



Group Led Alternative Court Inspiring and Encouraging Recovery

Participant Handbook

WELCOME

Welcome to the Group Led Alternative Court Inspiring and Encouraging Recovery (GLACIER) program. We hope this handbook will answer your questions and give you helpful information about the GLACIER program. As a participant, you will be expected to follow the instructions given by the Judge and follow the treatment plan developed for you by the GLACIER Team.

This handbook will tell you what is expected of you as a participant in GLACIER. If you are reading this handbook, it is because you have been accepted into GLACIER and you have agreed to make a positive change in your life. It also means we are confident that GLACIER can help you learn how to make successful choices free from the influence of drugs.

This Court believes in YOU! We know that you can succeed on your journey to a clean and sober life that is safe for you and your community. Working together, the GLACIER Team hopes to see positive changes in your life as a result of this program. We believe if you trust our process, you will improve your life by gaining or improving your employment situation and/or furthering your education, develop new and positive relationships with friends and family, become involved in your community, and find happiness in your recovery and your new life!

Overview of GLACIER

Participation: Whether or not you choose to participate in GLACIER is up to you. The length may be different for different people, but usually takes about 18 – 24 months to complete. You will be expected to do what the Judge tells you to do, follow your treatment plan and to respect all members of the GLACIER Team. You will need to attend to all court appearances unless excused by the GLACIER Team, follow your court ordered counseling (to include individual and group), submit to frequent and random drug testing, and get involved in the sober community. You may also receive assistance with education and skills assessments, referrals or job training, education and/or job placement services, mental health assessments, housing, etc.

Privacy: We are required by law to make every effort to protect your identity and maintain confidentiality about your underlying charges and treatment program. Proceedings in GLACIER are subject to Federal confidentiality requirements dealing with treatment. However, upon entry into GLACIER, you will be required to sign a Consent to Release of Information and Confidentiality Agreement which gives the Divisional GLACIER Team permission to get treatment information from your counselor. This also allows your counselor to speak with the entire GLACIER Team about your progress in the program without you or your attorney necessarily being present. The GLACIER Team also expects you to allow us to have access to medical and other records of care and service you have received (only as necessary and with your full consent and knowledge) that may affect your participation in GLACIER.

Requirements to Waive Confidentiality: Those who provide treatment for chemical dependency may only release information or records concerning any person who has been assessed, diagnosed, or treated for chemical dependency with the specific written consent of the person who has been diagnosed, assessed, or treated. There are limited exceptions to this requirement which are listed below. Drug and alcohol test results are also subject to confidentiality laws. Without your written consent, GLACIER cannot give out any information about you, including the fact that you are in the program.

These are the following exceptions to the general prohibition against disclosure of confidential client information:

- Written consent of the participant.
- Internal treatment program communications and communications among GLACIER team members.
- Information that does not identify the client.
- Information disclosed as a result of a medical emergency.
- Information disclosed as required by a properly authorized court order.
- Information relating to a crime committed on the program premises or against program personnel.
- Information disclosed as a result of a suspicion of child abuse or neglect.
- Information disclosed as required for research or audit purposes.

The scope of disclosure required for participation in GLACIER is limited to information necessary to carry out the purpose of disclosure. A GLACIER participant must sign a written consent allowing disclosure of reports of the participant's eligibility or acceptability for substance abuse treatment services and reports of treatment attendance, compliance, and progress.

The main purpose of these disclosures is to allow the GLACIER Team to monitor a participant's compliance with the treatment plan goals and the extent of the consent shall include disclosure of necessary information by written or oral report or oral testimony. Individuals must give informed written consent for disclosure of confidential information. When a participant graduates from GLACIER his or her consent to disclosure will expire. A participant may revoke his or her consent for disclosure at any time; however, if a participant revokes the consent, the participant may be terminated from GLACIER.

GLACIER is an open court which means GLACIER hearings, not the team staff meetings, are open to the public. You must understand that information relevant to your treatment progress will be reviewed in open court and while every attempt will be made by the treatment team to protect your confidentiality, there may be information about you and your substance abuse treatment that is discussed in open court.

If a participant refuses to sign the written consent, he or she will not be able to participate in the GLACIER Program. The court will maintain all written substance abuse

information in the participant's court file under seal. Access to the court file by non-team members will require court permission.

Community Involvement: An important part of your treatment will be for you to become a part of a sober community that you feel you can trust and that you feel cares about you and supports you. For some people, this may be sober communities found at 12-step meetings (e.g., Narcotics Anonymous and/or Alcoholics Anonymous). Being a part of a sober community will be a very important part of your treatment.

Breaking off contact with known active users: We know it is going to be very hard for you to stop using drugs and alcohol if you are hanging around other people who still use them. For this reason, you should not be in communication with these people. You will also be required to carry with you, at all times, a description of what you will do if you happen to run into any of these people or if they try to call you as this will help you to maintain your compliance with this part of your sobriety plan.

Reviewing your days: Encountering situations which threaten a clean and sober lifestyle will occur while you are in the GLACIER program. Failing to recognize these situations can negatively impact your recovery efforts. Further, it is also important to acknowledge and celebrate your sobriety successes. For this reason, you will be required to review your days and to show the GLACIER Team how you have progressed and combatted risky situations. We will review your GLACIER journals during personal contacts and during GLACIER Court hearings.

Court Room Rules, Dress Code and Behavior: Wearing appropriate clothing is part of being professional and obtaining/maintaining employment. Part of the GLACIER's program to prepare participants for the workplace includes dressing appropriately for court. If you violate any of the following rules, you will be sent home and it will be counted as a court absence, with appropriate sanctions imposed.

Rules for court attire:

- No tank tops, muscle shirts, crop-tops, any article of clothing with obscene words or pictures.
- No clothing with words or pictures that promote tobacco, drug or alcohol use.
- No hats, caps, or bandanas.
- No gang attire or colors of any kind as determined by the GLACIER staff.
- Bring Participant Handbook and Journal to each court appearance.
- Show the upmost respect to the judge, speaking appropriately and so everyone is able to hear you.
- Do not bring children to GLACIER hearings.
- Remain in the courtroom until dismissed by the judge (excluding an emergency situation).

The GLACIER Team: The GLACIER Judge and GLACIER Team work together to make all decisions about your participation in the program. Prior to GLACIER court sessions, all participants will meet with their U.S. Probation Officer and GLACIER Group. In addition to the judge, the GLACIER team includes the following members:

- GLACIER Executive Team (Oversight and admission)
 - Deputy Chief United States Probation Officer
 - Representatives from the United States Attorney's Office
 - Representatives from the Federal Public Defender's Office

- GLACIER Team
 - United States Probation Officer
 - Assistant United States Attorney
 - Assistant Public Defender
 - Substance Abuse Treatment Provider

Program Components: To successfully complete GLACIER, you will be required to be involved in several activities which will help you and sustain your recovery. These activities will include but may not be limited to:

- Substance abuse counseling
- Monthly court review sessions
- Meeting with GLACIER Staff
- Frequent and random substance testing (may be responsible for testing costs)
- Home visits conducted by staff
- Self-help and/or support meetings
- Employment and/or educational programming
- Obtaining a high school degree or equivalent if appropriate
- Pay fines and restitution as applicable
- Pay treatment costs or co-payments as determined appropriate

Court Appearances: You must appear in Court monthly unless excused by the GLACIER Team. If you are excused from appearing in-person at your monthly Court hearing, you will be required to appear in-person the following month. At your Court appearance, the judge will ask you to report on your progress including your sobriety, drug test results, attendance at counseling sessions, participation in treatment and any other matters concerning your progress. The judge may ask you questions about your progress and discuss any problems you have been having.

GLACIER hearings are regularly scheduled at _____ in Courtroom _____. However, you are expected to appear at any time you are notified the Court wishes to review your case. Failure to appear will result in sanctions and a possibly a warrant being issued for your arrest and detention in jail until you can appear before the Court.

IF YOU ARE DOING WELL – You will be encouraged to continue working with your treatment team towards graduation. You may be rewarded in creative ways to help you stay motivated in your treatment and to help you recognize positive feelings associated with living a clean and sober lifestyle. These rewards could include things like verbal acknowledgement by the Court, gift certificates, tokens of appreciation, opportunities to do service, invitations to join other sober community members doing these activities, etc.

IF YOU ARE *NOT* DOING WELL – The Judge will discuss this with you and determine whether any further action needs to be taken with input from the GLACIER Team. If you have committed one or more of the program violations listed in your contract you will then be required to complete an approved sanction by the GLACIER Team. Sanctions may include jail time, community service, writing essays, or reading certain materials. You could also lose out on some of the rewards you would have received had you been working your program properly.

IF YOU CANNOT APPEAR IN COURT – You must notify your Pretrial Services Officer as soon as possible to get permission to miss court. An unexcused failure to appear in court on the date and time you are scheduled will result in a possible sanction. It could also result in you being terminated from the program.

Drug Testing: You will be drug tested throughout the entire program at least once per week and possibly more during the first phase of the program. Testing will be on a random basis and your Probation Officer will provide you with the location and cost for the testing.

Treatment: Every GLACIER participant will be assessed. The treatment provider will assess what level and intensity of treatment will best meet your needs and then recommend this to the GLACIER Team. While you may be referred for detoxification or residential treatment, most of your treatment will be through outpatient services. This is so you learn stay sober while you are living in the community. The focus of your treatment will always be to help you get the skills and resources needed for you to live a sober and safe life with your family in your home community. We know this will require that you make many changes in your life. While the GLACIER Judge and the GLACIER Team will do everything, they can to help you make those changes, in the end they are changes that only you can make and sustain.

Progress Reports: Before each GLACIER review hearing, the Judge will be given a progress report from your GLACIER probation officer. The report will provide current information about how you are doing in GLACIER including but not limited to drug testing results, attendance, participation, cooperation, employment, or other requirements. The judge may ask questions about your progress and discuss any problems you may be having.

If you are doing well, you may be rewarded with reduced program requirements or, at times, other incentives like verbal praise, or possibly small gifts. If your progress reports show that you are not doing well, the judge will discuss this with you and determine what needs to happen, 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 time.

I, _____ acknowledge that I have received, read, and understood the contents of the GLACIER Client Handbook. I hereby voluntarily enter into this agreement.

Client Signature

Date

Phases of GLACIER

PHASES

The Glacier Drug Court has two phases. The program takes a minimum of 12 months to complete, but also has a cap of 24 months. You will be expected to meet the graduation criteria prior to successfully completing the program.

Phase I

After you are accepted to participate in the drug court program you will meet with your GLACIER probation/pretrial services officer for an orientation. You are expected to:

- Attend court hearings every month.
- Complete a drug and alcohol assessment and evaluation.
- Attend and participate in all treatment appointments as identified in the treatment plan. You will be responsible for treatment costs/co-payments as determined by the GLACIER probation officer. Treatment may include:
 - Individual Therapy
 - Group Sessions (3x/week)
 - Family Group Sessions
 - Community Support Groups
- Meet as required with the probation office and participate in any programs or groups not mentioned above as instructed by the probation officer.
- Submit to drug screens as ordered.
- Develop a comprehensive treatment plan including steps for addressing relapse.
- Explore issues pertaining to benefits, employment, and housing.
- Must be employed for two or more weeks prior to transitioning to Phase II.
- Complete a GLACIER participant group approved essay (1-2 pages) outlining accomplishments since joining the GLACIER program and why you should move to Phase II.
- Prepare proposal for your community service project (no less than 24 hours) and obtain approval of the proposal from the GLACIER Team.
- Maintain 90 days of sobriety prior to transitioning to Phase II

Phase II

You are expected to:

- Attend court hearings every month.
- Attend treatment appointments as identified in the treatment plan. You will be responsible for treatment costs/co-payments as determined by the GLACIER probation officer. Treatment may include:
 - Individual Therapy
 - Group Sessions (3x/week)
 - Family Group Sessions
 - Community Support Groups
 - Other Treatment
- Meet as required with probation and participate in any programs or groups not mentioned above as instructed by the probation officer.
- Submit to drug screens as ordered.
- Maintain a comprehensive treatment plan including steps for addressing relapse.
- Maintain stable and sober housing and employment.
- Maintain 180 days of sobriety prior to graduation.
- Complete your community service project.
- Mentor Phase I participants.

Graduation Criteria

- You must have completed all required treatment and phases of the program.
- You must have completed all the terms and conditions of GLACIER supervision.
- You must be mentally and emotionally stable as determined by your GLACIER Team.
- You must have a comprehensive Relapse Prevention Plan.
- You must have maintained a stable living situation and employment which both support sobriety.
- You must have developed a support system that can help you maintain sobriety and assist you with any problems that arise.

- You must have developed a long-term sobriety plan that has been approved by the GLACIER Team and the Court.
- You will verbally petition the court for graduation and include reasons as to why you are ready for graduation. Once accepted, the court will formally terminate GLACIER supervision, dismiss all federal charges, and graduation from GLACIER will be celebrated.

Termination Criteria

The GLACIER Drug Court Team will assess termination criteria for participants on a case-by-case basis. The following will be considered:

- You fail to complete assessments and evaluations within the determined timeframe.
- You are charged with a new misdemeanor/felony offense while participating in the GLACIER program.
- You fail to appear for court appearances other than those truly beyond your control after seeking assistance from the GLACIER probation officer.
- You make threats or engage in acts of violence toward treatment providers, fellow GLACIER participants, or others while in the program.
- You request termination from GLACIER or abscond.
- When terminated from GLACIER, your case will be referred for sentencing.

Interventions, Incentives, and Sanctions

Interventions: These are services or actions required by the GLACIER Team that may not be perceived as a punishment or reward/incentive but rather a necessary step in order to address motivation, non-compliance, or render more assistance. Some interventions by the team may be:

- Mental health evaluation/services
- Life skills coaching
- Family/parenting Counseling
- Curfew
- Additional Cognitive behavioral skill training classes

Incentives/rewards: These are some of the tools used by the GLACIER Team in a graduated process to recognize motivation for the participant to attempt new behaviors. Some examples of incentives/rewards are:

- Verbal praise
- GLACIER Group leader, co-facilitates with probation officer
- Decreased supervision levels
- Reduced curfew restrictions
- Pick from the reward fishbowl at GLACIER proceedings

Sanctions: These are the responses used by the GLACIER Team to address non-compliance and promote accountability. A good treatment and supervision strategy includes a balance of interventions, incentives, and sanctions as rapport and trust should be prioritized to help promote sustained behavior change. However, at no point should one abandon a focus on accountability and community/victim safety. Some examples of sanctions the GLACIER Team will utilize are:

- Verbal reprimand by GLACIER Judge/Team in Court
- Increased supervision/reporting requirements
- Curfew and call-ins
- Electronic Home Monitoring
- Increased or added types of drug/alcohol monitoring
- Short jail sentences
- Performance contracts
- Increased treatment sessions or residential treatment

