

Utah County Probation

Participant Handbook



MISSION STATEMENT

Utah County Probation strives to improve public safety and reduce recidivism; focused on supporting a drug free, mentally stable lifestyle, to improve the lives of each participant.

151 South University Ave., Suite 3100

Provo, Utah 84601

Phone: (801) 851-4041 / Fax: (801) 851-4039

Website: sheriff.utahcounty.gov (Judicial Support Bureau)

Table of Contents

ABOUT THE UCP PROGRAM	2
PROGRAM RULES	3
UCP SUPERVISION	
Supervision Introduction	4
Fees	5
Phases	5
Communication	6
Travel	6
Court Attendance	7
Associations	7
Search and Seizure	8
Contact with Law Enforcement	8
Incentives and Sanctions	9
UCP TREATMENT	
Treatment Introduction	10
Employment	10
Education	10
Treatment	10
Drug Testing	11
Healthcare Providers & Prescriptions	12
CONTACT INFORMATION	13
ADDITIONAL RESOURCES	14

This handbook provides information about the program, answers general questions, and outlines the program rules. We recommend you share this handbook with your family and friends, so they understand what you are doing and the commitment you have made.

Federal law requires that your privacy be protected. UCP adheres to federal rules, in accordance with 42 CFR, Part 2 and HIPPA 45 CFR Part 4, which prohibit disclosure unless expressly permitted by written consent of the person to whom it pertains, or as otherwise permitted by law.

ABOUT THE UCP PROGRAM

Utah County Probation (UCP) is an in-community supervision program for non-violent, drug involved offenders residing in Utah County. Our participant centered, targeted intervention, uses in-community supervision, to help participants learn to make permanent, positive changes in criminalistic and addictive behaviors. Entry into the UCP program requires participants to live within Utah County, throughout the entire probation term.

The UCP program is administered by the Utah County Sheriff's Office in partnership with Wasatch Behavioral Health, and in conjunction with the Utah County Attorney's Office. Following a referral from the Prosecutor's Office, a candidate must complete an application as well as an assessment with UCP staff, for possible acceptance into the UCP program. Upon acceptance, candidates must complete a Wasatch Behavioral Health treatment assessment.

After an order from the court requiring UCP supervision, a participant must report to the UCP office to sign the "UCP Program Supervision Agreement", the "Consent to Search Devices", and the "Consent for Release of Information". Confidentiality is of the utmost importance, however information about participants that may be discussed in open court includes, but is not limited to, attendance, drug tests, employment, and general progress in the program.

Furthermore, participants are required to follow all probation rules, treatment recommendations, and must perform random drug tests. A Wasatch Behavioral Health case manager will help with referrals for job training, housing, education, skill assessments and life skills classes. The standard 12-month program includes three phases of decreasing intensity, followed by a monitoring period for the remainder of probation.

Lastly, the presiding judge will receive all progress and/or violation reports and authorize any court level sanctions. Failure to successfully complete the program may result in unsuccessful termination of probation, and the original sentence imposed. If court ordered probation exceeds 12 months, UCP monitoring will continue until the presiding judge determines probation was successfully completed or pursuant to Utah Code 77-2a-2, the time period for supervision by UCP has expired.

PROGRAM RULES

As a program participant, you are required to comply with the following rules:

- A.** Maintain regular contact with UCP staff and Wasatch Behavioral Health case management.
- B.** Attend all mandatory court hearings, adhering to the court mandated dress code, cell phone and electronic device regulations.
- C.** Be on time for each appointment, complete all treatment recommendations, sign required treatment ROI forms, and comply with treatment session rules.
- D.** Appear for drug testing as scheduled and/or when ordered by UCP staff, following all drug testing requirements.
- E.** Notify any healthcare providers you visit that you are a UCP participant and explain the UCP medication requirements before receiving any prescriptions.
- F.** Do not act in any inappropriate sexual behavior or harassment toward staff, or other participants. These unacceptable actions will not be tolerated and will result in the filing of an Order to Show Cause requesting termination.
- G.** Do not make threats toward staff, other participants, or act in a violent manner. Threatening, aggressive or violent behavior will not be tolerated and will result in the filing of an Order to Show Cause requesting termination.
- H.** Completely abstain from using or possessing illegal drugs, drug paraphernalia, alcohol, or weapons.
- I.** Do not frequent places where alcohol is the chief item of sale.
- J.** Notify UCP staff within 72 hours, if you are arrested or have contact, for any reason, with law enforcement, and identify yourself as a UCP participant, to any law enforcement officer with whom you come in contact.
- K.** Notify UCP staff and court within 24 hours of any change of address or phone number.
- L.** Pay treatment fees in full, prior to completion of the program.
- M.** Obey all provisions of the “UCP Program Supervision Agreement”, your court ordered probation, and the rules of this handbook.

UCP SUPERVISION

Utah County Probation works with you to help you achieve success in fighting addiction, securing gainful employment, completing education goals, preventing further criminal activity, and attaining the proper tools or skills needed for self-sufficiency.

A Supervision Plan of requirements and restrictions you will need to follow, is based on the ORAS certified risk assessment. Supervision requirements include, but are not limited to, a curfew, check-ins, and field visits in order to address risk factors identified during the assessment process.

Some aspects of your supervision requirements may be excused, altered, or have exceptions granted. Adjustments will be at the discretion of UCP staff and your Wasatch Behavioral Health case manager.

As a participant, your compliance with probation rules is documented throughout your time in the program.

Progress reports are submitted to the court upon request from the judge, the prosecution, or the defense. UCP will submit a progress report one month before your court ordered probation ends.

Violation reports will be submitted when a law violation occurs, excluding minor traffic violations. However, at the discretion of UCP staff, a violation report may be submitted for different types of incidents of non-compliance.

An Order to Show Cause will be submitted to the judge, if UCP staff determines court sanctions are necessary. UCP recommendations contained in an Order to Show Cause Affidavit may include, but are not limited to, a UCP extension, jail time, revoke Plea in Abeyance followed by sentencing to UCP probation supervision, or unsuccessful termination from the UCP program.

As you succeed in the UCP program, advancing through each phase, your required treatment and program obligations decrease.

Program Fees

****You will not be refused entry into the UCP program due to an inability to pay****

A UCP supervision fee is assessed for each participant. Your assessed fees cover only a small portion of the cost of your supervision, the remainder is paid by Utah County.

Court fines and fees are handled directly through the courts.

Wasatch Behavioral Health treatment fees shall be assessed pursuant to their current policies. Fees include your treatment program, individual therapy sessions and drug/alcohol testing, as determined by Wasatch Behavioral Health.

As a participant you may be responsible for additional testing costs in certain situations, such as, a request by you to have a result verified at an independent lab or additional/expanded testing in lieu of jail time, as approved by a Judge.

Program Phases

UCP is a 3-phase program. The length of each phase is dependent upon a participant's risk assessments and performance while in the UCP program, followed by monitoring for the duration of your probation period. Requirements for each phase will be designed to address your individual needs and risk factors.

General Phase guidelines include:

Phase 1:

- Curfew 9pm
- Weekly check-in and/or visit by UCP deputies.

Phase 2:

- Curfew 10pm
- Bi-weekly check-ins and/or visits by UCP deputies.

Phase 3:

- Curfew 11pm
- At least monthly check-ins or contact by UCP deputies.

Phase advancement must be requested in writing, using the UCP "Request for Phase Advancement" form. This form can be obtained from UCP staff, the case manager, or online at:

<https://sheriff.utahcounty.gov/supportServices>

Communication

As a participant you are required to communicate regularly with UCP staff. Check-ins may consist of scheduled appointments, simple phone calls, or text messages, as well as home or field visits. You must notify UCP staff prior to any cancellations, tardiness, or changes to scheduled appointment times.

Within **24 hours** you must report your:

- Address change.
- Phone number change.

Within **72 hours** you must report:

- Any contact with law enforcement

You must also report any changes in:

- Employment
- Living arrangements
- Family Status
- Schooling
- Medication
- Non-compliance

Keeping in regular contact with UCP staff and your case manager greatly increases your successful completion of the Utah County Probation program.

Travel

Travel outside of Utah County must be approved, in advance, by UCP staff. Extended trips will require you to UA prior to leaving and the day after you return.

Out-of-State travel must be approved, in advance, by UCP staff. You must UA prior to leaving and the day after you return.

All travel requests must include the following:

- Leave and return date.
- Location(s) you plan to visit.
- People you plan to travel with and/or visit.
- Alternate contact numbers – for out of state travel.

Travel due to an emergency will be reviewed on a case-by-case basis. No travel will be restricted, due to arrears in treatment fees.

Court Attendance

UCP participants are required to appear before the Judge for all mandatory, scheduled court dates.

Some of the court requirements:

- Be on time, or you may not be allowed to participate in the proceedings.
- Failure to appear may result in an arrest warrant being issued.
- Proper dress attire - No hats, cut-offs, tank tops, shorts, or bare feet, etc.
- Cell phones are NOT allowed in the courtroom.
- All other electronic devices must be turned off before entering the courtroom.

A request for exemption from any court requirements must be by written motion to the court, filed by you or your attorney.

UCP exemptions and adjustments, outside of specific court requirements, will be coordinated and implemented by treatment and UCP staff.

Associations

As a UCP participant, you may not associate with or “hang out with” any person who is using or in possession of any illegal controlled substance, alcohol, or otherwise restricted substance.

You may not associate with known drug users, convicted felons, other known criminal offenders, or other members of the UCP program outside of court appearances or treatment sessions.

Additionally, UCP staff may further restrict personal associations if those associations will have a negative impact to your recovery and progress in the program.

Furthermore, you may not be in any type of bar setting, tavern, club, or other venue where alcohol is the chief item of sale. You need to obtain permission from UCP staff, prior to attending a specific function that may sell alcohol.

Search and Seizure

As a participant in the Utah County Probation program, you are required to submit your person, vehicle, place of residence, or living areas for the search and seizure of narcotics, drugs, and any other controlled substance, contraband, or weapons any time of the day or night.

Moreover, your electronic devices and media are subject to search for evidence of any violation of probation. Your signature on the “Consent to Search Devices”, allows

“a complete search by UCP deputies or their designees of any and all computers, any electronic and/or retrieval system or medium, and any related computer peripherals, cell phone, camera, or other recording devices or media, which I own, possess, control, and/or have access to, for any evidence of a crime or other violation of probation terms”.

These searches and seizures may be done with or without a warrant, without prior notice, and without probable cause. The searches will be done by or at the direction of UCP deputies.

Contact with Law Enforcement

You must notify UCP staff within 72 hours of any contact with law enforcement, for any arrest, citation, or charge for an alleged violation of law.

You must also notify UCP of any contact including, but not limited to:

- You contact law enforcement, to make a complaint or report a crime.
- When law enforcement contacts you, even if it is only for questioning or a statement.
- As a passenger in a vehicle stopped or detained by law enforcement.
- When you are stopped for suspicious activity.

Law enforcement officers are authorized to detained you, while they attempt to contact UCP deputies, regarding any possible or suspected violations of law. UCP staff may, at their discretion, request that officers complete a search of your person, vehicle, and/or items in your possession.

Law enforcement officers are authorized to arrest, with new charges or an active warrant, even if UCP staff have not been contacted first.

If you are detained in jail, after beginning the program, you must notify jail staff of your enrollment in the Utah County Probation program and request that they notify a UCP deputy of your detainment.

Incentives and Sanctions

It is the practice of UCP staff to assign supervision and/or treatment adjustments first, rather than jail time. However, jail time may be necessary to encourage your compliance with UCP rules, requirements, and the conditions of your court ordered probation. Judicial sanctions may be imposed at any time.

ANY violence or threat of violence to a staff member of UCP, Wasatch Behavioral Health, treatment staff, other treatment participants, or members of the public will mandate submission of an Order to Show Cause, requesting immediate termination from the program.

Incentives have been built into the UCP program, to encourage progress and reward your hard work. Using your assessment, as well as your efforts while in the program, UCP works to tailor rewards that will benefit you and your efforts. Our goal is to help you succeed and better your life.

Your resolve to stick to probation rules and comply with treatment will not only help you complete the UCP program, but it will also help you learn to make positive life changes. You can learn to seek positive influences and build upon these skills as you move forward in your life.

UCP TREATMENT

You will complete an assessment with a Wasatch Behavioral Health case manager, to determine your individual risks and needs to help design your Treatment Plan.

You need to devote FULL-TIME efforts, for a combined 40 hours per week, focused on your Treatment Plan which may include employment, education, and treatment recommendations.

Additionally, you will be assigned a UA color code, determined by the Wasatch Behavioral Health case manager, indicating your drug testing requirements. Each day you must call the UA lab and if your color is called, you must report to the lab that day.

Treatment

Treatment provider(s) will conduct a mental health and addiction severity assessment to create an individual course of treatment.

Your Treatment Plan may include some of the following:

- Individual counseling
- Group counseling
- Relapse prevention
- Self-help though NA and AA
- Ancillary services that may include, vocational rehabilitation, workforce services, family counseling, medical services, educational, recreational, spiritual, and community support services.

You **MUST** follow your Treatment Plan, participate in all scheduled therapy sessions, and complete required activities.

Treatment session rules include, but are not limited to:

- Attend all treatment sessions.
- Be on time or you may not be allowed to participate.
- If you are unable to attend a scheduled counseling session, you must notify the provider, **BEFORE** the start time, in order to reschedule.
- Dress appropriately – Shoes must be worn, clothing and jewelry may not display, advertise, or promote alcohol or drugs, and sunglasses are not to be worn, etc.
- Cell phones must be turned off, before treatment sessions.

Employment

All forms of employment must be verified by either a weekly copy of your work schedule or most current paycheck stub, which reflects hours worked and length of the pay period. “Under the table” or self-employment types of work will not be counted, unless appropriate tax forms are completed, and taxes are paid.

Education

Enrollment at a certified college, university, or trade school with a passing grade in each completed course, counts towards fulfilling your required Treatment Plan hours. You must provide a copy of your class schedule, mid-term and end-of-term report cards or grades to your case manager.

Drug Testing

As a UCP participant, you will be tested on a random basis, for any and all drugs. You will also be subject to random and deliberate alcohol testing, with or without notice. Drug screenings utilize a variety of techniques, including, but not limited to urinalysis (UA), breathalyzer, hair test, blood test, saliva, and sweat testing.

UA policy, which includes call-in times, dates, and frequency, will rarely be modified. Call the lab early enough to allow for travel time to the lab and time to produce a sample, before the lab closes.

It is your responsibility to call the lab **EVERY DAY.**

Phone number – (385) 268-5002

151 South University Ave.
Provo, UT 84601

Lab hours of operation

Monday – Friday 8:00 am to 5:45 pm
Saturday, Sunday, and Holidays 9:00 am to 11:45 am

You are obligated to provide a sufficient amount of urine, for complete testing. A positive test is determined by any of the following:

- An illicit substance is found.
- You refuse to UA.
- Fail to produce a sample.
- Miss a UA.
- Arrive at the UA lab too late.

Positive results may lead to treatment adjustments. Additionally, a positive alcohol screen may require you to pay for continuous alcohol testing.

Healthcare Provider Issued Prescriptions

****You must notify UCP within 24 hours of any ER visit****

When seeing a healthcare provider, you must tell the provider that you are a participant of the Utah County Probation program and inform the provider that you have a history of substance abuse, **before** receiving any prescriptions.

If the provider still wishes to issue a prescription, for any substance that could result in a positive urinalysis, you must ask your provider to write a letter for UCP staff.

The letter must:

- Be on letterhead or the provider's prescription pad.
- State that you informed the provider of your substance abuse history and current addiction.
- State the prescription is medically necessary and no alternative, non-narcotic medication, could be prescribed in its place.
- You told the provider that you are in the Utah County Probation Program.

Prescriptions for similar drugs from more than one healthcare provider may be grounds for termination from the program.

Prior to filling the prescription, you must:

- Inform UCP staff, your case manager and substance abuse counselor of the prescription.
- Obtain permission to take the medication.
- Provide the note from your healthcare provider to your case manager.
- Sign a release allowing program staff to consult your healthcare provider, if necessary, to clarify the necessity and validity of any prescriptions.

Please note, there are no prohibitions against participating in an evidence-based model of Medication Assisted Treatment (MAT) while in the Utah County Probation program.

Keep in mind your road to success may not be easy and may have setbacks, but staff at UCP and Wasatch Behavioral Health will work with you as you undertake this new challenge.

UCP OFFICE

Main Phone: 801-851-4041

Address: 151 South University Ave., Suite 3100, Provo Utah, 84601

Email: probation@utahcounty.gov

Sergeant: Bob Weidlein 801-361-4865

Senior Operations Specialist: Robyn Ludlow 801-851-4041

Deputies: Text or Call

Jeff Bird	801-368-8469
Sean Peterson	801-319-2063
Steve Pratt	801-243-5580
Ben Brenchley	801-209-3597

WASATCH BEHAVIORAL HEALTH

Main Phone: 385-268-5000

Address: 255 South Orem Blvd., Orem Utah 84057

Website: www.wasatch.org

Case Managers:

Alicia Shupe	385-309-7150
Brooklyn Lambson	801-800-0771

****The administration of the Utah County Probation program reserves the right to make changes to this handbook, without prior notification****

ADDITIONAL RESOURCES

4 th District Court:	801- 429-1000 137 North Freedom Blvd, Provo, Utah 84601
Justice Court:	801- 851-7200 151 South University Ave. Suite 3300, Provo, Utah 84601
Children’s Justice Center (ages 0-18):	801-851-8554 315 South 100 East, Provo, Utah 84606
Utah County Sheriff’s Office:	801-851-4300
Utah County Jail:	801-851-4210 3075 North Main St., Spanish Fork, Utah
Food & Care Coalition	801-373-1825 299 East 900 South, Provo, Utah 84606
Child & Family Services:	American Fork 801-763-4100 Orem 801-224-7820 Provo 801-374-7005 Salem 801-794-6700
Workforce Services:	801-526-0950 1550 North 200 West, Provo, Utah 84604 Includes housing and vocational assistance
Alcoholics Anonymous:	www.utahaa.org
Narcotics Anonymous:	www.nautah.org
Suicide Prevention Lifeline:	1-800-273-8255 24/7 - confidential, free support
Central Utah Dispatch:	801-794-3970 For emergencies dial 911