

# 18<sup>th</sup> District Court Westland Michigan



## Sobriety Court Program



# Participant Handbook

## Welcome to Sobriety Court

This guide is designed to help you understand your role in the 18<sup>th</sup> District Sobriety Court. As a participant entering Sobriety Court, you are expected to follow all of the guidelines in this handbook. Please take your time and read the guidelines thoroughly. If there are any questions or concerns, you must address them prior to your entry into the program. As you enter this voluntary program, you must be motivated towards changing your lifestyle and becoming alcohol and drug free.

## Mission Statement

The 18<sup>th</sup> District Sobriety Court has been established to address and eliminate recurring substance abuse among repeat drinking and driving offenders. It has been determined that the combined efforts of the Sobriety Court Team and a committed participant will allow the cycle of substance abuse to end.

## Introduction

Through a collaborated effort with the 18<sup>th</sup> District Court Judges, City Prosecutors, Defense Counsel, Probation Department, Westland Police Department, and Local Treatment Providers, the 18<sup>th</sup> District Sobriety Court has been established to provide an intensive and comprehensive supervision program to those defendants who have multiple drinking and driving convictions and have a desire for change. The program will provide supervision and guidance that will assist you with establishing sobriety and maintaining a recovery based lifestyle. You may also reduce/eliminate jail time and become eligible for a restricted license through the SOS Interlock Program.

The Sobriety Court utilizes a combination of positive and negative reinforcements to change behaviors. The program consist of several step down phases that must be earned towards graduation. You must be motivated to make changes and also be honest with yourself and the Sobriety Court Team to achieve advancement through each of the Four Phases of the program.

You will be expected to sign releases of information, authorizing the Sobriety Court Team to communicate with treatment providers, sponsors, recovery coaches, family, employers, and any other third party deemed appropriate. You will be required to appear regularly with your Sobriety Court Judge, Case Manager, and Local Treatment Provider. You will also be required to submit to daily/random alcohol/drug testing. Failure to do so will result in denial of program enrollment or program removal.

## *Eligibility*

- Wayne County Resident (Local area required)
- Multiple Drinking and Driving Offenses
- No Prior Violent Felony Convictions (See statute)
- No Current Parole Status
- Desire for a Substance Free Lifestyle
- Substance Abuse Disorder Diagnosis

## *Our Team*

**You:** Eligible for acceptance into the program and have a desire for change.

**18<sup>th</sup> District Court Judge:** The Sobriety Court Judge is aware of the significant impact of substance abuse on the court system, the lives of the participants and their families, victims of criminal behavior, and the community. They are committed to the Sobriety Court concept and will work as a partner to ensure the success of the team. The Sobriety Court Judge will preside over team meetings/training and evaluate your progress.

**Sobriety Court Coordinator:** The Coordinator of the Sobriety Court, in consultation with the Sobriety Court Team, will determine if you are eligible for the program. The Coordinator will maintain contact with all members of the team and will attend all team meetings/training.

**Prosecutor:** The Prosecutor will make referrals to eligible candidates for Sobriety Court. They will attend staffing meetings/training and make recommendations for the implementations of sanctions.

**Defense Attorney:** As a participant of Sobriety Court, you will be represented by the Court Appointed Defense Advocate while in the program. Your Defense Attorney will advocate for you and protect your rights. The Defense Attorney will participate in team meetings/training.

**Case Manager/Probation Officer:** The Case Manager is in charge of your case. The Case Manager will assist you in meeting all of the goals of the program. The Case Manager will meet with you on a regular basis and assist you in obtaining any necessary ancillary services. The Case Manager will facilitate all team staffings and attend all meetings/training.

**Treatment Provider:** You will be referred to Local Treatment Providers at sentencing. You must attend treatment as a condition of your probation and must sign a release of information. Your therapist must maintain constant communication with your Case Manager and may also be required to attend Judicial Review Hearings to address your progress.

**Certified Peer Recovery Coaches:** Peer Recovery Coaches assist clients in identifying and connecting with resources for treatment, recovery, health care, life skills training, employment, etc. You will be required to meet and maintain open communication between you and your coach. The coaches will participate in team meetings/training.

**Westland Police Department (WLPD) Home Compliance Officer/ Evaluator:** You will be held accountable for your actions 24 hours/day. The WLPD/Compliance Officer will be utilized for the accountability concept of the Sobriety Court Program. The officers will participate in team meetings/training as necessary.

## *Program Components*

The Sobriety Court Program will consist of Four Phases that will generally be completed within 15-18 months, but may continue for as long as 24 months for completion. Each phase will provide you with the appropriate structure and monitoring to assist you in advancing through the phase. A progressive requirement of continuous sobriety days will be required for phase advancement through the program. As you progress through the phases, you will achieve a reduction in Sobriety Court contact hours as the team will recognize and reward your commitment to a sober lifestyle.

\*You will be assessed \$900 in probation fees above fines and costs, work program fee, state mandated cost, and restitution if applicable.

### **Phase One:**

- Daily alcohol monitoring—3X Day—PBT/Interlock
- Submit to random alcohol and drug testing
- Weekly meetings with Sobriety Court Case Manager
- Bi-weekly Judicial Review Hearings
- Complete substance evaluation and begin IOP treatment program
- Attend two AA/NA and/or other support meetings per week
- Attend a minimum of two Peer Group Meetings per month
- Assignment of a Peer Recovery Coach if applicable
- Comply with random home compliance visits
- Comply with any required phase app/goal sheets
- Comply with all orders of probation
- Minimum payment of \$100 monthly

\*You can advance to Phase Two in three months with full compliance of the above terms and 45 days of continuous documented sobriety.

\*You may obtain a State of Michigan restricted driver's license with the installation of a state approved ignition interlock system with a camera and GPS after 60 days of continuous documented sobriety. You must have an approved ignition interlock device with camera and GPS installed in ALL vehicles registered in your name AND that you operate.

## **Phase Two:**

- Continued weekly meetings with Sobriety Court Case Manager
- Continued daily alcohol monitoring —3X Day—PBT/Interlock
- Continued random alcohol and drug testing
- Continued Bi-weekly Judicial Review Hearings
- Continued compliance with treatment
- Continued AA/NA and/or other support meeting attendance
- Continued contact with Peer Recovery Coach
- You must obtain a Sponsor
- Comply with random home compliance visits
- Schedule and comply with any court ordered work program days/community service
- Comply with any required phase app/goal sheets
- Comply with all orders of probation
- Minimum payment of \$100 monthly

\*You can advance to Phase Three in three months with full compliance of the above terms and 60 days of continuous documented sobriety.

## **Phase Three:**

- Bi-weekly meetings with Sobriety Court Case Manager
- Attend Mothers Against Drunk Driving (MADD) Victim Impact Panel
- Continued daily alcohol testing —3X Day—PBT/Interlock
- Continued random alcohol and drug testing
- Monthly Judicial Review Hearings
- Continued compliance with treatment
- Continued AA/NA and/or other support meeting attendance
- Comply with random home compliance visits
- Completion of any court ordered work program days/community service
- Comply with any required phase app/goal sheets
- Continued contact with Sponsor and/or Peer Recovery Coach
- Comply with all orders of probation
- Minimum payments of \$100 monthly
- Attend Relapse Recovery meeting twice monthly through Hegira

\*You can advance to Phase Four in three months with full compliance and 90 days of continuous documented sobriety.

## **Phase Four:**

- Monthly meeting with Sobriety Court Case Manager
- Continued daily alcohol testing —3X Day—PBT/Interlock
- Continued random alcohol and drug testing
- Continued Monthly Judicial Review Hearings
- Continued compliance with treatment if applicable
- Continued AA/NA and/or other support meeting attendance
- Continued contact with Sponsor and/or Peer Recovery Coach
- Comply with random home compliance visits
- Comply with any required phase app/goal sheets
- Comply with all orders of probation
- Continued compliance with Relapse Prevention meeting twice per month through Hegira

\*You can graduate from the Sobriety Court program after six months of full compliance with Phase Four and 120 days of continuous documented sobriety.

## **Program Guidelines**

**Honesty:** The key components of Sobriety Court are honesty and personal accountability. Dishonesty will only impede the goal of a sober lifestyle and will result in your termination from the program. Dishonesty in any form: lying, adulterated drug screens, fraudulent AA/NA signatures or documents, etc. will not be tolerated and will be severely sanctioned in Sobriety Court. Your honesty is essential for your participation and success in this program.

You must:

- Honestly answer any questions from the Sobriety Court Team
- Truthfully report any probation violations to the Sobriety Court Team within 24 hours
- Provide all current address/phone numbers/email addresses and inform the court Sobriety Court Team of any changes within 24 hours
- Alert your case manager of any changes in health/medications
- Alert your case manager of any changes in employment/education

## **Zero Tolerance of Alcohol and Drugs:**

You May Not:

- Consume or possess any alcohol, marijuana, CBD, illegal substances, or prescription medications not previously approved by the Sobriety Court Team
- Be around other persons who are using alcohol/marijuana or illegal substances
- Allow any alcohol/marijuana or illegal substances in your home, vehicle or property
- You may not enter any premises where alcohol is the primary source of revenue
- You may not obtain employment or volunteer at any business or organization that sells, promotes, processes, transports, or is affiliated with alcohol or marijuana

\*A medical marijuana card does not exempt you from these conditions.

**Medications:** You may not use any opioids, benzodiazepines, amphetamines, or other prescription medication without prior approval from the Sobriety Court Team. Any current or future prescriptions must be verified and approved prior to the admittance/continuance in the program. As a participant of Sobriety Court, you must notify your physician that you are in Sobriety Court and there must be a signed release of information on file. You should always check with your Case Manager prior to taking any over the counter medications or supplements.

**Immediate Sanctions:** If violated, you will be seen by the Judge that same day or the next available business day. The Judge may impose a sanction at that time or wait for the scheduled Judicial Review Hearing. Typically, sanctions will be imposed on a progressive based system.

**Alcohol/Drug Testing:** You will be tested for alcohol and drugs on a regular basis. You must submit to any test requested by your Sobriety Court Case Manager, Home Compliance Officer, Judge, or Westland Police Officer. Any attempt at providing a fraudulent sample/test or failure to test will result in immediate severe sanctions and may result in removal from the program.



**Daily Alcohol Testing:** You must test a minimum of 3X daily for alcohol either through a PBT, sober link device, or an ignition interlock. Testing schedules will be provided at sentencing and are based on work schedules ONLY. Additional testing may be ordered by any member of the Sobriety Court Team. There will be increased testing for all major holidays.

**Random Alcohol/Drug Testing:** You will be required to report to JAMS directly after sentencing to enroll in their random testing program. You will then be required to check the JAMS website daily or call 313-335-9552 daily between 5:00am-10:59am in order to determine if you are selected for testing that day. If you are selected, you must report to JAMS that day for your test. JAMS hours of operation are Mon-Fri 6:30am-9:00am and 5:00pm-7:00pm. Sat-Sun 6:30am-9:30am only. Hours may vary for holidays.

**Creatinine:** All urine test will be tested for creatinine levels. Creatinine is naturally produced in your body and excreted in your urine. Creatinine testing allows the laboratory to monitor dilution or water loading of test samples. The acceptable range of creatinine is 20mg – 400 mg. Any sample that falls out of this range is considered dilute and is therefore unable to be tested for substances. All dilute test will be considered a positive test and will result in a sanction and reset of your continuous sobriety day clock. You are advised not to drink any fluids for 1-2 hours prior to testing to avoid any diluted testing issues.

**Positive Drug/Alcohol Test:** In the event of a positive test, you can request a confirmation test through JAMS. If the positive test is confirmed, you will be charged a \$50 fee for the test and an immediate sanction will occur which will reset your continuous sobriety day clock and can significantly delay your phase advancement.

**Missed or Late Testing:** In the event that you fail to appear for a scheduled drug screen or fail to provide your daily PBT during the required times, an immediate sanction will occur which will reset your continuous sobriety day clock and can significantly delay your phase advancement. An ETG test at a later time WILL NOT negate a missed test.

**Attendance:** As a member of Sobriety Court, you will be required to attend all Judicial Review Hearings, Probation Meetings, Counseling Sessions, Support Group Meetings and any other session deemed essential. Open and honest communication with the Sobriety Court Team is necessary for successful completion of the program. If you have an emergency that will cause you to miss a scheduled date, you must contact your Sobriety Court Case Manager immediately.

**Judicial Review Hearings:** You will be required to meet with the Sobriety Court Judge for a review of your progress. The hearings will be held on a bi-weekly basis in Phase One and Phase Two, and a monthly basis in Phase Three and Phase Four. The Sobriety Court Team will be present and will provide information to the Judge to assist them in addressing your progress. You are encouraged to speak freely with the Judge as this is your opportunity to address any issues or concerns about your probation. Failure to appear for the Judicial Review Hearings will result in an immediate sanction.

**Phase Application/Goal Sheets:** You will be required to complete phase applications and goal sheets that the Sobriety Court Team feel will assist you in achieving and maintaining a sober lifestyle. This will provide the team further information to gauge your progress and make any necessary changes to your treatment plan. You are responsible for checking [18thdistrictcourt.com](http://18thdistrictcourt.com) for Sobriety Court forms/resources. If you are eligible for phase advancement, a phase application and goal sheet must be submitted one week prior to your scheduled Judicial Review Hearing. Failure to do so will move your phase advancement to the next review hearing.

**Probation Meetings:** The Sobriety Court Case Manager is your guide through the program. You will be required to meet weekly throughout Phase One and Two, bi-weekly in Phase Three, and monthly in Phase Four. Appointments can be increased at any time based on the Case Manager's discretion. When meeting with your Case Manager, you must provide both your 12 step group and treatment attendance verification sheets and any other requested information. You must inform the Case Manager of any changes in residence, employment, school, police contacts etc. at each appointment. Always address any issues or concerns about your progress. Failure to appear or make contact will result in an immediate sanction.

**Home Compliance Visits:** The Home Compliance Officer will make random virtual home visits to ensure compliance. You must read, agree, and sign the Home Compliance Visit Guideline contract and download the Google Duo app needed for virtual visits within 24 hours of sentencing. All calls must be accepted from the Home Compliance Officer. Missed calls must be returned within 24 hours. Any non-compliance will result in sanctions at your next Judicial Review Hearing.

**Curfew:** The Judge will impose a 10:00 pm curfew when you enter Sobriety Court. You will make a weekly schedule with your Sobriety Court Case Manager that will allow the adjustment of the curfew based on your employment or special circumstances. If there are any emergencies or events that will result in a curfew violation, you must contact your Sobriety Court Case Manager immediately.

**Employment/Education:** Each participant must either maintain full time employment/higher education, or the combination of both. If a person is retired, they will be expected to find some form of volunteer opportunity. All employment, volunteering, and educational trainings will be routinely verified by your Sobriety Court Case Manager. It is recommended that you notify your employer/school of your Sobriety Court participation and required court/probation dates.

**Treatment:** You will participate in substance abuse/mental health therapy in a step down progression throughout your duration of the program through Hegira Inc. or any other approved agency. You are responsible for making contact and completing the assessment within one week of sentencing. This will allow for an evaluation to be completed and confirm your eligibility for the program. You must sign a release of information with the therapy agency that will allow constant communication between your Sobriety Court Case Manager and your therapist. You must follow your established treatment plan and attend on a regular basis. You are required to maintain and provide a weekly attendance verification sheet to your Case Manager. Failure to do so will result in immediate sanction. Treatment plans may be adjusted to meet your needs. Missed treatment appointment will be considered violations and will be addressed at the Judicial Review Hearings.

**Alcohol Education Group:** All participants entering the program will be enrolled into the Hegira Intensive Outpatient Program (IOP). This program consists of 10 group sessions as well as two hours of homework for each group. IOP is designed to provide each participant with an education on substance abuse/use disorders, the stages of change, and how the brain is affected by alcohol/drug abuse. Once completed, you will step down to individual therapy.

**Individual Therapy:** Once IOP is completed, you will transition into an Individual Outpatient Treatment Program which will typically last through Phase Two and Phase Three. This program is designed to build upon the information gained from IOP in order to develop a treatment plan which will help you navigate through your therapeutic process.

**Relapse Prevention:** You will be required to attend a minimum of two Relapse Prevention group meetings monthly after Individual Therapy is complete. This program is designed to provide you with continued support as you transition out of the Sobriety Court Program. The program will help you develop a recovery based lifestyle and identify community resources that will assist you with maintaining long term sobriety.

**AA/NA/Support Groups:** Your regular attendance at 12 Step support groups is essential for your success in this program. You will be given a contact book and verification sheets at the time of sentencing. You will be required to attend a minimum of two meetings per week or up to seven days per week depending on your case status. Verification is required and any falsification will result in an immediate sanction.

**Peer Group Meetings:** The Peer Group Meetings are essentially support meetings exclusively for Sobriety Court participants. This unique group setting is an excellent way for you to connect with your fellow Sobriety Court participants. You are required to attend a minimum of two Peer Group Meetings per month in Phase One with proof to your Case Manager. The Peer Group Meetings are open to all Sobriety Court participants in any phase and may be assigned at the Sobriety Court Team's discretion.

**Sponsor:** Through your attendance at AA/NA or other support groups, you will come into contact with many other attendees who have been actively involved in the support group setting. Many of these participants have established long term sobriety and will offer their assistance to you in the form of sponsorship. They will provide you with their experience, knowledge, and support as you proceed through the program. You will be expected to locate a Sponsor in Phase Two and provide their contact information to your Sobriety Court Case Manager.

**Certified Peer Recovery Coaches:** These are certified coaches who have successfully maintain sobriety for an extended period of time and have completed rigorous training to help empower others to make healthier choices. The coaches will assist you in identifying and connecting with resources for treatment, life skills, health care, employment, etc. If identified, you will be required to meet with your coach regularly and comply with recommendations provided by the coach. Your coach may continue working with you up to a year after program completion.

**Rewards:** You may receive rewards periodically for program compliance and a demonstrated commitment to a sober lifestyle. Rewards may include but are not limited to:

- Praise from Judge
- Applause
- Phase Advancement
- Certificates of Achievement
- Driving Privileges
- Interlock \$ Vouchers
- Travel Requests Granted
- Reduction of Work Program Days or Community Service Hours

**Driving Privileges:** You may become eligible for a restricted drivers license after 60 days of continuous sobriety and the installation of an ignition interlock in any vehicle that you drive/have registered in your name. You will receive a listing of Secretary of State approved companies and you must choose an interlock with a camera and GPS. You must be in full compliance with your probation to receive this privilege.

**Ignition Interlock:** You must have an ignition interlock with a camera and GPS installed on any vehicle that you drive or is registered in your name. You must provide a copy of the installation certificate to your Case Manager once installed. You will be expected to test on your device daily as required. You are allowed to have other people operate your vehicle, however, you should be the one testing at your required times. After completion of the program, you are expected to continue with the ignition interlock device in your vehicle until you are informed by the Secretary of State that it can be removed.

**Travel Request:** If you are in compliance with the program, you may request to travel. A travel request form must be completed and submitted at least two weeks prior to travel and reviewed for approval by the Sobriety Court Team. You will be required to utilize electronic testing equipment to comply with daily testing at your expense. You will also be required to test at JAMS upon your return. Failure to do so will result in immediate sanction and potential denial of future travel.

**Sanctions:** Non-compliance with program rules will lead to sanctions imposed by the court. In the event of a violation, you will be seen by a Judge that same day or the following business day and an additional fee of \$35 will be assessed. Possible sanctions will be discussed by the Sobriety Court Team and imposed by the Judge on a progressive based system at the Judicial Review Hearing. Sanctions include but are not limited to:

- Increased Alcohol/Drug Testing
- Increased Probation Appointments
- Additional Assessment of Work Program Days or Community Service
- Jail Time/Home Confinement Through Tether Technology
- Additional Fines
- License Revocation
- Program Termination

\*Sanctions work in a progressive nature. For example, in the event you violate by failing to report for a test in Phase One, you may receive a verbal warning or additional days on the court's work program. However, if you are in Phase Three and a similar violation occurs, you can expect increased testing and/or possible jail depending on how often a similar violation has occurred.

**Discharge:** You may be discharged from the Sobriety Court Program for a variety of reasons including, but not limited to:

- Conviction of a New Criminal Offense
- You Display Inappropriate, Disruptive, or Non-Compliant Behaviors
- Refusal to Participate in Program Requirements
- Repeated Violations of Program Rules
- Inability to Be Safely Monitored in the Community

\*If you are removed voluntarily or involuntarily from the Sobriety Court Program, you will no longer be eligible for a restricted license through the Secretary of State Interlock Program. License revocation and immobilization will be reinstated immediately.

**Graduation:** The program can be completed in 15 months but may last up to 24 months. You must have demonstrated compliance with each of the Four Phases and must include 120 days of continuous sobriety in Phase Four prior to graduation. All fines and costs must be paid in full to graduate.

**Alumni Program:** This program is open to all Sobriety Court graduates. The group is hosted by prior Sobriety Court graduates and overseen by the Case Manager. The program is designed to offer support and will provide suggestions for successful completion for current participants. The Alumni Program is also an excellent way to help you maintain sobriety and a recovery based lifestyle after graduation from Sobriety Court.

## **Program Contact Information**

18<sup>th</sup> District Court  
36675 Ford Road  
Westland, MI 48185  
734-595-8720  
[18thdistrictcourt.com](http://18thdistrictcourt.com)

### **Judge Sandra Ference Cicirelli**

Zoom Meeting ID: 415-402-1799  
Password: 1801

### **Judge Mark McConnell**

Zoom Meeting ID: 596-779-5046  
Password: 1818

### **Travia Crawford: Sobriety Court Case Manager**

Direct Phone: 734-260-9953  
Email: [tcrawford@18thdistrictcourt.com](mailto:tcrawford@18thdistrictcourt.com)  
Zoom Meeting ID: 812-538-7869  
Password: 1818

### **Edward Johnson: Home Compliance Officer**

Direct Phone: 734-260-9955

### **Tarah Paulsen: Peer Recovery Coach**

Direct Phone: 734-793-7812  
Email: [tarah.paulsen@gwcares.org](mailto:tarah.paulsen@gwcares.org)

### **John Quinlisk: Peer Recovery Coach**

Direct Phone: 734-812-0480  
Email: [john.quinlisk@gwcares.org](mailto:john.quinlisk@gwcares.org)



STATE OF MICHIGAN



**Sandra Ference Cicirelli**  
DISTRICT JUDGE

**Mark A. McConnell**  
DISTRICT JUDGE

THE DISTRICT COURT  
18TH JUDICIAL DISTRICT  
36675 Ford Road  
Westland, MI 48185  
(734) 595-8720  
FAX (734) 595-0160  
www.18thdistrictcourt.com

**David R. Wiacek**  
MAGISTRATE

**JAMES B. GIBBS**  
COURT ADMINISTRATOR

**AGREEMENT TO PARTICIPATE  
18<sup>th</sup> District Court Sobriety Court**

I, \_\_\_\_\_, agree to participate in the 18<sup>th</sup> District Court Sobriety Court Program. I agree to follow all terms and conditions of the sobriety court program as established by the court and the sobriety court team.

**I agree to:**

1. Cooperate with the sobriety court to complete a screening and assessment, and any future instructions to complete an evaluation or assessment. A treatment recommendation will be made and shared with the sobriety court team.
2. Work with treatment staff to develop a treatment plan and follow the plan accordingly, including aftercare and continuing care recommendations.
3. Not use, possess, or consume alcohol, CBD, marijuana and/or other illegal or controlled substances, nor be in the presence of any person using, possessing, or consuming said substances; nor enter premises where alcohol is the primary source of revenue. I understand if I am found to be under the influence of drugs, alcohol, or medication not prescribed to me I may be sanctioned and/or terminated from the program.
4. Submit to PBT's, electronic alcohol monitoring, and/or drug and alcohol screenings as requested.
5. Be employed or enrolled in an educational program, or participate in another positive activity as directed.
6. Notify the sobriety court of any changes in phone number within 24 hours.
7. Not change my place of residence without prior authorization from the sobriety court.
8. Notify the sobriety court of any police contact, arrest or criminal charge within 24 hours.
9. Make full and truthful reports to the sobriety court, as directed by any team member.
10. Not engage in any antisocial, assaultive, threatening, or aggressive behavior.
11. Not leave the state without the prior consent of the sobriety court.
12. Maintain the confidentiality of other sobriety court participants.
13. Pay all outstanding monies resulting from my conviction including but not limited to: drug treatment court program fees, court fines and costs, crime victim's rights assessment fees, and restitution, and pay all, or make substantial contributions toward payment of, the costs of the treatment and the drug treatment court program services provided to me, including, but not limited to, the costs of urinalysis and such testing or any counseling provided.

14. Appear in court on all scheduled court dates and to attend all appointments with my probation officer, case manager, and/or treatment provider.
15. Comply with the program's policies and conditions discussed within the 18th District Court Sobriety Court Participant Handbook.

**I waive the following rights:**

1. The right to a speedy trial.
2. The right to representation by an attorney at the review hearings, although I continue to have the right to an attorney for any program violation or probation violation where the facts are contested and a liberty interest is at stake, or if I may be terminated from the drug treatment court program.
3. To be present at the team staffing meetings.

**I understand that:**

1. The sobriety court program has a duration of 15-24 months.
2. I may receive a restricted license through the Secretary of State Office with the installation of an approved ignition interlock device with a camera after 60 days of continuous documented sobriety.
3. I may only drive a vehicle with an ignition interlock and may only drive to SOS approved destinations; employment, school, court related functions, medical appointments and if approved, transportation of minor child for care and school related activities
4. If I am terminated from the Sobriety Court program my driving privileges will return to revoked status as of the date of the termination and the original revocation will apply.
5. If I am convicted of a felony for an offense that occurred after I am admitted to the sobriety court, the judge must terminate my participation in the program per MCL 600.1074.
6. I must have prior permission from the sobriety court before consuming any medication.
7. The data in my public and confidential file may be used for research, data analysis and program evaluation by the drug treatment court, court staff, or individuals or others independent of the sobriety court. Any data used in this way will be de-identified prior to distribution.
8. Staffing meetings, which are held before review hearings, are closed meetings where program team members are bound by the laws of confidentiality and I will not be present at these meetings. Confidential information may be discussed by the 18<sup>th</sup> District Court sobriety court team at a staffing meeting.
9. I understand I am required to attend all appointments for court, treatment, ancillary services, and all drug and alcohol testing as scheduled.
10. I understand that the 18<sup>th</sup> District Court sobriety court staff may make unscheduled home visits, and I will allow drug treatment court team members, together with law enforcement officials if accompanied, into my home at any time for supervision or compliance reasons.

11. I recognize that guests of the sobriety court may visit the program and attend team meetings, and/or review hearings. Any observers must sign a confidentiality agreement forbidding unlawful disclosure of confidential information to any individual who is not a member of the sobriety court team, and my information will not be disclosed unless I sign a consent to release of information specific to that observer
12. Failure to fully comply with all the terms and conditions of the program listed above may result in the following:
  1. Notification to the judge that I am in violation of the program,
  2. Should I admit guilt to or be found guilty of a program violation, sanctions, up to and including jail, may be imposed or additional conditions may be added as determined by the Judge with input from the sobriety court team,
  3. Termination from the program

**I understand that the sobriety court may amend these conditions and/or add new conditions, notice of which will be provided to me in writing. I understand that I must comply with the amended or added conditions. The 18<sup>th</sup> District Court Sobriety Court Case Manager agrees to:**

1. Meet with the program participant as needed to help assure successful completion in the program.
2. Report the participant's progress and tests results to the court.
3. Refer the participant to any community agency at the sobriety court's disposal which may assist in the participant's recovery.

I have discussed the above listed conditions with my attorney or the sobriety court case manager and received a copy of this form and a copy of the 18<sup>th</sup> District Court Sobriety Court Participant Handbook.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

I have discussed the above listed conditions with the participant and have provided a copy of the agreement and the 18<sup>th</sup> District Court Sobriety Court Participant Handbook to the participant.

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date

STATE OF MICHIGAN



**Sandra Ference Cicirelli**  
DISTRICT JUDGE

**Mark A. McConnell**  
DISTRICT JUDGE

THE DISTRICT COURT  
18TH JUDICIAL DISTRICT  
36675 Ford Road  
Westland, MI 48185  
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**David R. Wiacek**  
MAGISTRATE

**JAMES B. GIBBS**  
COURT ADMINISTRATOR

## 18<sup>th</sup> District Court Drug Treatment Court Multiple-Party Consent for Release of Information

Participant's Full Name: \_\_\_\_\_

DOB: \_\_\_\_\_

### I authorize the following parties:

1. 18<sup>th</sup> District Court
2. The State Court Administrative Office (SCAO)
3. 18<sup>th</sup> District Court probation department
4. City of Westland prosecutor's office
5. Hegira Inc.
6. Westland Police Department
7. Darin Weinberg, Defense Counsel
8. Redwood Toxicology
9. House Arrest, American Interlock, Smart Start, Nationwide
10. JAMS, ADAMS
11. Growth Works Inc.
12. Other \_\_\_\_\_

If information is authorized to be released to a party under a general designation, the participant (or other individual authorized to sign in lieu of the participant), understands that, upon request and consistent with this part, the 18<sup>th</sup> District Court Drug Treatment Court program will provide a list of entities to which their information has been disclosed pursuant to the general designation (see § 2.13(d)).

**To communicate with and disclose to one another the following information:**

## **INFORMATION TO BE SHARED**

1. Name, address, and other personal identifying information of the participant.
2. **18<sup>th</sup> District Court Drug Treatment Court** program assessments (GAIN, COMPAS, risk and needs, etc.).
3. **18<sup>th</sup> District Court Drug Treatment Court** program behavior summaries and updates.
4. Treatment information, including assessments, attendance, progress and compliance reports, treatment plans and discharge summaries.
5. Drug and alcohol screening, testing, confirmation results, and payment information.
6. Health information.
7. Reportable communicable disease information, including HIV, sexually transmitted infections, hepatitis, and tuberculosis.
8. Health plan or health benefits information.
9. Electronic monitoring information, including compliance and payment information.
10. Other (specify, if any): \_\_\_\_\_

**Note: I authorize all of the foregoing information to be shared unless I indicate here, by number, one or more categories of information not to be shared:** \_\_\_\_\_

## **PURPOSE OF USE AND DISCLOSURE**

**The purposes for the disclosures authorized by this form are:**

1. To assess the participant's need for substance use, mental health, or developmental disabilities services and treatment.
2. To provide, manage, and coordinate the 18<sup>th</sup> District Court Drug Treatment Court program and substance use, mental health, and developmental disabilities services and treatment for the participant.
3. To develop a Person-Centered Plan, Service Plan, and/or Treatment Plan for the participant.
4. To make dispositional recommendations for a court-involved participant.
5. To monitor payment for services, and establish financial assistance if determined necessary.
6. To improve service and treatment outcomes for participants involved in the 18<sup>th</sup> District Court Drug Treatment Court program.
7. Other (please specify): \_\_\_\_\_

## **RE-DISCLOSURE AND CONFIDENTIALITY**

Once health care information is disclosed pursuant to this signed authorization, I understand that the federal health privacy law (45 CFR, Parts 160 and 164) protecting health information may not apply to the recipient of the information and, therefore, may not prohibit the recipient from re-disclosing information to others. However, substance-abuse treatment information protected by federal law (42 CFR, Part 2), shall remain confidential and must not be re-disclosed by the recipient except as authorized by those laws or this authorization. The federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

## **CONSENT EXPIRATION**

The date, event, or condition upon which consent expires must ensure that the consent will last no longer than reasonably necessary to serve the purpose for which it is given.

This consent for release of information shall expire upon my successful graduation from the problem solving court program; or upon termination for violation of the 18<sup>th</sup> District Court Drug Treatment Court terms or upon a date certain for other specified reasons.

## **CONFIDENTIALITY RIGHTS**

Federal law protects the confidentiality of treatment records under 42 CFR, Section 2.1 through Section 2.67; and Section 290dd-2. This means that:

1. Treatment information is ordinarily kept confidential.
2. Review hearings are held in open and public courtrooms, and although the court attempts to minimize confidential information in court, it is possible that an observer could connect a participant's identity with the fact that he or she is in treatment as a condition of participation in the 18<sup>th</sup> District Court Drug Treatment Court or that confidential information may be revealed. I specifically consent to a potential disclosure to third persons.
3. Staffing meetings, which are held before review hearings, are typically closed to the public. Confidential information may be discussed by the 18<sup>th</sup> District Court Drug Treatment Court team members at a staffing meeting. I understand that if a non-team member is invited to participate in a staffing meeting they must receive my consent prior to observation.
4. If I refuse to consent to disclosure or attempt to revoke my consent prior to the expiration of this consent such action is grounds for immediate termination from the 18<sup>th</sup> District Court Drug Treatment Court.
5. It is a crime to violate confidentiality requirements, and the participant may report such violations to Michigan's attorney general at 517-373-1110.
6. Notwithstanding this confidentiality requirement, covered information may be released under specified circumstances that may include medical emergency, crimes on the premises, crimes against staff, administration/qualified service providers working with the 18<sup>th</sup> District Court Drug Treatment Court, and outside auditors, central registries and researchers).
7. Federal law does not protect information relating to the abuse or neglect of a child, state child abuse laws, court orders signed pursuant to 42 CFR part 2 for release of specific information, state laws relating to cause of death and duty to protect others, and to warn of serious imminent harm.

**I acknowledge that I have been advised of my rights, have received a copy of the advisement, and have had the benefit of legal counsel or have voluntarily waived the right to an attorney. I am not under the influence of drugs or alcohol. I fully understand my rights and I am signing this Consent voluntarily.**

**SIGNATURE CONSENTING TO RELEASE OF INFORMATION**

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff witness signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff witness printed name

**SIGNATURE CONFIRMING PARTICIPANT WAS ADVISED OF CONFIDENTIALITY RIGHTS BOTH VERBALLY AND IN WRITING**

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff witness signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff witness printed name

STATE OF MICHIGAN



**Sandra F. Cicirelli**  
District Judge

**Mark A. McConnell**  
District Judge

**18<sup>th</sup> Judicial District Court  
Probation Department**

36675 Ford Road  
Westland, MI 48185-2210  
734.595.8720  
FAX 734.238.1900  
Web: [www.18thdistrictcourt.com](http://www.18thdistrictcourt.com)

**David R. Wiacek**  
Magistrate

**James B. Gibbs**  
Court Administrator

**18<sup>th</sup> District Court**

**Court Policy on Zero Tolerance Alcohol Consumption**

Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests are capable of detecting alcohol ingestion for significantly longer periods of time after a drinking episode. Because these tests are sensitive, in rare circumstances, exposure to non-beverage alcohol sources can result in detectable levels of alcohol (or its breakdown products). In order to preserve the integrity of the courts testing programs, it has become necessary for us to restrict and/or advise probationers regarding the use of certain alcohol-containing products.

It is **your** responsibility to limit your exposure to the products and substances detailed below that contain ethyl alcohol. It is **your** responsibility to read product labels, to know what is contained in the products you use/consume and to stop and inspect these products **before** you use them. **Use of products detailed below in violation of this contract will NOT be allowed as an excuse for a positive test result. When in doubt, don't use, consume or apply.**

**Cough Syrups and other liquid medications:** Probationers are prohibited from using alcohol-containing cough/cold syrups, such as Nyquil®. Other cough syrup brands and numerous other liquid medications, rely upon ethyl alcohol as a solvent. Probationers are required to read product labels carefully to determine if they contain ethyl alcohol (ethanol). All prescription and over-the-counter medications should be reviewed with your probation officer before use. Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol containing cough and cold remedies are readily available at most pharmacies and major retail stores.

**Non-Alcoholic Beer and Wine:** Although legally considered non-alcoholic, Non-Alcohol Beers (e.g. O'Douls® and Sharps®) do contain a residual amount of alcohol that may result in a positive test for alcohol, if consumed. Probationers are **not** permitted to ingest non-alcoholic beer or wine.

**Food and other ingestible Products:** There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts (such as Ginko Biloba), could result in a positive screen for alcohol or



its breakdown products. Communion wine, food cooked with wine, and flambe dishes (alcohol poured over a food and ignited such as cherries jubilee and baked Alaska) must be avoided. Read carefully the labels on any liquid herbal or homeopathic remedy and do not ingest without approval from your case manager.

**Mouthwash and Breath Strips:** Most mouthwashes (Listermint®, Cepacol®, etc.) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol can produce a positive test result. Probationers are required to read product labels and educate themselves as to whether a mouthwash product contains ethyl alcohol. Use of ethyl alcohol-containing mouthwashes and breath strips by Probationers is not permitted. Non-alcohol mouthwashes are readily available and are an acceptable alternative. If you have questions about a particular product, bring it in to discuss with your Probation Officer.

**Hand Sanitizers:** Hand sanitizers (e.g. Purell®, Germex®, etc.) and other antiseptic gels and foams used to disinfect hands contain up to 70% ethyl alcohol. Excessive, unnecessary or repeated use of these products could result in a positive urine test. Hand washing soap and water are just as effective for killing germs.

**Hygiene Products:** Aftershaves and colognes, hair sprays and mousse, astringents, insecticides (bug sprays such as Off®) and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol (or its breakdown products), excessive unnecessary, or repeated use of these products could affect test results. Probationers must use such products sparingly to avoid reaching detection levels. Just as the court requires probationers to regulate their fluid intake to avoid dilute urine samples, it is likewise incumbent upon each participant to limit their use of topically applied (on the skin) products containing alcohol.

**Solvents and Lacquers:** Many solvents, lacquers, and surface preparation products used in industry, construction, and the home, can contain ethyl alcohol. Both excessive inhalation of vapors, and topical exposure to such products, can potentially cause a positive test result for alcohol. As with the products noted above, probationers must educate themselves as to the ingredients in the products they are using. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept at a minimum. A positive test result will not be excused by reference of use of an alcohol-based solvent. If you are in employment where contact with products cannot be avoided, you need to discuss this with your Probation Officer. Do not wait for a positive test result to do so.

**Remember, when in doubt, don't use, consume, or apply.**

**I have read and understand my responsibilities:**

---

**Print & Sign Name**

---

**Date**

---

**Witness**

---

**Date**

18<sup>th</sup> District Court  
Sobriety Court Program

Home Compliance Visit Guidelines

Home compliance visits are an integral component of the Sobriety Court. The visits will allow the compliance officer/probation officer to become better acquainted with you and your living environment. The visits will be conducted in a professional and discreet manner so as to not draw attention to your participation in the court program. The visits will allow you the opportunity to demonstrate your commitment to a sober lifestyle.

Home compliance visits are conducted randomly anytime during the day or night. It is expected that you will cooperate and comply fully with the home compliance officer.

Expectations include:

- Your home must be alcohol and drug free (tobacco, caffeine, prescriptions excluded).
- You must submit to any PBT testing or urine screening request.
- If you have a curfew you must be at your residence during the hours set by the judge. Failure to answer will result in a curfew violation.
- Your house, property, garage, vehicle and person is subject to search without a warrant for alcohol and other illegal substances.
- You are responsible for what is in the home/property. Express this to any other family member/resident of the home and ask for their consideration.
- You are expected to be prompt in your interaction with the home compliance officer.
- Other residents of the home need to be advised that even if you are not at home they will have to allow the compliance officer onto the property/residence.
- You must maintain constant communication with your sobriety court probation officer regarding any changes to your work or school schedules.
- If you have any emergency that may cause you to miss a compliance visit you must contact your sobriety court probation officer within 2 hours and will be expected to provide documentation within 24 hours.

**Failure to comply with these guidelines will result in sanctions.**

I understand and have received a copy of the Home Compliance Visit Guidelines, and consent to home compliance visits.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_



## Department of State

Ruth Johnson, Secretary of State

### STATE OF MICHIGAN



#### THE DISTRICT COURT 18th Judicial District Court

36675 Ford Road  
Westland, MI 48185-2210  
734.595.8720  
FAX 734.595.0160  
18thdistrictcourt.com

**SANDRA FERENCE CICIRELLI**  
DISTRICT JUDGE

**MARK A. McCONNELL**  
DISTRICT JUDGE

### Ignition Interlock Manufacturers List

#### How do I get an Ignition Interlock Device Installed?

Manufacturers and providers who are currently authorized to install ignition interlock devices for Michigan drivers are listed below. You can contact any of the provider's by calling their toll-free phone numbers to obtain additional information concerning cost, the location of service centers and to schedule installation.

## COMPANY MUST BE ON REAL TIME

#### Michigan Interlock

2911 Pontiac Lake Road Waterford Township, MI  
Auto Meristar 32984 Ford Road Westland, MI 48185  
(248) 481-9743

#### American Interlock

VIP Auto Body Center 38410 Grand River Ave Farmington Hills, MI 48335  
Bob's Auto Clinic 33943 Plymouth Road Livonia, MI 48150  
(800) 580-0504

#### Nationwide Interlock

27260 Haggerty Road Suite A17 Farmington Hills, MI 48331  
(866) 694-6099

**Smart Start Michigan**

Rick and Rocky Family Car Care 6206 N. Canton Center Road Canton, MI 48187  
(888) 234-0198

**#1A Lifesafer of Michigan**

Toll Free: 1-888-294-7002

Manufacturer:

Lifesafer Interlock, Inc.

512 Reading Road

Cincinnati, OH 45202

**Alcolock MI, Inch.**

Toll Free: 1-855-875-4579

Manufacturer:

Alcohol Countermeasure Systems, Inc.

60 International Boulevard

Toronto, Ontario M9W612 Canada

**Michigan Interlock, LLC.**

Toll Free: 1-888-786-7384

Manufacturer:

Alcohol Detection Systems, Inc.

1715 Belmont Avenue, Suite E

Baltimore, MD 21244

\*\*\* The State of Michigan and/or their employees do not endorse or recommend vendors. Each vendor is a commercially operated company that has been approved by the State of Michigan according to MCL 257.625 (k) and (l). Rates and policies may vary.

## Key Points For Court Participants

1. While the court may have rules for your interlock that you must abide by, there are also State rules that may affect your program.
2. The interlock does not damage your vehicle in any way. Nothing is permanently affixed and your vehicle will be returned to its original condition upon removal of the device.
3. If you are required to provide scheduled PBT's into the interlock device and are unable to provide them:
  - a. Take a PBT at a testing facility or Police Department and keep the receipt
  - b. Contact Smart Start to resolve your issue
  - c. Contact your Probation Officer to advise them of the situation
4. If the interlock requests a test you **must** provide one otherwise the device will log a skipped test
  - a. Even if you're parking your car
  - b. Even if you just turned the engine off
  - c. If you provide a warn level test you must provide another sample
5. If you leave your vehicle running unattended you will likely have skipped tests! Skipped tests are considered a State violation and will require a violation reset service which will cost you \$50.
6. If you do not pass a test (receiving a warn or fail message) you must rinse with water and continue to test
  - a. Read the labels of the products you use!
7. When having work done to your vehicle it's best to inform Smart Start beforehand for advice and email your receipts when work is complete to **MDOS-BAIIDdocumentation@michigan.gov** within 24hrs of event
8. If your device loses power (battery dies) the State views this as a tampering violation
  - a. When you purchase/have a new battery installed email receipt to **MDOS-BAIIDdocumentation@michigan.gov** within 24hrs of event
9. It's a good idea to keep a journal or log of anything out of the ordinary regarding your interlock. When fulfilling State requirements all failed tests and violations from the time you have the interlock installed will be reviewed and it's good to have notes to refer back to.
10. Annual report – you will need this when applying to have your license fully reinstated. A free copy is sent to you yearly on the anniversary of your interlock installation. This report will list all failed tests (above .025) and violations from the time you had the interlock installed, it's a good idea to review this report. Any BAIID reports required after this will cost \$50. Copies of notes, records of phone calls and receipts submitted can be sent to you via email at no charge within 5 business days or paper copies can be mailed for \$1 per page.
11. When graduating from your court program but still fulfilling State obligations, contact your interlock provider. The State only requires downloads every 60 days and may require less features than the court program (i.e. no cellular modem, no Daily PBTs), therefore some changes may be made to your program that can lower your cost.
12. After fulfilling your court and State requirements you may want to seek legal advice prior to scheduling a hearing with the State. Once you have received paperwork from state approving removal of IID, send it to Smart Start to schedule a removal.

**RINSE WITH WATER BEFORE EVERY TEST & AVOID PRODUCTS THAT CONTAIN ALCOHOL!!**

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## PROPER INTERLOCK USE

**YOU WILL BE RESPONSIBLE FOR ALL INTERLOCK VIOLATIONS.** The statements that follow cover some of the common violations involving the ignition interlock devices, but this list is not exhaustive. **You must read this Order in its entirety and learn to use the ignition interlock device correctly.** You must familiarize yourself with any and all instructions provided by your ignition interlock company.

- **Never** leave your vehicle running and unattended, even momentarily. If you fail to provide a timely rolling re-test for any reason, it is a major ignition interlock violation. Your original revocation/denial will be reinstated and you will lose your license.
- **Never** exit your vehicle without first making sure that a rolling re-test has not been requested. Arrive at your destination, physically look at the ignition interlock device, and then turn off the ignition. You should look at the device again before exiting. Do not turn your vehicle off after a rolling re-test has been requested without providing a breath sample within the allotted five (5) minute time frame. Failure to provide a rolling re-test is a major violation. Your original revocation/denial will be reinstated and you will lose your license.
- **Periodically** start your vehicle, even if it is not being driven every day, to ensure that the battery remains charged. If your battery dies, use a tow service or AAA to obtain a jumpstart and send the receipt and a letter of explanation to the Department immediately after doing so.
- You and/or a repair facility **must** contact the interlock company **before** making any repairs to your vehicle. Provide notice to the interlock company of the type of repairs and the dates they are scheduled to be completed.
- **Obtain documentation** (legible, dated, and signed receipts) for any repairs done to your vehicle. This includes tow receipts and receipts from auto parts stores. These receipts and a letter of explanation that is notarized, dated, and signed by you should be sent to the Department immediately after repairs are completed. **Make sure it is clear on the face of the receipt if a mechanic has possession of the vehicle for longer than one (1) day.**
- Receipts with an accompanying letter of explanation should be scanned, uploaded as an attachment, and emailed to MDOS-BAIIDDdocumentation@michigan.gov within five (5) days of repairs being completed. Note that this email is used solely to submit documents and that the Department will not respond to emails.
- **Never eat or drink anything** (other than plain water) within 15 minutes of providing a breath sample. **Be careful if you use mouthwashes or cold medications,** such as Listerine, Scope or Nyquil. Many contain alcohol, ranging from about 20% to 30%. You should avoid using any products that contain alcohol. If alcohol is detected by the machine, you should rinse out your mouth with water and provide a second sample within five (5) minutes. Do not just walk away from the machine. It is advisable that you keep a bottle of water in your vehicle. Ask your pharmacist if you are unsure if a product contains alcohol. **FOLLOW THIS INSTRUCTION CAREFULLY – YOU WILL BE HELD RESPONSIBLE FOR POSITIVE ALCOHOL INDICATIONS.**

- **With an alcohol reading on your interlock device or other violation such as missed rolling retest or power losses, it is also advisable that you obtain an objective test to prove you were not drinking.** This might involve a preliminary breath test (PBT) from your local police station, sheriff's department, or State Police post if within 1 hour of the violation. It could also involve other chemical tests such as an Ethyl Glucuronide (ETG) test from a toxicology lab if within 24 hours of the violation. Note that doing so will not necessarily avoid a reinstated revocation/denial if a major violation occurs, i.e., a failed rolling re-test. However, the test results may be taken into consideration in the event an administrative hearing is scheduled. The burden is **always on you** to prove that you had continued to maintain abstinence and had not relapsed.
- **Limit** the people who have access to your vehicle. **You are responsible** for all violations of the interlock device. Action will be taken **against you** if another individual misses a re-test, provides a breath sample that includes alcohol, or otherwise violates the interlock device.
- If you change interlock companies, **notify** the Department **within seven (7) days** of the removal of your first interlock company's interlock device and the installation of the new company's device by mailing the new installation certificate to the Department.

# Double Shooting Guide

**Too Soft-** This message means either the unit requires a stronger inhale or blow, or pause between breath changes. Also be sure not to take your mouth off the mouthpiece between breath changes. Always inhale through mouthpiece not nose.

**Orientation-** This message means that the handset requires another breath sample. This message is often more common in extreme cold or heat.

**Waiting for unit to reset-** This message is normal when consecutive tests are taken. Wait for the countdown to expire and then take test.

**Blow again-** This message means that the handset requires another breath sample. If the sample is inadequate in any way, the interlock will require another sample.

**Late breath change detected-** This message means that the handset requires another breath sample. This message is often more common in extreme cold or heat. Check to see if mouthpiece is clear of debris and moisture. Also make sure mouthpiece is firmly seated into handset. Also be sure that you do not pause between breath changes or remove your mouth from mouthpiece.

**Waiting for unit to warm up-** Unit requires warm up time. Wait for countdown to expire, take test. You can also blow into the Handset 3 times for 3-5 seconds before pressing button to activate. This will help to warm the device, decreasing warm up times.

**Low Voltage-** Vehicle battery is low. If this happens you are required to notify American Interlock, LTD immediately. A loss of power to the Interlock could result in the unit requiring service, a reset fee and or notification to your reporting authority.

**Lockout-** This message means that either a rolling test was not properly completed within the first five minutes of the requested sample, a rolling retest was failed, a startup test was failed, or the Interlock recorded a loss of power for an extended period of time. Service is required before the countdown expires. Call immediately to schedule a reset.

**Log Full-** Unit requires service; call immediately.

**Recall Service-** Unit requires service, call immediately.

**Unit not serviced in time-** Unit requires service, call immediately.

**What do I do if I don't take a rolling test in time?-** You are allowed 5 minutes to take a rolling test. If you don't take it within 5 minutes the reporting authorities require that we check the device out within 5 days of the incident to see what happened. Your Interlock will now be in a LOCKOUT and will require service. Give American Interlock, LTD a call as soon as possible to schedule a reset.

**What do I do if I turn off my car during rolling test?-** Take a start up test as soon as the interlock will allow it.

**If I fail a start up test what do I do?-** Try to stay calm, most reporting authorities allow you 15 minutes to pass a startup test. As long as you pass within 15 minutes a notification to your reporting authority will not be reported if they allow a window to pass the test. Calling American Interlock, LTD cannot prevent a notification to your reporting authority, be sure to pass within the allotted times. Depending on the requirements of your reporting authority, this may put your unit into a lockout mode. In this instance you may need to press the button on the front of your handset twice to take another test.

**If I fail a rolling test what do I do?-** Try to stay calm and pull your vehicle over. Most reporting authorities allow you 5 minutes to pass a rolling test. As long as you pass within 5 minutes a notification to your reporting authority will not be reported if they allow a window to pass the test. Calling American Interlock, LTD cannot prevent a notification to your reporting authority. If your Interlock displays the message LOCKOUT you are required to bring in your vehicle before the countdown on the interlock expires. Call American Interlock, LTD immediately to schedule a reset.

**What do I do if my battery goes dead?-** It is your responsibility to maintain a good battery in your vehicle at all times. We suggest you start and drive your vehicle every 2 days for at least 15 minutes to maintain the batteries charge. If your battery is 4 or more years old we recommend that you replace it prior to having the Interlock installed. If you have to replace your battery contact American Interlock, LTD, we require a copy of the receipt and the times that the battery was replaced.

**What happens if I need to have work done to my vehicle?-** Unfortunately vehicles require maintenance now and again. If your vehicle requires service give us a call first to let us know. We will then advise you to take it to any shop that you trust. Chances are that they may have worked on a vehicle with an Interlock before and know how to use it. If not, it's ok. Simply explain how to use the device to the technician. Show them how to take a test. Tell them not to put the key in unless they pass a test first and explain rolling tests. Also the technician can use anything that will fit into the handset for a mouthpiece. A pen or a straw will work just fine. Lastly tell the technician that they can call us with any questions. Be sure to keep all of your receipts and give us a copy to put in your file.

**My car won't start after I pass a test-** Check the battery connections on the vehicle; make sure they are tight and free of corrosion. Make sure the vehicle's battery is above 11.5 volts. Attempt to start the vehicle in neutral after supplying a passing sample. If the vehicle still won't start contact, American Interlock, LTD's technical support.



# FINDING & CHOOSING A SPONSOR

From Twelve Step Sponsorship by Hamilton B.

## WHAT DOES A SPONSOR DO?

A sponsor's primary responsibility is to help a sponsee work the 12 Steps:

- A sponsor helps us work the 12 Steps by providing explanation, guidance and encouragement.
- A sponsor helps us get established quickly in our Fellowship by explaining basic concepts and terminology and by introducing us to other members.
- A sponsor is a safe person whom we can learn to trust.
- A sponsor can answer the many questions that we can have as newcomers or develop as "mid-timers."
- A sponsor can help us in the process of self-examination that the Steps require.
- A sponsor encourages us to read the basic text of our Fellowship and other program literature and to engage in Fellowship activities and service work.
- A sponsor can monitor our progress, confront us when it is appropriate and generally help us stay on the recovery path.
  - A sponsor confronts our behavior, not our being, and he or she does it with compassion.
- A sponsor reminds us to apply 12 Step principles in our lives.
- A sponsor models the 12 Step program of recovery.
- Our sponsor is available in times of crisis.
- A sponsor provides practice in building relationships.

## WHAT A SPONSOR DOES NOT DO:

- A sponsor cannot keep us in recovery.
- A sponsor is not our therapist.
- A sponsor should not attempt to control our lives or encourage an unhealthy dependence.
- A sponsor should not take advantage of us or exploit us in any way.

## SOME FACTORS TO CONSIDER IN CHOOSING A SPONSOR:

1. Has what we want
2. Lives in the solution
3. Walks the talk
4. Has a sponsor
5. Emphasizes the steps
6. Has more time in recovery than we do
7. Has worked more steps than we have
8. Is available for telephone calls and meetings
9. Emphasizes the spiritual aspect of the program
10. Gender is the same as ours

## IF A POTENTIAL SPONSOR SAYS NO:

Some reasons are:

1. The person is currently sponsoring as many people as he or she can handle. A sponsor who takes on too many sponsees does each of them (and himself or herself) a disservice.
2. The person is not taking on new sponsees because of a heavy travel schedule, a planned move, or some other reason based on where he or she is in life or the program.
3. After discussing the potential sponsorship, the person realizes the match would not be a good one. That conclusion is as much about the potential sponsor as it is about us.
  - When potential sponsors reject our request for sponsorship, it is usually about them.
  - It's a privilege to sponsor someone. And it's one of the ways we stay in recovery.

# JAMS LOCATIONS

## Dearborn

[dearborn@jamstesting.com](mailto:dearborn@jamstesting.com)  
24822 Michigan Avenue  
Dearborn, MI 48126  
(313) 581-7246 / Fax (313) 581-7292  
Just west of Telegraph Rd.  
Corner of Woodcroft

## Detroit (OPEN SAT & SUN PM)

[detroit@jamstesting.com](mailto:detroit@jamstesting.com)  
17164 Schaefer Detroit 48235  
North of W. McNichols (6 Mile)  
Behind Sinai Grace Hospital  
(313) 544-7108 / Fax (313) 544-7114  
Between W. McNichols and Outer Drive

## Farmington / Novi

**OPENS ½ HOUR BEFORE OTHER LOCATIONS**

[farmington@jamstesting.com](mailto:farmington@jamstesting.com)  
[novi@jamstesting.com](mailto:novi@jamstesting.com)  
38255 W. 10 Mile Rd  
Farmington Hills, MI 48336  
(248) 888-0100 / Fax (248) 888-0200  
Next to Wendy's and the sign for  
Pure Dental & Assoc. - across from  
Tim Horton's and Taco Bell

## Highland

[highland@jamstesting.com](mailto:highland@jamstesting.com)  
1360 Milford Rd.  
Highland, MI 48357  
(248) 887-6789 / Fax (248) 887-0249  
Highland Plaza South of M-59

## Madison Heights

[madison@jamstesting.com](mailto:madison@jamstesting.com)  
30557 Dequindre  
Madison Hts, MI 48071  
(248) 582-9177 / Fax (248) 582-9174  
Between 12 & 13 Mile Roads.  
Madison Avenue Shopping Center  
South side - down from the cleaners

## Oxford / Lake Orion

[oxford@jamstesting.com](mailto:oxford@jamstesting.com)  
12 North Broadway St.  
Lake Orion, MI 48362  
(248) 969-1743 / 248.690.7102

## Pontiac (OPEN SAT & SUN PM)

**OPENS ½ HOUR BEFORE OTHER LOCATIONS**

[pontiac@jamstesting.com](mailto:pontiac@jamstesting.com)  
31 Oakland Ave.  
Pontiac, MI 48342  
(248) 454-0883 / Fax (248) 454-9182  
Across from old Salvation Army.  
North of Huron (M-59)

## Rochester

[rochester@jamstesting.com](mailto:rochester@jamstesting.com)  
725 Barclay Circle, Suite #205  
Rochester Hills, MI 48307  
(248) 293-2585 / Fax (248) 293-2587  
Hampton Plz - Across from 52-3 Court

## Roseville New Address

**OPENS ½ HOUR BEFORE OTHER LOCATIONS**  
**\*PM ONLY**

[roseville@jamstesting.com](mailto:roseville@jamstesting.com)  
30335 Gratiot Ave.  
Roseville, MI 48066  
(586) 222-0501 / Fax (586) 222-0512  
Roseville Clinic Building, Between 12 & 13  
Mile Roads (Masonic Blvd.)

## Shelby

[shelby@jamstesting.com](mailto:shelby@jamstesting.com)  
52010 Van Dyke,  
Shelby Twp., MI 48316  
(586) 323-1670 / Fax (586) 323-1675  
In Metro Plaza - North of 23 Mile Rd.

## Southfield

[southfield@jamstesting.com](mailto:southfield@jamstesting.com)  
24315 Northwestern Hwy, Ste. 103  
Southfield, MI 48075  
(248) 663-3298 / Fax (248) 809-3977  
E. of Evergreen - 2 bldgs from Easter Seals

## Taylor

[taylor@jamstesting.com](mailto:taylor@jamstesting.com)  
24095 Champaign  
Taylor, MI 48180  
(313) 722-8176 / Fax (313) 722-8179  
Off S. Telegraph South of I-94  
Between Ecorse & Wick Roads  
Across from Thrifty Florist

## Westland

**OPENS ½ HOUR BEFORE OTHER LOCATIONS**

**\*PM ONLY**

[westland@jamstesting.com](mailto:westland@jamstesting.com)  
8577 Wayne Rd.  
Westland, MI 48185  
(734) 427-6115 / Fax (734) 427-4690  
Holiday Plaza (Between Joy & Warren)

## Do not call for an appointment.

Just report to the location of your choice during the testing hours shown on this sheet.

## J.A.M.S. Testing Hours

**For Intakes:** Report at least 15 minutes prior to posted closing times - AM & PM

## MONDAY THRU FRIDAY

6:30 a.m. to 9:00 a.m.

and

5:00 p.m. to 7:00 p.m.

## SATURDAY AND SUNDAY

6:30 a.m. to 9:30 a.m.

## SATURDAY AND SUNDAY

Detroit & Pontiac ONLY

5:00 p.m. to 7:00 p.m.

**Noted locations have different hours**

## HOLIDAYS

**ALL locations are closed for the PM shift** including Detroit and Pontiac Locations.  
**RECOGNIZED HOLIDAYS ARE POSTED AT THE LOCATIONS**

## J.A.M.S. Call-In

**313-335-9552**

**CALL Between The hours**

**of 5 a.m. and 10:59 p.m.**

**EACH DAY**

**In enough time to make it to our location to test during testing hours.**

# IGNITION INTERLOCK PROCESS

