

MANHATTAN

TREATMENT

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MTC

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# Handbook

Guidelines and Program Information  
for Participants

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For more information or to provide comments contact:

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

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# Welcome to MTC

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This handbook is designed to:

- ? Let you know what MTC is all about
  - ? Answer your questions
  - ? Address your concerns
- 

As a Manhattan Treatment Court (MTC) participant, you must follow the instructions given in court by the Judge and the rules and treatment plan given to you by your Case Manager and Primary Treatment Provider. This handbook will explain what is expected of you. It will also provide general information about the MTC program.

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

# What is MTC?

MTC is a special courtroom in the Manhattan Criminal Court. It is a program for first time felony offenders arrested in Manhattan, who face felony drug charges and who also abuse drugs. Instead of jail or probation, MTC will help you enter and stay in a drug or alcohol treatment program. The MTC program includes regular court appearances and supervision by the MTC judge.

After your arrest you were given the choice of joining MTC or having your case go through the regular court process. If you abuse drugs and are eligible for the MTC 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 MTC?

The amount of time you spend in MTC 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 MTC program.

If you have any questions, speak to your Defense Attorney.

**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.**

# What's in it for me?

## Rewards

MTC 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



## Dismissal of your charges

If you successfully complete MTC, the Judge will dismiss, but not seal, your felony charge.\* †

## To successfully complete MTC you must:

- ✓ Attend your program regularly
- ✓ Follow all program rules
- ✓ Participate in all required activities
- ✓ Give negative urine tests for at least one year

## A New Beginning



MTC 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 MTC 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.

\*On rare occasions the terms of the plea agreement may require the Court to sentence you to time served or probation.

† If you are participating in MTC because of a Violation of Probation (VOP), upon successful completion of the program, the Judge will restore or terminate your probation.

# Rules:

## What are the rules of MTC?

## To remain in MTC 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 MTC office without permission**
6. **Respect the property of the treatment program, the Court and the MTC 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**

## 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 MTC 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 MTC office at 8:30am and stay until the Judge says that you may go.

## 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.

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## Complete MTC Phases

MTC 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 MTC rules and expectations.

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# Steps to Success!

## MTC 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 MTC program, you must move through 3 Phases of Treatment. In each phase you must have 4 drug-free months in-a-row before you can move to the next phase.

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 MTC 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 MTC staff and your program will recommend to the Judge when you are ready to move to the next phase**

## PHASE I Alternative

All MTC participants enter in Phase I. Phase I begins after you sign your MTC 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 Treatment Court program. MTC will diagnose your addiction and determine a treatment plan based on your needs and the severity of your drug abuse. MTC 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.**

## Court Responses to New Arrests and Infractions

	Type of Arrest	Court Imposed Response	Action
New Arrest	New Violent Arrest	No Sanction Available	Imposition of Jail Alternative
	New Non-Violent Arrest	Termination from Court Mandate Jail: Number of Days at Judge's Discretion	<ul style="list-style-type: none"> <li>•Imposition of Jail Alternative</li> <li>•Loss of Current Phase</li> <li>•Full Level Review</li> </ul>

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

**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:

8 total months without sanction (4 more months in-a-row after you move to Phase 2)

If you test positive for drugs, you will lose 30 days of clean time.

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

## 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 have your case dismissed and to graduate from MTC.

Specific Requirements are:

At least 12 months of participation without a sanction (4 more months in-a-row after you move to Phase 3)

At least 3 months in-a-row must be without a sanction.

If you test positive for drugs, you will lose 3 months of clean time.

Now that you have chosen an ALTERNATIVE, worked on ACTIONS and succeeded in your ACHIEVEMENTS, you are ready for Graduation.

## Methodone to Abstinence Phases:

If you want to join MTC 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 MTC 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

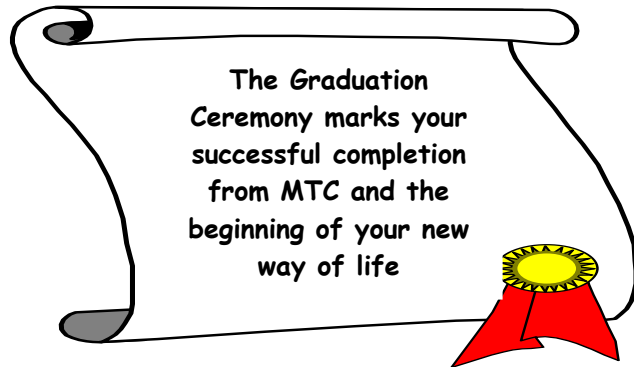
In addition to all other Phase II requirements, methadone participants must:

- Completely detox from methadone and continue to remain “clean” from all other drugs and alcohol
- After completely detoxing from methadone, have 4 months in a row sanctionless time before advancing to Phase III

### Phase III- Achievements

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

# Graduation: A time to celebrate your accomplishments



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

Requirements for Graduation:

- Complete all MTC Phases (at least 12 months without a sanction)
- 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

# MTC Expectations

What else is expected of me?

The expectations of MTC are:

- Obey the Law
- Stop all drug-related activity
- Stop drinking alcohol
- Communicate with your case manager
- 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 page 20.



## Treat others with respect:

You should respect the opinions and feelings of other people in MTC. 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.

## Comply with Drug and Alcohol Screening:

One of the primary goals of MTC 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 MTC. Drug and alcohol tests will be done at your treatment program and at the MTC Treatment Center. You will be tested throughout all 3 phases of MTC.

**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 MTC 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 MTC 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:

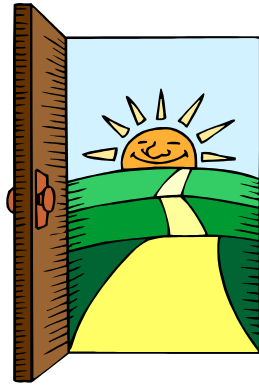
You must not break the law again. Any more criminal acts may result in being terminated from MTC.

**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.



## Support Services

MTC 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 MTC team recognizes that recovery is not easy, but we praise your effort and courage to change.

Together, we can make it work.

## 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 MTC program.

MTC 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.



# Education

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

MTC can help you get the following educational programs:

-  **High School:** if you need help with a particular subject or area, MTC will help you find a tutor.
-  **GED:** work toward your high school equivalency diploma.
-  **Vocational:** MTC 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, MTC can help you with decisions about when and where to go and how to afford it.



# 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



# MTC Team

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

The MTC Team includes:

- Judge;
- Your lawyer and other members of the defense bar;
- The Office of the Special Narcotics Prosecutor; and
- Your case manager and other members of the MTC treatment staff

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

At these meetings, 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.



# I

## Important Names and Numbers:

**Manhattan Treatment Court**  
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.