

The background of the cover is a photograph of the Indiana County Courthouse. The building is a large, multi-story brick structure with a prominent portico supported by white columns. Above the columns, the words "INDIANA COUNTY COURTHOUSE" are visible in stone. In the foreground, there is a bronze statue of a man in a suit and hat, standing on a stone pedestal. The overall scene is brightly lit, suggesting a sunny day.

Indiana County Drug Treatment Court

Participant Handbook

Revised April 2026

This Handbook Belongs to:

Welcome Letter

Hello and welcome to the Indiana County Treatment Court Program!

Congratulations on making the decision to enter our program and move towards obtaining and maintaining long-term recovery. We realize you are going through a difficult time, which lead you to where you are now, and that this may seem very overwhelming, but everyone on the drug court team is here to support and guide you to successfully completing our program.

Before we dive into the handbook and program itself, we wanted to make sure you are aware of some important things:

- Treatment court is very different from other court experiences you may have had, please feel free to be open, honest, and engage with all members of the drug court team. If you have questions, ask them.
- Our goal is to help you successfully complete the program – this path can look different for each participant.
- We, as a team, are here to help guide you every step of the way. No one on the team wants to see you sanctioned, incarcerated, or removed from the program.
- We won't give up on you, if you don't give up on yourself!

We ask three important things of you:

- You have to **SHOW UP!**
- You have to **TRY!**
- You have to be **HONEST!**

We look forward to working with you and seeing you succeed!

The Indiana County Treatment Court Team

Your Handbook

This handbook is designed to answer any questions and provide overall information about the Indiana County Treatment Court Program. You will be expected to follow the terms of the program given by the Treatment Court Judge and comply with the case plans developed with the probation officer and treatment team. This handbook will detail what is expected from each participant and will provide additional general program information. **A full policy and procedure manual is available to each participant as well, if you would like a copy please ask.**

Please Note: The information contained in this handbook may be subject to change. You will be kept informed of any changes as they occur and will be expected to comply with all changes.

What is Treatment Court?

The Indiana County Treatment Court Program is a five phase, intensive supervision program. Each phase is designed to help participants gain the skills they will need to be successful. The Treatment Court Program is a collaborative effort between the Treatment Court Team, who work together and seek to provide a variety of programs and consistent supervision geared toward support and helping participants maintain a stable and sober life.

The treatment court program is not a get out of jail free card or an easy program to get through. Participation in the program requires a serious commitment to sobriety and living a stable life. The program can be completed in a minimum of 15 months, but most participants will complete the program in 18-24 months. The team and treatment providers will equip participants with the tools necessary for success, but it is up to the individual participant to put those tools to use to benefit themselves in the short and long-term.

Participant Contract/Conditions

Participants will be provided a copy of the participant contract/conditions that were signed upon entry into the Treatment Court Program. This Participant Contract has the rules and conditions that govern the Treatment Court Program. By signing this contract upon entry, the participant indicated that they understand and agree to abide by them. Failure to agree and abide by these rules and conditions may result in appropriate action being taken, up to and including termination from the treatment court program.

Important Contact Information

Indiana County Probation Department – 825 Philadelphia St.

Indiana, PA 15701

724-465-3820

Jen Hoover (Probation Officer) – 724-465-3885 (Office)

724-762-5084 (Cell)

jhoover@indianacountypa.gov

Tyler Walls (Probation Officer) – 724-463-2529 (Office)

724-762-5874 (Cell)

twalls@indianacountypa.gov

Armstrong Indiana Clarion Drug and Alcohol Commission – 665 Philadelphia St.

Suite 007

Indiana, PA 15701

724-465-7860

Stephanie Litavish (Case Manager) – 724-463-7860 ext. 402

slitavish@aicdac.org

The Open Door of Indiana, Pennsylvania – 665 Philadelphia St.

Suite 202

Indiana, PA 15701

724-465-2605

Barbra Wojichowski (Treatment Specialist) – 724-465-2605 Ext. 100

bwojichowski@theopendoor.org

Attendance and Absence Policy

Participants are **REQUIRED** to attend all court sessions, appointments, and treatment sessions as scheduled and show up on time. Failure to appear or being chronically late for scheduled court sessions, treatment sessions, or other appointments will result in appropriate sanctions being imposed. If you need to reschedule an appointment, you must notify the person whom you have the appointment with as **well as your probation officer**. In the event of a medical or other true emergency, participants may be asked to submit documentation in writing to the Treatment Court Probation Officer. Failure to do so may result in a sanction.

Courtroom Etiquette

While Treatment Court proceedings are more laid back and relaxed than a traditional court proceeding, the following rules will be in effect with regards to courtroom behavior and rules:

- When you are called upon, please stand to be addressed by the Judge and/or member of the drug court team.
- All information discussed during treatment court is confidential and must not be repeated or discussed with anyone once you leave the courtroom.
- Participants must show respect to the treatment court team and fellow participants, stay alert, pay attention, and not talk unless being addressed by a member of the treatment court team during court proceedings.
- Due to the confidential information talked about during court sessions, only participants or people directly associated with the treatment court team will be permitted in the courtroom.
- All phones or electronic devices must be turned completely OFF and are not to be used in the courtroom.
- No chewing tobacco, snuff, vaping, or smoking permitted in the courtroom.
- Refrain from using profanity.
- Please wear court appropriate clothing, if you have a question if something is appropriate or not, please ask a member of the drug court team.
- We understand your time is important but it takes time to conduct a proper staffing and discuss each and every one of you, please be patient and quiet while waiting for court to begin.

Phases

Treatment Court participants are required to engage in a five-phase treatment model designed to transition the participant to living a stable life. Each phase of the program has specific elements and program criteria that must be completed prior to advancing phases. The probation officer will discuss these requirements in more detail with the start of each phase. The following requirements are not exhaustive and additional requirements may be imposed on an as-needed basis. The timeframes/frequencies in the below charts are to be used as guidelines only, **remember if court is not scheduled then you cannot phase up**. Discretion to change the frequency of appointments remains with the drug court team.

Phase 1		Approximately 3-4 months
Court Frequency: Bi-Weekly	Case Management: As Scheduled	Be placed on SCRAM/House Arrest
Probation Reports: 2x/week	Recovery Support: As directed	Obtain Mental health assessment
Home Visits: Random	Adhere to treatment recommendations	Address housing needs
Drug testing: 2x per week/random	Start to change people, places, & things	Obtain ID/Social Security Card
Comply with Supervision	Remain Crime Free	Begin search for support person
Phase 2		Approximately 3-4 months
Court Frequency: Bi-Weekly	Case Management: As Scheduled	Remain on SCRAM/House Arrest
Probation Reports: 2x/week	Recovery Support: As directed	Identify employment opportunities
Home Visits: Random	Adhere to treatment recommendations	Address housing needs
Drug testing: 2x per week/random	Change people, places, & things	Community Service as needed
Comply with Supervision	Remain Crime Free	Keep in touch with support person
Phase 3		Approximately 4-5 months
Court Frequency: Bi-Weekly	Case Management: As Scheduled	Removed from House Arrest
Probation Reports: 1x/week	Recovery Support: 3x/week	Pursue employment opportunities
Home Visits: Random	Adhere to treatment recommendations	Establish payment plan with PO
Drug testing: 2x per week/random	Change people, places, & things	Community Service as needed
Comply with Supervision	Remain Crime Free	Keep in touch with support person

Phase 4		Approximately 4-5 months
Court Frequency: Monthly	Case Management: As Scheduled	Maintain employment
Probation Reports: bi-weekly	Recovery Support: 3x/week	Remain compliant w/payment plan
Home Visits: Random	Adhere to treatment recommendations	Establish prosocial activity
Drug testing: bi-weekly/random	Change people, places, & things	Community Service as needed
Comply with Supervision	Remain Crime Free	Keep in touch with support person
Phase 5		Approximately 4-6 months
		Sobriety Time: 90 consecutive days
Court Frequency: Monthly	Case Management: As Scheduled	Maintain employment
Probation Reports: Monthly	Recovery Support: 2x/week	Remain compliant w/payment plan
Home Visits: Random	Adhere to treatment recommendations	Establish Continuing Care Plan
Drug testing: Monthly/random	Change people, places, & things	Complete Alcohol Highway Safety
Comply with Supervision	Remain Crime Free	Keep in touch with support person

Incentives and Sanctions

Participants may be subject to incentives, sanctions, supervision responses, or therapeutic responses based on their performance and program compliance for the reporting period. The Treatment Court Team uses these tools to increase engagement, reinforce prosocial behavior, or decrease or stop undesired behaviors.

General Program Rules

As a participant you will be required to abide by the rules outlined in both your participant contract and this handbook. The general program rules may be subject to change. You will be kept informed of any changes as they occur and will be expected to comply with all changes.

- You must be honest, try, and show up.
- You must comply with treatment recommendations and fully participate in all aspects of the treatment process. Non-participation, sleeping in group, rude or disruptive behavior will not be tolerated and may result in removal from group and the program.
- Totally abstain from the use, possession, or distribution of drugs, drug paraphernalia, and alcohol.
- You will notify your probation officer within 24 hours of obtaining a new prescription from your medical provider.
- You will provide a print out from your pharmacy with all current medications you are taking when asked to do so.
- You are prohibited from taking any over the counter medication without **prior** permission from your probation officer. This includes but is not limited to cough medication, cold medication, Tylenol, Ibuprofen, Motrin, dietary supplements, weight loss pills, etc.
- The use of designer drugs legal or illegal is strictly prohibited. This includes but is not limited to Salvia, Kratom, Morning Glory Seeds, K2/Spice, Bath Salts, and mood altering or hallucinogenic substances.
- The consumption of poppy seeds and kombucha is prohibited.
- Any attempt to alter a urine specimen will result in possible termination from the Drug Treatment Court Program and charges may be filed.
- If on SCRAM/House Arrest, you will not leave your residence unless an approved window has already been established with your probation officer.
- You may not own or possess any type of firearm or other deadly weapon unless granted special permission by the court or your Probation Officer.
- You may not pull any releases of information while in the drug treatment court program.
- You will abide by a curfew to be determined by your Probation Officer; you are not permitted to sleep anywhere other than your approved residence unless pre-approved by your probation officer.
- You are prohibited from forming inappropriate relationships with other participants, including sexual and/or romantic relationships while in the program.
- If removed from the program and your case is sent to the Judge for a revocation hearing, you waive your right to a Gagnon 1 hearing that would traditionally take place prior to the revocation hearing.

Handbook Acknowledgement

By signing below, I acknowledge that I have received a copy of the Indiana County Drug Treatment Court Participant Handbook. I understand that it is my responsibility to read the contents and understand the rules of the program set forth in this Handbook and in the Participant Contract. I agree to the requirements of the program and possible consequences of not complying with the rules and regulations, directives of the Treatment Court Team, and/or orders of the Court.

Participant Signature

Witness Signature

Printed Name

Position

Date

Date