

CLARE & GLADWIN COUNTY RECOVERY COURT PROGRAM



PARTICIPANT HANDBOOK

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WELCOME



Welcome to the Clare & Gladwin County Recovery Court Program. This *Handbook* is designed to answer your questions and provide general program information about the Recovery Court. As a participant, you will be expected to follow the instructions given in the Recovery Court by the Judge, comply with the treatment plan developed by you and your therapist, a case management plan created by you and the case manager, and the probation ordered prepared by the probation department.

If you are reading this *Handbook*, it means that you have been accepted into the Recovery Court based on a look at your history of drug/alcohol use and other encounters with law enforcement. It also means that we are confident that the Recovery Court Team will help you learn how to make successful choices free of the influence of drugs or alcohol. This Handbook will detail what is expected of you as a Recovery Court participant.

OVERVIEW

The Recovery Court is a four phase intervention program for adults who have pled guilty to program eligible drug or alcohol offenses and who are having difficulty staying clean and sober. It is a combined effort between the District Court, Circuit Court, the Prosecutor's Office, your defense attorney, community agencies, police agencies, probation officers, and treatment programs. By working together, the team is looking to provide a variety of programs and consistent supervision that moves toward supporting and helping you maintain a drug and alcohol free life. The Recovery Court involves frequent court appearances, random drug and alcohol testing as well as group and individual counseling. The Court awards reinforcement (incentives) for positive behavior and enforces penalties (sanctions) for negative behavior. Participants who do not comply with the rules may be placed in short-term custody, have phase advancement delayed or face a variety of other sanctions. They may also be terminated from the program. All of

the staff working with the program will assist you to be sure you understand what is expected of you.

THE RECOVERY COURT PROGRAM'S TEAM

The Recovery Court Judge will make all decisions regarding your participation in the Recovery Court with input from the Recovery Court Team. In addition to the Judge, the Team consists of the following members:

- Prosecuting Attorneys - Reviewing cases for program eligibility and charges
- Defense Attorneys – Oversees the protection of rights for program participants
- Treatment Providers - Responsible for education and treatment of participants with alcohol/drug abuse issues
- Probation Officers - Provides direct supervision of participants and Team decisions
- Recovery Court Coordinator – Participates in all aspects of the Recovery Court to assist participants in recovery and to ensure adherence to Team decisions
- Case Manager – Responsible for developing case management plan to assist participant in removing barriers to maintaining a sober lifestyle.

Prior to Recovery Court sessions, the Team members will meet to familiarize themselves with your progress so that they may discuss that progress with you during the review session.

CONFIDENTIALITY

By law your identity and privacy are to be protected. In response to these regulations, the Recovery Court, its probation officers and treatment providers have developed policies and procedures that guard your privacy. This program requires that you to sign a Consent to Share Behavioral Health Information for Care Coordination Purposes (DCH-3927) which is located in the Consent Forms section of this handbook. This disclosure of information is for the sole purpose of hearings and reports concerning your specific Recovery Court case.

SUPERVISION

You will be required to report to your Probation Officer at least once weekly and the Recovery Court Coordinator/Case Manager once weekly in Phase I. The frequency of these meetings is linked to phase status and can be increased or decreased depending on your progress in the program. Contacts will occur during scheduled office visits, home visits, during court, and may include telephone reporting.

Together you will assess what areas you need assistance with: treatment, housing, transportation, family, medical, and general living needs. When appropriate, you may be referred to local, state, or county agencies for assistance.

A case plan will be developed by you and the Recovery Court Case Manager which will help you set goals, select methods for meeting the goals established, and to develop target dates for completing these goals. The plan will be regularly reviewed and updated as needed.

Random (surprise) home visits may occur; day or evening by your Probation Officer, Recovery Court Coordinator/Case Manager, law enforcement agencies and possibly other team members. drug and breath testing can occur during these home visits.

COURT SUPERVISION

PROGRESS REPORTS

Before your hearing, the Judge will be given a progress reports presented by your treatment provider, case manager, and probation officer. The progress reports will include your drug/alcohol testing results, attendance, participation, cooperation, and progress in your treatment plan and your case management plan, probation order compliance and other requirements that may have been imposed.

RECOVERY COURT PROGRAM HEARINGS

As a recovery court participant, you will be required to appear in recovery court on a regular basis. The judge may ask questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with reduced program requirements or other incentives. If your progress reports show that you are not doing well, the judge will discuss this with you and determine future action, which could include a sanction in order to help you remember your goals in the program. Sanctions can be anything from increased program requirements to jail.

The number of times you must appear depends on the phase you are in. Failure to appear will result in a bench warrant issued for your arrest and detention in jail until you can appear before the Judge. If you have questions about your court appearances you may contact the Recovery Court Coordinator. All absences require **prior** approval from the Judge.

Termination from the program may be the result for any of the following situations: new arrest and/or warrants, failure to comply with program requirements, absconding or being out of contact with the program or exhibiting conduct deemed inappropriate. All decisions regarding termination from the program will be made by the Recovery Court Team.

Withdrawal from the program can occur at any time. If you choose to withdraw from the program, your case will be returned for traditional case processing.

PHASES OF THE RECOVERY TREATMENT PROGRAM

The recovery Court is a program that may last up to 24 months. It is divided into four phases and includes a regular probationary period. You must successfully complete each phase before transitioning to the next phase.

THERE MAY BE OTHER REQUIREMENTS AS MAY BE DETERMINED BY THE COURT.

Phase 1

Length of Phase	Minimum of 90 days
Requirements	<ul style="list-style-type: none"> • 24 hour alcohol monitoring with a SCRAM device or Scheduled and/or random PBT's as directed by the Court • Scheduled and/or random urine screens • Contact with Probation Officer and Recovery Court Coordinator/Case Manager 1x weekly or as directed • Attendance at review hearings every other week (Gladwin/Tuesdays – Clare/Thursday) or as ordered • Attend a minimum of 2 AA/NA meetings or approved self-help groups per week or as directed • Obtain an AA/NA sponsor or Peer Support partner (each with a minimum 3 years sobriety) • Attend substance abuse counseling a minimum of 1x weekly or as directed by a therapist • Random home visits • Curfew 12am-5am • Seek and maintain employment/education or 20 hrs. community service per week • Submit a Phase Advancement Application • Complete 20 hours Community Service • Payment of Phase 1 fees • Payment of testing fees, treatment costs and court fines/fees <p style="margin-left: 40px;"><u>Minimum payments as determined</u></p> <p><u>At least 90 days sobriety/drug free and a minimum of 90 days in Phase One before advancing to Phase Two.</u></p>

Phase 2	
Length of Phase	Minimum of 120 days
Requirements	<ul style="list-style-type: none"> • 24 hour alcohol monitoring with a SCRAM device or Scheduled and/or random PBT's as directed by the Court • Scheduled and/or random urine screens • Contact with Probation Officer and Recovery Court Coordinator/Case Manager minimum 2x monthly or as directed • Attendance at review hearings every other week (Gladwin/Tuesdays – Clare/Thursdays) or as ordered • Attend a minimum of 2 AA/NA meetings or approved self-help groups per week or as directed • Maintain relationship with sponsor • Continue substance abuse counseling a minimum of 2x monthly or as directed • Random home visits • Curfew 12am – 5 am • Maintain employment/education and/or 20 hours community service per week. • Submit a Phase Advancement Application • Complete 20 hours Community Service • Payment of Phase II fees • Take pre-test for G.E.D. • Payment of testing fees, treatment costs and court fines/fees <p style="margin-left: 40px;"><u>Minimum payments as determined</u></p> <p><u>At least 120 days sobriety/drug free and a minimum of 120 days in Phase Two before advancing to Phase Three.</u></p>

Phase 3	
Length of Phase	Minimum of 150 Days
Requirements	<ul style="list-style-type: none"> • 24 hour alcohol monitoring with a SCRAM device or Scheduled and/or random PBT's as directed by the Court • Scheduled and/or random urine screens • Contact with Probation Officer and Recovery Court Coordinator/Case Manager minimum of 1x monthly or as directed • <u>Monthly</u> attendance at review hearings • Continue substance abuse counseling a minimum of one time per month or as directed by a therapist • Attend a minimum of 2 AA/NA meetings or approved self-help groups per week or as directed • Maintain relationship with sponsor • Maintain employment/education and/or 20 hours community service per week. • Submit a Phase Advancement Application • Complete 20 hours Community Service • Payment of Phase III fees • Payment of testing fees, treatment costs and court fines/fees • Take test for G.E.D. • <u>Minimum payments as determined</u> • <u>At least 150 days sobriety/drug free and a minimum of 150 days in Phase Three before advancing to Phase Four.</u>

Phase 4	
Length of Phase	Minimum of 180 Days
Requirements	<ul style="list-style-type: none"> • 24 hour alcohol monitoring with a SCRAM device or Scheduled and/or random PBT's as directed by the Court • Scheduled and/or random urine screens • Contact with Probation Officer and Recovery Court Coordinator/ Case Manager as directed • <u>Monthly</u> attendance at review hearings • Attend a Life Skills Training Class • Attend a minimum of 2 AA/NA meetings or approved self-help groups per week or as directed • Maintain relationship with sponsor • Continue substance abuse counseling a minimum of one time per month or as recommended by therapist. • Full payment of program and court fines and fees • Submit a Graduation application and Recovery Life Plan • Complete G.E.D. • Written narrative to be read at Graduation • Complete 20 hours Community Service • At least 180 days sobriety/drug free and a minimum of 180 days in Phase Four before graduating. <p style="margin-top: 20px;">Graduation!!!</p> <p>*All requirements of graduation must be completed 14 days prior to graduation</p>

COURTROOM RULES

All individuals participating in the program will adhere to the following rules. Remember that, although this isn't the traditional court proceedings, it is still a court proceeding and you shall behave yourself appropriately.

- You will attend all scheduled Court appearances on time and immediately be seated in the Courtroom.
- You will not possess any dangerous weapon of any kind, including firearms and knives.
- You will turn off any cell phone or pager.
- You will not bring food or drink into the Courtroom.
- You will dress appropriately for court as follows:
 - No shirts with obscene words or pictures
 - No hats, caps, bandanas or sunglasses
 - No gang attire of any kind
- You are encouraged to bring family members to the review sessions. However, be mindful of bringing small children to the sessions. If children become disruptive, you will be asked to leave and miss your court session. This will likely result in a sanction.
- When addressing the Judge, you shall approach the bench with the utmost respect for the Judge's position.
- You will not talk in the Courtroom during proceedings. If you must bring your children to the courtroom, please keep them quiet or step out of the courtroom should the need arise.
- You will remain in the Courtroom until you are dismissed by the Judge
- In the event of an emergency, you may be excused from Court or allowed to leave prior to Court being dismissed. You will not be excused because of transportation problems. It is your responsibility to find transportation to each court appearance, counseling, case management, and probation appointments. Any requests for absences will be presented to the team for review. The Recovery Court Coordinator or Probation Officer will advise the participant of approval or denial.
- **If you do not appear on your regularly scheduled court date and are not excused from court, the Judge will order a bench warrant for your arrest.**

RECOVERY COURT PROGRAM RULES

As a participant you will be required to abide by the rules outlined in the participant contract, including, but not limited to the following:

- Totally abstain from the use of drugs and alcohol (This includes non-alcoholic beer, energy drinks containing alcohol, and synthetic cannabinoid, Spice, Bath Salts, K-2; including medical marijuana).
- You may not go where drugs are being used or alcohol is served or associate with anyone involved in such activity.
- You may not possess, use or deliver any controlled substance or associate with anyone who does such activity.
- You must have prior permission from your Probation Officer or the Recovery Court Coordinator before consuming any medication.
- You must inform your treating physician(s) that you are a recovering addict and may not take narcotic or addictive medications or drugs. You must present any treating physician with your NOTICE TO ANY HEALTH CARE PROVIDER form every time you seek treatment. Failure to abide with this condition will result in a sanction or possible termination from the program. This form is located in the back of this handbook under consent forms.. The form states the following:

I am a participant in the Clare & Gladwin Recovery Court Program. As such, I am not permitted to use any controlled substances or alcohol, unless, medically, it is absolutely necessary that I do so pursuant to the orders of a physician. Before giving or prescribing me a controlled substance, please review and consider the following:

Make every effort to treat me without giving or prescribing me a narcotic medication. Please note in my medical record why a controlled substance was medically necessary, if such is given or prescribed. Please provide me with a letter for the court stating that I have disclosed my addiction problem.

- Must live in an alcohol/drug free residence.
- You may not violate any criminal law of any unit of government.
- You may not engage in any assaultive, threatening, or intimidating behavior.

- You must submit to scheduled and random alcohol and/or drug screening as requested.
- You must agree to have your photograph taken for your Recovery Court file.
- You must notify your Probation Officer and the Recovery Court Coordinator of any police contact, arrest or criminal charge within 24 hours (weekends & Holidays excepted). You may be prosecuted for any new offense(s) and terminated from the program.
- You must complete community service as directed by the Recovery Court Team.
- You must be employed, actively seeking employment, or be enrolled in an educational program.
- You must attend all scheduled appointments/meetings on time.
- Attend all scheduled court sessions, appointments and treatment sessions on time.
- You may be ordered to install and pay for an alcohol monitor in your residence and/or vehicle and properly submit breath samples for testing.
- You must remain a Clare or Gladwin County resident throughout your participation in the program.
- Keep the Recovery Court Team, Probation Officer, Treatment Provider informed of your current address and phone number(s) at all times and immediately notify them of any address and/or phone number change(s).
- You must attend mandated AA/NA meetings as set by the Recovery Court Team and provide written verification weekly until otherwise ordered by the Court.
- You must comply with all terms and conditions of your probation, and treatment recommendations of your treatment provider, including after and continuing care recommendation. You must abide by all other rules and regulations imposed by the Recovery Court Team.
- As a condition of participation in the program, your person, property, place of residence, vehicle or personal effects may be searched at any time with or without a warrant, and with or without reasonable cause, when required by a Probation Officer or other law enforcement officer. You may be detained immediately pending judicial determination of a violation.
- You must make a timely follow-up with all referrals the Recovery Court Coordinator, Case Manager or Probation Officer determines will assist you in maintaining sobriety and a law-abiding lifestyle in the community.
- You must authorize the Recovery Court Team, or its designee, to contact all parties involved in the recovery or calculation of restitution, if any.

- You must pay all outstanding monies resulting from your conviction and participation in the Recovery Court. These costs must be paid to successfully complete the program.
- You must pay the cost for any incarceration imposed from your participation in the program.
- You may not leave the state without the prior written consent of the Court.
- You must make full and truthful reports to the Court, your Probation Officer and the Recovery Court Coordinator.
- Court proceedings are recorded and other persons may be present during Court proceedings. To the extent that the public, including the media, may view the Court proceedings and/or view your Court File and/or view an audio tape or any transcript of them, you waive your right to confidentiality as provided by statute and regulations, including 42 CFR. The confidentiality statutes and regulations prohibit specified disclosures including, by way of example only, your eligibility and/or acceptability for substance abuse treatment services and your treatment attendance, prognosis, compliance and progress. You waive all such rights of confidentiality as long as you are participating in the program.
- The data in your file may be used for research, data analysis and program evaluation by the Recovery Court, the District and Circuit Court staff or individuals, the Michigan Court Administrator's Office, or others independent of the Recovery/Circuit Court.

INCENTIVES

Upon the recommendation of the Recovery Court Team, participants may be given rewards or incentives for compliant behavior. The type of incentive will

vary depending on the behavior that is being recognized. Incentives you may earn may include, but not be limited to:

- Applause
- Encouragement/praise from the bench
- Decreased reporting requirements
- Tokens of recognition (Recovery Court pens/pencils, etc.)
- Recommendation for early release from the Recovery Court program and/or probation
- Opportunities for drawings
- Eligible to attend program sponsored recreational activity (bowling, BBQ, sledding etc)
- Gift cards
- Transportation passes/coupons

SANCTIONS

Sanctions are imposed in response to noncompliance with program requirements. The following are examples of the sanctions that can be imposed by the Recovery Court Judge. The Judge has the discretion to apply sanctions as found suitable and is not limited to these sanctions. Sanctions may include:

- Verbal warnings/admonishment from the bench
- Increased supervision: participants may be required to report more frequently, up to and including daily reporting to probation, court, or program coordinator
- Attend a day in court observing probation violation hearings
- A formal apology to program participants
- Increased drug/alcohol testing: more frequent or on the spot drug screening or daily PBTs may be required
- Loss of days in a Phase
- Increased community service work assignments
- Writing assignments/homework
- Electronic monitoring
- Incarceration – used as needed for individuals who continually fail to comply, have absconded, or are recommended for long-term treatment. Weekend incarceration is also used.

- Residential placement
- Bench Warrant for failure to appear at court session or required activity (including 12 Step/Peer Support and treatment)
- Formal Probation Violation
- Program Termination

HOME VISIT GUIDELINES

Home visits are conducted randomly at any time during the day or night. It is expected that you will cooperate and comply with the Police, Probation Officer, Case Manager and/or Recovery Court Coordinator's request(s). Home visits will be conducted in a professional and discreet manner so as not to draw attention, to neighbors and house guests, of your participation in a court program.

Home visits will serve as a way for court officers to become better acquainted with your family and assess living conditions. Rather than considering home visits as a punitive requirement, view them as an opportunity to demonstrate your commitment to a lifestyle change-not only to the Court, but also family and friends.

- Your residence must be alcohol and drug free.
- You must submit to PBT testing and random urine screens.
- If you have a curfew, you must be at your residence during the hours set by the Judge. You are responsible for making sure that you hear the doorbell or knock on the door when a police officer, probation officer, or Recovery Court Coordinator/Case Manager arrives. Failure to answer will result in a curfew violation.
- Your house/vehicle/person may be subject to search- without a warrant – for alcohol and other illegal substances.
- If you are not home when a police officer, probation officer, or Recovery Court Coordinator/Case Manager comes to your home, you will be responsible for calling that officer back and providing the following information: Name (first and last), date, and time you returned home. The officer will leave a business card at the front door with the date and time of their visit.

- When a police officer, probation officer, or Recovery Court Coordinator/Case Manager comes to your home, you will be expected to give your attention to them. Stop any ongoing conversations on the phone or with another person.
- People living at your residence should be advised that even if you are not home, they will have to answer the door when the police officer, probation officer, and/or Recovery Court Coordinator/Case Manger arrives.
- You must notify your probation officer every time you do not plan to return home for the night, even if you are not on curfew. (This may vary by phase).
- Everyone in your home, including yourself, is expected to be courteous and respectful to all police officers, probation officers, and/or Recovery Court Coordinator/Case Manager reporting to your home.
- Sign a Notice to Defendant Regarding Home Visits located in the Consent Forms section of this Handbook.

ALCOHOL/DRUG TESTING

Frequent and accurate drug testing is essential. Testing is a source of important information for periodic review of treatment progress and helps to shape the interaction between the court and program participants. Timely and accurate test results provide critical information for decision making and accountability. We will make every effort to effect these procedures in the most discrete and respectful manner that is possible.

You will be required to drug test as directed to verify that you are remaining clean/sober from drugs or alcohol. You will be required to do a combination of urine, saliva, and breathalyzer tests as determined by the team. Testing will be administered both randomly and at scheduled intervals.

ALL DRUG AND ALCOHOL TESTING SHALL TAKE PLACE AT A LOCATION(S) APPROVED BY THE COURT. YOU MUST RECEIVE PRIOR APPROVAL FROM YOUR PROBATION OFFICER OR THE RECOVERY COURT COORDINATOR IN ORDER TO BE TESTED AT OTHER THAN THESE APPROVED LOCATIONS.

You will be expected to provide enough urine to fill at least half of the specimen cup. You may not use or consume any creatinine supplements. You may only take over-the-counter pain relievers. It is your responsibility to inform your doctor of this restriction. Since consuming poppy seeds may result in drug tests which are positive for opiates, you may not consume poppy seeds.

You will be expected to remove all outer clothing – jackets, hoodies, coats, coveralls, hats, etc. You will be expected to turn out your pockets. You will be expected to submit to a visual search of your waistband. It will save all of us time if you come prepared for such. The doors of the bathrooms may be propped open as you produce your urine samples. You will be observed during this process. Please understand that this procedure may be time consuming. So allow plenty of time if you have other commitments.

A failure to comply with drug testing, missed tests or suspected or known attempts to affect the test will be considered as a deliberate attempt to falsify the test and a violation of the Recovery Court contract resulting in sanctioning that could result in termination. The court is immediately notified if you test positive, fail to submit to testing as requested, or if you attempt to adulterate a sample. A coordinated strategy for responding will be determined at review hearings.

If you are late for a test, submit a diluted sample or have a positive test, you must **report** to your Probation Officer on the next business day as these are considered a positive test. This will result in a sanction and will affect your documented days of sobriety.

You have been ordered not to consume alcohol. You are responsible for ensuring that alcohol does not enter your body. You may not consume any foods in which alcohol is an ingredient.

Contrary to common beliefs, alcohol is not removed in the cooking process. **You may not use medications, mouth wash, breath sprays, or any other products which contain alcohol, including non-alcoholic beer.** Positive PBT's will result in sanctions, whether the positive PBT's resulted from consuming beverage alcohol, or not.

You will sign the Clare-Gladwin Recovery Court Drug and Alcohol Testing Policy Acknowledgement located in the Consent Forms section of this Handbook.

ALWAYS REMEMBER TO CARRY YOUR LOG WITH YOU. YOU MUST ALWAYS BRING PICTURE IDENTIFICATION WITH YOU WHEN YOU REPORT FOR TESTING.

SELF-HELP GROUP ATTENDANCE

You are required to attend 12-Step, or approved self-help groups, as directed by your Substance Abuse Counselor and Recovery Court Coordinator. These support meetings are there to help you develop a level of trust and to develop social bonds with other recovering individuals. The counseling agency, Recovery Court Coordinator/Case Manager and Probation Office can provide you with information regarding times/locations of support meetings. The time and location is your choice.

Frequent attendance is particularly important at the beginning of your recovery. The number of meetings you will be required to attend may change as you advance through the phases. 12-step attendance will be monitored throughout the program and completion of educational supplements to demonstrate progress through the program may be required.

Always remember to have your log signed by the chairperson only. Be careful not to lose your logs. Without your logs there is no way to confirm compliance. If you lose your log you must make up the meetings immediately. **Falsification of logs will result in severe sanctions.**

You will need to present your meeting verification log, PBT/drug log, community service log and employment pay stub when meeting with your Probation Officer and the Recovery Court Case Manager. If you fail to provide this information at the indicated time, you will be required to recover it and immediately return with your log.

TERMINATION FROM THE RECOVERY TREATMENT PROGRAM

Warrants, new arrests or a violation of any aspect of your treatment plan may result in a probation violation and your termination from the program. Other violations, which may result in termination, include the following:

- Missing and/or positive drug/alcohol tests
- Altered drug test
- Demonstrating a lack of program response by failing to cooperate with the Recovery Court Coordinator, Probation Officer or treatment provider

- Violence or threat of violence directed at court staff, team members, treatment staff, other participants of the program or other clients of the treatment providers

COMMENCEMENT

Upon your successful completion of the treatment program and satisfaction of all other court requirements, including continued sobriety, you may move from the structured Recovery Court to traditional probation or be discharged successfully. The Recovery Court commencement is recognized as a very important event. Your loved ones will be invited to join you at a special ceremony as the Team congratulates you for successfully completing Phase I – IV of the program and achieving your goal to establish a chemical free life.

ALUMNI REUNIONS

In order to provide you with a continuing support system we will host annual alumni reunions where you will have the opportunity to meet with other graduates and members of the team. Invitations will be sent to you by mail. It is therefore important to keep the Recovery Court Coordinator informed of any changes in address or phone number.

FEES AND COSTS

In addition to your responsibility for all court fines and costs resulting from your offense, you will be required to pay a \$500 Recovery Court participation fee. This fee is broken down into \$125 increments per phase. The phase fee must be paid in full prior to advancing to the next phase.

You will also be responsible for the cost of the initial drug/alcohol assessment and any costs associated with treatment not covered by insurance (i.e., co-pays). You may also be required to pay for part or all of the costs associated with drug/alcohol testing at the Court's discretion.

CONCLUSION

To succeed, you must be motivated to make this commitment to a drug/alcohol free life. The goal of the Clare & Gladwin Recovery Court Program is to help you achieve a life free of dependence on mind-altering substances. The Judge, court staff and the Team are here to guide and assist you, **but the final responsibility is yours.**

One day at a time...



IMPORTANT PHONE NUMBERS

80 th District Court-Clare County	989-539-7173
80 th District Court-Gladwin County	989-426-9207
Recovery Court Coordinator	989-630-5256
Lisa Ashley	989-802-9620
Recovery Court Case Manager	
Ashley Harrington	
80 th District Court Probation Department-Clare	
Jennifer Tilson	989-539-2187
80 th District Court Probation Department-Gladwin	
Stacey Gasiciel	989-426-2461
Department of Corrections	
Clare	989-539-2458
Gladwin	989-426-6914
Clare County Sheriff's Department	989-539-7166
Gladwin County Sheriff's Department	989-426-9284
1016 Recovery Network-Clare	989-802-0742
1016 Recovery Network-Gladwin	989-426-8886
Sheila Gordon Counseling	
AG Counseling Services, PLC	989-944-2950
Women's Aid-Clare	989-539-3777
Crisis Line	989-539-1046
Shelterhouse – Gladwin	989-426-9413
	877-216-6383
Secretary of State-Clare	989-386-2381
Secretary of State-Gladwin	888-767-6424
Michigan Works – Clare	989-539-2173
Michigan Works – Gladwin	989-426-8571
Mid Michigan Community Action Agency	989-386-4406
Clare County Transit	989-539-1473
Gladwin County Transit	989-426-6514
Central Michigan District Health Dept.	

Clare Co.	989-539-6713
Gladwin Co.	989-426-9431
Community Mental Health for Central Michigan	
Clare Co.	989-539-2141
Gladwin Co.	989-426-9295
MidMichigan Medical Center	
Clare	989-802-5000
Gladwin	989-426-9286
Michigan Dept. of Human Services	
Clare Co.	989-539-4260
Gladwin Co.	989-426-3300
Community Needs Information	211

Clare and Gladwin County Recovery Court Participants Policy on Court-Therapist Communication

When you agree to participate in Recovery Court, you sign an agreement that the Court staff and a therapist who works with you may share information about you. The information to be shared, and information that won't be shared, is defined in an agreement between the Court and each therapist.

To summarize that agreement:

- Court staff will tell therapists anything they know, that they think might be useful for therapists to know in talking with you.
- Therapists must report any substance use you tell them about, or that they notice because of the way you act, look, sound, or smell.
- Therapists must make sure the Court knows whatever they find out about why you use, and what triggers you to use. They will encourage you to tell the Court about this, but must report it separately if you don't.
- Therapists must report it if it appears you intend to harm yourself or anyone else, you have committed a felony since starting Recovery Court, or you intend to commit a felony.
- Therapists must make sure the Court knows about changes in your life required for you to live a clean and productive life. They will encourage you to tell the Court about these things first, and also will freely discuss these things with Court staff themselves.
- Details you share with a therapist about things that happened to you before you got into Recovery Court, and how you feel about them, will be kept confidential.

Your therapist is expected to recommend how Court staff can be most helpful to you in living a clean and productive life. They will let you know what they are going to say before they make a recommendation.

RECOVERY COURT
80TH DISTRICT COURT
CLARE AND GLADWIN COUNTIES

I am a participant in the Clare & Gladwin Recovery Court Program. As such, I am not permitted to use any controlled substances or alcohol, unless, medically, it is absolutely necessary that I do so pursuant to the orders of a physician. Before giving or prescribing me a controlled substance, please review and consider the following:

Make every effort to treat me without giving or prescribing me a narcotic medication. Please note in my medical record why a controlled substance was medically necessary, if such is given or prescribed. Please provide me with a letter for the court stating that I have disclosed my addiction problem.

Please contact the Clare and Gladwin County Recovery Court Coordinator, Lisa Ashley at:
ashleyl@clareco.net
(989) 630-5256
(989) 802-9620

MEDICATIONS NOT ALLOWED DURING RECOVERY COURT PROGRAM

The following is a **partial** list of medications and preparations, which are generally considered to be **unsafe** for those who are recovering from the diseases of alcoholism and drug addiction:

1. Any medication containing alcohol or ethanol. Including most cough medicine and mouthwash. When in doubt, always read the label. Beware of foods which are prepared with alcoholic beverages, such as wine or sherry, the alcohol may (but not always) be evaporated if added prior to cooking.
2. **Benzodiazepines and other tranquilizers**- ex. Valium, Librium, Limbitrol, Tranxene, Dalmane, Serax, Xanax, Klonopin, Restoril, Halcyon, Ativan, Versed, Miltown, Equanil, Equagesic, Soma, Ambien, and others
3. **Barbituates and other sedatives**- ex. Phenobarbital, Nembutal, Seconal, Florinal, Esgic, Donnatal, Doriden, Placidly, Chloral Hydrate, Ambient, Sonata, Benadryl, and others
4. **Narcotics**- ex. Morphine, Demerol, Dilaudid, Percodan, Tylox, Oxycontin, Duragesic (Fentanyl), Synalgos-DC, Codeine (Tylenol #3 etc.), Talwin, Darvocet, Wygesic, Vicodin, Lortab, Lorcet,, Nubain, Stadol, Ultram, and others.
5. **Amphetamines and other stimulants**- ex. Dexedrine, fastin, inonamin, tenuate, meridian, ephedrine, Ritalin, Cylert, Adderall, Metadata ER, and others.
6. **Decongestants or weight control preparations** which contain Ephedrine, Pseudoephedrine or Phenylpropanolamine.

At times, individuals in recovery need to be maintained on psychiatric medications, but the decision to do so should be made jointly by the patient's Psychiatrist/Physician. The drugs prescribed to control psychiatric disorders should be used only with caution and a secure diagnosis. (from HPRP website)

MEDICATIONS CONSIDERED SAFE FOR PEOPLE IN RECOVERY

The following are considered to be safe- aspirin, Tylenol, non-steroidal anti-inflammatory drugs (motrin, nuprin, advil, naprsyn, anaprox) antibiotics, some cough syrups (robitussin-DM, delsym, safe-Tussin) some antihistamines (allegra and Claritin), and others.

RECOVERY COURT **MEDICATION AGREEMENT**

1. I acknowledge that I have received a list of “approved” medications.
2. I understand that I must have permission from the Recovery Court Judge before taking any medications that are not on the approved medications list.
3. I agree that I will not take any herbal products, vitamins, over-the-counter medications, or diet products without approval of the Recovery Court Coordinator.
4. When seeking medical or dental treatment that have the potential to result in medications being prescribed, I agree to advise my doctor, dentist or medical personnel of my history with addiction and I will request non-narcotic, non-habit forming medications.
5. I agree to give written consent for the Recovery Court Coordinator and my Probation Agent to communicate directly with my health care providers.
6. I understand that failure to get proper permission for taking medications may result in sanctioning or possible termination from the Recovery Court Program.
7. I attest that the medications listed below are a complete list of what I have been approved to take while in the Recovery Court Program.

MEDICATION NAME	DOSAGE	DATE	PRESCRIBING PHYSICIAN	REFILLS

Participant's Signature

Date

**Pre-Approved Color Code
Drug Testing Facilities**

Compass
(989) 387-5471
Clare, MI

J&A Counseling
5100 Eastman Ave., Suite 2
Midland, MI 48640
989-631-4092

Tachi Drug Testing, LLC
373 N. First St.
Harrison, MI 48625
989-418-2374

Clare County Sheriff's Department

Gladwin County Sheriff's Department

RECOVERY COURT
80TH DISTRICT COURT/55TH CIRCUIT COURT
CLARE AND GLADWIN COUNTIES

FINES AND COSTS

As a result of your Court appearance, you have been assessed fines and costs. It is a requirement of the Recovery Court that all fines and costs must be paid in full prior to graduation from the program. The only exception may be where large amounts of restitution have been ordered. These matters may be referred for civil action. These exceptions must be reviewed and recommended to the Court by the Recovery Court team.

In order to avoid delays in phase advancement or graduation, you should be making regular payments on your fines and costs. At a minimum, you should figure on dividing your total by 18 months (Example - \$2,250 in fines and costs divided by 18 months = \$125/month). The Court may order a payment plan to keep you on track. You may always pay more than the minimum, but you should always make timely payments to avoid being charged additional late fees (see **NOTICE** below).

NOTE – Included in your fines and costs is a \$500 Recovery Court fee. This fee has been broken down to correspond to the four phases of the Recovery Court program. You must pay a minimum of \$125 during each phase until the entire \$500 is paid. This minimum phase amount must be paid during your current phase before you can advance to the next phase or to graduate from the program.

IMPORTANT - When you make a payment on your fines and costs to the Court, it will be applied to your others costs and will not be applied to your Recovery Court fee unless you specifically tell the District Court clerk (for Misdemeanor cases) or the Circuit Court clerk (for Felony cases) that you want it to go toward the Recovery Court fee.

NOTICE – If you do not make regular monthly payments, you may be assessed additional court cost and/or a mandatory 20% late fee on the entire remaining balance owed. This applies to both District and Circuit Court cases.

If you have any questions, please talk with the Recovery Court Coordinator.

CLARE AND GLADWIN COUNTY RECOVERY COURT PROGRAM AGREEMENT

80th District Court

Case No:

People of the State of Michigan

vs.

Defendant

I agree to abide by the terms and conditions of the Recovery Court Program (“program”) set forth below.

I agree:

- Not consume any alcohol or go where alcohol is served or associate with anyone so involved.
- Not possess, use or deliver any controlled substance or associate with anyone who does.
- Not violate any criminal law of any unit of government.
- Be employed or be enrolled in an educational program.
- Install and pay for an alcohol monitor in my residence and properly submit breath samples for testing as requested.
- Submit PBT’s and/or drug screening as requested.
- Complete community service as directed by the Probation Officer or Recovery Court Coordinator.
- Notify the Probation Officer and Recovery Court Coordinator of any police contact, arrest or criminal charge within 24 hours (weekends & holidays excepted). I acknowledge, I may be prosecuted for any new offense(s) and terminated from the program.
- Immediately notify the Probation Officer and Recovery Court Coordinator of any address and/or phone number change(s).
- Make full and truthful reports to the Recovery Court Coordinator.
- Not engage in any assaultive, threatening, or intimidating behavior.
- Comply with all terms and conditions of my probation and treatment recommendations of my treatment provider including after and continuing care recommendation.
- Attend all appointments/meetings on time.
- Not leave the state without the prior written consent of the Recovery Court Coordinator.
- Timely follow-up with all referrals that the Probation Officer or Recovery Court Coordinator determines will assist me in maintaining sobriety and a law-abiding lifestyle in the community.

- Authorize the Recovery Court Coordinator to contact all parties involved in the reconciliation of restitution, if any.
- Pay all outstanding monies resulting from my conviction and participation in the Drug Court. I understand these must be paid to successfully complete the program.

11/2017/lga

- Attend AA/NA meetings as directed and to provide written verification weekly.
- Allow the Probation Officer, the Recovery Court Coordinator, together with law enforcement officers, into my home any time for supervision.

Also, I understand that:

- I must have prior permission from the Probation Officer or Recovery Court Coordinator before consuming any medication.
- I must have prior permission from the Probation Officer or Recovery Court Coordinator before entering any establishment that dispenses alcohol for consumption on the premises.
- Court proceedings are open to the public and are videotaped and/or recorded. Additionally, that the Court files are open and accessible to the public. To the extent that the public, including the media, may view the Court proceedings and/or view my Court File and/or view a videotape or audiotape or any transcript of them, I waive my right to confidentiality as provided by statute and regulations, including 42 C.F.R. That the confidentiality statutes and regulations prohibit specified disclosures including, by way of example only, my eligibility and/or acceptability for substance abuse treatment services and my treatment attendance, prognosis, compliance and progress. I waive all such rights as long as I am participating in the program.
- My photograph will be taken for my Recovery Court file.
- The data in my public and confidential file may be used for research, data analysis and program evaluation by the Recovery Court, the Recovery Court staff or individuals or others independent of Recovery Court.
- Failure to fully comply with all the terms and conditions of the program will result in the following:
 - a) notification to the Judge that I am in violation,
 - b) sanctions as determined by the Judge with input from the Recovery Court Team, and/or
 - c) termination from the program.

The Recovery Court Coordinator agrees to:

- Meet with me as needed to help assure my successful completion in the program.
- Monitor all tests to be certain the results are accurate.
- Report my progress and test results to the Court.
- Refer me to any community agency at the Coordinator's disposal which may assist in my recovery.

I understand that the Recovery Court may amend these conditions and/or add new conditions. I understand that if changed, I must comply with the amended or added condition(s), or be terminated from the program, and if terminated, I may be confined in jail.

Defense Lawyer

Date: ___/___/___

Recovery Court Judge

Date: ___/___/___

Defendant's Signature

Date: ___/___/___

Recovery Court Coordinator

Date: ___/___/___

**Clare and Gladwin County Recovery Court
NOTICE TO DEFENDANT REGARDING HOME VISITS**

Before your first home visit, you need to eliminate items from your home that could cause you to receive a violation, or, a new criminal charge. It is also extremely important for your success in treatment that you identify and eliminate “triggers” or “cues” for substance abuse.

1) **Paraphernalia, controlled substances, any items that may have drug residue, needles, and any other items you used to ingest or store your drugs should be destroyed or thrown away immediately upon your entrance into the Recovery Court Program.** Any such item that is found during a home inspection can lead to a program violation and result in sanctions.

2) **Home Décor.** Alcohol, empty beer cans or bottles, special glassware such as shot glasses or cocktail shakers and the like also need to be removed from your home. These items need to go in the trash or be given away to someone else, permanently. While possession of these items may not lead to a program violation, they can be triggers for drinking or drug use and can be an avoidable obstacle to your sobriety.

3) **Guns and other weapons.** Prior to your first home visits, any guns, firearms, explosives, knives other than for cooking, bows and arrows, blowguns and other weapons need to be secured in an easily identifiable place. Please relay information about the weapons in your home, such as quantity and type, to your probation officer at your first probation appointment.

4) **Pets.** When probation officers arrive at your home please secure your pets in a location that they will be unable to come into contact with the officers. Even the gentlest pets can become violent if they feel their owner is in a stressful situation.

I HAVE READ THIS NOTICE AND AGREE TO THE TERMS SET FORTH HEREIN.

Date: _____ Participant _____

Clare-Gladwin Recovery Court Program Testing Policy

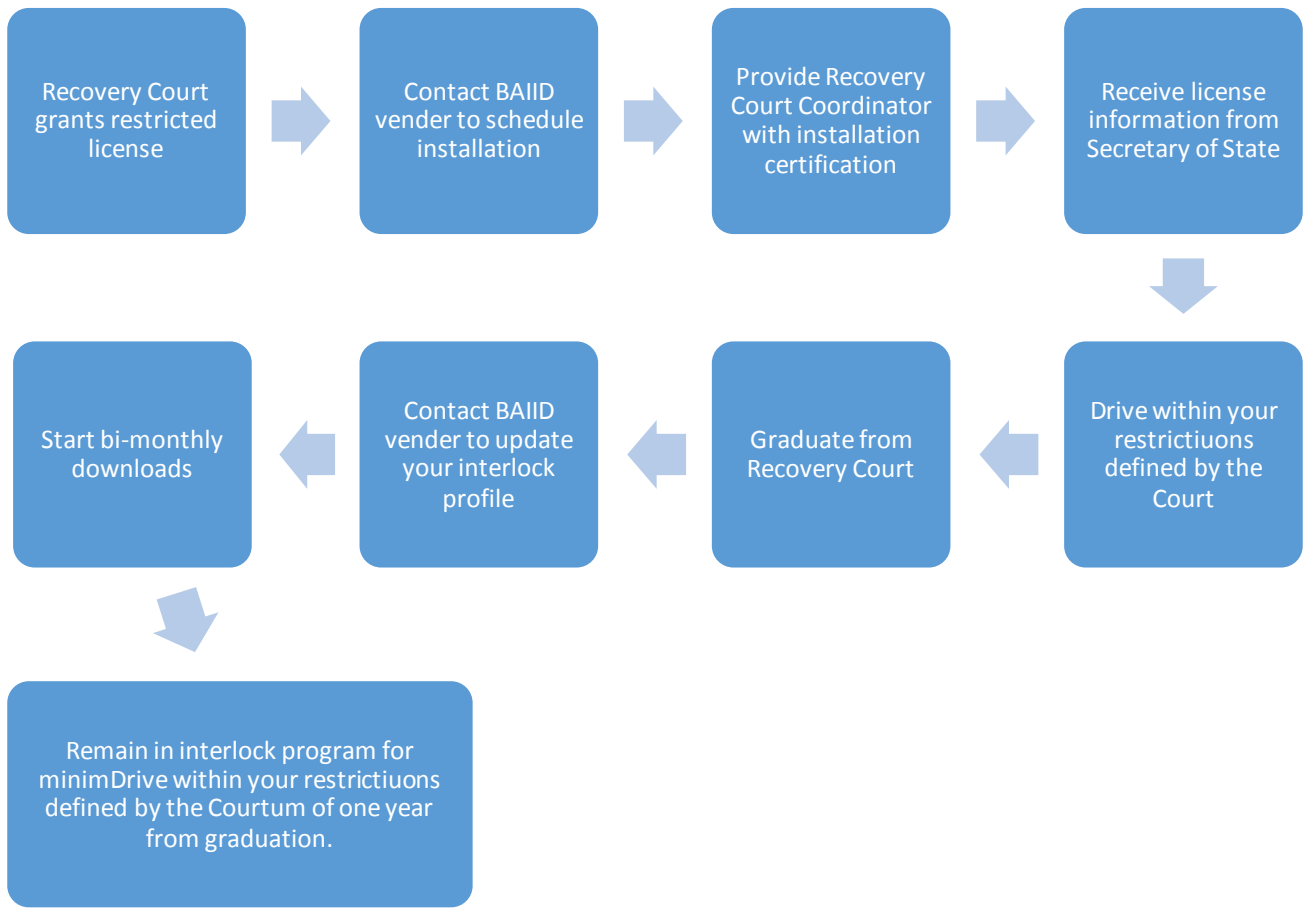
The Recovery Court program is an intensively supervised treatment program for persons convicted of alcohol and/or controlled substance offenses or who commits a crime that is directly related to their addiction to alcohol and/or controlled substance. One of the goals of the Recovery Court program is to increase long term abstinence and rehabilitate substance using offenders. Frequent, random and observed urine testing is a key component of Recovery Court. It is used as both a motivator and a measure of compliance.

I, _____, have received a copy of the Recovery Court Drug Testing Policy. I understand that I will be held accountable for the information contained in this document.

Participant signature/ Date

Witness signature/ Date

Ignition Interlock Process



InterLock Procedure

Participants in Recovery Court for **alcohol-related offenses** may be given the opportunity to receive a restricted driver's license from the Secretary of State. Consideration for the restricted license will occur after the completion of Phase One of the Recovery Court program.

A restricted license permits a participant to whom it is issued to operate only vehicles owned or intended for use, equipped with an ignition interlock device described in subsection (2)(b), to take any driving skills test required by the secretary of state, and to drive to and from any combination of the following:

- Their residence
- Their workplace
- In the course of their employment or occupation (as long as a commercial driver's license (CDL) is not required)
- Alcohol, drug or mental health education and treatment as ordered by the Court
- AA/NA or other court ordered self-help program
- Court hearings and probation appointments, drug and alcohol testing
- Court ordered community service
- An educational institution at which they are enrolled as a student
- InterLock service provider location as required
- A place of regularly occurring medical treatment, for a serious condition or for a medical emergency, for themselves or a member of their household or immediate family.
- They must carry proof of destination and hours

When a participant expresses a desire to obtain their restricted license, and prior to having an InterLock device installed in their vehicle(s), they must contact the Recovery Court Coordinator for additional information and specifics.

Interlock devices must be installed by a State approved vendor and must be equipped with a camera ID system.

Sanctions Matrix

Level 1 offenses: Any unexcused missed case management, treatment, probation, or 12-step meetings, unsigned or not turned in meeting sheets. Failure to pay Recovery Court fees or restitution is required.

Level 2 offenses: Missed drug screen, curfew violation, or failure to complete community service. Participant fails to find employment, education, or positive community activity.

Level 3 offenses: Missed or unexcused court session, false drug screens. Positive drug-screens will be looked at on a case-by-case basis. Drugs or alcohol are present at participant's home at random home visits.

Level 1	First Non-Compliance	Second Non-Compliance	Third Non-Compliance	Fourth Non-Compliance
Any missed (unexcused) Treatment, Case Management or Probation Meeting	Verbal Reprimand from judge 4 hours C.S.	1 day court observation from jury box 6 hours C.S	Essay on importance of treatment during recovery	Team Case Review
Any Missed (unexcused) 12-Step Meeting or unsigned meeting sheet	Verbal Reprimand/ Make up-or additional meetings	Make up or additional meetings: 1 day court observation from jury box	Make up or additional meetings, 24 hours in jail	48 hours or more in jail, make up additional meetings team case review
Forged 12-step signatures	1 day court observation from jury box, additional 12-step meetings	24 hours in jail, additional 12-step meetings	48 hours in jail, additional 12 step meetings	Team Case Review
Late to Court	Verbal reprimand; Last to go in review hearings	Letter of apology, 1 observation from jury box	24 hours in jail	48 hours in Jail, Team Case Review
Failure to Pay fees or restitution	Verbal reprimand from case manager	Verbal reprimand from Judge	Failure to advance phases	Financial Review, Team Case Review
Level 2	First Non-Compliance	Second Non-Compliance	Third Non-Compliance	Fourth Non-Compliance
Missed Curfews	More Restrictive Curfew	24 hours in Jail	48 hours or more in jail	Team Case Review
Missed Community Service	Verbal Reprimand, Additional 10 hours of CS	Additional 24 hours of CS, 1 day court observation from jury box	24-48 hours in jail, Additional 24 hours of CS	Team Case Review

Level 3	First Non-Compliance	Second Non-Compliance	Third Non-Compliance	Fourth Non-Compliance
Missed (unexcused) Court Session	Bench Warrant Issued Minimum 24 hours in jail	Minimum 48 hours in jail	Team Case Review	Team Case Review
Positive/Dilute UAs/Missed and PBTs	Increased UAs/PBTs, 12-step meetings. Time Clean Starts at 0.	Increased UAs/PBTs, 12-step meetings. Time Clean Starts at 0 Reassessment for SUD.	24 hours in jail. Team Case Review, possible phase digression. Time Clean Starts at 0. Possible residential treatment.	Team Case Review, possible phase digression
Adulteration of UA's, tampering with testing devices	24 hours in jail Increased UAs/PBTs	48 hours in jail Increased UAs/PBTs	Team Case Review	Team Case Review
Drugs or Alcohol Present and Random Home Checks	24 hours in jail	48 hours in jail	Team Case Review	Team Case Review

***Team Case Reviews may lead to unlisted sanctions as well as possible program termination.**

*** New charges will result in a team review and sanctions will be left to the discretion of the Recovery Court Team.**