST OFFENDER (MIN 3 MONTHS IN PROGRAM)**

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

**EXTENDED OFFENDER (MIN 9 MONTHS IN PROGRAM)**

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

**MULTIPLE OFFENDER (MIN 18 MONTHS IN PROGRAM)**

52 hours Group (26ea 2-hr groups) [allowed 10 absences; 11<sup>th</sup> absence = Termination]  
12 hours Education (6ea 2-hr classes)  
6.5 hours Interview (26ea)  
6.0 hours Transition Group (6ea 1-hr groups)

**COUNTY OF SONOMA DRIVING UNDER THE INFLUENCE PROGRAM  
PROGRAM FEE SCHEDULE AND OTHER CHARGES  
EFFECTIVE 07/01/2012**

**Wet Reckless — 6 weeks**

Down payment      \$167.00  
Monthly payment    \$167 x 1  
**TOTAL FEES            \$334.00**

**Extended Offender — 9 months**

Down payment      \$264.00  
Monthly payment    \$88 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, cashiers check, Visa or MasterCard (credit or debit)  
**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