



Recovery Through Justice

**Participant Handbook
Guidelines and Program
Information**

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, and 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 substance use disorder. BTC's program includes regular court appearances before the Judge.

Following your arrest, you are offered the choice of participating in BTC or having your case proceed in the traditional court process. If you have a substance use disorder, and are 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 agreement and by your individual progress. If you have any questions regarding your specific situation, speak to your Case Manager or Defense Attorney.

What's in it for Me?

Incentives & Rewards

BTC acknowledges compliance in several ways.

The following are a few examples:

- 90-Day acknowledgment
- Phase advancement certificates
- Public recognition

Dismissal of your charges

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

BTC gives you the opportunity to:

- Develop job skills
- Rebuild family and community ties
- 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?

1. Remain abstinent from all drugs and alcohol.

- You will be required to comply with regular supervised 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.
- On the day of your court appearance, you must arrive at the treatment center by 9:00 AM and stay until the Judge says that you may leave.
- Failure to appear in court on the date and time you are scheduled could result in a warrant being issued for your arrest and you being placed in custody. If you have any questions regarding your court appearances, contact your Case Manager.

3. Follow your treatment plan.

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

4. Complete the BTC Phases.

- You must successfully complete all three phases of BTC to be eligible for graduation.

Review your treatment plan with your Case Manager and follow it carefully. It is your responsibility to keep all scheduled appointments and to arrive on time.

Code of Conduct

What is Expected of Me?

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.

Note: You are PROHIBITED from being a law enforcement informant while a participant of this treatment court. Any questions regarding this must be addressed with your attorney.

Cease all drug related activity:

- You will not possess, sell, or use alcohol or illegal drugs.
- You will not possess, sell or use any mind or mood altering substances including synthetic marijuana (Spice, K2).
- Any relapse by you involving drugs and/or alcohol, (including synthetic marijuana), must be reported to your Case Manager immediately.

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

Comply with Drug and Alcohol Screening

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

You will be held accountable for any medication consumed without a doctor's prescription. There are some over-the-counter medications that you are not permitted to use in BTC. 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 and Case Manager before taking any medication.**
- **While participating in BTC you are prohibited from taking any vitamin or dietary supplements not approved by the Food & Drug Administration (FDA).**

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. In addition, the use of synthetic marijuana (Spice, K2) is strictly prohibited.

Supervised drug tests will be conducted at your drug treatment facility and at BTC. You will be tested throughout all 3 phases of BTC. You will be tested every time you come into the BTC Treatment Facility.

DO NOT consume large amounts of water 3 hours before you take a drug test at BTC or your treatment facility. This is called water-loading which is considered tampering and can lead to a sanction. The lab equipment will identify that the sample is diluted and it will be reported to the Judge.

OBEY THE LAW

Driving and Travel Restrictions

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 Defense Attorney and Case Manager immediately. This includes arrest for any mind or mood-altering substances.

- While participating in BTC, driving is strictly prohibited. You may regain driving privileges, if eligible, once your legal mandate is completed.
- If you need to travel during your participation with BTC, you must request permission from the Court. No travel arrangements should be made without prior approval from the Judge.
- You are not permitted to leave the 5 boroughs of New York City without permission of the Court.

BTC Structure

Orientation

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

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

BTC Treatment Plan:

Depending on individual needs, treatment plans will include some or all of the following components:

- Participation in substance abuse treatment
- Participation in mental health treatment
- Medications
- Intensive Case Management Services
- Medical services
- Peer Support
- Educational/Vocational services
- Residential services
- Self Help Meetings

If the treatment plan established upon entry into the Court is inadequate to meet your needs, the Court may request a reassessment and the level of treatment may be increased.

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 and establish a foundation for abstinence.

The objectives include:

- Obtain government entitlements, including health care benefits
- Detoxification and abstinence
- Referral and admission to a community treatment program
- Early recovery work

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

- 4 months consecutive drug free and sanction-free time
- Submit a written application for advancement, which sets forth achievements in Phase I and goals for Phase II.
- Any relapse will result in the phase starting over.

Remember that 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 in order to change your behavior.

The objectives include:

- Goal setting for education and employment
- Identification of community support
- Reconnect with family
- Develop sober support network

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

Misdemeanors: Phase I + 2 consecutive drug & sanction-free months

Single Felony: Phase I + 4 consecutive drug & sanction-free months

Predicate/Multiple Felonies: Phase I + 8 consecutive drug & sanction-free months

- Submission of a written application for advancement which must identify your achievements in Phase II and goals for Phase III
- Participate in any skill building or clinical 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:

- Two positive toxicology tests in a 30-Day period will result in a Court imposed sanction.
- Failure or refusal to submit two scheduled toxicology samples in a 30-Day period will result in a Court imposed sanction.
- Any relapse will result in phase starting over

Remember, moving to the next phase is based on how you deal with the changes of recovery.

PHASE III-CHALLENGE

The focus of this phase is to:

Help you rise to the *challenge* of recovery as a way of life.

Meet with your Case Manager to plan and complete a "Giving Back to the Community" service project.

Take responsibility for your actions.

The objectives include:

- Utilize recovery skills
- Establish vocational and educational goals
- Obtain employment
- Continued development of daily coping skills
- Re-integration into your community

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:

- One positive toxicology test in a 30-Day period will result in a Court imposed sanction.
- Failure or refusal to submit one scheduled toxicology sample in a 30-Day period will result in a Court imposed sanction.

Any relapse in Phase III will result in the phase starting over and will extend the phase for a period of time to be determined by the Judge.

**Now that you have made the right CHOICES,
effectuated CHANGE, and met your CHALLENGES,
you are now ready for GRADUATION.**

Graduation

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

You must submit a written graduation application in order to graduate and possibly have your case dismissed and sealed.

Requirements:

Demonstrate and assume responsibility for your actions

Demonstrate the ability to make better choices

Maintain abstinence

Complete all BTC phases

Obtain your treatment program's approval for graduation

Demonstrate progress toward vocational and educational goals with good faith efforts made to secure full-time employment.

Submit a written graduation application

Requirements:

Misdemeanors: Phase II + 2 consecutive drug & sanction-free months + 6 hrs. community service event.

Single Felony: Phase II + 4 consecutive drug & sanction-free months + 6 hrs. community service event.

Predicate/Multiple Felonies: Phase II + 6 consecutive drug & sanction-free months + 6 hrs. community service event.

You will be invited to participate in the Alumni Advisory Board, and you will be able to invite your family and friends to join you at your Brooklyn Treatment Court graduation ceremony.

GRADUATION IS A TIME TO CELEBRATE

Medication Assisted Treatment

Participants who, with professional medical advice, voluntarily elect Medication Assisted Treatment (MAT) as part of their treatment protocol will be evaluated by a multi-disciplinary team to determine eligibility.

Clinical staff will assist participants with choosing a court-approved credentialed addiction specialist, medical professional recognized by the American Society of Addiction Medicine, American Board of Addiction Medicine or the Substance Abuse and Mental Health Services Administration, or physician with advanced knowledge of recovery issues.

Once prescribed medication, it is expected that participants follow dosing instructions given by the prescribing physician. Random drug testing will be utilized to ensure medication compliance. If medications are abused or diverted, participants must be re-evaluated by the treatment team and medical doctor to determine if continued medication is appropriate.

If participants choose to discontinue the use of medication, they must discuss their desire with both the drug court team and prescribing doctor to establish a safe and clinically responsible treatment protocol to terminate use.

All participants who elect MAT as part of their treatment plan must demonstrate adequate engagement in the treatment process, attending all scheduled sessions at the Court designated substance abuse treatment program. Participants are required to provide consent for the release of information between BTC, the designated treatment program and the prescribing MAT doctor.

BTC SANCTION SCHEME

Infraction	Court Imposed	Action
<p>New Arrest</p>	<p>JAIL Number of Days at Judge's Discretion Possible Termination from Program</p>	<p>Full Treatment Plan Review Loss of Current Phase: At Judge's Discretion</p>
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: Jail Sentence Termination from Participation</p>	<p>At Every Sanction:</p> <p>Full Treatment Plan Review.</p> <p>Return to the beginning of current Phase</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>Three of the following infractions within a 30-day period will result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> • Positive or Missed Urine • Missed Appointment • Rule Breaking at Program (not resulting in Termination) 	<p>1st Sanction: 2 Day Penalty Box Journal/Essay Writing Detox/Rehab Workshop Attendance Increased Case Management Visits Court Frequency Increased 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: Jail sentence Termination from participation</p>	<p>At Every Sanction:</p> <p>Full Treatment Plan Review</p> <p>Return to the beginning of current Phase.</p>

ADDITIONAL SERVICES

BTC Support Services are available to all Treatment Court participants.

These services will help you overcome stress, problems, and conflicts that may challenge 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!*

Services Include:

- Health & Wellness
- Vocational & Educational Services
- Alumni Advisory Board

Ask your Case Manager for details.

HEALTH & WELLNESS

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
- Stress Management

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

VOCATIONAL & EDUCATIONAL SERVICES

BTC provides all participants with the opportunity to participate in educational and/or vocational counseling while remaining drug free and law abiding.

All participants will be evaluated and referred to appropriate educational or vocational services.

The BTC Educational/Vocational Coordinator also conducts various workshops to enhance participants skills, such as:

- Resume writing
- Job readiness
- Interviewing
- Money management
- Workplace attire
- College preparation
- Employment opportunities

Alumni Advisory Board

The BTC Alumni Advisory Board is led by BTC graduates. All BTC graduates will be invited to join the board. The Board's mission is to empower and motivate each other by establishing and maintaining a network of service, support, confidence, and encouragement; in an effort to grow and give back to the community.

Some of the functions of the Alumni Advisory Board are to-

- Speak to new participants
- Address community groups
- Meet with participants who are struggling
- Attend informational workshops
- Advise the Treatment Court Staff on the participant perspective

Further information will be distributed upon graduation from BTC.

Dress Code

Dress for Success!

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

Here are some suggestions of appropriate clothing:

MEN

- Shirts with collars
- Button down shirts
- Nice Jeans
- Suits

WOMEN

- Dresses
- Dress pants
- Blouses
- Skirts

Here are some types of clothing to avoid:

- Ripped jeans
- Saggy pants
- Shorts
- Revealing skirts, shirts, and dresses

**Take pride in who you are
and where you are going.**

BTC Waiting Room Guidelines

-Be respectful to all Case Managers, Court Officers, and other court staff and you will be shown respect in return. Foul language and disrespectful behavior will not be tolerated.

-Once inside the clinical area, sign-in and take a seat. Due to confidentiality concerns, family and friends are not permitted in the clinical area. Instead, they may wait in the waiting area outside of the BTC courtroom on the 15th floor, Rm. 15.11.

-The hallway outside of the BTC clinical area is not to be used as a waiting area for BTC clients. Please remain seated in the clinical area and listen for your name to be called.

-Upon entering the clinical area, please remove all headgear and headphones, and turn off all cell phones and video games. Remember, the waiting area is an extension of the Court and must be treated as such.

-Eating and drinking are not permitted in the waiting area. Plastic bottles of water are the only exception.

-Do not rearrange the furniture in the waiting area, and refrain from sleeping or placing your feet on the chairs.

BTC Waiting Room Guidelines

(continued)

-Please be patient. Do not ask the Court Officers or Intake Coordinators to call your Case Manager. As long as you are signed in, your Case Manager is aware that you are waiting.

-No one is to enter the restroom testing area or any Case Manager's office without being escorted by a BTC staff member.

-All jackets and outer garments must be removed before giving a toxicology sample. After entering the testing area, follow all instructions of the Lab Technician.

-Only your Case Manager can give you permission to leave or go up to court. The Court Officers and Intake Coordinators cannot give you permission to leave the waiting area prior to receiving your toxicology results.

-Please dispose of any newspapers or trash when leaving the waiting area. Be considerate of those arriving after you.

-Any problems related to the waiting area should be reported to the Court Officers.

Any violation of these rules will be brought to the attention of the Judge and may result in a sanction.

IMPORTANT REMINDERS

Discharge or voluntary withdrawal from

BTC will result in **sentencing** on the charges to which you entered a plea of guilty at the time you signed your contract.

Your treatment schedule 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 9:00 am, and stay until the Judge says that you can leave.

Remember, moving to the next Phase is based on your own progress and your ability to stay focused to meet all BTC rules and expectations.

Important Names and Numbers

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