

DUI PROGRAM SURVIVAL TOOLS

Welcome to the Sonoma County Alcohol and Other Services Division, Driving Under the Influence Program. Hopefully, you will find the information provided below helpful. If you have any question or concerns, please bring them to a staff member's attention.

- Restrooms are centrally located in both the 1250 and 1300 Coddington facilities. Restrooms in the 1250 facility are locked for security purposes and keys are located in each group room.
- A bike rack is located between the 1250 and 1300 facilities for your convenience. There are locks available for your use at the 1300 reception desk.
- Program schedules are posted outside each classroom for your reference in the event that you are unsure of your group time, room, day of week, assigned counselor name etc.
- Cell phones and pagers: As a courtesy to each other, we request that you turn off your cell phones and pagers while in the building.
- Food and Drinks: To keep our facility looking well kept and maintained, we respectfully request that you not bring food or drinks into the building. There is a water fountain located in each facility for your use. If you happen to forget, our receptionist or staff will give you a friendly reminder.
- Payments: Please remember to write your program participant number on all of your checks or money orders. If your check is a third party check, again, please write your program participant number and your full name on it to be sure that it is posted to your correct account number. If you arrive with cash please note that money orders are available at the Post Office next door (longer lines), Ralph's Market (Coddington) and The Cash Box located right next to the post office.
- Smoking: Laws prohibit smoking within 20 feet of all building entryways or operable windows. For your convenience, we have provided two ashtray containers located near the bike rack. This is the designated smoking area.
- Taking the high road: Please keep in mind that we are all responsible for maintaining a respectful and dignified program environment. What, when and how we say things to each other are of utmost importance. How we behave and conduct ourselves is also very important. Please keep this in mind at all times.
- Dress code: appropriate attire is a program requirement i.e., No tank tops, short shorts or any clothing advertising of alcohol or drugs.
- County property should be treated with respect at all times.
- Please notify reception ASAP if you have a change of address/phone number.
- If you call and leave a message for your counselor, please understand that they have varied hours and busy schedules, so they may not get back to you that same day. If you need immediate services, please contact reception at 565-7641.
- A map of both facilities is located on the opposite side of this handout. Offices, classrooms and restrooms are identified. Please note that offices and group rooms in the 1250 facility are listed alphabetically, whereas in the 1300 facility they are listed numerically.
- DMV questions may be researched at www.california-drunkdriving.org/dmv.html