



# Recovery Court

Participant Handbook

# Honorable Jeffrey O'Hara

Welcome to the 63<sup>rd</sup> District Recovery Court. This participant handbook is designed to answer your questions and provide an overview of the Recovery Court requirements for successful completion. 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 your probation officer and treatment team. We are happy to welcome you into the program and wish you every success in your recovery.

Please read this handbook carefully. It is your responsibility to be familiar with its contents. We encourage you to share this information with your family and friends who support your recovery. The information in this handbook may change from time to time, without prior notice, and should not be considered a binding agreement between you and the Recovery Court.



THIS JOURNEY IS NOT ONLY ABOUT SOBRIETY,  
IT IS ABOUT A LIFE OF RECOVERY.

HON. JEFFREY J. O'HARA



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**Be honest, try,  
and never give up.**

# Welcome

## MISSION

The 63<sup>rd</sup> District Court is a county funded institution committed to the prompt, courteous and fair dispensation of justice. The mission of Recovery Court is to provide a treatment focused approach to traditional criminal justice case processing. This evidence-based program provides an individualized treatment plan and sanctions to encourage compliance and accountability. This results in a reduction of addictive and criminal behaviors allowing participants to sustain a healthy lifestyle.

## BASICS

This handbook describes the Recovery Court program, expectations for you, and requirements for successful completion of the program and in your recovery. Recovery Court has five phases and takes approximately two years to complete.

You have been accepted into Recovery Court because of your prior encounters with police and your substance use history. Recovery Court is an opportunity for you to participate in an intensive supervision program to receive substance use disorder treatment instead of going to jail or prison. Recovery Court requirements will provide the tools and resources you need to maintain a healthy, drug-free lifestyle. Recovery Court is NOT a gateway to avoid your criminal charge. It is a treatment court that provides compassion with accountability.

## SUPPORT TEAM

The Recovery Court team is your support system during the program. The team discusses program rules, participant progress, incentives, and sanctions prior to each review hearing.

### JUDGE

Provides leadership for the Recovery Court program and oversees review hearings.

### PROSECUTING ATTORNEY

Assists in reviewing cases for eligibility.

### DEFENSE ATTORNEY

Explains and protects the participant's legal rights.

### PROBATION OFFICER

Provides social service supports to participants, monitors participant progress, and facilitates drug and alcohol testing.

### TREATMENT PROVIDER

Provides participant's substance use and mental health treatment.

### PEER RECOVERY COACH

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

### SURVEILLANCE OFFICER

Conducts home visits to ensure program compliance.

# Program Conditions

## REPORTING TO YOUR PROBATION OFFICER

Your probation officer will help answer any questions or concerns that you have while you are participating in Recovery Court. Your probation officer will monitor your performance, report your progress to the Recovery Court team, and work with outside agencies to help you succeed in the program and in your recovery. You must meet with your probation officer and bring required documentation as directed.

## GRADUATION

A celebration of your recovery, your accomplishments, and your successful completion of the program. We will reflect on your journey to success and you will be able to tell us about your new way of life. Your probation officer will work closely with you to determine your graduation date. To graduate the program you must:

- Complete all 5 phase requirements
- Have at least 90 consecutive days of sobriety
- Pay your Recovery Court fees in full

## TERMINATION

Participant termination occurs at the discretion of the Judge. Reasons include, but are not limited to: being convicted of a new felony offense, a scolding, forgery, or a pattern of non-compliance with the expectations and requirements of the Recovery Court program.

Recovery Court allows participation for up to 24 months. If at this time, you have not completed the requirements to graduate, your continuation of the program will be evaluated and you could be administratively discharged.

## REVIEW HEARINGS

As a Recovery Court 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 bench warrant and the possibility of detention in jail until you can appear before the Judge.

Review hearings will take place at the 63<sup>rd</sup> District Court and a notice will be mailed to you with the date and time to appear. The Judge will ask you questions and you should be honest with all the answers. Honesty is important in the determination of sanctions.

## COMMUNITY SERVICE/WORK CREW

You may be ordered to do community service hours or work crew hours as part of your sentencing requirements. Your probation officer will help coordinate this.

Starting in Phase 2, if you are not gainfully employed (if applicable), you will be required to do a minimum of 6 hours/week of community service or work crew until employed at least 20 hours/week. This will be verified. You will receive a rate of \$10.00/hour to be applied to your waivable fee balance for any community service or work crew hours that are completed.

If you are on disability or unable to work, you may still be required to do some volunteer work within your restrictions.

If community service or work crew is ordered by the judge as a sanction, your probation officer will explain more details.

RECOVERY IS NOT FOR PEOPLE WHO NEED IT,  
IT IS FOR PEOPLE WHO WANT IT.

ANONYMOUS

## HOME VISITS

Surveillance officers and Recovery Court team members may conduct random home checks at your residence. This may take place at random times during the day or night throughout the entire duration of the program.

Surveillance officers and team members will be using unmarked vehicles and will be dressed in plain clothes. Home visits are conducted discreetly. Please comply with their requests.

### Expectations for your Home Visits

- Your residence should be alcohol and drug free.
- Submit to a PBT if asked. Failing to test will be treated as a positive test. If you test positive, be honest and cooperative with the surveillance officer/team member.
- Your house/vehicle/person may be searched without a warrant.
- Be prompt in your interaction; the visit will only take a few minutes.
- If you are not home, they may leave a business card at the door; you must call back the next business day.
- If you receive a phone call, answer the phone or return the call and provide the information requested. The officer or team member may come to other locations.
- We encourage everyone in your home to be courteous and respectful to the surveillance officer and team members.
- Notify the Recovery Court team of any changes in your contact information within 24 hours



## FINES & COSTS

Fee for participation in the Recovery Court program is \$1,000.00. In general, drug testing costs are included in your program fee. Additional costs may be associated with higher level testing protocols.



Money owed may include (but is not limited to):

- Fines/costs
- Restitution paid to the 63<sup>rd</sup> District Court
- Treatment paid to treatment agencies
- Positive drug/alcohol test confirmation testing

How to Pay:

- In person at the 63<sup>rd</sup> District Court
- Mail: name/date of birth/case number required
- <https://www.accesskent.com/D63Payments/>

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

## SANCTIONS

Sanctions are consequences given to participants who either omit a specific action (ex. missing a drug test, consistently missing treatment appointments) or engage in behaviors that are contrary to their recovery (ex. using drugs/alcohol, failing to appear for court review sessions and/or probation appointments). Ultimately, it is up to the Judge (with input from the Recovery Court team) to decide on what sanction should be administered and examples include:

- |                              |                                |                            |
|------------------------------|--------------------------------|----------------------------|
| ▪ Community service          | ▪ Curfew                       | ▪ Phase demotion/extension |
| ▪ Work Crew                  | ▪ Verbal warning from Judge    | ▪ Letter of apology        |
| ▪ Drug testing increase      | ▪ Court appearances            | ▪ Support meeting increase |
| ▪ Home detention (tether)    | ▪ Probation reporting increase | ▪ Jail                     |
| ▪ Driving privileges removed | ▪ Writing assignments          |                            |

## INCENTIVES

Incentives are a reward for meeting a program requirement and examples include:

- |                          |                                 |                   |
|--------------------------|---------------------------------|-------------------|
| ▪ Applause               | ▪ Community service credit      | ▪ Books           |
| ▪ Uber/Lyft credits      | ▪ Court appearances decreased   | ▪ Fuel cards      |
| ▪ Drug testing decreased | ▪ Gift drawings entry           | ▪ Recovery coins  |
| ▪ Early graduation       | ▪ Early promotion of phase      | ▪ Judicial praise |
| ▪ Handshake from Judge   | ▪ Probation reporting decreased | ▪ Bus tokens      |

THE SECRET  
OF CHANGE  
IS TO FOCUS  
ALL OF YOUR  
ENERGY NOT  
ON FIGHTING  
THE OLD, BUT  
ON BUILDING  
THE NEW.

SOCRATES

## TIPS TO BE SUCCESSFUL

### Contact Probation Officer

If the probation officer/case manager is not available when you call, leave a message on their voicemail. Leave your name, and phone number.

### Use A Calendar

Write your report days and program appointments on a calendar. Your Probation officer will provide you with a planner.

### Recovery Support Meetings

You must attend live meetings each week. You will be provided recovery related activities each week. Please do not double up your meetings on one day. If you have questions/concerns about meetings contact your probation officer.

### Communication

Discuss your concerns and goals with your Probation Officer. We have resource information available and want to work with you. Do not hesitate to call with questions/concerns.

### Alcohol/Drug Testing

If you think you are going to fail or miss a test, contact your probation officer immediately. If you have a remote testing device, take it with you wherever you go. You never know what could delay you from being on time. If you miss a test, get to a testing agency right away. It is better to have a late test documented than no test at all.

# Five Phases

REQUIREMENTS	PHASE 1 CHOICE 12 weeks minimum	PHASE 2 CHANCE 16 weeks minimum	PHASE 3 CHANGE 16 weeks minimum	PHASE 4 ACTION 16 weeks minimum	PHASE 5 MAINTENANCE 12 weeks minimum
Random alcohol & drug testing	Yes	Yes	Yes	Yes	Yes
Random home visits	Yes	Yes	Yes	Yes	Yes
Attend review hearings	Biweekly	Biweekly	Biweekly	1x month	1x month
Report to probation officer as directed	Yes	Yes	Yes	Yes	Yes
Recovery support activities	5x week minimum	5x week minimum	3x week minimum	2x week minimum	2x week minimum
Treatment plan as directed	Establish	Continue	Continue		
Relapse prevention plan				Implement	
Payment plan with the court	Establish	Payments	Payments	Payments	Paid in Full
Days of sobriety (minimum)	14 days	30 days	45 days	60 days	90 days
Employment/school		Obtain	Maintain	Maintain	Maintain
Community service			Begin	Continue	Complete

IF YOU WANT TO CHANGE THE WORLD,  
START OFF BY MAKING YOUR BED.

WILLIAM MCRAVEN, UNITED STATES NAVY ADMIRAL

## PROGRAM RULES

Arrive 5-10 minutes early for review hearings.

Use the restroom prior to review hearings begin.

Turn off all cell phones and electronic devices.

Address the Judge with respect.

Bring your recovery support meetings attendance sheet and other paperwork as ordered by the Judge or other members of the team.

Participants are encouraged to bring family members or support group to review hearings

Remain in the courtroom until dismissed by the Judge.

Dress appropriately for court. **HATS ARE NOT** permitted to be worn in court.

**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.

## COURTROOM RULES

**DO NOT** use or possess alcohol, marijuana, or other illegal controlled substances.

Report on time to your probation officer.  
Comply with all conditions of probation as ordered.

Attend all ordered treatment sessions.

Be on time for appointments and Recovery Court sessions.

**DO NOT** engage in any assaultive, threatening, or intimidating behavior.

While in Recovery Court, cohabitation or intimate relationships with other participants will **NOT** be allowed.

You must comply with the drug testing policy and procedures.

**DO NOT** associate with anyone engaged in criminal behavior.

You **MUST** attend the entire Recovery Court review hearing and remain seated.

Inform your probation officer immediately if you encounter law enforcement.

You **MUST** notify your probation officer immediately (in writing) of any change in your residence or phone number.

You **MUST** notify your probation officer immediately (in writing) of any changes to your prescription medications.

You **MUST** live in an alcohol and drug free residence.

Submit to a search of your person, property, residence, vehicle, and/or personal effects at the request of the court or your probation officer.

# Drug & Alcohol Testing

## AVOIDING “FALSE” POSITIVE RESULTS

Some alcohol-based substances, over-the-counter medications, and certain foods may cause a “positive” test result. If you ingest or expose yourself to these substances, a positive test could result in a sanction. It is your responsibility to avoid or limit your exposure to these substances. You **MUST** notify your probation officer before using any new prescribed medications and/or if you have exposure to these substances. You **MUST** read all ingredient labels prior to consumption.

## TESTING SANCTIONS

A missed test or failing to submit a test is considered a **POSITIVE** test and may result in a sanction. Diluting or attempting to alter a urine sample is considered a **POSITIVE** test and may result in a sanction.

If you test positive and deny use, your urine sample may be sent for lab confirmation. If lab results are positive, you will be sanctioned and ordered to pay for the cost of the confirmation test.

## TESTING LOCATIONS

Recovery Court performs all drug/alcohol testing in the probation department at 63<sup>rd</sup> District Court. No other drug/alcohol testing location (including other treatment facilities, Med Centers, or home tests) will be accepted without prior approval from your probation officer.

## SUBSTANCES

Substance examples include but are NOT limited to:

- Cold & cough syrup
- NyQuil, Robitussin, Tylenol Cold
- Mouthwash & breath strips
- Plax, Scope, Oral-B, Listerine
- Hygiene products, facial, hairspray, astringents, cologne/perfume, aftershave
- Purell hand sanitizer
- Any beverage claiming to be non-alcoholic
- Skin exposure to solvents and lacquers
- Foods containing poppy seeds
- Benadryl, Sudafed, Actifed, Nyquil, Unisom, Tylenol PM, Advil PM Allergy medications, and sleep aids containing Diphenhydramine HCL, Pseudoephedrine, or Ephedrine
- Naturally occurring mood altering or hallucinogenic substances
- Salvia, Morning Glory seeds
- Dietary supplements or vitamins
- Weight loss aids
- Creatine, Hydroxycut, ephedra based products, CBD oil

## WHO

### WHO MANAGES TESTING?

How often you test will be determined by your phase or need for accountability. Testing and confirmation tests are scientifically reliable.

## WHAT

### WHAT IS TESTED?

You will be tested for drugs & alcohol through urine and/or PBT tests.

## WHERE

### WHERE TO TEST?

Testing is facilitated at 63<sup>rd</sup> District Court, probation department, or as directed by your probation officer.

## WHEN

### WHEN TO TEST?

Testing occurs frequently; randomly scheduled and observed by probation or court staff. Ask your probation officer for further instruction.

## WHY

### WHY TEST?

Testing is a tool for accountability and progress in your sobriety.

# Medication

## PRESCRIPTIONS

Upon entering the Recovery Court program, you will be asked to report all current, new, changed prescriptions. You are encouraged to inform your physician(s) of your participation in Recovery Court, and to seek non-narcotic medications. You must inform your probation officer and/or Recovery Coach of ALL emergency visits, scheduled surgeries, post-operative care and doctor visits. If any of these visits cause you to miss drug testing, an appointment, or a court review hearing, you must provide medical documentation to your probation officer prior to your next court review hearing. Failure to turn in the paperwork in a timely manner may cause you to be unexcused.

**THE 63<sup>RD</sup> DISTRICT COURT USES THE MICHIGAN AUTOMATED PRESCRIPTION SYSTEM (MAPS) TO MONITOR PRESCRIBED & CONTROLLED MEDICATIONS.**

## MEDICATIONS TO AVOID TAKING

### **Benzodiazepines and Other Tranquilizers**

Valium, Librium, Librax, Limbitrol, Tranzene, Dalmane, Serax, Xanax, Klonopin, Halcion, Ativan, Versid, Miltown, Equanil, Equagesic, Soma, Buspirone, etc.

### **Barbiturates and Other Sedatives**

Phenobarbital, Nembutal, Seconal, Fiorinal, Esgic, Donnatal, Doriden, Plavaryl, Chloral Hydrate, Ambien, Sonata, etc.

### **Narcotics**

Morphine, Demerol, Dilaudid, Dolophine (methadone), Percodan, Duragesic (fentanyl), Tylox, Synalgos-DC, Codeine (Tylenol #3, etc.), Talwin, Wygesis, Vicodin, Lortab, Lorcet, Nabin, Oxycontin, Oxycodone, Stadol, Ultram or Tramadol, etc.

### **Amphetamines and Other Stimulants**

Dexedrine, Benzedrine, Fastin, Ionamin, Tenuate, ephedrine, Ritalin, Cylert, or Adderall

### **Decongestants or Weight-control**

Preparations containing Ephedrine, Pseudoephedrine, or Phenylpropanolamine

## ACCEPTABLE MEDICATIONS

Aspirin, Tylenol, Non-Steroidal Anti-Inflammatory drugs (Motrin, Advil), and antibiotics are usually acceptable medications if used as directed

## MEDICATION ASSISTED TREATMENT

You may be evaluated for MAT at your request. Any FDA approved medication for the treatment of substance use disorders is allowable. Common types of MAT are Methadone, Buprenorphine (Suboxone), Naltrexone (Vivitrol), Zubsolve and Sublocade.



# Travel & Transportation

## OVERNIGHTS & OUT-OF-STATE TRAVEL

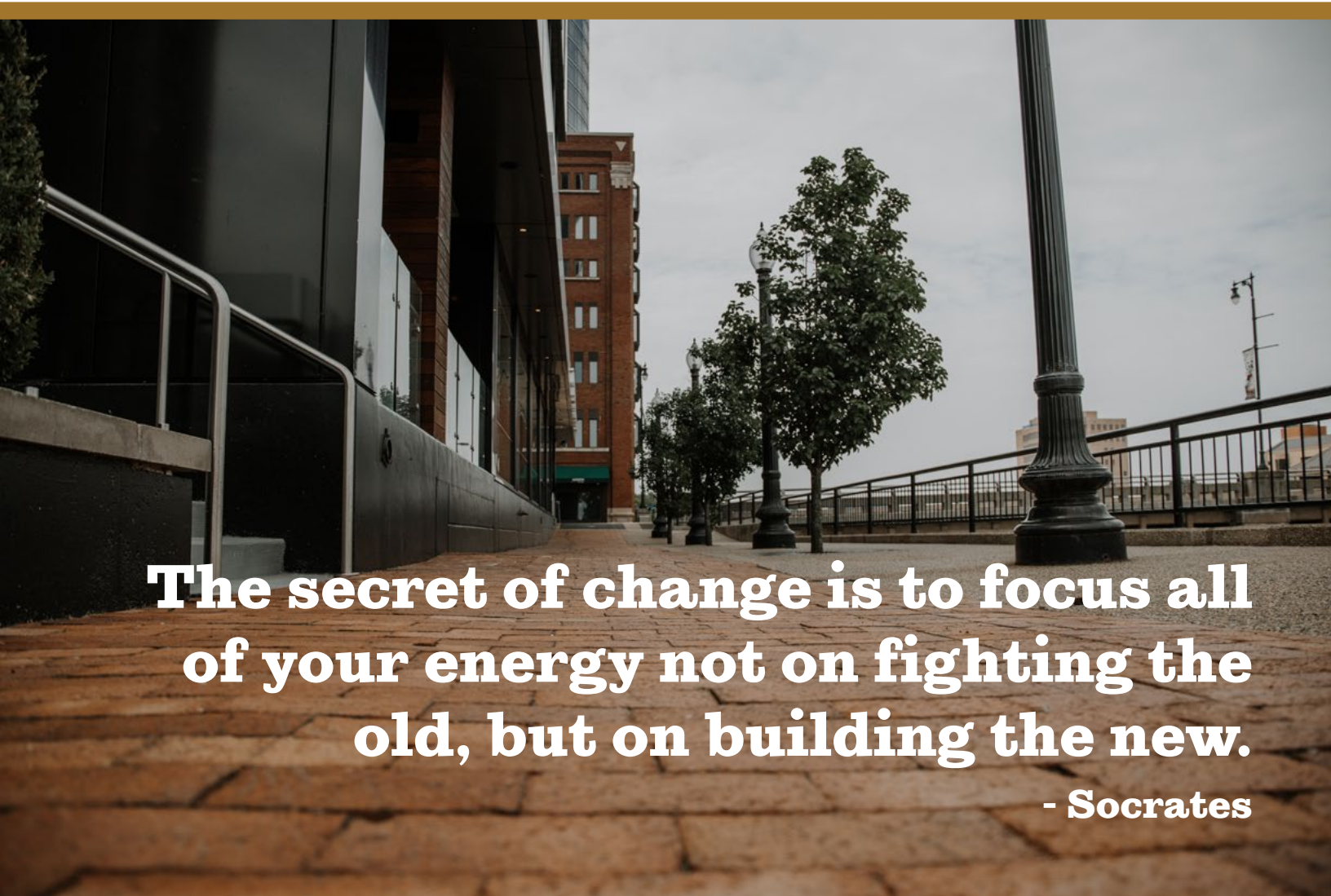
Requests for staying away from home or traveling out-of-state will be considered on a case-by-case basis.

If you are approved to travel or stay away from home you will still be expected to participate in random drug and alcohol testing at your normal location or other approved site. While you are away, you will also have to provide information to staff about the person hosting you.

## TRANSPORTATION

Based on your criminal record, your driver's license may be suspended or revoked. Lack of transportation is not an acceptable excuse for missing appointments and should be considered upon entering the program. You may receive a sanction for being caught driving on a suspended or revoked license.

The Recovery Court understands that meeting your requirements without being able to drive may be difficult and has several ways to help. Ask your probation officer for details.



**The secret of change is to focus all of your energy not on fighting the old, but on building the new.**

**- Socrates**

# Support & Recovery

## MENTAL HEALTH TREATMENT

Substance use treatment is important. It provides support and education for your recovery. The Recovery Court program partners with many treatment agencies in the community. The Recovery Court team will determine the treatment agency that best fits your needs. Treatment may include but is not limited to: short term residential, long term residential, intensive outpatient (IOP), MAT, group therapy and mental health services. Participants may pay the cost of their treatment if not covered by insurance. The Recovery Court program may offer help with costs if eligible and appropriate.

## CERTIFIED PEER RECOVERY COACH

A Certified Peer Recovery Coach (CPRC) is a person in long-term recovery from substance abuse. Your coach is a role model, mentor, advocate and motivator to assist you in being successful in Recovery Court and in your recovery.

### A CPRC will:

- Assist you to develop a personal plan for recovery
- Help identify and remove barriers to your recovery
- Provide support to you and your family to promote recovery
- Connect you to community resources
- Assist in your case management needs

These meetings will last around 30-90 minutes. At minimum you will meet with the recovery coach bi-weekly. This may change on a case-by-case basis.



A CERTIFIED PEER RECOVERY COACH IS A PARTNER  
ON YOUR JOURNEY TO RECOVERY.



## RECOVERY SUPPORT MEETINGS

Recovery support meetings are peer led groups, such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and SMART Recovery, but also may include Celebrate Recovery (faith based) or attendance at community events that promote recovery.

Meetings with your therapist/IOP/Group are not considered a recovery support meeting.

Choose the meeting time and location that works best for you! Try a few different meetings to see which options interest you and then try to attend them consistently. You will get to know people and they will get to know you. Use the “Recovery Support Attendance Sheet,” to record your meetings. Periodic checks will be made on your meeting attendance. Signatures must be obtained on the day of the meeting and must only be signed by the chair person. Falsification of logs will result in severe sanctions.

The following recommendations apply to recovery support meetings:

1. Record meetings on the attendance sheet; you **MUST** bring & turn in at review hearings.
2. Attend meetings weekly/daily; do **NOT** attend 1 meeting in a week followed by 7 the next week.
3. If you are short meetings at your review hearing they **MUST** be made up by the next hearing.
4. You will be assigned a minimum number of meetings to attend per week dependent on your phase and progress.
5. Sanctions may be imposed if the above are not followed.



# 63rd District Court

1950 E. Beltline Ave NE | Grand Rapids, MI 49525