


SCREENING &  
TREATMENT  
ENHANCEMENT  
PART



**STEP**  
webready

# Handbook

Guidelines and Program Information  
for First Felony and Misdemeanor  
Participants

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Revision Date: 04/12/05

# Welcome to STEP

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This handbook is designed to:

- ? Let you know what STEP is all about
  - ? Answer your questions
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As a STEP 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 or Probation Officer. This handbook will explain what is expected of you. It will also provide general information about the STEP program.

**\*\*\* This Handbook is not for DTAP or LINK Participants. DTAP Participants should consult their TASC or LINK Representative \*\*\***

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

# What is STEP?

STEP is a special courtroom in the Brooklyn Criminal Court. It is a program for those arrested in Brooklyn, who face non-violent charges and who also abuse drugs. STEP's program includes regular court appearances and supervision by the STEP judge.

After your arrest you were given the choice of joining STEP or having your case go through the regular court process. If you abuse drugs and are eligible for the STEP program, your Case Manager or Probation Officer 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 must sign a contract. 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 for you based on your current charges and your prior criminal history. Before you sign your contract, you should speak with your Defense Attorney and have your questions answered. You will have to attend treatment and other services such as school, job training and counseling sessions, as directed by your STEP Case Manager or Probation Officer and the Judge. **You must also stop using drugs and alcohol.**

## How long will I be involved in STEP?

The amount of time you spend in STEP 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 STEP 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

STEP acknowledges progress in the following ways:

- ✓ Phase advancement certificates
- ✓ Recognition by the Judge and your peers



## Dismissal of your charges

If you successfully complete STEP, the Judge will dismiss your charges.

## STEP gives you the Opportunity to:

- ✓ Develop job skills or learn a trade
- ✓ Continue your education or get back in school
- ✓ Rebuild ties with family and the rest of your community
- ✓ Live a drug and crime-free life



## A New Beginning

STEP 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 go to help you succeed. Remember that there are many people who make up the STEP 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.

While we recognize that drug abuse and addiction can be treated, it is important for you to remember that you are in STEP because of criminal behavior.

# Rules:

## What are the rules of STEP?

To remain in STEP you must follow these rules:

- 1. Appear in Court as scheduled:**  
You must attend all of your court appearances.
- 2. Follow your Treatment Plan:**  
You must attend all appointments with your Case Manager or Probation Officer, treatment program and support services providers.
- 3. Complete the STEP Phases:**  
You must successfully complete all three phases of STEP to have your case dismissed.
- 4. Live a law-abiding life**

## 1. 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.

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

## 2. Follow your Treatment Plan

After your first meeting, your Case Manager or Probation Officer 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 at the BTC Health Center
- ✓ Attendance at an educational/vocational/employment program
- ✓ Participation in self-help groups

Your Case Manager or Probation Officer 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 or Probation Officer and follow it carefully.



## 3. Complete STEP Phases

STEP 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 STEP rules and expectations.

# Steps to Success!

## STEP Phases

Your Treatment Plan begins with an Orientation session followed by 3 phases. Each phase consists of goals, activities, and requirements that you must complete before the Judge will dismiss your case.

**Remember: If you miss appointments, use drugs or alcohol, or ignore other requirements, you could be sanctioned and your time in STEP 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 Treatment Center staff and your program will recommend to the Judge when you are ready to move to the next phase**

## Orientation

You must attend Orientation with a STEP staff member or Probation Officer. They will explain how each STEP phase works.

You will be able to ask questions about any issue related to STEP. You should ask your attorney any legal questions.

## PHASE I Choice

All STEP participants enter in Phase I. Phase I begins after you sign your STEP contract.

### In this phase you will:

- Work toward a drug-free life
- Establish a method of staying clean.

### Goals include:

- Getting off drugs and staying clean
- Obtaining Medicaid, health insurance and other benefits you need to enter treatment
- Taking care of your health
- Entering a program

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

#### They are:

- 4 months in a row clean time without sanctions.
- Give the Judge an Application for Advancement, which lets her know your achievements in Phase I and goals for Phase II.

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

**Court Responses to New Arrests and Infractions  
(First Felony and Misdemeanor Participants)**

	Type of Arrest	Court Imposed Response	Action
<b>New Arrest</b>	New Violent Arrest	No Sanction Available	•Imposition of Jail Alternative: Increase of Sentence at Judge's Discretion
	New Non-Violent Arrest	Termination from Court Mandate Jail: Number of Days at Judge's Discretion	•Imposition of Jail Alternative •Increased Jail Alternative •Loss of Current Phase •Full Treatment Plan 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"> <li>Abscond or Termination from Program with Involuntary Return to Court</li> </ul>	<p><b>1st Sanction:</b> 1-14 Days Jail</p> <p><b>2nd Sanction:</b> 15- 28 Days Jail</p> <p><b>3rd Occurrence:</b> Failure: Jail Sentence</p>	<p><b>At every Sanction:</b></p> <ul style="list-style-type: none"> <li>•Full Treatment Plan Review</li> <li>•Return to Beginning of Phase</li> <li>•If absent for 60 days or more, loss of current phase: At Judge's Discretion</li> <li>•Increased Jail Alternative</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>Pattern of Lateness</li> </ul> <p><b>Three</b> of the following infractions within a 30 day period will result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> <li>Dirty or Missed Urine</li> <li>Missed Appointment</li> <li>Rule Breaking at Program (not resulting in termination)</li> </ul>	<p><b>1st Sanction:</b> 2 Days Court Observation Detox/Rehab Court Frequency Increase</p> <p><b>2nd Sanction:</b> 1-14 Days Jail</p> <p><b>3rd Sanction:</b> 8-14 Days Jail</p> <p><b>4th Sanction:</b> 15-28 Days Jail</p> <p><b>5th Occurrence:</b> Failure: Jail Sentence</p>	<p><b>At Every Sanction:</b></p> <ul style="list-style-type: none"> <li>•Full Treatment Plan Review</li> <li>•Return to Beginning of Phase</li> </ul>

**All Phase I participants are subject to the following infraction and sanction in addition to the sanction scheme above**

**5 (Five) Dirty or Missed Urine's within a 90-day period, for which the Court has not previously imposed a sanction, will result in a Court imposed sanction**

**PHASE II  
Challenge**

**In this phase you will work to:**

- Get yourself stable in treatment
- Challenge yourself to face the reasons why you have abused drugs
- Rise to the Challenge of recovery as a way of life

**Goals include:**

- Setting goals for your education and employment
- Finding people in your community that can help you
- Reconnecting with your family
- Begin attending:
  - ✓ parenting skills classes
  - ✓ anger management sessions
  - ✓ domestic violence groups

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

Misdemeanors:	Phase I and 2 months in a row clean & sanctionless
Single Felony:	Phase I and 4 months in a row clean & sanctionless
Multiple Felonies:	Phase I and 8 months in a row clean & sanctionless

- Submission of a written Application for Advancement which should outline your achievements in Phase II and goals for Phase III
- Participation in parenting skills, educational and/or anger management classes as directed by the Judge or Case Manager

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

## Phase III Change

All Phase II participants are subject to the following sanctions in addition to the sanction scheme on page 11

**2 (Two) Dirty or Missed Urine's in a 30-day period will result in a Court Imposed Sanction.**

**3 (Three) Dirty or Missed Urine's within a 90-day period, for which the Court has not previously imposed a sanction, will result in a Court imposed sanction**

### In this Phase you will work to:

- Continue to Change so that you can help yourself while you reconnect with people in the community who can help you
- Meet with the Volunteer Events Coordinator to plan and complete a "Giving Back to the Community" service project.
- Take responsibility for your actions

### Goals include:

- Using recovery skills
- Vocational skills and educational achievements
- Getting a job
- Continuing to work on daily coping and parenting skills
- A new start into your community

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 STEP.

### Specific Requirements are:

Misdemeanors:	Phase II and 2 months in a row clean without sanction and 2 x Volunteer Events
Single Felony:	Phase II and 4 months in a row clean without sanction and 3 x Volunteer Events
Multiple Felonies:	Phase II and 6 months in a row clean without sanction and 3 x Volunteer Events

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

## Methodone to Abstinence Phases:

If you want to join STEP 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 STEP Case Manager or Probation Officer 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- Choice

In addition to all other Phase I requirements, methadone clients 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- Challenge

In addition to all other Phase II requirements, methadone clients 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:

Misdemeanors:	Total Detox and 2 months in a row clean without sanction
Single Felony:	Total Detox and 4 months in a row clean without sanction
Multiple Felonies:	Total Detox and 8 months in a row clean without sanction

### Phase III- Change

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

All Phase III participants are subject to the following sanction in addition to the sanction scheme on page 11

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



# G

## raduation: A time to celebrate your accomplishments

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

Requirements for Graduation:

- Complete all STEP Phases
- Get your Treatment Program's Approval for Graduation
- Progress toward vocational, educational and employment goals
- Complete your required number of Volunteer Events
- Submit a written Graduation Application

**Following your graduation, you will be invited to participate in the STEP Alumni Association.  
Sobriety is a lifetime effort!**

# STEP

## Expectations

What else is expected of me?

The expectations of STEP 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 or Probation Officer may also include:

- Healthcare
- Education
- Employment

These goals are explained in detail on page 21.

## Treat others with respect:

You should respect the opinions and feelings of other people in STEP. 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 or illegal drugs.

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.

## Comply with Drug and Alcohol Screening:

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

## Stop Drinking Alcohol:

Drinking any kind of alcohol is not allowed while you are part of the STEP 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.

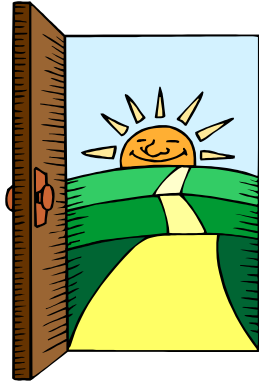
## Be Law Abiding:

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

You must immediately report any new arrest to your case manager or probation officer

## Communicate with Your Case Manager or Probation Officer:

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



## Support Services

STEP 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 STEP 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 STEP program.

STEP 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





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 or Probation Officer.



# Education

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

STEP can help you get the following educational programs:

-  **High School:** if you need help with a particular subject or area, STEP will help you find a tutor.
-  **GED:** work toward your high school equivalency diploma.
-  **Vocational:** STEP 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, STEP 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



# Alumni

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

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



# Important Names and Numbers:

Screening & Treatment Enhancement Part  
120 Schermerhorn St., Room 811  
Brooklyn, NY 11201

## Important names and numbers to know:

### My Attorney:

Name \_\_\_\_\_  
Phone # \_\_\_\_\_

### My Case Manager or Probation Officer:

Name \_\_\_\_\_  
Phone # \_\_\_\_\_

### My Treatment Program:

\_\_\_\_\_  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

### Self-Help Meetings

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