



Participant Handbook

Welcome to Yellowstone County STEER Treatment Court. This handbook will provide you with a description of what is expected of you as a STEER Court participant. You are encouraged to share this handbook with family and friends. Although the program requirements may seem overwhelming at first, once a routine is established participants do very well and see tremendous benefits in their lives. Three simple rules will ensure success:

- 1. Be Honest**
- 2. Show Up**
- 3. Do Your Best**

Supervision

You will be required to appear in court for progress reviews. The Judge will be given a progress report prepared by the Treatment Team, which includes input from the Department of Corrections, treatment providers, and input for other agencies, regarding your performance. If you are doing well, you will be encouraged to continue the program, and to work with your treatment team toward success. If you are not doing well, the Judge will discuss this with you and your treatment team. With repeated violations or failure to progress satisfactorily, the Court may discharge you from the program at which point you are entitled to a hearing.

Program Rules

1. Attend all court ordered treatment sessions.

This includes individual and group counseling, educational sessions, doctor appointments, recovery support meetings, and any other treatment requirements.

2. Report to your Probation Officer as directed.

You must comply with all conditions of probation as directed by your probation officer. You must also notify your probation officer **prior** to any change in residence and employment. If you are unable to report as directed, contact your probation officer immediately. As a participant in STEER Court your personal property, place of residence, vehicle or person effects may be searched at any time, with or without a warrant.

3. Submit to drug and alcohol testing.

Achieving a clean and sober life is the primary focus of this program. Maintaining a lifestyle free of drugs and alcohol is very important in your recovery process. Do not use or possess any drugs or alcohol. You must be prepared to provide a urine sample at each visit to Community Solutions Inc. (CSI) and probation. If you fail to provide a monitored urine sample, this will be considered a positive drug test. Dilute samples are considered positive tests. You must notify your treatment provider and probation officer, as well as Community Solutions of prescriptions or over-the-counter medication/ supplements prior to ingesting. In case of a medical emergency, you must

notify treatment and probation within 24 hours. You cannot be prescribed narcotic medication. The use of designer or synthetic drugs is not permitted in STEER Court.

4. Be on time to all appointments including court appearances.

If you are late for a counseling session or testing, you may not be allowed to participate or test and will be considered non-compliant and you may receive a sanction from the Judge. Be courteous, others are counting on you!

Court Rules

1. No smoking in or around the courthouse.
2. To address the Judge, the participant shall approach the bench with the utmost respect for the position.
3. All cellphones must be turned off and placed into the designated basket upon entry into the courtroom
4. You will attend all scheduled court appearances on time.
5. No talking during court proceedings.
6. You may bring your children in the courtroom, please keep them quiet or step out of the courtroom if the need arises.
7. Backpacks must be placed in the back of the courtroom.
8. You will remain in the courtroom until he or she is dismissed by the Judge.
 - a. In case of work-related emergencies, a written request asking to be excused must be submitted to the probation officer. The probation officer will present the request to the Treatment Team and the Judge will advise you of approval or denial.
 - b. In the event of a non-work related emergency, you will present a short, handwritten statement of the emergency to the treatment provider and probation officer when possible. Otherwise, the treatment provider or probation must be informed verbally. The treatment provider or probation officer will present the request to the team for staffing and the Judge will advise the you of approval or denial.
9. If you do not appear on your regularly scheduled court date and you are not excused from court, the Judge will issue a Bench Warrant.
10. You must follow all rules of probation as outlined by their probation officer including, but not limited to: travel permits, work and home change approval, and association requests.
11. You must receive permission from probation and treatment team to leave Yellowstone County. You must be approved by your counselor, Judge, and probation or supervising officer.

12. You must maintain gainful employment as long as you are physically able to do so. You can maintain full-time student status or a combination of the two to meet this requirement.
13. You agree not to consume or purchase alcoholic beverages or illegal drugs or visit places where alcohol or illegal drugs are sold, dispensed or used. This includes patronizing places such as bars, liquor stores, taverns, pubs, clubs, parties, or other places that promote the sale or consumption of alcohol.
14. You agree not to enter any gaming establishment.
15. You agree not to possess any dangerous weapon of any kind, including firearms or knives.
16. Driving while your license is suspended or revoked may result in incarceration, additional penalties and increased license suspension periods.
17. You may not make threats towards other participants or staff or behave in a violent or threatening behavior. Violent or inappropriate behavior will not be tolerated.
18. You are prohibited from fraternizing or becoming romantically involved with any other Drug Court participant or with any other team members.
19. All law enforcement contact must be reported to probation or compliance officer within 24 hours of contact.

Dress code for all Treatment Court related functions

1. No tank tops, muscle shirts, crop-tops, sweat pants, or shirts with obscene words or pictures, clothing with alcohol or drug logos, unbuttoned shirts, or see-through shirts.
2. No sagging pants (i.e pants or shorts that hang below the waist or with the crotch of the pants hanging to the knees).
3. No underwear or bra straps showing.
4. No hats, caps, bandanas, or doo rags.
5. No gang attire.
6. No short shorts.
7. No gum, candy, food, or drink.
8. No body piercing jewelry will be worn in the courtroom or any Treatment Court related activity, expect appropriate earrings.
 - a. No new body piercings or tattoos while in the Treatment Court, unless permission is received from probation or the court.

Program Fees

In order to cover costs of Yellowstone County Treatment Court, which includes treatment, community supervision, and drug testing, you will be assessed a fee of \$40 per week. These fees shall be paid by noon, each Friday to CSI. The payment of this fee is a condition of the program. You are required to pay a court fee of \$10, paid each week the participant appears in court.

If you become two to four weeks delinquent in your fee payment you may be required to have weekly case management meetings and prepare a budget. You will then have an additional two weeks to pay your fees (in other words, by the end of that period, the full \$200.00 in fees must be paid in full). You will not be refused service due to inability to pay, however it is expected that you work with case management to develop a payment contract with the court. If fees are not current after a budget review, you may be terminated from Court.

Counseling

Substance abuse counseling is comprised of three separate formats: individual, group and family. As your part of your treatment plan, you may be required to participate in all types of counseling if it is appropriate. Together they are designed to develop self-awareness, self-discipline, and coping mechanisms necessary to maintain your sobriety. You may be required to attend additional treatment such as criminal thinking, anger management, parenting, and any other topic the treatment team recognizes as needed. Your attendance at both individual and group counseling sessions will be reported to the Judge as part of your progress report.

You are required to be excused directly by your counselor prior to the session. No counselor can excuse another counselor's client. If you are ill, a doctor's note may be required and must be provided within 24 hours. Leaving a voicemail, asking to be excused, will **not** count as a valid reason to miss treatment appointments.

Case Management

Upon your entry into the Treatment Court the team will assess your housing, transportation, family situation and general living needs. When appropriate, the team will refer you to local, state and/or county agencies for additional assistance.

Transportation

Bus passes will be available for all participants. Participants, who are ineligible to drive, please take note of the following information which includes bicycles, tricycles and motor driven cycles:

If a vehicle has foot pedals (rotating foot pedals capable of muscular propulsion, not stationary foot pegs on which to simply rest your feet) and no motor, it is classified as a bicycle.

- If a vehicle has foot pedals and an accompanying motor of 49 cc or less not capable of traveling more than 30mph on a level surface with automatic shifting, it is still classified as a bicycle.
- If a vehicle has foot pedals and an accompanying motor of 50 cc or more, is capable of traveling faster than 30 mph on a level surface, or requires manual shifting, it is a motor driven cycle.

- If a vehicle has no foot pedals at all, the size (49 cc or less or 50 cc or more) or type of an accompanying motor (gasoline or electric), speed capability, or transmission type does not matter. It is classified as a motor driven cycle regardless, because it has no foot pedals.

A bicycle does not require a driver's license or motorcycle endorsement, nor does a bicycle have to be titled and registered. A motor driven cycle is the opposite; it does require a driver's license, a motorcycle endorsement, and title/registration.

Bicycles require a minimal amount of basic equipment such as yellow reflectors to the front half and red reflectors to the rear half. A motor driven cycle essentially requires all the same equipment as a standard motorcycle, including lights, a horn, and rear view mirror.

In Billings, city ordinance prohibits bicycles from being operated on any sidewalk. The court recommends you get off and walk all bicycles on any sidewalk and operate them only on the roadway.

While operating on the roadway, both bicycles and motor driven cycles must obey all the same traffic laws as all other vehicles, which include riding with the flow of traffic, stopping at lights and stop signs, yielding as required, and physically signaling stops/ turns.

In the interest of safety, wear a helmet and a highly reflective vest at all times. A bicycle must have yellow reflectors to the front half and red reflectors to the rear half. You may also equip a bicycle as permitted with white and/or yellow lights to the front half and red lights to the rear half, preferably no flashing or pulsating lights.

Above all, assume other motorists will not see you and drive defensively. If a bicycle is provided for you by the Court, you must register it with the Billings Police Department. A number decal will be mailed to you and must be placed on the bicycle. In the event that it is stolen or lost the police will be able to identify it and return it to you.

Drug Testing

Testing is conducted by CSI, 207 North Broadway, Suite 110. They will provide you with a test number upon induction to the court. You must call 406-896-4914 every day of the week between 5:00 a.m. and 10:00 a.m. to determine if you are required to drug test. You will need to be tested for drug and alcohol use at random times throughout the entire treatment process. The Judge will have access to all drug test results, including any failures to test, and may order a drug test at any time. Relapse may occur in recovery, however, a positive, dilute*, or missed test will result in a court-imposed sanction. You may be required to pay for an EtG test. The Judge will review your overall performance in the program. Repeated offenses may result in imposed response. **You may have to provide on holidays.** This information is also available on your testing contract.

Weekday Provide Times: 7:30am-10:00am

Weekend Provide Times: 8:30am-10:00am

*Dilute Urine Sample- there is a greater concentration of water in urine.

SCRAM

You will be required to wear an alcohol monitoring bracelet for the first 90 days of the program. SCRAM may be extended beyond the 90 days and may be used at any time to assist the client in maintaining sobriety. **You may have to download your bracelet on a holiday if it falls during the week. CSI will have an adjusted holiday schedule.**

Medication

You must notify your physician that you are currently enrolled in a recovery based program and that you are subject to random and frequent drug testing. Please make every effort to use high dosage Ibuprofen and like medications for pain control. Should you be prescribed medication you must register any prescription or over the counter medication with your treatment counselor, probation officer, and drug testing provider prior to taking the medication except in a life-threatening situation. You are required to inform your treatment counselor, probation officer and drug testing provider as soon as possible after taking such medications in a life-threatening situation. If you are prescribed medications by a doctor, you are required to take the medication as prescribed.

Recovery Support Meetings

You are required to attend a minimum of three recovery support meetings per week, and must be completed before the next scheduled court appearance. Pink slips will be provided for you. Attendance is an important part of the recovery process. The meetings will familiarize you with the recovery support philosophy, and help you to create social bonds with other recovering individuals.

Your treatment team will provide you with information regarding the time and location of some meetings and will also direct you to special interest and recovery events in your community. The program requires you to have a sponsor and work the steps of your program.

Incentives

During the course of your Treatment Court program, if you are in compliance during the program, the court may reward your positive progress and/or pro-social behavior with incentives. Including, but not limited to:

- Verbal praise and encouragement
- Decreased court appearances
- Phase advancement
- Certificates
- Reduction of supervision requirements
- Community activities
- Travel approvals
- Graduating from program

Sanctions

If you have failed to follow rules, achieve progress or are otherwise noncompliant, the Judge may impose sanctions. Including, but not limited to:

- Admonishment from the Judge
- Curfew
- Electronic monitoring
- Fines
- Writing and/or reading assignment
- Revocation
- Increased drug testing
- Increased court appearances
- Community service
- Increased supervision
- Periods of incarceration
- Expulsion/termination from the program

Confidentiality

Pursuant to the Federal Regulations and State laws, your identity and privacy will be protected(e.g. 42CFR, Part 2; 45CFR, Parts 160 and 164; CA Health & Safety Code Sections 11812(c) and 5328). You will be asked to sign a waiver authorizing the transfer of information among all participating agencies. An identification number will be assigned to you that will be used in all research and evaluation activities to insure confidentiality.

Confidentiality is also essential to maintain the integrity of group therapy sessions. Nothing that is discussed within the confines of those meetings will leave those meetings. No information pertaining to another client should be discussed outside of the group. This confidentiality applies to things said in the courtroom as well.

Treatment Court Phases

Treatment Court is a five-phase, highly structured program, lasting on average 15 to 18 months. Individual progress will vary. Each phase consists of specified treatment objectives and specific requirements for advancement into the next phase. Requirements for advancement from each phase are described below.

Phase I - Orientation - Stabilization

Length: Minimum of 30 days

During orientation, your needs will be assessed by the treatment team.

Requirements include:

- Participate in full assessment to determine treatment needs.
- Participate in all forms of treatment as directed by the treatment team.
- Review and comply with court rules.
- Drug and alcohol test a minimum of three times per week.
- Take non-narcotic medication as directed by medical and mental health professionals.
- Attend a minimum of three recovery support meetings per week.
- Report to probation officer as directed.
- Comply with additional case management services as determined by the treatment team.
- Attend weekly court appearances determined by the Judge.
- Participate in clean and sober recreation. For example, exercising, volunteering for a local non-profit, participate in a cooking class, etc.
- Meet with individual team members as instructed.

Advancement Criteria

- No positive drug test results (including missed, tampered, or diluted tests).
- No unexcused absences from scheduled services.
- Non-narcotic medication taken as directed.
- Documentation of required minimum attendance at recovery support meetings.
- Demonstrate a positive adjustment to treatment as evidenced by completion of assignments and application of skills.

Phase II – Treatment Development

Length: Minimum of 60 days

In Phase II, progress will be closely monitored and reported to the Judge.

Phase II Requirements include:

- Participate in all forms of treatment as directed by the treatment team.
- Drug and alcohol test a minimum of three times per week.
- Take non-narcotic medication as directed by medical and mental health professionals.
- Attend a minimum of three recovery support meetings per week and actively seek a recovery sponsor.
- Report to probation officer as directed.
- Participate in clean and sober recreation. For example, exercising, volunteering for a local non-profit, participate in a cooking class, etc.
- Attend weekly court appearances as determined by the Judge.
- Meet with individual team members as instructed.

Advancement Criteria

- No positive drug test results (including missed, tampered, or diluted tests).
- No unexcused absences from scheduled services.
- Non-narcotic medication taken as directed.
- Documentation of required minimum attendance at recovery support meetings.
- Must have and maintain recovery support sponsor.
- Employment of productive use of time such as a community service or school attendance.
- Pay court ordered fees.

Phase III – Ongoing Treatment

Length: Minimum of 90 days

In Phase III, Your treatment plan will be updated to identify ongoing treatment goals. Counseling and meetings will focus on areas that are challenging for you, and will identify ways of coping with stressful situations.

Phase III requirements include:

- Participate in all forms of treatment as directed by the treatment team.
- Comply with additional case management services as determined by the treatment team.
- Drug and alcohol test as directed.
- Take non-narcotic medication as directed by medical and mental health professionals.
- Attend a minimum of three recovery support meetings per week, maintain recovery support sponsor.
- Report to team members as instructed.
- Participate in clean and sober recreation. For example, exercising, volunteering for a local non-profit, participate in a cooking class, etc.

- Maintain employment or engage in productive use of time such as community service and school attendance.
- Formulate personal goals in conjunction with the treatment team such as vocational/educational counseling, psychotherapy, exercise, anger management, and parenting skills.
- Attend biweekly court appearances as determined by the Judge.
- Initiate volunteer project hours. 10 hours must be completed in this phase.
- Meet regularly with sponsor.

Advancement Criteria

- No positive drug test results (including missed, tampered, or diluted tests).
- No unexcused absences from scheduled services.
- Non-narcotic medication taken as directed.
- Employment or productive use of time such as community service or school attendance.
- Documentation of attendance at no fewer than three recovery support meetings per week, and have a sponsor.
- Demonstrate a positive adjustment to ongoing treatment.
- Pay court ordered fees.

Phase IV – Relapse Prevention

Length: Minimum of 90 days

Phase IV will address ongoing recovery needs. The focus will be on daily living skills. This phase is designed to support you as a productive and responsible member of our community.

Phase IV requirements include:

- Participate in all forms of treatment as directed by the treatment team.
- Attend other treatment services as determined to be necessary by the treatment team.
- Drug and alcohol test as directed.
- Take non-narcotic medication as directed by medical and mental health professionals.
- Attend a minimum of at least three recovery support meetings per week and maintenance of a sponsor.
- Report to team members as directed.
- Participate in clean and sober recreation. For example, exercising, volunteering for a local non-profit, participate in a cooking class, etc.
- Participate in community service as determined by the team.
- Attend court as determined by the Judge.
- Complete volunteer project. 20 hours must be completed.

Advancement Criteria

- No positive drug test results (including missed, tampered or dilute tests).
- No unexcused absences from scheduled services.
- Take non-narcotic medication as directed.
- Employment or actively pursuing a vocational/academic degree.
- Documentation of required attendance at no fewer than three recovery support meetings each week.
- Progress towards treatment plan goals.
- Have a clear understanding of recovery support concepts.
- Demonstrate positive adjustment to treatment.
- Pay court ordered fees.

Phase V – Achievement/Graduation

Length: Minimum 90 days

Phase V will transition from the Treatment Court structure to a lifestyle more representative of what you will experience following graduation.

Phase V requirements include:

- Participate in all forms of treatment as directed/instructed by the treatment team. Attend individual counseling session to complete an exit plan.
- Attend other treatment services as determined to be necessary by the treatment team.
- Drug and alcohol test on a random basis.
- Take non-narcotic medication as directed by medical and mental health professionals.
- Attend recovery support meetings as determined by the treatment team.
- Report to team members as directed.
- Participate in clean and sober recreation. For example, exercising, volunteering for a local non-profit, participate in a cooking class, etc.
- Maintain full-time employment and/or progress toward a vocational/educational goal.
- Continue established mentoring relationships.
- Attend court as directed by the Judge.

Graduation Criteria

- No positive drug test results (including missed, tampered, or dilute tests).
- No unexcused absences from scheduled services for.
- Gainful employment or productive use of time including community service or school attendance.
- Take non-narcotic medication as directed.
- Maintain consistent attendance at all court appearances and treatment team appointments.
- Achievement of stable living arrangements and healthy interpersonal relationships.
- A definitive aftercare plan, which may include recovery support meetings.

- Fulfillment of goals as stated in the individual treatment plan.
- Proof of attendance at all other events or courses as required by the Judge.
- Completion of volunteer project (may be presented to the team)
- Completion of relapse prevention plan (may be presented to the team)

The graduation ceremony, conducted in the courtroom, is a time to celebrate your success and to allow others in earlier stages to become encouraged and motivated to succeed as well. Once you have successfully completed the criteria for each phase, you will advance to the next level and eventually be a candidate to graduate. You must present your relapse prevention plan to the treatment team and discuss your progress toward the goals you initially set, and why you believe you are ready to graduate. The final decision regarding advancement from each phase and graduation is determined solely by the Judge, assisted by input from the team. Your family and friends are invited to attend graduation.

Conclusion

The Treatment Court program is designed to help you live in our community as a productive and responsible citizen. The Judge, the Court staff, and the treatment team will guide and assist you, but the final responsibility is yours.

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