

# **LENAWEE COUNTY ADULT DRUG TREATMENT COURT**

## ***PARTICIPANT HANDBOOK***



**39<sup>th</sup> Judicial Circuit Court  
Lenawee County**

*425 N. Main Street  
Adrian, Michigan 49221*

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# WELCOME

Welcome to the Lenawee County Adult Drug Treatment Court (LCADTC).

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

“It is my sincere hope that you will find the supervision and attention you need to be successful. The LCADTC is an effective treatment program designed to keep you out of jail/prison. The Team will give you the skills and support necessary to be drug free, employed and proud of your strength and accomplishment. You can be proud of yourself...a gift you give yourself.”

We look forward to supporting you in your recovery.

Sincerely,

*Margaret M. S. Noe*

Honorable Margaret M. S. Noe  
Presiding Judge  
Lenawee County Adult Drug Treatment Court

# THE BASICS

## WHAT

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

The LCADTC has five phases and takes a minimum of 1 ¾ years (88 weeks) to complete.

## WHO

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

## HOW

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

## WHY

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LCADTC 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

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The LCADTC combines court supervision with substance use treatment and is made up of members from the criminal justice system and substance use treatment agencies.

## HOW

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The LCADTC 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

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### **Judge**

Provides leadership for the LCADTC; oversees review hearings.

### **Coordinator**

Manages LCADTC operations; brings new people into the LCADTC.

### **Case Manager**

Provides social service support to participants, monitors participant progress, brings new people into the LCADTC.

### **Peer Recovery Coaches**

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

### **Probation Agents**

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 12 WEEKS

- Random drug and alcohol testing - *3 times per week*
- Bi-weekly review hearings - *Thursday 9-11 am at Circuit Court*
- Must follow all treatment recommendations
- Report to Probation Agent & Case Manager - *Weekly; or as ordered*
- Meet with Recovery Coach - *Weekly; or as ordered*
- Attend Recovery Support Meetings - *Minimum 90 meetings in 90 days; seek a sponsor*
- Random home checks - *Day and evening*
- Sobriety Days - *14 days minimum*
- Curfew 10pm to 7am

## PHASE TWO MINIMUM 20 WEEKS

- Random drug and alcohol testing - *3 times per week*
- Bi-weekly review hearings - *Thursday 9-11 am at Circuit Court*
- Must follow all treatment recommendations
- Report to Probation Agent & Case Manager - *Weekly; or as ordered*
- Meet with Recovery Coach - *Weekly; or as ordered*
- Attend Recovery Support Meetings - *Minimum 5 meetings/week; have a sponsor*
- Random home checks - *day and evening*
- Curfew 10pm to 7am
- Seek and maintain employment - *If not, community service 20 hrs/week*
- Community Service - **Must complete 1 community service project per phase**
- Sobriety Days - *30 days minimum*

## PHASE THREE MINIMUM 20 WEEKS

- Random drug and alcohol testing - *3 times per week*
- Bi-weekly review hearings - *Thursday 9-11 am at Circuit Court.*
- Must follow all treatment recommendations
- Report to Probation Agent & Case Manager - *Bi-weekly; or as ordered*
- Meet with Recovery Coach - *Bi-weekly; or as ordered*
- Attend Recovery Support Meetings - *Minimum 3 per week*
- Random home checks - *day and evening*
- Curfew 10pm to 7am
- Seek and maintain employment - *If not, community service 20 hrs/week*
- Sobriety Days - *45 days minimum*
- Community Service - **Must complete 1 community service project per phase**

## **PHASE FOUR** MINIMUM 20 WEEKS

- Random drug and alcohol testing - *3 times per week.*
- Monthly review hearings - *Thursday 9-11 am at Circuit Court.*
- Must follow all treatment recommendations
- Report to Probation Agent - *Bi-weekly; or as ordered*
- Meet with Recovery Coach - *Bi-weekly; or as ordered*
- Attend Recovery Support Meetings - *Minimum 2 per week*
- Random home checks - *Day and evening*
- Curfew 10pm to 7 am
- Seek and maintain employment - *If not, community service 20 hrs/week*
- Meet with Case Manager - *Two times per month in person*
- Sobriety Days - *60 days minimum*
- Community Service - *Must complete 1 community service project per phase*

## **AFTERCARE (PHASE FIVE)** MINIMUM 16 WEEKS

- Random drug and alcohol testing
- Bi-weekly review hearings Phase
- Report to Probation Agent - *Monthly*
- Meet with Recovery Coach - *As ordered*
- Random home checks - *Day and evening*
- Seek and maintain employment - *If not, community service 20 hrs/week*
- Meet with Case Manager - *As ordered*
- Sobriety Days - *90 days minimum*



# REVIEW HEARINGS

## WHAT

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Participants attend court to discuss progress with the judge.

## WHEN

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Every other Thursday (please refer to schedule on last page)

Participant Support Meeting: 9:00 a.m. to 10:00 a.m.

Court Review: 10:00 a.m. to 11:00 p.m.

## WHERE

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Circuit Courtroom 1 (Judge Noe's Courtroom)

Lenawee County Courthouse

425 N. Main Street, Adrian, MI 49221

## WHO

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

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

## HOW

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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.



# COURTROOM ETIQUETTE

## DO's

- **DO ARRIVE TO REVIEW HEARINGS 5-10 MINUTES EARLY.**
- **DO GO TO THE BATHROOM BEFORE THE REVIEW HEARING BEGINS.**
- **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.**

## DON'Ts

- **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, PAJAMAS, 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

Leave review hearings early

Applause

Gift card

Promotion to the next phase

Certificate of accomplishment

Fewer appearances at review hearings

Graduation from the LCADTC

COMMON VIOLATIONS	POSSIBLE SANCTIONS
Short AA meetings; Missed treatment	Verbal warning from the Judge; Writing Assignment
Late to a program requirement	Early reporting to probation agent; Community service
Curfew violation or staying away from home	Community service or curfew
Driving without a license	Community service or curfew
Missed or positive test	Increased drug/alcohol testing; Curfew; Jail
Lying; Forging AA meetings; Unauthorized prescriptions	Jail, Writing Assignment
Repeated program violations; Absconding; New felony charge	Termination

**If you voluntarily admit drug use before testing or report other violations of program requirements, your honesty will be taken into consideration when determining sanctions.**

**YOUR HONESTY IS VERY IMPORTANT IN THE DETERMINATION OF SANCTIONS**

# DRUG & ALCOHOL TESTING

## WHY

To show your progress in your recovery.

## WHAT

You will be tested for drugs and alcohol through urine, oral 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 check facebook every morning to learn if you need to drug and alcohol test.
- If you experience problems with the phone line or internet/wi-fi, you MUST report for testing.

## WHERE

Testing may occur at the probation office, treatment agencies, your home, or elsewhere as necessary.

### TESTING SANCTIONS

A missed test or failing to submit a test is considered a positive test and will result in 24 hours jail.

Diluting or attempting to alter a urine sample is considered a positive test and will result in 48 hours jail.

If you test positive for and admit to using, you will be immediately detained for a minimum of 24 hours.

If you test positive, and deny use, your urine sample will be sent for lab confirmation. If lab results are positive, you will be detained for a minimum of 96 hours and must pay 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 probation agent and case manager before using any medications, vitamins, or dietary supplements.

<b>COLD AND COUGH SYRUP</b> & medications containing alcohol	Examples: NyQuil, Robitussin, Tylenol Cold
<b>MOUTHWASH &amp; BREATHSTRIPS</b> containing alcohol	Examples: Plax, Scope, Oral-B, Listerine
<b>HYGIENE PRODUCTS</b> containing <i>Ethyl Alcohol</i> aftershave	Examples: Purell hand sanitizer, facial Astringents, cologne/perfume,
<b>NON-ALCOHOL BEVERAGES</b> claiming to	Examples: Any type of beverage be non-alcoholic
<b>HYGIENE PRODUCTS</b> containing <i>Ethyl Alcohol</i> aftershave	Examples: Purell hand sanitizer, facial Astringents, cologne/perfume,
Skin exposure to <b>SOLVENTS &amp; LACQUERS</b>	This interferes with SCRAM
<b>ALLERGY MEDICATIONS &amp; SLEEP AIDS</b> containing Nyquil, Diphenhydramine HCL, Pseudoephedrine or Ephedrine	Examples: Benedryl, Sudafed Actified Unisom, Tylenol PM, Advil PM
Food containing <b>POPPY SEEDS</b>	Examples: Bagels, Rolls
Naturally occurring <b>MOOD ALTERING OR HALLUCINOGENIC SUBSTANCES</b>	Examples: Saliva, Morning Glory Seeds
<b>DIETARY SUPPLEMENTS, VITAMINS, WEIGHT LOSS AIDS</b> Ephedra	Examples: Creatine, Hydroxycut, Based products

# REPORTING TO YOUR PROBATION AGENT & CASE MANAGER

## WHAT

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Meeting with your probation agent and case manager.

## WHEN

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### Probation Agent

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

## HOW

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### Bring the following:

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

## CASE MANAGER

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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 LCADTC and in your recovery.

# HOME CHECKS

## WHAT

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

## WHEN

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

## HOW

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The Probation Agent vehicle may be unmarked and he/she will be dressed in plain clothes. Visits are conducted discreetly. Please comply with the probation agent'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 probation agent 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 probation agent comes to your home, he/she may leave a business card at the front door, follow the instructions given. Immediately call the probation agent when you return home leaving your name, date, and time.
- If you receive a phone call from a probation agent 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 probation agent.
- Receive approval from your probation agent before moving to a different home. Notify the Probation agent if you change your contact information (e.g. address, work hours, phone number).

# RECOVERY COACHES

## WHAT

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

## WHY

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

## HOW

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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

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

Phase 1: weekly

Phase 2: bi-weekly

Phase 3: 7 per phase

Phase 4: 5 per phase

Phase 5: 2 per phase

**A PEER 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 agent if the meeting you want to attend is approved by the LCADTC.

## 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 from your probation agent, or case manager).

### **Recovery Support Meeting Requirements Are:**

Phase 1: 1 meeting/day

Phase 2: 5 meetings/week

Phase 3: 3 meetings/week

Phase 4: 2 meetings/week

### **THE FOLLOWING RULES APPLY TO RECOVERY SUPPORT MEETINGS:**

1. Record meetings on the attendance sheet; bring it with you when reporting to your Probation Agent and turn in at review hearings.
2. Attend meetings weekly; do not attend 1 meeting in a week followed by 5 meetings the next week if your phase requires 3/week.
3. You will not receive credit for attending more than 1 meeting per day, unless approved by your probation agent.



# SUBSTANCE USE & MENTAL HEALTH TREATMENT

## WHAT

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

## WHERE

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The LCADTC currently partners with three treatment agencies:

1. Catholic Charities of Lenawee, Jackson and Hillsdale Counties
2. McCullough, Vargas and Associates
3. Parkside Family Counseling, LLC

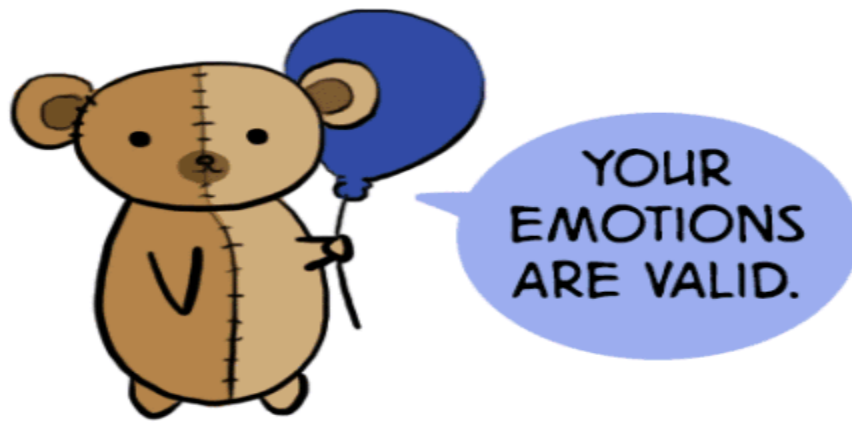
## HOW

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The Probation Agent, Lenawee Community Mental Health and you will determine the treatment agency that best fits your needs. Treatment may include: residential, group, individual, and mental health.

Participants pay the cost of their treatment.

**\*Must follow all treatment recommendations.**



# MEDICATION & MEDICAL DISCLOSURE

## WHAT

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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 your probation agent before taking it.

## HOW

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

**The LCADTC 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 probation agent, prescribing doctor, and therapist.

# CURFEW, OVERNIGHT & OUT-OF-STATE TRAVEL

## WHAT

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

## WHEN

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### Curfew

- In Phase 1, Phase 2, Phase 3 and Phase 4, you will have a curfew of 10:00 p.m. – 7:00 a.m. (unless employed)
- 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

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### Overnight

- With permission from your probation agent, you may stay overnight at another residence, but you still will have home visits if contacted by a probation agent.
- 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 and Probation Agent case-by-case.
- Your probation agent 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

## WHAT

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### **Sentencing Requirement**

Depending on your criminal charge(s), you may have to do community service. Your Probation Agent will tell you this.

### **Unemployed Requirement**

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

### **Sanction Requirement** *(ordered by the judge)*

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

## HOW

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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 LCADTC 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 agent every time you report.

## WHEN

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Depending on where you live, employment, and schedule, the community service department and assigned agency will schedule your work days/times.



# TRANSPORTATION

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

## **Bikes**

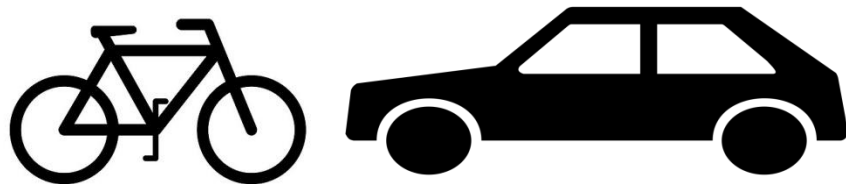
Request information from your case manager.

## **Ignition Interlock**

This is a special program through the Secretary of State. If you have a drunk driving conviction and you are in compliance with LCADTC 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

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There is no fee to participate in the LCADTC.

Money owed may include, but is not limited to:

- Fines, costs, and restitution (paid to Lenawee County)
- Treatment (paid to treatment agency)
- Probation supervision fee (paid to State of Michigan)
- Ignition interlock fee (paid to service agency)
- LCADTC positive drug test fee (paid to administering agency)

## WHEN

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Begin regular payments during.

Meet with a volunteer budget counselor (free) to create a money management plan.

## WHY

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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

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Lenawee County Clerk's Office:

1. In person at any of the Clerk's Office in Lenawee County
2. By phone: (517) 264-4599

Payments can be made by cash, or money order.

**Personal checks are not accepted.**



# TERMINATION

## WHAT

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You may be removed from the LCADTC.

## HOW

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### 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 LCADTC rules. If terminated from the LCADTC, this is considered a violation of probation. You will be sentenced and may serve jail time, or prison incarceration.

### Administrative Discharge

You are allowed to participate in the LCADTC for up to 30 months. If at 30 months, you have not completed the requirements to graduate, you will be administratively discharged. This is a violation of probation that could result in jail, or prison incarceration.

**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

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

## HOW

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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

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

- ✓ Have completed the 4 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 LCADTC you must remain on probation with the Michigan Department of Corrections for aftercare for a minimum of 16 weeks.**



# NOTES

A series of 20 horizontal orange lines provided for taking notes.



**39<sup>th</sup> Judicial Circuit Court  
Lenawee County**



**425 N. Main Street  
Adrian, Michigan 49221**