

Important Names and Numbers:

Manhattan Treatment Center
60 Lafayette Street, Room 3A
New York, NY 10013
Main Number (646) 386-4625

Important names and numbers to know:

My Attorney:

Name _____

Phone # _____

My Case Manager:

Name _____

Phone # _____

My Treatment Program:

Name _____

Phone # _____

Self-Help Meetings

You can obtain information, schedules and locations for local self-help groups from MTC, your Case Manager and/or your treatment provider.

MANHATTAN

TREATMENT

COURT



MANHATTAN

DRUG



COURTS

Handbook

Guidelines and Program
Information
for Drug Court Participants

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For more information or to provide comments contact:

Manhattan Treatment Center
60 Lafayette Street
New York, NY 10013
(646) 386-4625

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MDC Team

The Manhattan Treatment Center Team understands that addiction is a treatable disease and is dedicated to supporting the recovery of every MDC participant.

The MDC Team includes:

- Judge;
- Your lawyer and other members of the defense bar;
- The prosecutor's office
- Your case manager and other members of the MDC treatment staff

The Team meets before every Drug Court session to assess and monitor the progress of each case that the Judge will hear that day.

At these meeting, the Team members discuss the each participant scheduled for court appearance that day and the Judge decides the appropriate actions to take, including rewards and sanctions.



Employment

Finding and keeping a job that you like is an important part of building lasting success in recovery.

Employment referral services include:

- Job readiness training
- Resume writing
- Interviewing skills
- Job referrals

You will also get information on how to:

- Get proper clothing for the workplace
- Arrange for childcare if required
- Arrange for transportation if required



Welcome to Drug Court

This handbook is designed to:

- ? Tell you about Drug Court
 - ? Answer your questions
 - ? Address your concerns
-

As a Manhattan Treatment Court or Manhattan Drug Courts (both Courts are referred to as MDC in this handbook) participant, you must follow the instructions given in court by the Judge and the rules and treatment plan given to you by the Manhattan Treatment Center team, which includes your Case Manager and Primary Treatment Provider. This handbook will explain what is expected of you. It will also provide general information about the MDC program.

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

What is MDC?

The Manhattan Treatment Court and the Manhattan Drug Courts (MDC) are special courtrooms in the Manhattan Supreme and Criminal Courts. MDC is a program for felony offenders, who face non-violent charges and who also abuse drugs. Instead of jail or probation, MDC will help you enter and stay in a drug or alcohol treatment program. The MDC program includes regular court appearances and supervision by a judge.

After your arrest you were given the choice of joining MDC or having your case go through the regular court process. If you abuse drugs and are eligible for the program, your Case Manager will work with you to build a treatment plan. While you are in treatment, the Judge will closely watch your progress.

What do I have to do?

If you agree to participate, you sign an agreement. This agreement is a contract between you and the Judge. It explains what is expected of you and what will happen if you do not follow the rules. Before you sign your agreement, you should speak with your Defense Attorney and have your questions answered. While you are in a treatment program, the Judge, prosecutor, your lawyer and your case manager will monitor your progress in treatment. Your case manager will be in constant contact with your treatment program staff. Your urine will be tested regularly. **You must stop using drugs and alcohol.**

How long will I be involved in MDC?

The amount of time you spend in MDC will depend on the crime you were originally charged with, your criminal history, your plea and your individual progress in treatment. Most people will spend anywhere from one to two years in the MDC program.

If the Judge says you can no longer participate or you ask to stop participating, the Judge will sentence you to the jail time you and your lawyer agreed to when you pled guilty.

Education

MDC will help you meet your educational, vocational and employment goals.

MDC can help you get the following educational programs:

-  **High School:** if you need help with a particular subject or area, MDC will help you find a tutor.
-  **GED:** work toward your high school equivalency diploma.
-  **Vocational:** MDC can help you find training in many fields, from food service and haircutting to computer technology and auto mechanics.
-  **College:** if you are ready to take this step, MDC can help you with decisions about when and where to go and how to afford it.



Health



Developing healthy living habits and knowing how to handle physical and emotional problems are essential for your success in avoiding drugs and succeeding in the MDC program.

MDC can help you get the following health services:

- Doctor and dentist
- TB (Tuberculosis) screening
- Testing for STD's (sexually transmitted diseases), Hepatitis and HIV
- Pregnancy testing
- Health and nutritional counseling
- Psychological testing and treatment

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

After signing your plea agreement, if you become unable to participate in MDC because of a medical condition, the Judge may suspend participation in the program until you get better and are able to participate in a program again. Also, if you have a medical condition for which a doctor says you must take certain pain medications, the Judge may suspend your participation.

What's in it for me?

Rewards

MDC acknowledges progress in the following ways:

- ✓ Recognition by the Judge and your peers
- ✓ Monthly certificates of achievement
- ✓ Less frequent appearances in court
- ✓ Less frequent visits to your program



Successful Completion

If you successfully complete MDC, the Judge will dispose of your case according to your plea agreement. Typical dispositions include dismissal, allowing you to plead guilty to a less serious offense, probation and Interim Probation Supervision. Review your plea agreement with your Defense Attorney to determine what will happen in your case.

To graduate from MDC you must:

- ✓ Complete all MDC Phases
- ✓ Participate in 8 hours of community service
- ✓ Obtain full time employment or SSI/SSD benefits, if disabled
- ✓ Get a High school diploma or GED, if required by your plea agreement
- ✓ Submit a written Graduation Application



A New Beginning

MDC offers you the chance to move forward in your life.

In the rest of this Handbook, you will find information on what you need to do and where you can turn for help. Remember - there are many people who make up the MDC Team, and they all want to see you succeed. If you take the help that is offered, you will discover many ways to make a better life for yourself.

Rules:

What are the rules of MDC?

To remain in MDC you must follow these rules:

1. **Appear in Court as scheduled:**
Arrive on time for all court appearances. If you are not here on time, you may wait all day for your case to be called
2. **Arrive on time for all other appointments**
3. **Stop using and carrying drugs, alcohol and drug paraphernalia**
4. **Never threaten, harass or use violence against anyone**
5. **Never leave the treatment program, the Court or the Manhattan Treatment Center office without permission**
6. **Respect the property of the treatment program, the Court and the Manhattan Treatment Center office and always clean up after yourself**
7. **Dress appropriately for court and case management visits (no hats, doo rags, tank tops, shorts or pants that hang below your hips)**
8. **In court, address the Judge as Your Honor or Judge (not Miss or Mister)**
9. **Be Honest at all times**
10. **Live a law-abiding life**

Comply with Drug and Alcohol Screening:

One of the primary goals of MDC is to help you remain drug and alcohol free. A positive drug test or your admission of drug or alcohol use may result in a sanction or change in treatment. Repeated drug or alcohol use may result in termination from MDC. Drug and alcohol tests will be done at your treatment program and at the Manhattan Treatment Center. You will be tested throughout all 3 phases of MDC.

If you are in an outpatient treatment program, you must complete at least 1 drug test each week. If your program does not give you a drug test and you do not report to MDC for a drug test, the Judge will hold you responsible and will impose a sanction.*

Stop Drinking Alcohol:

Drinking any kind of alcohol is not allowed while you are part of the MDC program. Use of alcohol can be just as harmful as illegal drugs for someone who struggles with addiction. You will be tested for alcohol use and a positive alcohol test can result in a sanction.

Be Law Abiding:

You must not break the law again. Any more criminal acts may result in being terminated from MDC.

You must immediately report any new arrest to your case manager.

Communicate with Your Case Manager:

- Keep in regular contact with your case manager
- Talk about issues involving your treatment
- Get permission to travel outside of the state

*A week without a drug test is considered a positive test for that week.

Treat others with respect:

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

You must dress appropriately for your court appearances and treatment appointments. Clothes having a drug, alcohol, criminal or violent theme, advertising alcohol or drug use or showing any gang affiliation are not allowed. 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 asked to discuss any information concerning anyone's behavior or progress except your own.

Cease all drug related activity:

You may not possess, sell, or use alcohol, marijuana and all other illegal drugs. You also may not possess or use any drug paraphernalia.

Any relapse by you involving drugs and/or alcohol must be reported to your Treatment Program immediately.

Any drugs that a doctor prescribes for you must be reported to your program immediately. You will be required to bring the prescribed medication in its original container.

Appear in Court as Scheduled

You will have to appear in front of the Judge regularly. The Judge will be given reports on how you are doing on your drug and alcohol tests and attendance and progress in your treatment program. The Judge will ask you about your progress and discuss any problems you may be having.

Depending on your situation, you may have to come to court several times a month. As you make progress, you will come to Court less often.

There may be times when your lawyer cannot appear with you in court, because your case is advanced after the Manhattan Treatment Center staff received information or your lawyer has a conflict with other matters. Your lawyer will be notified of all scheduled appearances.

On the day of your Court Appearance, you must arrive at the Manhattan Treatment Center office at 8:30am and stay until the Judge says that you may go.



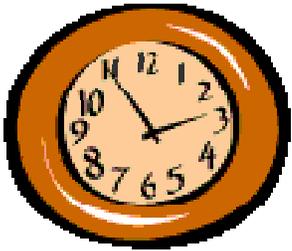
- The Judge will issue a **Bench Warrant**, or ask the police to arrest you and bring you back to Court, if:
- ✓ You do not come to Court as scheduled days or when directed
 - ✓ You leave your program without permission
 - ✓ You miss two consecutive outpatient program sessions
 - ✓ You miss two consecutive MTC visits

Follow your Treatment Plan

After you first meet, your Case Manager will develop a Treatment Plan. Your Treatment Plan will explain the following things:

- ✓ Attendance at a substance abuse treatment program
- ✓ Regular drug and alcohol testing
- ✓ Medical screening
- ✓ Attendance at an educational/vocational program
- ✓ Participation in self-help groups

Your Case Manager will also help you with other areas of your life according to your individual needs.



Your Treatment Plan will vary according to your progress. It is your responsibility to keep all scheduled appointments and to arrive on time. You must go over your Treatment Plan with your Case Manager and follow it carefully.

Complete MTC Phases

MDC Phases are explained in the following pages. They are your steps to success.



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 MDC rules and expectations.

MDC

Expectations

What else is expected of me?

The expectations of MDC are:

- Obey the Law
- Stop all drug-related activity
- Stop drinking alcohol
- Communicate with your case manager or probation officer
- Treat others with respect
- Comply with drug screening

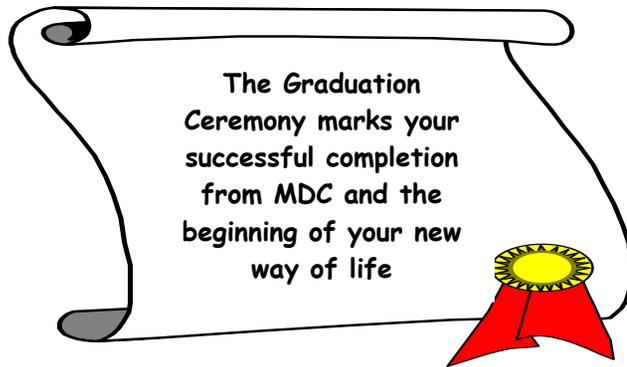
These expectations are explained in detail in the next pages.

The goals you set up with your Case Manager may also include:

- Healthcare
- Education
- Employment

These goals are explained in detail on the next pages.

Graduation: A time to celebrate your accomplishments



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

Requirements for Graduation:

- ✓ Complete all MDC Phases
- ✓ Participation in 8 hours of community service
- ✓ Full time employment or SSI/SSD benefits, if disabled
- ✓ High school diploma or GED, if required by your plea agreement
- ✓ Submit a written Graduation Application

Steps to Success! MDC Phases

Using information from your initial interview and the results of your drug test, your case manager will recommend a course of treatment for you known as your Treatment Plan.

Like everyone else who participates in the MDC program, you must move through 3 Phases of Treatment.

The 3 Phases of Advancement will differ in length for everyone as they move through the MTC program. You must complete each requirement before you can move to the next Phase.

Remember: If you miss appointments, use drugs or alcohol, or ignore other requirements, you could be sanctioned and your time in MDC will be longer.

In all phases you must:

- Meet with your Case Manager as directed
- Attend Court as instructed
- Give drug and alcohol test samples as directed
- Follow your Treatment Plan

The Manhattan Treatment Center staff and your program will recommend to the Judge when you are ready to move to the next phase

PHASE I Alternative

All MDC participants enter in Phase I. Phase I begins after you sign your MDC agreement.

Goals:

- Choose the ALTERNATIVE of treatment rather than drug use
- Build a foundation of abstinence and work towards a drug-free lifestyle.

How to Do It: You become a participant in the MDC program. MDC will diagnose your addiction and determine a treatment plan based on your needs and the severity of your drug abuse. MDC will place you in a treatment program and you will stop using drugs and alcohol.

To move to Phase II, you must meet the Phase I requirement, which is:

- 4 months in a row clean time without sanctions in treatment.

Remember that moving to the next phase will only happen when you recognize you have an Alternative to the lifestyle you have been living.

Methadone to Abstinence Phases:

If you want to join MDC and you are already in a methadone program, you must agree to move from methadone to abstinence in order to participate.

All methadone clients must:

- Give their Manhattan Treatment Center Case Manager the name and telephone number of their methadone program, physician and counselor
- Follow your “pick-up” schedules and testing set by your methadone program
- Give weekly urine tests and attend additional treatment as directed by the Court

Phase I- Alternative

In addition to all other Phase I requirements, methadone participants must:

- Remain “clean” from all other drugs and alcohol
- Reduce their methadone dosage in half
- Have 4 months in a row sanctionless time

Phase II- Action

In addition to all other Phase II requirements, methadone participants must:

- Completely detox from methadone and continue to remain “clean” from all other drugs and alcohol
- Build up drug-free time before advancing to Phase III

Special requirements for advancement to Phase III:

Single Felony:	Total Detox and 4 months in a row clean without sanction
Predicate/Multiple Felonies:	Total Detox and 8 months in a row clean without sanction

Phase III- Achievements

Phase III for methadone participants as it is for drug-free clients. All requirements for graduation are the same.

PHASE III Achievements

Goals:

- Using your recovery skills
- Vocational skills and educational ACHIEVEMENTS
- Getting a job
- Continuing to reconnect with your family
- A new start into your community

How to Do It: You are now in the final phase of treatment. Having remained clean for a long period of time, you will work on rehabilitation. You will work on reconnecting with your family and educational, vocational and career development.

Once you have done everything you need to do for Phase III, you will be eligible to complete the program and graduate from MDC.

Specific Requirements are:

Single Felony: Phase II and 4 months clean without sanction

Predicate/Multiple Felonies: Phase II and 6 months clean without sanction

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

Court Responses to New Arrests and Infractions (First Felony Offenders)

	Type of Arrest	Court Imposed Response	Action
New Arrest	New Arrest	<ul style="list-style-type: none"> • Termination from Court Mandate • Jail: Number of Days at Judge's Discretion 	<ul style="list-style-type: none"> •Imposition of Jail Alternative •Loss of Current Phase •Full Level Review

Infraction	Court Imposed Sanction	Possible Consequence
<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 • Bench Warrant with Involuntary Return or Voluntary Return after 3 days 	<p>1st Sanction:</p> <ul style="list-style-type: none"> • 1-14 Days Jail • Change in Program/Modality <p>2nd Sanction:</p> <ul style="list-style-type: none"> • 15- 28 Days Jail <p>3rd Occurrence:</p> <ul style="list-style-type: none"> • Failure: Jail Sentence 	<p>At every Sanction:</p> <ul style="list-style-type: none"> •Full Treatment Level Review •Return to Earliest Phase of Treatment •Increase in Jail Alternative •Termination from MDC
<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 • Bench Warrant with Voluntary Return within 3 days • Substituted or Tampered Urine • Submitting Fraudulent Documentation to the Court 	<p>1st Sanction:</p> <ul style="list-style-type: none"> • Lunch Remand • 2 Days Penalty Box • Essay/Letter Writing • Detox/Rehab • Phase Change <p>2nd Sanction:</p> <ul style="list-style-type: none"> • 1-7 Days Jail • Program/Modality Change <p>3rd Sanction:</p> <ul style="list-style-type: none"> • 8-14 Days Jail • Program/Modality Change <p>4th Sanction:</p> <ul style="list-style-type: none"> • 15-28 Days Jail <p>5th Occurrence:</p> <ul style="list-style-type: none"> • Failure: Jail Sentence 	<p>At Every Sanction:</p> <ul style="list-style-type: none"> • Full Treatment Level Review • Return to Beginning of Current or Earlier Treatment Phase • Treatment Modality Change • Termination from MDC
<p>The following infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> • Positive or Missed Urine • Missed Appointment • Rule Breaking at Program • Two Late Arrivals at MDC 	<p>1st Sanction:</p> <ul style="list-style-type: none"> • 1 Day Bench • Essay/Letter Writing • Detox/Rehab • Phase Change <p>2nd Sanction:</p> <ul style="list-style-type: none"> • Lunch Remand • Detox/Rehab • Phase Change <p>3rd Sanction:</p> <ul style="list-style-type: none"> • 1-7 Days Jail • Detox/Rehab/Modality Change <p>4th Sanction:</p> <ul style="list-style-type: none"> • 8-14 Days Jail • Program/Modality Change <p>5th Sanction:</p> <ul style="list-style-type: none"> • 15-28 Days Jail <p>6th Occurrence:</p> <ul style="list-style-type: none"> • Failure: Jail Sentence 	<p>At Every Sanction:</p> <ul style="list-style-type: none"> • Increased Case Management Visits and Urine Tests • Detox/Rehab • Journal Writing • Loss of Program Privileges • Loss of Compliance Time. The Amount Depending on Current Phase Level

The Judge Retains Discretion to Depart from the Sanction Guidelines

PHASE II Action

Goals:

- Get yourself stable in treatment
- Take ACTION by looking at the reasons why you have abused drugs
- Rise to the challenge of recovery as a way of life

How to Do It: You will stabilize yourself in treatment and set goals for your education, employment, vocational training and reconnecting with family

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

Single Felony:	Phase I and 4 months clean & sanctionless
Predicate/Multiple Felonies:	Phase I and 8 months clean & sanctionless

Court Responses to New Arrests and Infractions (Predicate/Multiple Felony Offenders)

New Arrest	Type of Arrest	Court Imposed Response	Action
	New Arrest	<ul style="list-style-type: none"> • Termination from Court Mandate • Jail: Number of Days at Judge's Discretion 	<ul style="list-style-type: none"> • Imposition of Jail Alternative • Loss of Current Phase • Full Level Review

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 • Bench Warrant with Involuntary Return or Voluntary Return after 3 days 	<p>1st Sanction:</p> <ul style="list-style-type: none"> • 1-14 Days Jail • Change in Program/Modality <p>2nd Sanction:</p> <ul style="list-style-type: none"> • 15- 28 Days Jail <p>3rd Occurrence:</p> <ul style="list-style-type: none"> • Failure: Jail Sentence 	<p>At every Sanction:</p> <ul style="list-style-type: none"> • Full Treatment Level Review • Return to Earliest Phase of Treatment • Increase in Jail Alternative • Termination from MTC
<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 • Bench Warrant with Voluntary Return within 3 days • Substituted or Tampered Urine • Submitting Fraudulent Documentation to the Court 	<p>1st Sanction:</p> <ul style="list-style-type: none"> • Lunch Remand • 2 Days Penalty Box • Essay/Letter Writing • Detox/Rehab • Phase Change • 1-7 Days jail <p>2nd Sanction:</p> <ul style="list-style-type: none"> • 17-14 Days Jail • Program/Modality Change <p>3rd Sanction:</p> <ul style="list-style-type: none"> • 14-28 Days Jail • Program/Modality Change <p>4th Sanction:</p> <ul style="list-style-type: none"> • 28-45 Days Jail <p>5th Occurrence:</p> <ul style="list-style-type: none"> • Failure: Jail Sentence 	<p>At Every Sanction:</p> <ul style="list-style-type: none"> • Full Treatment Level Review • Return to Beginning of Current or Earlier Treatment Phase • Treatment Modality Change • Termination from MDC
<p>The following infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> • Positive or Missed Urine • Missed Appointment • Rule Breaking at Program • Two Late Arrivals at MTC 	<p>1st Sanction:</p> <ul style="list-style-type: none"> • 1 Day Bench • Essay/Letter Writing • Detox/Rehab • Phase Change • 1-7 Days Jail <p>2nd Sanction:</p> <ul style="list-style-type: none"> • Lunch Remand • Detox/Rehab • Phase Change • 1-14 Days Jail <p>3rd Sanction:</p> <ul style="list-style-type: none"> • 7-14 Days Jail • Detox/Rehab/Modality Change <p>4th Sanction:</p> <ul style="list-style-type: none"> • 14-21 Days Jail • Program/Modality Change <p>5th Sanction:</p> <ul style="list-style-type: none"> • 21-45 Days Jail <p>6th Occurrence:</p> <ul style="list-style-type: none"> • Failure: Jail Sentence 	<p>At Every Sanction:</p> <ul style="list-style-type: none"> • Increased Case Management Visits and Urine Tests • Detox/Rehab • Journal Writing • Loss of Program Privileges • Loss of Compliance Time. The Amount Depending on Current Phase Level

The Judge Retains Discretion to Depart from the Sanction Guidelines

Remember that moving to the next phase is based on the Actions you take to work towards your Recovery.