



Participant Handbook

Revised 10/2014

Welcome!

Welcome to the Ottawa County Sobriety Treatment Program (STP). This handbook is designed to answer your questions and provide overall information about the program. As a participant, you will be expected to follow the instructions given to you by the Judge and to comply with the treatment plan developed for you by the case manager and treatment team.

This handbook will detail what is expected of you as a participant. It will review general program information. We are confident the STP will help you learn how to make successful choices free of the influence of drugs or alcohol.

Overview

The STP is a four phase intervention program for adults who have pled guilty to more than one alcohol offense and who are having difficulty staying clean and sober. It is a collaborative effort between the District Court, the Prosecutor's Office, your defense attorney, community agencies, case management, and treatment programs. By working together, the team seeks to provide a variety of programs and consistent supervision geared toward supporting and helping you maintain a drug and alcohol free life. The STP involves frequent court appearances, random drug and alcohol testing, as well as group and individual counseling. The Court awards incentives for compliant behavior and imposes 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.

Sanctions for violations of STP rules, or the probation order, may be imposed by the Court without formal probation violation hearings. If the factual basis for the claimed violation is disputed, participants have the right to a hearing by the Court to determine whether or not the violation occurred. If the proposed sanction involves a jail term, the participant has the right to demand a formal probation violation hearing with representation by an attorney, including a court appointed attorney if the participant cannot afford one. If a violation involves the possibility of termination from the STP or revocation of probation, the Court will proceed by way of a formal probation violation.

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The STP Team

The STP Judge will make all decisions regarding your participation in the STP, with input from the team. Prior to the STP review, the team members receive an update from the case managers regarding your progress.

In addition to the Judge, the team consists of the following members:

Defense Attorney- Protects the rights of the defendant.

Prosecuting Attorney- Assists in reviewing cases for eligibility.

Case Managers- Provide direct supervision of participants.

Treatment Providers- Responsible for educating participants and helping them deal with alcohol and drug abuse issues.

Surveillance Officers- Conduct home visits to ensure program compliance.

Saving Lives,
Reuniting Families,
and Improving
Communities



Confidentiality

By law, your identity and privacy are to be protected. In response to these regulations, the STP team has developed policies and procedures that guard your privacy. You will be asked to sign a Consent for Disclosure of Confidential Substance Abuse Information form. This disclosure of information is for the sole purpose of hearings and reports concerning your specific STP case. The Consent expires upon the successful or unsuccessful completion of probation.

Progress Reports

Before your hearing, the Judge will be given a progress report presented by your case manager or treatment provider. The progress report will discuss your drug testing results, attendance, participation and cooperation in the treatment program, employment or other requirements that may have been imposed. The Judge may ask questions about your progress and discuss any problems you may be having. If your progress report shows 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.

Review Hearings

As a STP participant, you will be required to appear in court on a regular basis. The number of times you must appear depends on the phase you are in. Failure to appear will result in a 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 your case manager.

Courtroom Rules

- All individuals participating in the program must adhere to the following rules. Remembering that although this is not the traditional court proceeding, it is still a court proceeding and participants shall govern themselves accordingly.
- When addressing the Judge, the participant shall approach the bench with the utmost respect for the position.
- Participants must attend all scheduled Court appearances on time and immediately be seated in the courtroom.
- Participants are encouraged to bring family members to the review sessions.
- Participants may not talk in the courtroom during proceedings.
- Participants may not bring food or drink into the courtroom.
- Participants must remain in the courtroom until he or she is dismissed by the Judge.
- Participants will only be excused from Court, or be allowed to leave prior to Court dismissal, in the case of an emergency. Participants will not be excused because of transportation problems. It is the participants responsibility to find transportation to each court appearance, counseling session, and probation appointment. Any requests for absences will be presented to the team for review. The Judge, or case manager, will advise the participant of approval or denial.
- If a participant does not appear on his or her regularly scheduled court date, the Judge may issue a warrant.
- Participants may not possess dangerous weapons, including firearms and knives.
- Participants must turn off cell phones.
- Participants must dress appropriately for 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:

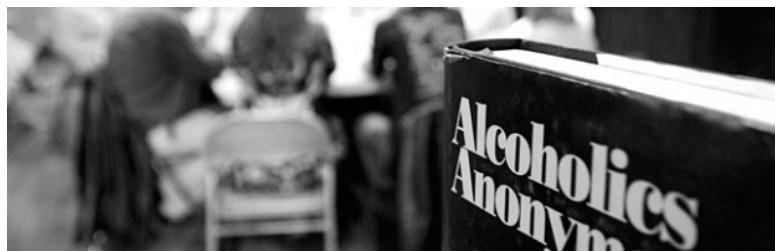
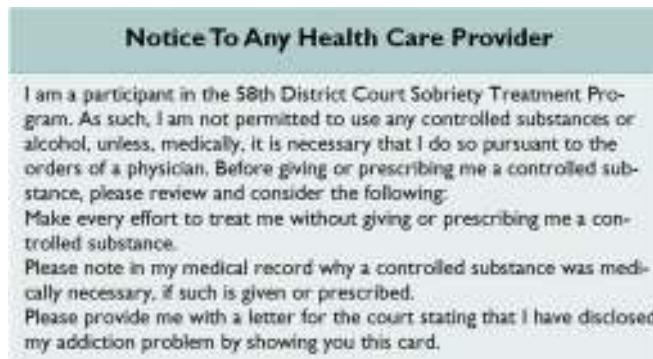
- Totally abstain from the use of drugs and alcohol (This includes non-alcoholic beer, energy drinks containing alcohol, and synthetic cannabinoid, known as Spice, JWH-018, incense)
- Not associate with people who use or possess drugs.
- Must live in an alcohol and drug free residence.
- Attend court sessions and treatment sessions as scheduled.
- Submit to random alcohol and drug testing.
- Keep your case manager informed of your current address and phone number at all times.
- Remain an Ottawa County resident throughout your participation in the program.
- Submit to a search of your person, property, place of residence, vehicle or personal effects at the request of a police or probation officer.
- Inform your case manager immediately should you come in contact with law enforcement.
- Abide by all other rules and regulations imposed by the STP team.

Narcotic Medications

As a program participant you are prohibited from consuming controlled substances without following the proper approval procedure. You are required to inform your treating physician (s) that you are a recovering addict and that you may not take controlled substances or addictive medications or drugs unless it is medically necessary and **approved by the Sobriety Court**. If you are on controlled substances prior to program entry, you will be required to review your treatment plan with your prescribing physician within 30 days of program entry. You will be required to sign a release form with your physician so the Court can communicate with your physician.

You must present any treating physician with your **NOTICE TO ANY HEALTH CARE PROVIDER** card every time you seek treatment.

Failure to abide with these conditions will result in a sanction or possible termination from the program. The card will be provided to you by your case manager. The card states the following:



12 Step Meeting Attendance

You are required to attend 12-step meetings five times per week in the first phase of the program. The time and location is your choice. We count meetings from Sunday through Saturday. It is required that you arrive to meetings on time and that you stay for the entire session. You may double up on meetings one time per week only, except for Phase III and IV. All other meetings must be done on separate days. Always remember to have your log signed by the chair person only. Signatures must be obtained on the day of the meeting. Falsification of logs will result in severe sanctions.

Please 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.

Incentives

Upon the recommendation of the STP Team, participants may be given rewards or incentives for compliant behavior. Common incentives are as follows: commencement ceremony, mugs, certificate of recognition, books, praise by the Judge and other team members, permission to travel.

Sanctions

The following sanctions are examples of the sanctions that can be imposed by the STP Judge. The Judge is not limited to these sanctions. The Judge has the discretion to apply sanctions as found suitable. Sanctions may include: increased supervision, community service, Jail Alternative Work Service (JAWS), electronic monitoring, journaling, increased time in phase, verbal or written apologies, essays, increased testing, curfew, loss of driving privileges, jail sentence and termination from program.

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 surveillance officer's requests.

Home visits will be conducted in a professional and discreet manner so as to not draw attention, to neighbors and house guests, of your participation in the program. Court vehicles are unmarked and the surveillance officer will be dressed in plain clothing, not indicating affiliation with a court or police agency.

Home visits will serve as a way for the team 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.

STP participants MAY NOT frequent casinos.

- 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 door bell, or knock on the door, when the surveillance officer arrives. Failure to answer will result in a curfew violation.
- Your house, vehicle, and person may be subject to search without a warrant for alcohol and other illegal substances.
- If you are not home when a surveillance officer comes to your home, he or she will leave a business card at the front door with the date and time of their visit. You are responsible for calling that officer back and providing the following information: Name, first and last, date, and time you returned home.
- When a surveillance officer comes to your home it is expected that you will be prompt in your interactions with him or her. Please stop any ongoing conversations on the phone or in person.
- People living at your residence should be advised that even if you're not home, they will have to answer the door when the surveillance officer arrives.
- You must notify your case manager every time you do not plan to return home for the night, even if you are not on curfew.
- Everyone in your home, including yourself, is expected to be courteous and respectful to all surveillance officers reporting to your home.

58th District Court Sobriety Treatment Program

ALCOHOL AND DRUG TESTING

All drug and alcohol testing will take place at the Holland Court, or as directed. You must receive prior approval from your case manager in order to deviate from such.

Drug and alcohol testing is conducted from 8am to 10am and 2:30pm to 4:30pm Monday through Friday. Testing times are subject to change. You will be notified by your case manager if there are any changes to the testing schedule.

Drug testing is conducted on a random basis. Please be prepared to provide a urine sample on each occasion on which you report.

If you have to work earlier than the normal testing hours, you must receive prior approval to test early from your case manager. You must also provide written documentation from your employer, which accurately and completely reflects your schedule. If you do not receive prior approval to test early, you will face a sanction for not reporting to the Court as directed.

Dilute urine samples will be viewed as a deliberate attempt to beat the drug test. If you submit a dilute urine sample, you will be sanctioned. In order for a sample to be considered valid, it must have a Creatinine level of <20 mg/dl. You may not use or consume any Creatinine supplements.

You will be expected to provide enough urine to fill at least half of the specimen cup. You may not take any opiate based pain relievers without notifying the Court, even if they are prescribed by a doctor. It is your responsibility to inform your doctor of your restrictions. Consuming poppy seeds may result in a positive test for opiates, therefore you may not consume them.

You have been ordered not to consume alcohol. You are responsible for ensuring that alcohol does not enter the body. You may not consume any foods in which alcohol is an ingredient. Contrary to common belief, 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. A positive PBT will result in a sanction, whether the positive PBT resulted from consuming alcoholic beverages, or not.

If you are late for testing, or have a positive PBT, on a day that you report at a location different from the Court, you must appear at the Court on the next day that it is open and inform the person conducting the testing of the occurrence. Failure to do so will result in a missed PBT or ETG Test. This will result in a sanction and will affect your documented days of sobriety.

Please be advised that drug testing will not occur en masse. The door to the drug testing room will remain closed. Please form an orderly line in the probation lobby. Do not try to enter the drug testing room without having been directed to do so.

You must save your PBT tubes. There will be a \$1 fee for each additional tube. You must always bring a picture ID with you and your testing log when you report for testing.

Program

Phase I - Minimum 15 Weeks	Phase II - Minimum 15 Weeks	Phase III- Minimum 20 Weeks	Phase IV- Minimum 20 Weeks
<ul style="list-style-type: none"> • Random alcohol and drug testing. • Testing in vehicle as directed. • Contact with case manager as directed • Attendance at review hearings every other week • Minimum 5 12-step meetings • Obtain sponsor • Attend substance abuse counseling 1-2 times per week • Random home visits • Curfew 12am-5am • Seek and maintain employment or 20 hours of community service. • Payment of treatment costs or court fees • At least 90 days of sobriety 	<ul style="list-style-type: none"> • Random alcohol and drug testing. • Testing in vehicle as directed. • Contact with case manager as directed • Attendance at review hearings every other week • Minimum 4 12-step meetings • Maintain relationship with sponsor • Continue substance abuse counseling • Random home visits • Must seek permission from case manager to be out past midnight. • Maintain employment • Payment toward court fines and costs • Full payment of treatment costs • At least 90 days of sobriety 	<ul style="list-style-type: none"> • Random alcohol and drug testing as directed. • Testing in vehicle as directed. • Contact with case manager as directed. • Attendance at review hearings every other week • Minimum 4 12-step meetings • Monthly attendance at review hearings • Minimum 3 12-step meetings • Continue substance abuse counseling a minimum of one time per month. • Maintain relationship with sponsor • Maintain employment • Full payment of court fines and costs • Full payment of treatment costs • Random home visits • Must seek permission from case manager to be out past midnight. 	<ul style="list-style-type: none"> • Random alcohol and drug testing as directed. • Testing in vehicle as directed. • Contact with case manager as directed • Monthly attendance at review hearings • Attend a Give-and-Take session • Minimum 3 12 step meetings • Maintain relationship with sponsor • Continue substance abuse counseling a minimum of one time per month. • Random home visits • Must seek permission from case manager to be out past midnight. • Full payment of program fees (\$1,680) • Full payment of treatment costs • 8 hrs of self-directed community service • Written narrative for Commencement !!! • At least 90 days of sobriety.

Restricted License Incentive

You may be eligible for your restricted license once equipped with the Ignition Interlock and after a minimum of 45 days in the Sobriety Treatment Program (STP). Having the license is a privilege and is not guaranteed simply by eligibility and time in the program; the STP team's discretion will be exercised in granting the restricted license. Also, some participants are not eligible for their restricted license because of prior driving offenses, outstanding responsibility fees or other potential setbacks. You can ask your case manager to run LEIN to see if you are eligible.

- * You must test in your vehicle as directed.
- ** Downloading is required bi-monthly by the Secretary of State.
- *** Those participants who choose not to have an ignition interlock installed, or don't qualify for a restricted license, will be subject to having their vehicle immobilized per state law.

Process for Ignition Interlock Restricted License

Upon approval from the Judge to proceed with your restricted license, your case manager will give you a referral to have the device installed. You are responsible for having someone drive you to that appointment and home, as you will not yet have your restricted license. Second, you will provide verification of installation to your case manager so he or she can fill out the necessary paperwork and provide that to the Secretary of State. Within a week, or two, you will receive notification of your approved license. The Secretary of State must have your current address in order for you to receive mail from them. You may not drive prior to receiving the notice in the mail.

Please remember that a restricted license is a *restricted* license. The Court can, and will, monitor driving on a regular basis in order to verify compliance. You will be subject to a sanction, including losing your driving privileges, if found to be in violation of your restrictions.

Michigan's Ignition Interlock Bill
MCLA 257.304 (4) A restricted license issued under subsection (1) permits the person to whom it is issued to operate only the vehicle 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 of the following locations:

THE PERSON'S RESIDENCE

THE PERSON'S WORK LOCATION

IN THE COURSE OF THE PERSON'S EMPLOYMENT OR OCCUPATION, AS LONG AS A COMMERCIAL DRIVER'S LICENSE IS NOT REQUIRED

ALCOHOL, DRUG OR MENTAL HEALTH EDUCATION AND TREATMENT AS ORDERED BY THE COURT

AA/NA OR OTHER COURT ORDERED SELF HELP PROGRAMS

COURT HEARINGS AND PROBATION APPOINTMENTS, DRUG AND ALCOHOL TESTING

COURT ORDERED COMMUNITY SERVICE

AN EDUCATIONAL INSTITUTION AT WHICH THE PERSON IS ENROLLED AS A STUDENT

IGNITION INTERLOCK SERVICE PROVIDER LOCATION AS REQUIRED

A PLACE OF REGULARLY OCCURRING MEDICAL TREATMENT, FOR A SERIOUS CONDITION OR FOR A MEDICAL EMERGENCY,
FOR THE PERSON OR A MEMBER OF THE PERSON'S HOUSEHOLD OR IMMEDIATE FAMILY .

Ignition Interlock Operating Tips

It is extremely important to follow instructions given to you by the ignition interlock company. Failure to do so will result in violation reports that are sent to the Secretary of State, which can, and will, result in the termination of your driving privileges. In addition, fees will be imposed by the ignition interlock company for reports that have to be generated as a result of your failure to follow instructions.

Do not use or consume any products containing alcohol before taking a test. The interlock will detect any form of alcohol on you and inside the vehicle. You will not fail a test unless alcohol is present.

The following products contain alcohol:

- Hand Sanitizer
- Windshield Washer Fluid
- Cleaning Products, Windex, Armorall, Baby Wipes
- Cologne, Perfume, Deodorant Sprays, Air Fresheners
- Cosmetic Removers
- Lotion, Sunscreen
- Insecticides, Bug Spray
- Chapstick, Lip balm
- Gum, Mints
- Mouthwash, Toothpaste
- Cough Syrup
- Energy Drinks, Power Bars Containing Sorbitol, or Sugar Alcohol
- Food Containing Sorbitol or Sugar Alcohol



Check labels prior to use if you're unsure if the product contains alcohol. Sugar alcohol can also be called any of the following names:

Sorbitol, Glucitol, Glycol, Glycerol, Erythritol, Threitol, Arabitol, Xylitol, Ribitol, Mannitol, Dulcitol, Iditol, Isomalt, Maltitol, Lactitol, Polyglycerol.

The interlock will detect alcohol from any of these substances and can cause a failed test. If you fail a test as a result of one of these products, make sure you pass within the allotted times, otherwise it will be considered a drinking violation.

Again, the Secretary of State will take away your driving privileges if you fail to comply with the instructions set forth by the ignition interlock company. In addition, you will accrue fees from the ignition interlock company as a result of reports that have to be generated for the Secretary of State.

Your license will be revoked after 9 start-up failures and after any missed rolling-retests.

Getting Gas

The proper approach is to get gas on the most direct route while driving under the terms of your license. You could reasonably divert one block of your direct line of lawful travel, but you can not drive several blocks out of the way, so as to get a better price of gas.

Changing Vehicles

You must notify your case manager and the ignition interlock company prior to switching the ignition interlock to another vehicle. Please note that if switching vehicles you must do the transfer within seven days. Owning a vehicle without an ignition interlock device for more than seven days will be subject to severe penalties, including revocation of your license. Your license will be immediately revoked should you be found driving a vehicle with out an ignition interlock.

Change of Interlock Providers

You must seek permission from your case manager before attempting to change interlock providers. If approved, you must submit a cover letter to the Secretary of State explaining the reason for the change. You must also submit the new installation certificate to the Secretary of State by fax: 517-335-2190. The documentation should be sent to the attention of Mary Rademacher. You must make the notification within 7 days or you will lose your driving privileges.

Battery Jump Start

You must contact the ignition interlock company prior to any jump start. Documentation must be sent to the ignition interlock company. The ignition interlock company will send it to the Secretary of State as part of the normal process. You must provide a sample immediately following the jump start. Please be advised to not let the vehicle sit all weekend, especially in the winter, so as to insure that the battery is properly charged.

New Alcohol or Drug Related Offenses

The statute creating the DWI/Sobriety Court Ignition Interlock program is quite specific that when a participant is CHARGED (not convicted) with a new offense, that the Court must inform the Secretary of State and the restricted license will be immediately revoked.

Removing Ignition Interlocks

You may not remove the ignition interlock from your vehicle upon completion of the program. If so, you will be subject to severe penalties from the Secretary of State. You are not entitled to an unrestricted license until it has been granted by the Secretary of State.

Common Ignition Interlock Violations

Common violations of the interlock device are listed, but this is not exhaustive. You are responsible for all interlock violations.

- Never leave your vehicle running and unattended, even momentarily. If you fail to provide a rolling re-test of any reason, it is a major violation of the interlock device. Your revocation/denial will be reinstated and you will lose your license.
- Never exit your vehicle without first making sure that a rolling re-test has not been requested. Arrive at your destination, physically look at the interlock device, and then turn off the ignition. You should look at the device again before exiting. Do not turn your vehicle off after a rolling re-test has been requested without providing a breath sample within the allotted five minute time frame. Doing so is a major violation. Your revocation/denial will be reinstated and you will lose your license.
- Regularly start your vehicle even if it is not being driven to ensure that the battery remains charged.
- You and/or a repair facility must contact the interlock company before making any repairs to your vehicle. Provide notice to the interlock company the type of repairs and the dates they are scheduled to be completed.
- Obtain documentation (eligible, dated, and signed receipts) for any repairs done to your vehicle. This includes tow receipts and receipts from auto parts stores. These receipts and a letter of explanation that is notarized, dated, and signed by you should be sent to the interlock company immediately after repairs are completed.
- Limit the people who have access to your vehicle. You are responsible for all violations of the interlock device. Action will be taken against you if another individual misses a re-test, provides a breath sample with a BAC, or otherwise violates the interlock device.

Driver Responsibility Fee

The Secretary of State will allow a Sobriety Court participant equipped with the Interlock to hold off on paying their driver responsibility fees. The fees are not waived; rather, the collection of the fees will be put into abeyance (suspension) during their time in the program. However, you are encouraged to make consistent payments in order to avoid driving sanctions upon completion of the program.

Termination From the 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 tests
- Altered drug test
- Positive Alcohol Test
- Demonstrating a lack of program response by failing to cooperate with the case manager or treatment program
- Violence or threat of violence directed at 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 will move from the structured STP to traditional probation.

The STP commencement is recognized as a very important event. Your loved ones are invited to join you for the commencement ceremony.

Give & Take Sessions

You will attend a Give & Take session once you're in phase IV of the program. This is an opportunity for you to provide feedback to the Judge, and case manager, about your experience in the program. Lunch will be provided.

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 your case manager informed of any changes in address or phone number.

Conclusion

The goal of the Ottawa County Sobriety Treatment 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. To succeed, you must be motivated to make this commitment to a drug and alcohol free life.

One day at a time...

Important Phone Numbers

58th District Court	616-392-6991
Probation Department	616-392-6994
Community Service Department	616-355-4328
Sobriety Court Coordinator, Alma Valenzuela	616-355-4314
Case Manager, Leticia Gonzalez	616-355-4352
Case Manager, Kevin Rahn	616-355-4348
Surveillance Officers (Jessica or Natalie)	616-836-7886
Encourage Counseling, LLC	616-396-6285
West Shore Counseling Services	616-355-3000
Pathways, MI	616-396-2301
Ottagan Addiction Rehabilitation Inc	616-396-5284
Center for Women in Transition	616-355-9744
Community Action House	
345 W 14th Street	616-392-7768
665 136th Ave 616	616-738-1170
70x7	616-796-0685
Holland City Mission	616-820-0281
Macatawa Area Express (MAX)	616-355-1010

Communication

All concerns and questions should be addressed with your primary case manager.

Leticia Gonzalez -616-355-4352 / Kevin Rahn 616-355-4348

If your case manager is not available to answer questions that need immediate attention, contact the second case manager (Leticia/Kevin). Please note that issues that do not need immediate attention will not be addressed until your case manager has an opportunity to review the issue at hand.