

OTTAWA COUNTY RECOVERY COURT

PARTICIPANT HANDBOOK



**20TH JUDICIAL CIRCUIT COURT
OTTAWA COUNTY, MICHIGAN**

**414 WASHINGTON STREET, SUITE 300
GRAND HAVEN, MICHIGAN 49417**

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WELCOME

Welcome to the Ottawa County Recovery Court (OCRC).

This handbook will give you an overview of the OCRC and requirements for successful completion.

We look forward to supporting you in your recovery.

Sincerely,

A handwritten signature in black ink that reads "Mark A. Feyen". The signature is fluid and cursive, with the first name "Mark" and last name "Feyen" clearly legible.

Honorable Mark A. Feyen
Presiding Judge
Ottawa County Recovery Court



THE BASICS

WHAT

This handbook describes the OCRC, our expectations of you, and requirements for your successful completion.

The OCRC has five phases and takes a minimum of 1 ½ years (76 weeks) to complete. It is followed by 8 weeks of normal reporting probation.

WHO

You have been accepted into the OCRC because of your prior encounters with police and your substance use.

HOW

The OCRC is a chance to serve a sentence for your felony conviction and receive substance use treatment instead of going to jail or prison.

WHY

OCRC requirements will help guide and support your recovery and help you learn how to:

- Stop using drugs and alcohol
- End your encounters with police and the court system



THE TEAM

WHAT

The OCRC combines court supervision with substance use treatment.

HOW

The OCRC team meets before review hearings to discuss participant progress. Every member of the team supports your success.

The team accepts new participants, decides incentives and sanctions, and creates program rules.

WHO

JUDGE

Provides leadership for the OCRC; oversees review hearings.

COORDINATOR

Manages OCRC operations; brings new people into the OCRC.

CASE MANAGER

Provides social service support to participants, monitors participant progress, performs drug and alcohol testing.

RECOVERY COACHES

Provide mentoring and one-on-one recovery support and life coaching.

PROBATION OFFICERS

Work for the Michigan Department of Corrections, provide court supervision, perform drug and alcohol testing.

PROSECUTING ATTORNEY

Ensures participants' legal rights are protected.

DEFENSE ATTORNEY

Ensures participants' legal rights are protected.

TREATMENT PROVIDERS

Provide substance use treatment to participants.

***THE TEAM IS COMMITTED TO
SUPPORTING YOU AND HELPING YOU SUCCEED***

PHASE REQUIREMENTS

PHASE ONE *MINIMUM 8 WEEKS*

1. Drug and alcohol testing (*random*)
2. Home checks (*random*)
3. Curfew (*10:00pm*)
4. Probation Officer reporting (*weekly*)
5. Recovery Coach Meetings (*weekly*)
6. Treatment (*IOP*)
7. Review Hearings (*bi-weekly*)
8. Recovery Support meetings (*1 per week*)
9. Sobriety Days (*14 days minimum*)

PHASE TWO *MINIMUM 20 WEEKS*

1. Drug and alcohol testing (*random*)
2. Home checks (*random*)
3. Curfew (*10:00pm for 10 weeks; then 2:00am*)
4. Probation Officer reporting (*weekly*)
5. Recovery Coach Meetings (*bi-weekly*)
6. Treatment (*Group/Individual; 15 minimum*)
7. Review Hearings (*bi-weekly*)
8. Recovery Support meetings (*2 per week*)
9. Relapse Prevention Plan (*complete*)
10. Community Service (*perform if ordered*)
11. Fines and Costs (*make payments*)
12. Employment (*seek*)
13. Sobriety Days (*30 days minimum*)

PHASE THREE *MINIMUM 20 WEEKS*

1. Drug and alcohol testing (*random*)
2. Home checks (*random*)
3. Curfew (*2:00am*)
4. Probation Officer reporting (*bi-weekly*)
5. Recovery Coach Meetings (*bi-weekly*)
6. Treatment (*Group/Individual; 10 minimum*)
7. Review Hearings (*monthly*)
8. Recovery Support meetings (*2 per week*)
9. Recovery Plan (*complete*)
10. Community Service (*perform if ordered*)
11. Fines and Costs (*make payments*)
12. Employment (*maintain*)
13. Sobriety Days (*45 days minimum*)

PHASE FOUR *MINIMUM 20 WEEKS*

1. Drug and alcohol testing (*random*)
2. Home checks (*random*)
3. Curfew (*2:00am*)
4. Probation Officer reporting (*bi-weekly*)
5. Recovery Coach Meetings (*monthly*)
6. Treatment
(*Group/Individual; 10 minimum*)
7. Review Hearings (*monthly; leave early*)
8. Recovery Support meetings
(*2 per week*)
9. Community Service (*perform if ordered*)
10. Fines and Costs (*make payments*)
11. Employment (*maintain*)
12. Sobriety Days (*60 days minimum*)

PHASE FIVE *MINIMUM 8 WEEKS*

1. Drug and alcohol testing (*random*)
2. Home checks (*random*)
3. Curfew (*2:00am*)
4. Probation Officer reporting (*monthly*)
5. Recovery Coach Meetings (*monthly*)
6. Treatment
(*Group/Individual; 2 minimum*)
7. Review Hearings (*monthly; leave early*)
8. Recovery Support meetings (*1 per week*)
9. Relapse Prevention Plan
(*review & update*)
10. Graduation speech (*written*)
11. Community Service
(*complete if ordered*)
12. Fines and Costs (*paid in full*)
13. Employment (*maintain*)
14. Sobriety Days (*90 days minimum*)



REVIEW HEARINGS

WHAT

Participants attend court to discuss progress with the judge.

WHEN

Every other Thursday

Docket A - 9:00 a.m. to 10:15 a.m.*

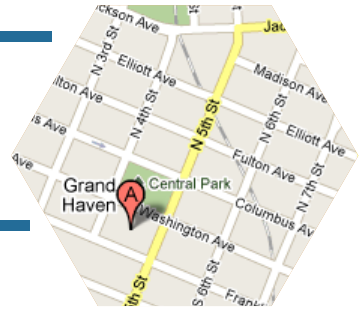
Docket B - 10:45 a.m. to 12:00 p.m.*

WHERE

Courtroom 2B

Ottawa County Courthouse

414 Washington Avenue, Grand Haven, MI 49417



WHO

Participants, guests, and members of the public may attend review hearings.

Family, friends, and co-workers are encouraged to attend with you.

HOW

A typical review hearing is scheduled as:

- Phase 4 and 5 participants are called first and may leave after they speak with the judge if there is not a sanction.
- Participants with sanctions are called next.
- Phase 1, 2 and 3 participants are then called and stay for the entire review hearing.
- New participants, promotions, and graduations occur last.

When it's your time to talk to the judge:

- The judge will ask how you are doing and if you have had any program violations. This is a time to be honest.
- The judge will ask you the question of the day.
- The judge will tell you of your incentive, sanction, promotion or graduation.

**In between review hearings for dockets A and B, a "gathering" is held by volunteers for participants, guests and the team to enjoy light refreshments and socialize. Attending the gathering counts as a recovery support meeting.*

COURTROOM ETIQUETTE

- ✓ **DO ARRIVE TO REVIEW HEARINGS 5-10 MINUTES EARLY.**
- ✓ **DO GO TO THE BATHROOM BEFORE THE REVIEW HEARING BEGINS.**
- ✓ **DO TURN OFF CELL PHONES AND PAGERS.**
- ✓ **DO ADDRESS THE JUDGE WITH RESPECT.**
- ✓ **DO BRING YOUR RECOVERY SUPPORT MEETING ATTENDANCE SHEET AND OTHER PAPERWORK AS ORDERED BY THE JUDGE OR OTHER MEMBER OF THE TEAM.**

- ✗ **DO NOT LEAVE THE COURTROOM WHILE THE REVIEW HEARING IS IN PROGRESS.**
- ✗ **DO NOT TALK WHEN THE JUDGE IS SPEAKING.**
- ✗ **DO NOT SWEAR OR USE PROFANE LANGUAGE IN THE COURTROOM.**
- ✗ **DO NOT BRING FOOD OR BEVERAGES INTO THE COURTROOM.**
- ✗ **DO NOT CHEW GUM IN THE COURTROOM.**
- ✗ **DO NOT SLEEP IN THE COURTROOM.**
- ✗ **DO NOT WEAR CLOTHING WITH OBSCENE OR INAPPROPRIATE LANGUAGE, PICTURES, OR REFERENCES TO DRUGS/ALCOHOL.**
- ✗ **DO NOT WEAR CLOTHING OR COLORS THAT SHOW GANG AFFILIATION.**
- ✗ **DO NOT WEAR RISQUÉ CLOTHING (*i.e.*, revealing shirts, blouses, excessively short shorts) TANK TOPS, OR UNBUTTONED SHIRTS.**
- ✗ **DO NOT WEAR HATS, BANDANNAS, OR SUNGLASSES.**

INCENTIVES & SANCTIONS

WHAT

- INCENTIVE** – reward for meeting a program requirement.
- SANCTION** – punishment for not meeting a program requirement.

Incentives and sanctions have been designed by the team.

WHEN

Incentives or sanctions may be given during a review hearing or at the time a positive or negative event occurs.

HOW

Incentives may include, but are not limited to:

- Verbal praise from the judge
- Applause
- Promotion to the next phase
- Fewer appearances at review hearings
- Community Service Credit
- Leave review hearings early
- Gift card
- Certificate of accomplishment
- Graduation from the OCRC
- Attend Court Virtually

A first-time violation will receive a less severe sanction.
Sanctions increase in severity for repeated violations.

COMMON VIOLATIONS	POSSIBLE SANCTIONS
Short recovery meetings; Missed treatment; Curfew violation; Late to a program requirement	Writing assignment; Community service; JAWS; Detention Day; Extended time in your phase; Jail
Driving without a license; Violation of restricted license	JAWS; Detention Day; Jail
Lying; Forging recovery meetings, Forging community service hours, Filling unauthorized prescriptions	JAIL
Repeated violations; Absconding; New felony charge	Termination / Resentenced

YOUR HONESTY IS VERY IMPORTANT IN THE DETERMINATION OF SANCTIONS

DRUG & ALCOHOL TESTING

WHY

For you to show your progress in your recovery.

WHAT

You will be tested for drugs and alcohol through urine and breath tests. How often you are tested will depend on your phase or need for accountability.

HOW

Testing and confirmation is scientifically reliable. You will be tested for many different substances.

WHEN

You will be tested a lot. Testing is randomly scheduled and observed by probation or court staff.

- You are assigned a color
- You must call the hotline every morning to learn if you need to drug and alcohol test.
- If you experience problems with the phone line or miss calling when the phone line is open, you MUST report for testing.

TESTING SANCTIONS

As a new participant you may receive a lesser sanction for testing violations. In later phases you may receive a greater sanction. It is expected that you will use the tools learned in treatment to maintain recovery.



A writing assignment and increasing treatment will be considered for any relapse. A minimum amount of sobriety days is needed for phase promotion.



A missed test or failing to submit a test may result in extending your time in a phase, detention day, JAWS, or 24 hours jail.



Dilute, altered, or fake urine sample will result in jail.



A sanction for a positive test may result in a detention day, JAWS, or jail. If you test positive, and deny use, your urine sample will be sent for lab confirmation. If lab results are positive, the sanction is a minimum of 48 hours jail, and you will be assessed a fee for the lab test.

HONESTY IS ALWAYS THE BEST POLICY

AVOIDING “FALSE” POSITIVE DRUG TEST RESULTS

WHAT

Some alcohol based substances, over-the-counter medications, and food may cause a positive test result. If you ingest or expose yourself to these substances, a positive result will receive a sanction.

WHO

It is your responsibility to avoid or limit your exposure to these substances. You must notify your case manager before using any medications, vitamins, or dietary supplements.



COLD & COUGH SYRUP & medications containing alcohol

Examples: NyQuil, Robitussin, Tylenol Cold



MOUTHWASH & BREATHSTRIPS containing alcohol

Examples: Plax, Scope, Oral-B, Listerine.



HYGIENE PRODUCTS containing *Ethyl Alcohol*

Examples: Purell hand sanitizer, facial astringents, cologne/perfume, aftershave.



NON-ALCOHOL BEVERAGES

Examples: Any type of beverage claiming to be non-alcoholic.



Skin exposure to **SOLVENTS & LACQUERS**

This interferes with SCRAM



ALLERGY MEDICATIONS & SLEEP AIDS containing Diphenhydramine HCL, Pseudoephedrine or Ephedrine

Examples: Benadryl, Sudafed, Actifed Nyquil, Unisom, Tylenol PM, Advil PM.



Foods containing **POPPY SEEDS**

Examples: Bagels, Rolls



Naturally occurring **MOOD ALTERING OR HALLUCINOGENIC SUBSTANCES**

Examples: Salvia, Morning Glory Seeds, Kratom, Kombucha, CBD



DIETARY SUPPLEMENTS, VITAMINS, WEIGHT LOSS AIDS

Examples: Creatine, Hydroxycut, Ephedra based products

REPORTING TO YOUR PROBATION OFFICER & CASE MANAGER

WHAT

Meeting with your probation officer and case manager.

WHEN

Probation officer

- Phases 1 and 2: weekly
- Phases 3 and 4: bi-weekly
- Phase 5: monthly
- Day and time to report: your probation officer will tell you

HOW

Bring the following:

- Recovery Support Meeting Attendance Sheet
- Community Service Log
- Next treatment appointment
- Documents as ordered
- Comments or concerns
- Pay Stub

CASE MANAGER

Meetings are scheduled as needed. The case manager will help you with any issues or questions you have.. He/she will monitor your performance, help with employment searches, and work with other staff and family members to help you succeed in the OCRC and in your recovery.



HOME CHECKS

WHAT

Surveillance Officers monitor curfew and if you are staying at your approved residence, they also do alcohol and drug testing.

WHEN

Random times during the day or night for the entire program.

HOW

The surveillance officer vehicle is unmarked and he/she will be dressed in plain clothes. Visits are conducted discreetly. Please comply with the surveillance officer's request(s).

EXPECTATIONS FOR HOME VISITS

- Your residence must be alcohol and drug free.
- Submit to PBT and drug testing. Failing to test will be treated as a positive test. If you test positive, be honest and cooperative with the surveillance officer and you will be immediately lodged in jail. (Keep your PBT tube to be reused)
- Your house/vehicle/person may be searched – without a warrant – for alcohol and other illegal substances.
- Be prompt in your interaction with him/her and stop any ongoing conversations; the visit will take only a few minutes.
- If you are not home when a surveillance officer comes to your home, he/she may leave a business card at the front door, follow the instructions given. Immediately call the surveillance officer when you return home leaving your name, date, and time.
- If you receive a phone call from a surveillance officer answer your phone or return the call. Provide the requested information (e.g. location or time of return home). He/she may come to your work or other locations you are at.
- Tell people living at your residence when you are not home to answer the door.
- Everyone in your home must be courteous and respectful to the surveillance officers.
- Receive approval from your probation officer before moving to a different home. Notify the surveillance officer if you change your contact information (e.g. address, work hours, phone number).

RECOVERY COACHES

WHAT

A Recovery Coach is a person in long-term recovery from substance use.

WHY

Your coach is a role model, mentor, advocate, and motivator to be successful in the OCRC and your recovery.

HOW

PRC's:

- Help you develop a personal plan for recovery, and identify and remove barriers to recovery.
- Provide support to you and your family to promote recovery.
- Help you access community resources.

WHEN

Meetings last 15-60 minutes. At minimum, you will meet with your recovery coach:

Phase 1: weekly

Phase 2: 10 meetings (bi-weekly)

Phase 3: 10 meetings (bi-weekly)

Phase 4: 4 meetings (monthly)

Phase 5: 2 meetings (monthly)

**A RECOVERY
COACH IS A PARTNER
ON YOUR JOURNEY
TO RECOVERY.**



RECOVERY SUPPORT MEETINGS

WHAT

Recovery support meetings are peer led groups such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and SMART Recovery, but may also include meetings with your recovery coach or attendance at community events that promote recovery. Confirm with your case manager, recovery coach, or probation officer if the meeting you want to attend is approved by the OCRC.

HOW

Choose the meeting time and location that works best for you. Use the “Recovery Support Meeting Attendance Sheet,” to record your meetings (sheets are available in the back of the courtroom at review hearings or from your case manager or probation officer).

RECOVERY SUPPORT MEETING REQUIREMENTS ARE:

- Phase 1: 1 meeting/week
- Phase 2: 2 meetings/week
- Phase 3: 2 meetings/week
- Phase 4: 2 meetings/week
- Phase 5: 1 meeting/month

THE FOLLOWING RULES APPLY TO RECOVERY SUPPORT MEETINGS:

1. Record meetings on the attendance sheet; bring it with you when reporting to your Probation Officer; and turn in at review hearings.
2. Attend meetings weekly (e.g., do not attend no meetings one week followed by 4 meetings the next week if your phase requires 2/week).
3. You will not receive credit for attending more than 1 meeting per day, unless approved by your probation officer.
4. If you are short recovery support meetings at your review hearing, you must make up the meeting before your next review hearing.

SUBSTANCE USE & MENTAL HEALTH TREATMENT

WHAT

Substance use treatment is important! It provides support and education for your recovery.

WHERE

The OCRC partners with three treatment agencies:

1. Reach For Recovery (RFR)
2. Holland Hospital Behavioral Health Services (HHBHS)
3. Ottawa County Community Mental Health (CMH)

HOW

The Case Manager will determine the treatment agency that best fits your needs. Treatment may include: residential, Intensive Outpatient (IOP), group, individual, mental health, and bi-lingual/bi-cultural services.

Participants pay the cost of their treatment. The OCRC may be able to help with this cost if money is available.

TREATMENT APPOINTMENT REQUIREMENTS ARE:

Phase 1: Complete IOP

Phase 2: 15 Group/Individual

Phase 3: 10 Group/Individual

Phase 4: 10 Group/Individual

Phase 5: 2 Group/Individual



MEDICATION & MEDICAL DISCLOSURE

WHAT

Report any prescription or over-the-counter medication(s) you are taking or possess but are not using. If you are prescribed medication you must talk with staff before taking it.

HOW

Carry with you, at all times, a “Notice to Any Health Care Provider” card. Show this card to any doctor or dentist you have contact with – before any medical intervention.

Disclose your participation in the OCRC to your doctor and request medication that is non-addictive to treat your medical issues. Inform staff of all emergency room visits, scheduled surgeries, post-operative care, and doctor visits and provide medical reports.

The OCRC uses the Michigan Automated Prescription System (MAPS) to monitor prescribed medications. Filling prescriptions that are not approved by the OCRC and your doctor will result in a sanction.

MEDICATION ASSISTED TREATMENT (MAT)

You may use MAT if approved by a doctor. Any FDA approved medication for the treatment of substance use disorders is allowable. Common types of MAT are Methadone, Buprenorphine, and Naltrexone.

The use of MAT will be closely coordinated between your case manager, prescribing doctor, and therapist.



CURFEW, OVERNIGHT & OUT-OF-STATE TRAVEL

WHAT

Requests for staying away from home, or traveling out of state will be considered case-by-case.

WHEN

Curfew

- Phase 1 and the first 10 weeks of phase 2, you will have a curfew of 10:00 p.m. – 6:00 a.m. (unless employed)
- You must be at your residence during curfew hours
- The second 10 weeks of phase 2, and phases 3, 4, and 5, curfew is 2 a.m. – 6 a.m. unless ordered by the judge
- You must be at your residence during curfew hours
- Curfew extensions are considered as an incentive for doing well on a case-by-case basis

HOW

Overnight

- With permission from your probation officer or case manager, you may stay overnight at another residence, but you still will have home visits if contacted by a surveillance officer.
- Provide staff with the address and person you are staying with.
- Drug and alcohol test the next day at your normal location or other approved location.

If you are not at your residence after 2:00am, and did not receive approval for an overnight, you will receive a violation.

Traveling out-of-state

- Request to travel out of state in phases 2, 3, 4 will be reviewed by the judge case-by-case.
- Your case manager or probation officer will explain travel requirements.

If you are staying away from your residence or traveling out of state, random drug and alcohol testing is required.

COMMUNITY SERVICE & JAWS

WHAT

SENTENCING REQUIREMENT

Per state law, you may have to do community service depending on your charge. Your Probation Officer will tell you this.

UNEMPLOYED REQUIREMENT

If you do not have a job, you must do 12 hours of community service a week until employed.

SANCTION REQUIREMENT *(ordered by the judge)*

If ordered, your Probation Officer or Case Manager will set this up.

- Community service, self-directed
- Jail Alternative Work Service (JAWS), a monitored Saturday work-site

HOW

The following will occur:

- You are referred to the Community Service Department and will have an appointment with their staff to determine a work location.
- The Community Service Department will provide you with instructions on your assigned location, the rules and how to begin work.
- The OCRC works closely with the Community Service Department to respond to issues, if needed.
- Record your hours worked on a "Community Service Log" show it to your probation officer every time you report.

WHEN

The community service department and your assigned agency will work with you to set a schedule based on your job, where you live, and other personal matters.

If you have more than 240 hours of community service, you need to complete a minimum of 240 to graduate and the rest before being done with Probation.

TRANSPORTATION

Based on your criminal record, your driver's license may be suspended or revoked. *The OCRC understands that meeting your requirements without being able to drive may be difficult.* The OCRC can help you in several ways:

BIKES

Request a free bike from your probation officer or case manager.

BUS PASSES

The OCRC has free bus passes for public transportation. Request these from your probation officer or case manager.

CALVARY CHURCH

Provides free rides, to and from review hearings, for Holland and Zeeland area participants. Your case manager can connect you to this service.

IGNITION INTERLOCK

This is a special program through the Secretary of State. If you have a drunk driving conviction and are in compliance with OCRC rules, you may be eligible for a restricted driver's license with an ignition interlock device. Request more information from your case manager.

Lack of transportation is not an acceptable excuse for missing appointments.

You will receive sanction if caught driving on a suspended or revoked license.



FINES, COSTS, & OTHER PAYMENTS

WHAT

There is no fee to participate in the OCRC.

Money owed may include, but is not limited to:

- Fines, costs, and restitution (paid to Ottawa County) (includes Attorney and Community Service fee)
- Treatment (paid to treatment agency)
- Probation supervision fee (paid to State of Michigan)
- Jail alternative work service fee (paid to Ottawa County)
- Ignition interlock fee (paid to service agency)
- OCRC positive drug test fee (paid to Ottawa County)

WHEN

Begin regular payments during phase 2 and after employed.

Complete a Disclosure of Debt and meet with a volunteer budget counselor (free) to create a money management plan.

WHY

To graduate you must pay off all court ordered fines, costs, and restitution, OR have a history of making monthly payments for one year totaling 25% or \$1,200, whichever is greater, toward your fines, costs, and restitution.

TO GRADUATE YOU MUST PAY ALL TREATMENT FEES.

HOW

Ottawa County Clerk's Office:

1. In person at any of the Clerk's Office in Ottawa County
2. By phone: (616) 846-8315

Payments can be made by cash, credit card, or money order.

Personal checks are not accepted.

TERMINATION

WHAT

You may be removed from the OCRC.

HOW

TERMINATION

Termination occurs at the discretion of the judge and team. Reasons include, but are not limited to: being charged with a new felony offense, absconding, or a pattern of non-compliance with OCRC rules. If terminated from the OCRC you will be sentenced and serve jail time.

ADMINISTRATIVE DISCHARGE

You are allowed to participate in the OCRC for up to 30 months. If at 30 months, you have not completed the requirements to graduate, you will be administratively discharged and remain on probation.

If terminated or administratively discharged, there will not be a graduation ceremony. If your participant agreement included a charge reduction, it will not be reduced.



GRADUATION

WHAT

A special event that celebrates your recovery and successful completion of the OCRC.

HOW

At court there will be a celebration of you! We reflect on your success, you receive a graduation certificate/gift, and you tell us about your recovery and new way of life. Family and friends are encouraged to attend this special occasion.

WHEN

Your case manager will work closely with you to determine your graduation date. To graduate you must:

- ✓ Have completed the 5 phases.
- ✓ Have 90 consecutive days of sobriety.
- ✓ Have completed your GED (unless otherwise ordered).
- ✓ Have completed community service.
- ✓ Have paid off all fines, costs, and restitution; or have paid 25% or \$1,200, whichever is greater, toward your fines, costs, and restitution.
- ✓ Have a legal source of income (unless otherwise ordered).

After graduation from the OCRC you must remain on probation with the Michigan Department of Corrections for a minimum of 8 weeks.



NOTES

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NOTES

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**20TH JUDICIAL CIRCUIT COURT
OTTAWA COUNTY, MICHIGAN**



***414 WASHINGTON STREET, SUITE 300
GRAND HAVEN, MICHIGAN 49417***