

## RULE VIOLATIONS AND LEVELS – 1ST STEP DIVERSION PROGRAM

<b>Rule Violation</b>	<b>Level</b>	<b>Responsibility for Sanctions</b>
Curfew Violation	<b>1 - Low</b>	<b>Executive Director</b>
Inappropriate conduct during individual or group meetings.	<b>1 - Low</b>	<b>Executive Director</b>
Failure to find employment or cooperate with community program for designated hours per day without approved reason	<b>1 - Low</b>	<b>Executive Director</b>
Failure to comply with 1 <sup>st</sup> Step Treatment Plan	<b>1 - Low</b>	<b>Executive Director</b>
Failure to sign in and attend scheduled program or event;	<b>1 -Low</b>	<b>Executive Director</b>
Use of tobacco products outside of designated area;	<b>1 -Low</b>	<b>Executive Director</b>
Failure to electronically charge or maintain monitor;	<b>1 -Low</b>	<b>Executive Director</b>
Absence from any scheduled program check in or event without prior notice and good cause;	<b>1 -Low</b>	<b>Executive Director</b>

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Failure to meet financial responsibilities	<b>Low</b>	<b>Executive Director</b>
Failure to complete house tasks or disruptive to other residents.	<b>1 -Low</b>	<b>Executive Director</b>
Failure to submit a written report monthly and any other such relevant information as directed by 1 <sup>st</sup> Step Program	<b>1 -Low</b>	<b>Executive Director</b>
Allowing others to use 1 <sup>st</sup> step issued phone or allowing other residents to use personal cell phone.	<b>1 -Low</b>	<b>Executive Director</b>
Failure to Obtain approval from Executive Director prior to changing employment or discontinuing any designated program.	<b>2 - Moderate</b>	<b>Executive Director</b>
Failure to make self available for searches including but not limited to residence, property, computer, cell phone or other electronic device under your control.	<b>2 - Moderate</b>	<b>Executive Director</b>
Cutting off or intentionally disabling monitor	<b>2 - Moderate</b>	<b>Executive Director</b>

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Possession of unapproved property	<b>2 - Moderate</b>	<b>Executive Director</b>
Unapproved visitors in the home or inappropriate behavior during visitation	<b>2 - Moderate</b>	<b>Executive Director</b>
Failure or refusal to submit a UA or dilution of UA	<b>2 - Moderate</b>	<b>Executive Director</b>
Use of or testing positive for any unprescribed (and approved) drugs or alcohol	<b>2 - Moderate</b>	<b>Executive Director</b>
Failure to complete assignments in designated period of time	<b>2 - Moderate</b>	<b>Executive Director</b>
Third - Low level violation	<b>2 - Moderate</b>	<b>Executive Director</b>
Association with unapproved persons	<b>2 - Moderate</b>	<b>Executive Director</b>
Failure to provide true, accurate, and complete information in response to inquiries by 1 <sup>st</sup> step staff	<b>2 - Moderate</b>	<b>Executive Director</b>

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<b>Rule Violation</b>	<b>Level</b>	<b>Responsibility for Sanctions</b>
Purchased, traded, sold or operated a motor vehicle without permission	<b>2 - Moderate</b>	<b>Executive Director</b>
Misdemeanor arrest or conviction	<b>3 - High</b>	<b>Executive Committee (Immediate sanctions restricting movement until review by Executive Committee)</b>
Association with known felons other than: 1 <sup>st</sup> step participants 2. approved events 3. approved family members	<b>3 - High</b>	<b>Executive Committee (Immediate sanctions restricting movement until review by Executive Committee)</b>
Third Moderate Level Violation	<b>3 - High</b>	<b>Executive Committee (Immediate sanctions restricting movement until review by Executive Committee)</b>
Theft	<b>3-High</b>	<b>Executive Committee (Immediate sanctions restricting movement until review by Executive Committee)</b>
Absconding – Leaving program without permission	<b>4 - Termination</b>	<b>Executive Committee – Referral to court recommending termination</b>
Violence resulting in Injury	<b>4 - Termination</b>	<b>Executive Committee – Referral to court recommending termination</b>

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<b>Rule Violation</b>	<b>Level</b>	<b>Responsibility for Sanctions</b>
Drug dealing	<b>4 - Termination</b>	<b>Executive Committee – Referral to court recommending termination</b>
Arrested for or conviction of Felony	<b>4 - Termination</b>	<b>Executive Committee – Referral to court recommending termination</b>
Third High Level Violation	<b>4 - Termination</b>	<b>Executive Committee – Referral to court recommending termination</b>

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As indicated above, sanctions will be progressively applied as follows: The third LOW violation will be deemed MODERATE. The third MODERATE violation will be deemed HIGH. The third HIGH violation will be a TERMINATION event.

### I. Sanction Options by Severity

The 1<sup>st</sup> Step Executive Director shall apply sanctions for LOW and MODERATE level violations based on severity. Executive Committee approval shall be required for HIGH level sanctions and TERMINATION. The following sanction options shall be used, either singly or combined:

#### A. Low:

1. verbal reprimand
2. written essay
3. letter of apology
4. daily activity log
5. life skills management
6. meet with Executive Committee
7. jury box observation
8. [other]

#### B. Moderate

1. modify curfew restrictions
2. community service hours
3. restrict visitation
4. increased monitoring or supervision
5. holding cell at courthouse
6. [other]

#### C. High

1. jail sanction

2. program extension
3. phase demotion
4. [other]

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<b>verbal admonishment/reprimand,</b>
<b>(see definition/description Appendix A</b>
<b>written assignment, Essay Assignments</b>
<b>See guidelines – Appendix A</b>
<b>modify curfew hours</b>
<b>Useful community service</b>
<b>restrict visitation,</b>
<b>program extension or regression, Phase Demotion</b>
<b>Increased supervision requirements</b>
<b>Letters of Apology to the program or persons they have negatively impacted.</b>
<b>Day Reporting</b>
<b>Electronic Surveillance</b>
<b>Flash Jail Sanctions</b>
<b>Holding Cell</b>
<b>Daily Activity Logs</b>
<b>Life Skills Assignments</b>
<b>Jury Box Observations</b>
<b>Increased Community Restrictions</b>
<b>Meeting with Executive Board</b>



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<b>Incentives</b>	<b>Level</b>	<b>Examples</b>	<b>Persons Responsible</b>
<b>Verbal praise</b>	<b>1 - Low – Routine Accomplishments – Phase 1</b>	<b>Negative Drug screen Program attendance</b>	<b>All team members - No approval required</b>
<b>Reduced Supervision Requirements</b>	<b>2 - Moderate</b>	<b>Less Frequent Reporting appts., status hearings</b>	<b>Recommended by Program or team members – Approved Executive Team</b>
<b>Supervised Day Trips</b>	<b>3 - High – Last Phase of Programming - Moving from Client to no supervision</b>	<b>Fishing Trips Movie Outings</b>	
<b>Small Tangible Rewards</b>	<b>1 - Low</b>	<b>Book Marks, Bus Tokens, Phone Cards, Healthy Food, Coffee Mugs, Birthday or holiday cards, Books, Planners or Calendars, , Toiletries, Underwear, Picture Albums, Serenity Stones</b>	
<b>Recognition in Court</b>		<b>Handshake from Judge,  Sobriety chips  Sobriety key chains  “Live Strong” Bracelets  Copy of Addiction Readings (AA big book)</b>	

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**EX. D**