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MANHATTAN MISDEMEANOR TREATMENT COURT



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Handbook for Participants

Guidelines and Program Information

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Welcome to the Manhattan Misdemeanor Treatment Court (MMTC)

This handbook is designed to:

- ? Answer questions
 - ? Address concerns
 - ? Provide information about MMTC
-

As a participant in MMTC, 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!

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What is MMTC?

MMTC is a special part of the Manhattan Criminal Court. It is a court-supervised program for those arrested and charged with misdemeanors in Manhattan, who also have a drug or alcohol addiction. MMTC's program includes regular court appearances before the Judge.

Following your arrest, you were offered the choice of participating in MMTC or having your case proceed as part of the regular court process. If you are an addict and/or alcoholic 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?

MMTC 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. MMTC participants are required to attend treatment, as directed by your MMTC Case Manager and the Judge, and to remain drug and alcohol-free and live a law-abiding life.

How long will I be involved in MMTC?

The amount of time you spend in MMTC is determined by your plea and by your individual progress. Most participants will spend approximately one year with MMTC. Some more, some less. It all depends on the effort you put into treatment and your progress.

If you have any questions regarding your specific situation, speak to your Case Manager or your Defense Attorney.

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

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What's in it for me?

Incentives & Rewards

MMTC acknowledges compliance in the following ways:

- ✓ 30 day acknowledgement
- ✓ 60 day acknowledgement
- ✓ 90 day journal
- ✓ Phase advancement certificate
- ✓ Public recognition



No Jail Sentence

Successful completion of MMTC will result in a final sentence on your case that does not include jail.

MMTC gives you the Opportunity to:

- ✓ Develop job skills
- ✓ Rebuild family and community ties
- ✓ Live a drug, alcohol and crime-free life



A New Beginning

MMTC 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 MMTC 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 MMTC because of criminal behavior.

Rules:

What are the rules of MMTC?

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

- 1. Appear in Court as scheduled:**
You must attend all scheduled court appearances.
- 2. Follow your Treatment Plan:**
You must attend all Case Manager, treatment and support services appointments.
- 3. Complete all four phases of MMTC:**
You must successfully complete all four phases of MMTC for the Judge to impose a non-jail sentence.
- 4. Live a law-abiding life**

1. 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 and alcohol tests, attendance and participation 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, your Court appearance schedule will be reduced.

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

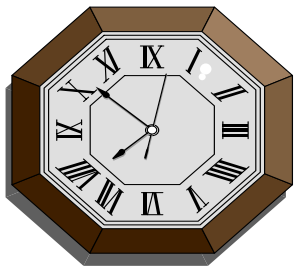
2. Follow your Treatment Plan

A Treatment Plan is developed after your assigned MMTC Case Manager has conducted an evaluation.

The Minimum Requirements of your Treatment Plan are:

- ✓ Attendance at a substance abuse treatment program as directed by your MMTC Case Manager and the Judge
- ✓ Regular drug and alcohol testing
- ✓ Attendance at an educational/vocational/employment 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 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.

3. Complete MMTC Phases

MMTC 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 MMTC rules and expectations.

Steps to Success!

MMTC Phases

Your treatment plan begins with an Orientation session followed by 4 phases. Each phase consists of specific treatment goals, activities and requirements that you must meet in order to have the judge impose a non-jail sentence.

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

In all phases you must:

- Meet with your Case Manager as directed
- Attend Court as directed
- Submit to drug and alcohol testing 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 MMTC staff member. During this orientation, the details of each MMTC phase will be explained.

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

PHASE I Choice

All clients enter MMTC in Phase I. Phase I begins after you sign your MMTC contract. It will last a minimum of 30 days. A positive drug or alcohol test may result in extension of time in a phase and may also result in a sanction.

The focus of this phase is to help you:

- Work toward a drug and alcohol-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
- attendance at a minimum of 8 self-help meetings within the first 30 days (except if you are in an inpatient program)
- Early recovery work

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

They are:

- Comply with the Treatment Plan that was worked out with case manager and the Judge
- Make all Court and case management visits
- 30 days consecutively clean and sanctionless time
- Move toward obtaining self-help home group and a sponsor
- Enrollment and continued participation in self-help groups (unless currently in a residential treatment setting)
- Submit a verbal application for Advancement

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

PHASE II Challenge

Phase II will last a minimum of 60 days. A positive drug or alcohol test may result in extension of time in a phase and may also result in a sanction.

The focus of this phase is to:

- Stabilize you in treatment
- Challenge you to confront underlying issues surrounding addiction
- Help you rise to the Challenge of recovery as a way of life
- Obtain a self-help home group

The objectives include:

- Goal setting for education and employment
- Continued participation in treatment plan, and participation in a minimum of 2-3 self-help meetings a week
- Identification of community supports
- Re-connection with family
- Begin attendance at:
 - ✓ parenting skills
 - ✓ anger management
 - ✓ domestic violence groups

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

- Continue to comply with the Treatment Plan that was worked out with case manager and the Judge
- Make all Court and case management visits
- Submission of a written Application of Advancement to Phase III
- 60 days of clean and sanctionless time
- Obtain a sponsor

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

MMTC SANCTION SCHEME FOR PHASE I AND PHASE II PARTICIPANTS

Infraction	Court Imposed Sanction	Mandatory Action
New Arrest (Non Violent)	JAIL Number of Days at Judge's Discretion Loss of Current Phase	Full Treatment Plan Review

Level	Infraction	Court Imposed Sanction	Mandatory Action
A	<p>Every Level A infraction will result in a sanction</p> <ul style="list-style-type: none"> • Abscond or Termination from Program with Involuntary Return to Court or Voluntary Return after 3 Days • Substituted or Tampered Urine 	<p>1st Sanction: 1-14 days jail</p> <p>2nd Sanction: 1-14 days jail</p> <p>3rd Sanction: Failure: Alternative Sentence Terminate from Participation- Jail</p>	<p>At every Sanction: Full Treatment Plan Review Return to Beginning of Phase</p> <div style="border: 1px solid black; padding: 5px;"> <p>Involuntary Return to Court may result in termination. If Court consents to continued participation, Judge has discretion to increase jail alternative up to an additional 60 days</p> </div>
B	<p>Two of the following Level B infractions within a 30 day period will result in a Court Imposed Sanction; every subsequent infraction within Phase I or Phase II will result in a graduated Sanction</p> <ul style="list-style-type: none"> • Missed Appointment • Dirty or Missed Urine • Rule Breaking at Program (not resulting in termination) • Pattern of Lateness for Case Manager Meetings • Abscond or Termination from Program with Voluntary Return to Court within 3 Days 	<p>1st and 2nd Sanction: 2 Days Penalty Box Journal/Letter/Essay Detox/Rehab Increase in Urine Testing Increased Court Appearances Increased Case Management Visits Increased Treatment Attendance 1-7 days jail</p> <p>3rd Sanction: 1-14 days jail</p> <p>4th Sanction: 1-14 days jail</p> <p>5th Occurrence: Failure: Alternative Sentence Terminate from Participation- Jail</p>	<p>At Every Sanction: Full Treatment Plan Review Return to Beginning of Phase</p> <div style="border: 1px solid black; padding: 5px;"> <p>Failure to remain abstinent will result in loss of Phase time.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>The Judge Retains Discretion to Depart from the Sanction Guidelines to Avoid an Unjust Result</p> </div>

Phase III Change

Phase III will last a minimum of 90 days. A positive drug or alcohol test will result in extension of time in the phase and may also result in a sanction.

The focus of this phase is to:

- Promote continued Change towards self-sufficiency while you reconnect with the community
- Take responsibility for your actions
- Maintain a self-help home group

The objectives include:

- Using recovery skills
- Vocational and educational goals
- Continued development of daily coping and parenting skills
- Attendance at self-help meetings (2-3 per week) and maintaining a sponsor.

Once you have completed all of the necessary requirements in Phase III, you will be eligible to advance to Phase IV of MMTC.

Specific Requirements are:

- Continue to comply with Treatment Plan
- Make all Court and case management visits
- 90 days of clean and sanctionless time
- Written application for advancement to the next phase

Now that you have made the Choices, met the Challenges and made the Changes, you are ready to Construct a new life for yourself.

Phase IV Construct

Phase IV will last a minimum of 60 days. A positive drug or alcohol test will result in extension of time in the phase and may also result in a sanction.

The focus of this phase is to:

- Construct a stable and drug and alcohol-free lifestyle

The objectives include:

- Using the tools of recovery
- Gaining employment
- Maintaining coping skills
- Attendance at self-help meetings (2-3 per week) and maintaining a sponsor.

Specific Requirements for Graduation:

- Continue to comply with Treatment Plan
- Make all Court and case management visits
- Minimum of 60 days clean and sanctionless time
- Written application for Graduation

MMTC SANCTION SCHEME FOR PHASE III AND PHASE IV PARTICIPANTS

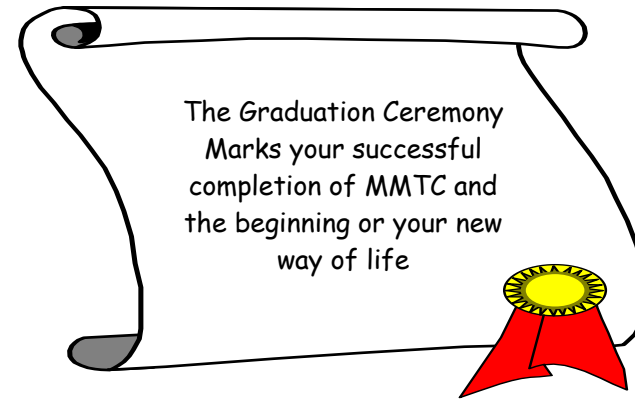
Infraction	Court Imposed Sanction	Mandatory Action
New Arrest (Non Violent)	JAIL Number of Days at Judge's Discretion Loss of Current Phase	Full Treatment Plan Review

Level	Infraction	Court Imposed Sanction	Mandatory Action
A	<p>Every Level A infraction will result in a sanction</p> <ul style="list-style-type: none"> Abscond or Termination from Program with Involuntary Return to Court or Voluntary Return after 3 Days. Substituted or Tampered Urine 	<p>1st Sanction: 1-14 days jail</p> <p>2nd Sanction: 1-14 days jail</p> <p>3rd Sanction: Failure: Alternative Sentence Terminate from Participation- Jail</p>	<p>At every Sanction: Full Treatment Plan Review Return to Beginning of Phase</p> <div style="border: 1px solid black; padding: 5px;"> <p>Involuntary Return to Court may result in termination. If Court consents to continued participation, Judge has discretion to increase jail alternative up to an additional 60 days</p> </div>
B	<p>Two of the following Level B infractions within a 30-day period will result in a Court Imposed Sanction; every subsequent infraction within Phase III and Phase IV will result in a graduated sanction.</p> <ul style="list-style-type: none"> Missed Appointment Rule Breaking at Program (not resulting in termination) Late twice for Case Manager Meeting Abscond or Termination from Program with Voluntary Return to Court within 3 Days 	<p>1st Sanction: 2 Days Penalty Box Journal/Letter/Essay Writing Detox/Rehab Increase in Urine Testing Increased Court Appearances Increased Case Management Visits Increased Treatment Attendance 1-7 days jail</p> <p>2nd, 3rd & 4th Sanction: 1-14 days jail</p> <p>5th Occurrence: Failure: Alternative Sentence Terminate from Participation- Jail</p> <div style="border: 1px solid black; padding: 5px;"> <p>One dirty or missed urine in a 30-day period will result in a Court imposed sanction.</p> </div>	<p>At Every Sanction: Full Treatment Plan Review Return to Beginning of Phase</p> <div style="border: 1px solid black; padding: 5px;"> <p>Failure to remain abstinent will result in loss of Phase time.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>The Judge Retains Discretion to Depart from the Sanction Guidelines to Avoid an Unjust Result</p> </div>

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raduation: A time to celebrate and recognize your accomplishments

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



Requirements for Graduation:

- Complete all MMTC 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 MMTC Alumni Association. Sobriety is a lifetime effort!

Manhattan Misdemeanor Treatment Court Expectations

What else is expected of me?

The expectations of MMTC are:

- Treat others with respect
- Cease all drug- and alcohol-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:

- Health care
- Education
- Employment

These goals are explained in detail starting on page 21.

Treat others with respect:

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

Comply with Drug and Alcohol Screening:

One of the primary goals of MMTC 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 MMTC. Drug and alcohol tests will be conducted at your drug treatment facility and at MMTC. You will be tested throughout all 4 phases of MMTC.

Be Law Abiding:

You are required to refrain from further violation of the law. Additional offenses may result in termination from MMTC.



Support Services

MMTC 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 MMTC team recognizes that recovery is not an easy process, but we support your effort and courage to change.

Together, we can make it work.

Health



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

MMTC can help you obtain certain health services:




- Doctor and dentist referrals
- TB (Tuberculosis) screening
- Referrals for testing for STD's (sexually transmitted diseases), Hepatitis and HIV
- Referrals for 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.

Education

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

Educational referral services include preparation for:

-  **GED:** work toward your high school equivalency diploma.
-  **Vocational:** we 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, we 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

Information will also be provided on how to:

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



Alumni

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

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

