

My thoughts, notes and important names,
numbers and appointments to remember:



Participant Handbook

Guidelines and Program Information

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Revision Date: May 2017

Important Names and Numbers:

**Brooklyn Treatment Court
360 Adams Street, Brooklyn, NY 11201**

Important names and numbers to know:

My Attorney:

Name _____
Phone # _____

My Case Manager:

Name _____
Phone # _____

My Treatment Program:

Name _____
Phone # _____

**Alcoholics Anonymous/Narcotics
Anonymous**

An AA/NA schedule can be obtained from the Treatment Court, your Case Manager and/or your treatment provider. You can also call one of the numbers listed below to find a meeting.

**Alcoholics Anonymous: 212-260-0507
24 hours a day, 7 days a week**

**Narcotics Anonymous: 212-254-7230
24 hours a day, 7 days a week**

Alumni

The BTC Alumni Association is run by BTC graduates for BTC graduates. The following are some of the activities that you can become involved in as a member of the Alumni Association:

- **Participate in BTC's Alumni Support Network**
- **Be a "Buddy" to new BTC clients who may need your help**
- **Attend informational workshops**
- **Networking**

When does the Alumni Association meet?
The first Wednesday of every month in Room 105

Welcome to the Brooklyn Treatment Court (BTC)

This handbook is designed to:

- Answer questions
 - Address concerns
 - Provide information about BTC
-
-

As a participant in BTC, you will be required to follow the instructions given in court by the Judge and comply with the treatment plan developed for you by your Case Manager. This handbook will explain what is expected of you. It will also provide general program information.

Ask your Case Manager or Defense Attorney to explain to you anything in this handbook that you do not understand!

What is BTC?

BTC is a special part of the Kings County Supreme Court. It is a court-supervised program for those arrested in Kings County, who face drug charges and who also have a drug addiction. BTC's program includes regular court appearances before the Judge.

Following your arrest you were offered the choice of participating in BTC or having your case proceed in the regular court process. If you are an addict and eligible for treatment, your Case Manager will develop a treatment plan for you. While you are in treatment, the Judge and your Case Manager will monitor your progress.

What do I have to do?

BTC participants are required to sign a contract in court. This contract is an agreement between you and the Judge. It explains what is expected of you and what will happen if you do not follow the rules. The Judge will also sign the contract. The contract is written specifically for you based on your current charges and your prior criminal history. Before you sign your contract you will have an opportunity to review it with your Defense Attorney and have your questions answered. BTC participants are required to attend treatment, as directed by your BTC Case Manager and Judge, and to remain drug free.

How long will I be involved in BTC?

BTC is a three-phase program that lasts from 8 to 24 months. The amount of time you spend in BTC is determined by your plea and by your individual progress. If you have any questions regarding your specific situation, speak to your Case Manager or your Defense Attorney.

disability. Individuals who are "job ready" may be referred to agencies that help find employment.

Educational Enhancement: Education is an important key to advance in the work environment. The Brooklyn Treatment Court encourages all participants to obtain their high school

programs. Participants are also assisted in completing college and trade school applications. The Vocational and Educational Department can assist with obtaining high school records and transcripts, GED scores, and information regarding student loan repayment.

Additional Services : In keeping with a learning and self-help philosophy, Brooklyn Treatment Court participants can learn the following at the Vocational and Educational Department:

- How to write a resume
- How to complete employment applications
- How to locate employment opportunities
- Interviewing skills

Participants can Improve their skills and use computer-based applications to build knowledge of word processing, reading comprehension, GED practice tests, and Microsoft Office and Word Perfect Office Computer applications.

Discharge or Voluntary Withdrawal from BTC will result in sentencing on the charges to which you pled at the time you signed your contract.

What's in it for me?

BROOKLYN TREATMENT COURT VOCATIONAL and EDUCATIONAL SERVICES

Goal: The purpose of the Brooklyn Treatment Court Vocational and Educational Unit is to increase a participant's chances of remaining drug free and staying out of the criminal justice system by offering vocational and educational enhancement services.

The Brooklyn Treatment Court provides the following services:

Vocational and Educational Assessment: Each participant will complete a Vocational and Educational Assessment to provide information to develop an educational and vocational plan. This assessment provides educational, financial and entitlement information as well as military and work history to determine appropriate services.

Referral: The Brooklyn Treatment Court builds relationships with organizations to help participants change their life. Referral services are made for vocational training and educational enhancement.

Vocational Training and Direct Placement:After establishing a period of sobriety, participants may be referred for vocational training. Participants receiving public assistance or food stamps can be referred to vocational training through the Human Resource Administration (HRA). Others participants may qualify for Vocational and Educational Services for Individuals with Disabilities (VESID) sponsorship due to their substance abuse disability. Participants may qualify for assistance from New York State Department of Labor due to loss of employment or support for training from the Veterans Administration due to a service related

Incentives & Rewards

BTC acknowledges compliance in the following ways:

- ü 30 Day acknowledgement
- ü 90 Day journal
- ü Phase advancement certificate
- ü Public Recognition



Dismissal of your charges

Successful completion of BTC will result in having the original charge(s) dismissed.

BTC gives you the Opportunity to:

- ü Develop Job Skills
- ü Rebuild Family and Community ties
- ü Live a drug and crime free life

A New Beginning

BTC offers you the chance to move forward in your life. On the following pages you will find information on the resources you will need to succeed. Remember that there are many people who make up the BTC Team, and they all want to see you succeed. If you take advantage of the assistance offered, you will discover many ways to make a better life for yourself.

While we recognize that addiction is a treatable disease, it is important for you to remember that you are in BTC because of criminal behavior.

Rules:

What are the rules of BTC?

To remain in BTC you are required to follow these rules:

1. Remain abstinent from all Drugs and Alcohol:

You will be required to comply with regular drug testing.

2. Appear in Court as scheduled:

You will be required to appear in front of the Judge on a regular basis. The Judge will be given progress reports regarding your drug tests, attendance and participation in your treatment program. The Judge will ask you about your progress, and discuss any problems you may be having.

3. Follow your Treatment Plan:

You must attend all Case Manager, treatment and support services appointments.

4. Complete the BTC Phases:

You must successfully complete all three phases of BTC to have your case dismissed.

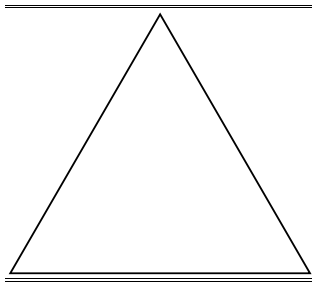
Health

Developing positive health habits and knowing how to handle physical and emotional setbacks are essential for your success in recovery.

BTC Health Services include:

- Comprehensive physical exam and dental referral
- Gynecological exam
- TB (Tuberculosis) screening
- Testing for STD's (sexually transmitted diseases), Hepatitis and HIV
- Pregnancy testing
- Health and nutritional counseling

You will be expected to follow through on any treatment recommendations. You may also be asked to provide documentation to the court of medical conditions or appointments. Any prescribed drugs must be reported to your Case Manager.



Support Services

BTC Support Services are available to you and your family. These services will help you to overcome stress, problems and conflicts that may block your recovery process.

The BTC team recognizes that recovery is not an easy process, but we praise your effort and courage to change.

Together
we can make it work.

Your treatment scheduled will vary according to your progress. It is your responsibility to keep all scheduled appointments and to arrive on time. You must review your treatment plan with your Case Manager and follow it carefully.

On the day of your Court Appearance, you must arrive at BTC by 8:30 a.m. and stay until the Judge says that you can go.

Remember that moving to the next Phase will be based on your own progress and your ability to stay focused on what you must do to meet all BTC rules and expectations.

Brooklyn Treatment Court

Code of Conduct

What else is expected of me?

The expectations of BTC are:

- Treat others with respect
- Cease all drug related activity
- Comply with drug screening
- Be law abiding

These expectations are explained in detail in the next pages.

The goals you set up with your Case Manager may also cover areas of:

- Healthcare
- Education
- Employment

Remember:

Benefits of a BTC Dismissal

Your conviction will be dismissed and sealed
That means you can say you have no criminal convictions regarding the BTC case.
You have grounds to ask NYCHA to waive or mitigate your exclusion from public housing.
You will have better job prospects.

Consequences of Conviction

1. A drug crime conviction causes significant NYCHA housing difficulties. NYCHA rules apply to all persons living at the address, not only those named on the lease. A conviction could result in your denial of, or eviction from, NYCHA housing.
2. If your conviction is for a felony, you will be a predicate felon subject to a mandatory prison sentence if you are ever convicted of another felony.
3. A conviction may cause the City to file a petition to terminate your parental rights.
4. You may be barred from getting a license in certain licensed occupations, such as hairdresser or barber. You may be barred from work in the fields of childcare, education, and health care.
5. Immigration can deport you even if you are a legal alien.

It's your choice.

Graduation: A time to celebrate your accomplishments

You will be able to invite your family and friends to join you at your BTC Graduation Ceremony.

Life Change Requirements:

- Complete all BTC Phases
- Get your Treatment Program's Approval for Graduation
- Progress toward vocational, educational and employment goals
- Submit a written Graduation Application

Following your graduation, you will be invited to participate in the BTC Alumni Association.

Sobriety is a Life Time Effort!

Treat others with respect:

You should respect the opinions and feelings of other people in BTC. Verbal or physical threats to anyone will not be tolerated. Any inappropriate behavior will immediately be reported to the Court and may result in a severe sanction or your termination from the program.

You will be required to dress appropriately for your court sessions and treatment appointments. Clothing bearing drug and alcohol related themes or advertising alcohol or drug use is considered inappropriate. Sunglasses are not to be worn in court unless approved by a doctor.

Note: You will not be asked to be an informant in this program. You will not be expected or encouraged to discuss any information concerning anyone's behavior or progress except your own.

Cease all drug related activity:

You will not possess, sell, or use alcohol or illegal drugs.

Any relapse by you involving drugs and/or alcohol, must be reported to your Case Manager immediately.

Any drugs that a doctor prescribes for you must be reported to your Case Manager immediately.

Graduation Time

Comply with Drug and Alcohol Screening:

One of the primary goals of BTC is to help you remain abstinent from alcohol and all non-prescribed drugs. A positive test or admission of substance use may result in a sanction or change in treatment. Repeated substance use may result in termination from BTC.

You are responsible for any medication consumed without a doctor's prescription. There are some over the counter medications that might alter urine results due to ingredients. For instance, cough medicine with any alcohol content will produce a positive result for alcohol. This will remain as a positive result without a doctor's prescription.

You are responsible for reading all labels or consulting with your pharmacist or doctor before taking any medication.

Although not every consumption of poppy seeds will test positive for opiates, clients are advised that they are responsible for ensuring that no poppy seeds are ingested. All positive results where a claim is made regarding poppy seeds will remain positive for opiates.

Drug tests will be conducted at your drug treatment facility and at BTC. You will be tested throughout all 3 phases of BTC.

Be Law Abiding:

You are required to refrain from further violation of the law. Additional offenses may result in being terminated from BTC. Any re-arrest must be reported to your Attorney and Case Manager immediately.

Once you have completed all of the necessary requirements in Phase III, you may be eligible to have your case dismissed and to graduate from BTC.

Recovery Requirements:

- Assuming responsibility for oneself
- Ability to make good choices

Time Requirements:

| | |
|--|--|
| Misdemeanors: Events | Phase II + 2 consecutive clean & sanctionless months + 2 x Community Service |
| Single Felony: Events | Phase II + 4 consecutive clean & sanctionless months + 3 x Community Service |
| Predicate/Multiple Felonies: Events | Phase II + 6 consecutive clean & sanctionless months + 3 x Community Service |

Steps to Success!

BTC Phases

Your treatment plan begins with an Orientation session followed by 3 phases. Each phase consists of specific treatment goals, activities, and requirements that you must meet in order to have your case dismissed.

Remember: If you miss appointments, fail to stay away from drugs and alcohol or ignore other requirements, you could be sanctioned and your time in BTC could be

In all phases you must:
Meet with your Case Manager as directed
Attend court as directed
Follow your treatment plan as directed

Your Case Manager and Treatment Provider must recommend to the Judge that you are ready to move to the next phase.

Orientation

You will be required to attend orientation with a BTC staff member. During this orientation, the details of each BTC phase will be explained.

You will be able to ask questions about any issue related to BTC. Legal questions about your case should be directed to your attorney.

BTC SANCTION SCHEME

| Infraction | Court Imposed Sanction | Action |
|------------|---|---|
| New Arrest | JAIL Number of Days at Judge's Discretion Possible Termination from Program | Full Band Review Loss of Current Phase: At Judge's Discretion |

| Infraction | Court Imposed Sanction | Action |
|--|--|--|
| <p>The following infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> Abscond or Termination from Program with Involuntary Return to Court | <p>1st Sanction: 1-14 Days Jail</p> <p>2nd Sanction: 15- 28 Days Jail</p> <p>3rd Occurrence: Failure: Jail Sentence Terminate from Participation</p> | <p>At every Sanction: Full Band Review Return to Beginning of Phase</p> <p>If absent for 60 days or more, loss of current phase: At Judge's Discretion</p> |
| <p>The following infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> Abscond or Termination from Program with Voluntary Return to Court Substituted or Tampered Urine Pattern of Lateness <p><u>Three</u> of the following infractions within a 30 day period will result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> Dirty or Missed Urine Missed Appointment Rule Breaking at Program (not resulting in termination) | <p>1st Sanction: 2 Days Penalty Box Journal/Essay Writing Detox/Rehab Workshop Attendance Increased Case Manager Meetings Court Frequency Increase 1-7 Days Jail</p> <p>2nd Sanction: 1-14 Days Jail</p> <p>3rd Sanction: 8-14 Days Jail</p> <p>4th Sanction: 15-28 Days Jail</p> <p>5th Occurrence: Failure: Jail Sentence Terminate from Participation</p> | <p>At Every Sanction: Full Band Review</p> <p>Return to Beginning of Phase</p> |

All Phase III participants are expected to meet the highest standard. Relapse will be treated in a stricter manner. The sanction scheme is modified as follows:

1 (One) Dirty or Missed Urine in a 30-Day period will result in a Court Imposed Sanction.

PHASE III

Challenge

The focus of this phase is to:

- Help you rise to the Challenge of recovery as a way of life
- Promote continued Challenges towards self-sufficiency while you reconnect with the community
- Meet with the Community Service Coordinator to plan and complete a “Giving Back to the Community” service project.
- Take responsibility for your actions

The objectives include:

- Using recovery skills
- Vocational and educational goals
- Gaining employment
- Continued development of daily coping and parenting skills
- Re-integration into your community

Now that you have made the Choices, made the Changes and met the Challenges, you are ready for Graduation.

PHASE I

Choice

All clients enter BTC in Phase I. Phase I begins after you sign your BTC contract.

The focus of this phase is to help you:

Work toward a drug free life
Establish a foundation for abstinence.

The objectives include:

Getting entitlements
Health care
Detoxification and abstinence
Referral and admission to a community based treatment program
Early recovery work

To advance to Phase II, you must meet all Phase I requirements.

They are:

4 months consecutive clean and sanctionless time.
Submit a written application of Advancement, which sets forth achievements in Phase I and goals for Phase II.

Remember that your moving to the next Phase is based on the Choices you make.

PHASE II Change

The focus of this phase is to:

- Stabilize you in treatment
- Help you to confront underlying issues surrounding addiction and Change behavior

The objectives include:

- Goal setting for education and employment
- Identification of community supports
- Re-connection with family
- Begin attendance at:
 - ü parenting skills
 - ü anger management
 - ü domestic violence groups

To advance to Phase III you must meet all Phase II requirements. They are:

| | |
|------------------------------|---|
| Misdemeanors: | Phase I + 2 consecutive clean & sanctionless months |
| Single Felony: | Phase I + 4 consecutive clean & sanctionless months |
| Predicate/Multiple Felonies: | Phase I + 8 consecutive clean & sanctionless months |

- Submission of a written Application of Advancement which should outline your achievements in Phase II and goals for Phase III
- Participate in parenting skills, educational, domestic violence and/or workshops as directed by BTC

All Phase II participants are expected to meet higher expectations. Relapses will be treated in a stricter manner. The sanction scheme is modified as follows:

2 (Two) Dirty or Missed Urine's in a 30-Day period will result in a Court

Remember that your moving to the next Phase is based on how you deal with the Changes of Recovery.

