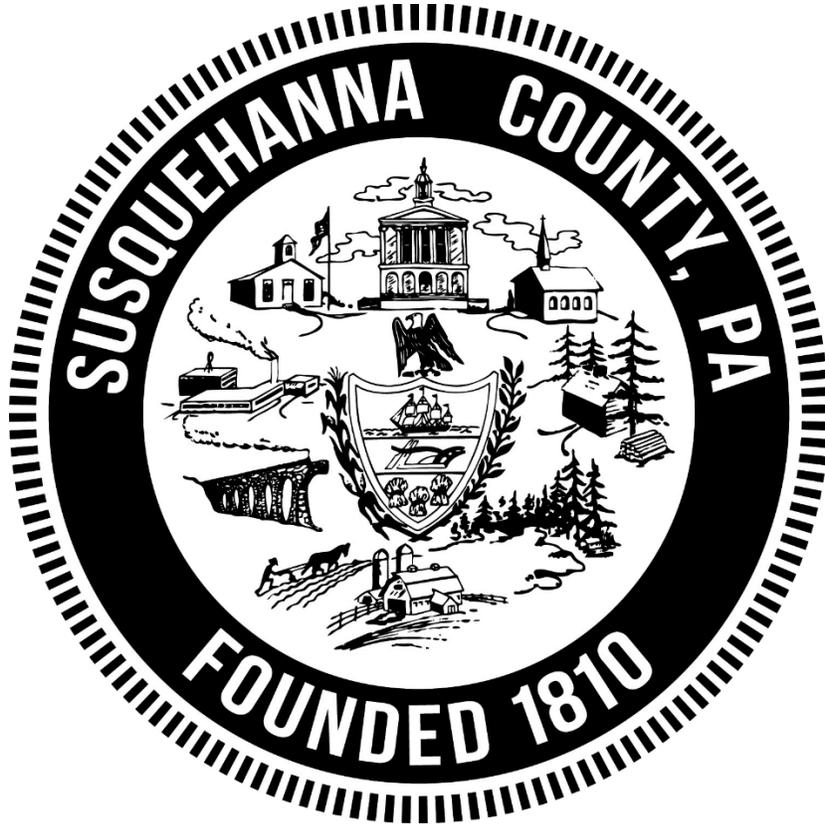


THE COURT OF COMMON PLEAS OF SUSQUEHANNA COUNTY

# TREATMENT COURT



## PARTICIPANT HANDBOOK

Revised 1/2024

## **WELCOME TO THE TREATMENT COURT PROGRAM!**

The Susquehanna County Treatment Court Program assists adult offenders who have alcohol and substance use disorders to lead crime and drug free lifestyles. Treatment Court is a specialized program that combines intensive supervision with necessary treatment. Participants will be sentenced to a **minimum** 12-month period of intermediate punishment supervision, requiring compliance with Treatment Court conditions. Conditions may include drug screenings, drug and alcohol treatment, electronic monitoring, community service, intensive supervision and court appearances before the President Judge.

Participants proceed through Treatment Court in phases, each phase length being determined by the Treatment Court committee. Incentives and sanctions are issued as deemed appropriate by the Treatment Court committee in an effort to encourage positive behavior changes and deter inappropriate conduct. The committee consists of the President Judge, Probation, Law Enforcement, the District Attorney's Office, the Public Defender's Office, Drug and Alcohol Services, Mental Health Service Providers and other Treatment Provider(s). The committee works together to assist program participants in achieving stable and sustained recovery as well as becoming productive members of the community while addressing the individual participant's treatment needs.

## **The Treatment Court Team**

The Susquehanna County Treatment Court is led by the Common Pleas Judge. The Judge makes all decisions. The Judge is assisted by a team of individuals who meet weekly. The role of the team is to advise the President Judge regarding participants in the program, provide updates on the progress participants are making while engaged in the program, provide information about services or treatment needs that participants may require or benefit from; and provide input to the Judge regarding incentives and sanctions. This team approach ensures that the Judge has full information about participants and their needs before decisions are made.

The Susquehanna County Treatment Court Team consists of the following members:

Judge

Coordinator

Case Manager

Probation Officers

District Attorney

Law Enforcement

Public Defender

Drug and Alcohol Treatment Providers

Certified Recovery Specialists

Jail Case Manager

Mental Health Providers

Community Based Providers

Church Leaders

The Judge presides over treatment court. Treatment Court team members are there to help the judge and help the participants. They attend pre-court staffing sessions and court sessions. The singular goal for all who attend and participate in Treatment Court is to help people succeed. Team members celebrate success and provide support to those who need it. Participants need to view the team members as a resource should they need help. They are there to assist.

## **Treatment Court Eligibility**

Eligibility requirements for the Susquehanna County Treatment Court are as follows:

1. Individuals must reside in Susquehanna County.
2. Priority placement in the program will go to DUI and drug offenses, however, other offenses motivated by substance abuse may be considered. Defendants must voluntarily agree to participate in, and be subject to rules, regulations and sanctions of Treatment Court. There will be no voluntary withdrawal from the program allowed.
3. Only offenses that qualify for RIP sentences shall be considered when determining Treatment Court eligibility. Individuals are sentenced into Treatment Court.
4. Individuals cannot have any unresolved pending criminal cases in any jurisdiction.
5. Individuals cannot have any outstanding warrants.
6. Individuals will be considered for Treatment Court if they are on probation by another county in Pennsylvania. Individuals who are on state supervised probation or parole are not eligible. An individual is not eligible if they are on probation or parole from another state.
7. The District Attorney must approve the application of an individual seeking Treatment Court consideration where new charges are being resolved.
8. Probation Violation Cases will be considered for Treatment Court.
9. Individuals with a history of violence will be disqualified from consideration for Treatment Court.
10. When determining eligibility, individuals will not be discriminated against due to race, ethnicity, gender, sexual orientation, sexual identity, physical or intellectual disability, religion or socioeconomic status.
11. Eligibility does not equal entitlement to acceptance into the program. Each application is reviewed by the Treatment Court Team prior to acceptance. Not all eligible applicants are admitted into the program.

## **Conditions and Rules for Supervision of Treatment Court Participants**

You are under the sentence and supervision of the Probation Department of Susquehanna County until the expiration of your Treatment Court Program or further order of the court. The Probation Department has the power at any time during this period, in the case of violation by you or any of the conditions of your Treatment Court Program, to cause your detention in a county prison and make a recommendation to the court, which may result in the revocation of your participation in the Treatment Court Program and your commitment to a penal correctional institution to serve your sentence. You are subject to the following conditions:

1. You shall report regularly as directed by Probation. Responsibility to report falls on you.
2. Your probation officer will make supervision visits to your home or place of employment. You may or may not be provided with notice prior to the visit.
3. You agree that your probation officer may search your person, place of residence, or vehicle without a warrant, if the officer has reasonable suspicion that you are in violation of your probation.
4. You agree that your probation officer may search you and/ or your possessions and understand that he/she may arrest you for any violation without a warrant, if he/she has a reasonable suspicion that you are in violation of your probation.
5. Your residence must not be changed without the permission of your supervising officer.
6. You shall comply with all Federal, State, County and Municipal Laws and abide by any written instructions of the Susquehanna County Probation Department and the Court of Common Pleas.
7. You shall refrain from any assaultive behavior which presents a clear and present danger to yourself or others.
8. You shall not have in your possession, or allow to be at your premises, any firearms or other deadly weapons (as defined by the PA Crimes Code) including archery equipment, any paint ball guns, ammunition or archery arrows. "Premises" is defined as the dwelling in which you reside and its property boundaries.
9. You shall report any police contact to Probation within 24 hours of said contact.
10. You shall not act as an agent for any law enforcement agency while participating in the Treatment Court Program.
11. You shall not travel outside Susquehanna County or its adjoining counties unless you request and receive permission from your supervising officer.

12. You must have the permission of your supervising officer to stay overnight at a location other than your residence. This permission must be obtained a minimum of 48 hours prior to the requested overnight stay.
13. You must obtain and maintain employment. You shall notify your probation officer should you lose your job or change your job.
14. You shall obtain a Mental Health evaluation and follow any recommendations of the evaluating provider.
15. You shall obtain a drug and alcohol evaluation and attend a treatment program. Furthermore, you are to follow all recommendations until released by the treatment staff and your probation officer. Refusal to participate in a required drug/ alcohol screening is a violation of probation.
16. You shall attend sober support meetings as required by the individual phases of the Treatment Court program. Proof of attendance shall be submitted to Probation on a weekly basis.
17. You shall abstain from the unlawful possession, use or sale of narcotics, controlled substances, other dangerous drugs, inhalants and any other mood-altering chemicals that are not prescribed to you by a physician.
18. You shall abstain from the use of Alcohol. You shall not enter any establishment whose primary business is the sale of alcoholic beverages.
19. You shall not use any controlled substance without a valid prescription.
20. If you are prescribed medications by your physician, you must notify your probation officer of ANY drugs prescribed to you by a physician BEFORE you begin taking them. You are required to provide written notification to your physician that you are on probation and that you have an addiction. You also must execute a release so information can be provided upon request to your probation officer. Your officer will request information to confirm the prescription and the need for the medication being prescribed.
21. You shall abstain from the use and possession of any ephedrine-based products. You will ask your probation officer for an approved list of safe over-the-counter medication.
22. You understand and agree that you are not to consume any products that contain poppy seeds. You understand that any positive drug tests due to the consumption of poppy seeds will be considered a violation of your Treatment Court conditions.
23. You are subject to random drug and or alcohol screening to determine the presence of drugs or alcohol in your system as directed by probation or the Court.

24. You understand that an abnormal drug or alcohol screening result shall be considered a positive test.
25. You understand that a refusal to submit to a requested drug/ alcohol screen is considered a positive test.
26. You agree that the results of any testing to determine the presence and amount of drugs or alcohol in your system will be admissible in Court and hereby consent to having these results offered as evidence, without any testimony from the staff of the testing facility.
27. If you contest a positive test, you understand that you will be responsible for the cost of additional testing in the amount of \$50.00 per test.
28. You will perform community service as provided by the phase requirements of the treatment court program.
29. You shall keep current with your financial obligations to the Susquehanna County Court of Common Pleas. Should you fall behind in payments, the Court will address the situation with you.
30. You shall comply with the following special conditions imposed by the court or any Treatment Court Program conditions/requirements which are imposed by the Judge or your supervising officer during your involvement in the program. This includes any supervision responses, therapeutic responses or sanctions imposed by the Judge during status hearings.
31. You understand that prior to each Treatment Court session; the committee will meet to review your progress so they may discuss it with you during the Treatment Court session. This review includes your drug testing results, attendance, participation and cooperation in the treatment program, employment or other requirements that may have been ordered. These updates will come from the probation department and treatment providers. You understand that sharing this information is legal and necessary, as it allows the judge to determine incentives, sanctions, and direction for your case.
32. If at any time during your participation in the Treatment Court Program, you become uncooperative, or display a negative attitude with regard to this program or working with the assigned probation officer or treatment staff, your case will be reviewed by the Treatment Court Committee and your participation may be terminated.
33. You shall be bound by any changes to Treatment Court policies or procedures that may occur while you are engaged in the program.
34. You understand that you are bound by all guidelines, rules and regulations outlined in the Participant handbook. Should you not follow any of these, it will result in a violation of your probation. You agree that you have reviewed the handbook entirely with a probation/parole officer and that you fully understand what is required.

If you violate the Rules and Conditions Governing the Treatment Court Program and Susquehanna County Probation/Parole, violate the conditions of the sentencing/parole order, or are arrested on a new criminal charge, the Susquehanna County Probation/Parole Department has the authority to arrest you as a probation violator, and either remand you to the Susquehanna County Correctional Facility or lodge a detainer against you, if already incarcerated. This detainer would prevent your release until taken before the Court. You understand that following the appropriate hearings, the Court may revoke your probation/parole, and you may be committed to a correctional facility for such time as may be specified by the Court, in accordance with Pennsylvania Criminal Law.

- I understand I may receive a text message from 570-397-0728, please add and label it "Susquehanna County Probation". You may not opt out from receiving periodic messages from this department during the term of your probation. You may reply back to messages. All messages are logged and made part of record of supervision.

I understand that should I fail to complete all court ordered conditions of supervision, which includes payment of fines and costs by the maximum expiration date that a revocation petition may be filed against me that could result in the revocation of my probation supervision.

## **TREATMENT COURT STATUS HEARINGS**

In Court, the Judge may ask you about your progress and discuss any difficulties that you might be having. You will be called forward individually, providing you with the opportunity to speak directly to the Judge.

If you are doing well, the Judge may recognize your progress and achievements in a number of ways. The Judge can praise you, or provide you with other incentives or rewards. If you are struggling with program conditions, the Judge will talk to you about ways you can get back on track. The Judge may decide that serious consequences are required to help you comply with the rules of the program. Referred to as sanctions, these consequences are intended to help you to more fully understand that you are accountable to the program and to yourself. Sanctions can range from increased levels of monitoring, changes in your program requirements, increased attention to your treatment sessions and may also include jail time.

You must arrive at court before the session begins, and remain in the courtroom until dismissed by the Judge. If you are late to court, you may be subject to immediate sanction by the court. Court sessions are held weekly at the Susquehanna County Courthouse or as determined by the Treatment Court Judge. These meetings are currently held on Tuesdays at 8:30 a.m. You are required to attend Treatment Court hearings as directed. If you fail to appear at these hearings the Presiding Judge will issue a Bench Warrant for your arrest.

## **COURT ETIQUETTE/CONDUCT**

You are expected to always maintain appropriate behavior in the courtroom and courthouse. Any violation of the following rules will be reviewed by the Treatment Court Committee, and you may be subject to sanction.

- Be respectful to the Judge, Treatment Court Committee, court staff, and other participants. Always maintain a respectful attitude in the courthouse and courtroom. Disruptive behavior such as talking, laughing, shouting, or creating other loud disturbances in the courtroom will not be tolerated. Offenders may be removed from the building and the Judge may hold violators in contempt of court. Mild-toned conversations may be held in the lobbies, hallways, and other common areas. You may show support and encouragement to fellow participants by applause, but only during appropriate times.
- Participants are not permitted to have food, beverages, chewing gum, tobacco, and newspapers/magazines in the courtroom. Smoking is not permitted in the courthouse.

## ADDRESSING THE COURT

- Address the Judge as “Your Honor” or “Judge.”
- Speak in a loud, clear voice so you can be heard by the Judge, the Treatment Court Committee, and your fellow participants.
- Only one person may address the court at a time.
- When speaking to the Judge, Treatment Court Committee and court staff, do so with courtesy and respect.
- Refrain from the use of profanity.

## DRESS CODE

- Participants are expected to wear respectable, appropriate attire. Items not to be worn:
- Hats and bandanas
- Shirts with language or graphics that are vulgar, sexually explicit, or may otherwise be offensive
- Clothing promoting drug or alcohol use
- Attire that is revealing or provocative
- Extremely baggy shorts or pants

## ELECTRONIC DEVICES

- Participants must comply with any Order or Policy regarding electronic devices instituted by the Court of Common Pleas of Susquehanna County.

## **TESTING FOR ALCOHOL AND OTHER DRUGS**

1. Outlined below is a standard drug testing policy and procedure followed by in the Treatment Court Program.
2. Methods of testing are determined by the Treatment Court Committee and are not negotiable.
3. Drug testing from outside agencies will not be accepted unless approved by the Treatment Court/Probation Officer.
4. Any detectable level of alcohol, drug or mood-altering substances is considered a positive test.

At all times, Probation Officers shall directly observe all urine specimen collection from offenders. Due to the nature of this disease, it is necessary to directly observe any drug testing, including oral fluid, breath, hair, and urine. Tests are evidence. They must be admissible in a court of law. Every drug test should be conducted in the same manner. This will allow for standard habit and custom explanation should you be called to testify. In the event that any drug testing samples are preliminary positive a chain of custody form must be completed with the person present and sent out directly after completion to eliminate any question of handling. In the event an officer is unable to send the sample out directly after the officer is to secure the urine sample in a locked evidence box until the sample can be sent to the laboratory. The purpose of this procedure and policy is to ensure a strict collection procedure and chain of custody is being followed for each test collected by probation officers. Drug testing can occur anytime 7 days a week. Participants in the Treatment Court Program will be subject to random drug and alcohol testing by the Probation/Parole Department and/or their treatment providers. Methods of testing are determined by the Treatment Court Committee and are not negotiable. Drug Testing from outside agencies will not be accepted unless approved by the Treatment Court/Probation Officer.

Lastly any of the following will count as a positive test:

- Missing a test
- Providing a tainted, dilute or substituted specimen.
- Stalling – If a person is unable to provide a sample within a reasonable amount of time (normally 15 minutes), or if it is not of a sufficient quantity to test.
- Any attempt to alter the results of a test.

Any use of illegal drugs, altering, stalling, or missing will result in a sanction imposed.

### **Observed Urine Screening Procedure**

- All urines collected must be directly observed by the same gender as the person submitting the sample.

- No person other than the probation officer and person submitting sample are permitted in the testing area. This includes children, another officer will sit with them during the testing process.
- No mirrors, no privacy panels, no barriers will be utilized. It is necessary to observe urine leaving the body and entering the cup.
- Urine testing cups are to be opened and removed from the closed original packaging in front of the person providing the urine sample.
- No jackets, sweatshirts, items with pockets or bags are permitted in the testing area.
- The person is required to lift their shirt and turn completely around to observe their mid-section to detect any concealed items.
- The person is required to pull their shirt sleeves up to their elbows to observe for any concealment of items hidden in the sleeves.
- The person is required to remove their pants and underwear to allow a visual inspection for devices which are externally hidden on their bodies.
- Once the sample is taken the test should be sealed, checked for temperature and adulterants. Documentation of unusual appearance or odor should be made.
- Should the instant test yield a preliminary positive result, follow through with the Chain of Custody Procedure outlined.

### **Women specific**

- All standard observed urine screening procedures apply.
- No feminine hygiene products, specifically tampons. If they are present, they should be removed prior to donation. Then allow a minute to pass before taking the sample.
- In the event there is any reasonable suspicion of a false urine being furnished the officer can/will request for the female to place their feet shoulder width apart, squat and cough forcefully three times in order to expel items hidden in cavity.

The use of illegal drugs will result in a sanction. This is not intended as punishment; however, as a tool to encourage sobriety. The goal of drug testing is to hold Treatment Court Program Participants responsible for their sobriety and measure their progress in recovery.

## **OVER-THE COUNTER MEDICATIONS**

You are responsible for any medication you consume without a doctor's prescription. There are some over-the-counter medications with ingredients which may result in positive or false-positive drug test result. You are responsible for reading the labels of any over-the counter medications you are considering to determine if they contain prohibited ingredients. It is encouraged that you consult with the Treatment Court committee before taking any medication.

There are also some plant products which may result in positive drug tests, such as poppy seeds, hemp products, or coca leaves. As with medications, you are responsible for what you ingest. All positive drug test results where a claim is made regarding plant products will remain positive for the indicated drug.

## **PRESCRIPTION MEDICATIONS**

All prescription medications must be reviewed and approved by the Treatment Court committee before you may use them. You must tell your medical and dental care providers that you are a chemically dependent person pursuing recovery. As a participant in the Treatment Court Program, you are given a copy of a letter you must provide to your physician, outlining to them that you cannot take mood/mind altering substances as it will endanger your recovery and may result in a positive test. Prior to being prescribed any medication, you need to explore with your care provider the availability of a non-narcotic or non-controlled substance to address your needs.

The Treatment Court committee and/or Judge reserve the right to require that you provide a statement from your care provider affirming that the dialogue did occur. You must understand that unapproved use of a prescription medication may delay your advancement in, or completion of, the Treatment Court Program, whether or not that medication was validly prescribed.

## **MEDICAL EMERGENCY**

If you are given drugs as the result of a medical emergency, you must get a record from the treatment facility as to what and how much you were given and notify the Treatment Court committee as soon as possible. For purposes of Treatment Court, a medical emergency is a sudden and unexpected medical condition, or the worsening of a condition, which poses a threat to life, limb or sight, and requires immediate treatment; or, a sudden, extremely painful condition which requires immediate treatment to alleviate suffering. You usually get emergency care at a hospital emergency room. Conditions that require emergency care include loss of consciousness, shortness of breath, chest pain, uncontrolled bleeding, sudden or unexpected weakness or paralysis, poisoning. Pregnancy-related medical emergencies involve a sudden and unexpected medical complication that puts the mother, the baby, or both, at risk.

## **IN CASE OF MEDICAL EMERGENCY OR URGENT MATTERS**

During business hours of the Probation Department, you are to contact the Treatment Court Probation Officer, at the Probation Department, or on his/her cell phone number. If unavailable, you are directed to leave a message regarding the issue. If you do not hear back from the Officer within a reasonable amount of time, you must call the Probation Department and request to speak to the Chief. If unavailable, you are requested to ask for Supervisor, or Administrative Officer. During non-business hours, and/or holidays and weekends, you are directed to contact the Susquehanna County Emergency number, and request to speak to the Probation Officer On-Call. The Treatment Court Probation Officer is not available twenty-four (24) hours a day. Be advised that leaving a message with an issue or request will not constitute as approval.

### **IMPORTANT POINTS TO REMEMBER:**

- ❖ **PERSONAL RESPONSIBILITY:** You and you alone, are responsible for what goes in your body. Do not come to Treatment Court with an explanation that illegal or prohibited drug use is anyone's fault but yours. **NO EXCUSES!**
- ❖ **OTHER PEOPLES MEDICATIONS:** Never, ever take any medication that has been prescribed for someone else (your mother, brother, girlfriend...). Using medication that has been prescribed to another person is a violation of federal law and Treatment Court rules.
- ❖ **WHEN YOU ARE NOT SURE:** When you are in doubt, **DO NOT TAKE IT.** Ask your doctor, treatment provider or probation officer. If you have any questions at all about any medication you are taking, contact a member of the Treatment Court Committee.
- ❖ **READ THE LABEL:** Read the label when you buy cough syrup, cold medicine, mouthwash or other over- the- counter liquids. **MAKE SURE THEY DO NOT CONTAIN ALCOHOL.** Listerine contains alcohol. Dayquil/ Nyquil contain alcohol. There are over-the counter products available that do not contain alcohol.
- ❖ **ASK THE PHARMACIST:** If you have trouble reading a product label or are in doubt about the ingredients, take it to the pharmacist and ask him/ her to check the ingredients.

# **SAFE OVER-THE-COUNTER-MEDICATIONS**

## **Pain Relief/Analgesics:**

- Tylenol
- Aleve
- Anacin
- Aspirin
- Ibuprophen (Motrin and Advil)
- Midol
- Pamprin

**\*Absolutely No "PM" Medications or Cold/Allergy Medication**

## **Expectorant/Cough:**

- Mucinex
  - Diabetic Tussin
  - Breonesin Capsules
- \*Absolutely No D/DM Medications**

## **Nausea/Vomiting/Diarrhea:**

- Donnagel
- Pepto-Bismol
- Emetrol
- Kaopectate
- Immodium
- Ginger Capsules

## **Laxatives/Stool Softeners:**

- Miralax
- Metamucil

## **Sleep Aides:**

- Melatonin
- Sleepy time/Chamomile Tea

## **PRESCRIPTION DRUG AND MEDICAL MARIJUANA POLICY**

Participants seeking entry into the Susquehanna County Treatment Court Program are strongly encouraged, due to the nature of the disease of addiction and the effects of medication on the brain, to consult with their treating physician and/or psychiatrists to seek non-addictive medication with no abuse potential to treat serious health conditions. The following are procedures that participants must follow to be placed, and remain on prescription medications or medical marijuana.

Participants must identify one MAT Provider to coordinate health care needs and sign appropriate releases for the Susquehanna County Treatment Court Program. The MAT Provider will be responsible for managing all the prescription medications with the exception of those participants being treated by a psychiatrist.

Participants **MUST** notify the Susquehanna County Treatment Court Program if they are prescribed or administered prescription drugs, medical marijuana, or any mood altering or controlled substances. Participants must also provide a copy of any prescription or certification to the Susquehanna County Treatment Court team by the next scheduled court date to keep the medication in its original prescription container. In addition, the participant should expect verification (e.g, pill counts) to be completed by Adult Probation, either at random or if the Susquehanna County Treatment Court team feels it is necessary.

Participants must fill all of their prescription medication at one pharmacy. The participant must provide a monthly printout documenting new prescriptions and/or refills from that pharmacy to the Susquehanna County Treatment Court Team.

Participants may be prohibited from using medical marijuana if it: (1) substantially impacts or interferes with other therapeutic treatment needs while in the program; and, (2) the need for medical marijuana does not outweigh the substantial impact or interference.

Participants **MUST** obtain their medical marijuana from a dispensary. The participant must provide a monthly printout documenting medical marijuana purchases from that dispensary to the Susquehanna County Treatment Court team. Participants must consume and store medical marijuana in a manner provided by statute. Participants should expect compliance checks of their medical marijuana by Adult Probation, either at random or if the Susquehanna County Treatment Court Team feels it is necessary.

## **PHASE DESCRIPTIONS & ADVANCEMENT CRITERIA**

### **Phase I (Minimum of 3 months, at the discretion of the committee)**

- Appear weekly in Court or as instructed by the Court.
- Upon entering the program, required 90 sober support meetings, or approved alternative meetings in 90 days (90/90). Proof of sober support meeting sheets must be turned in weekly to your supervising officer. In person meetings are highly encouraged to be attended mostly, however the use of virtual meetings will be allowed at the discretion of the team and supervising officer. Once 90/90 meetings are completed, it will be required to complete a minimum of 5 sober support meetings or approved alternative meetings weekly.
- Obtain a mentor within 90 days of entering the program – maintain weekly contact.
- Obtain and maintain appropriate and stable housing.
- Obtain and maintain appropriate employment / schooling.
- Random Drug Testing
- Meaningful participation in recommended drug and alcohol treatment
- Obtain a mental health evaluation and follow through with all recommended treatment.
- Completion of a minimum of 20 hours community service
- Intensive supervision: minimum of two in-person contacts per week by Treatment Court Probation Officer or at the discretion of the Probation Department and the Courts.
  - Weekly contact with Case Manager
- Maintain compliance with the Treatment Court Handbook at all times.
- Develop a safe and sober social network.
- Those without a high school diploma/GED/High School Certification (Hi-Set) must begin the intake screenings and sign up to start their High School Certification with the Hi-Set Program through Trehab. You can begin the work during this phase, but you must at least be established prior to moving into Phase II.

### **Advancement Criteria**

- 90 consecutive days of total abstinence from use of drugs & alcohol (Consider MAT and RX)
- Completion of a minimum of 20 hours community service
- Payment plan is established for all cases and is up to date.
- Compliance with Treatment Court contract
- Participant must complete an Application for Advancement form including: 1 letter of recommendation.

**Length of Phase will be determined by the Treatment Court committee on a case-by-case basis. Participants must apply and be accepted by the committee before movement to Phase II of the program.**

## **Phase II (Minimum of 3 months, at the discretion of the committee)**

- Appear bi-weekly in Court or as instructed by the Court
- Attend a minimum of 5 sober support meetings or approved alternative meetings weekly. Proof of sober support meeting sheets must be turned in weekly to your supervising officer.
- Maintain weekly contact with mentor.
- Maintain appropriate and stable housing.
- Maintain appropriate employment / schooling.
- Random drug testing
- Continue active participation in any and all recommended drug and alcohol treatment.
- Meaningful participation in recommended mental health treatment.
- Completion of a minimum of 40 hours community service.
- Maintain contact with safe and sober social network.
- Intensive supervision: minimum of two in-person contacts per week by Treatment Court Probation Officer or at the discretion of the Probation Department and the Courts
  - Weekly contact with Case Manager
- Maintain compliance with the Treatment Court Handbook at all times.
- Continue or Begin HI-set/GED assignments and engagement with administrator weekly. (If applicable)

## **Advancement Criteria**

- 180 consecutive days of total abstinence from use of drugs & alcohol
- Completion of a minimum of 40 hours community service
- Compliance with Treatment Court Contract
- Court costs/fines need to be current with payment plan/a significant effort made towards payment of costs/fines
- Participant must complete an Application for Advancement form including: 2 letters of recommendation and a list of accomplishments and goals

**Length of Phase will be determined by the Treatment Court committee on a case-by-case basis. Participant must apply and be accepted by the committee before movement to Phase III of the program and recommended level of care.**

### **Phase III (Minimum of 3 months, at the discretion of the committee)**

- Appear every third week in Court or as instructed by the Court
- Attend a minimum of 5 sober support meetings or approved alternative meetings weekly. Proof of sober support meeting sheets must be turned in weekly to your supervising officer.
- Maintain weekly contact with mentor
- Maintain appropriate and stable housing
- Maintain appropriate employment / schooling
- Random drug testing
- Continue active participation in any and all recommended drug and alcohol treatment.
- Meaningful participation in recommended mental health treatment.
- Completion of a minimum of 60 hours community service
- Maintain contact with safe and sober social network
- Possible involvement in Treatment Court Alumni
- Intensive supervision: minimum of one in-person contact per week by the Treatment Court Probation Officer or at the discretion of the Probation Department and the Courts.
  - Weekly contact with Case Manager
- Maintain compliance with the Treatment Court Handbook at all times.
- Continue or Begin HI-set/GED assignments and engagement with administrator weekly. (If applicable)
- Any court order obligations must be completed prior to advancing to the Final Phase. (Examples; Alcohol Highway Safety School, Anger Management, Parenting Classes, Couples classes, etc)

### **Advancement Criteria**

- 180 consecutive days of total abstinence from use of drugs & alcohol
- Completion of a minimum of 60 hours community service
- Compliance with Treatment Court Contract
- Completion of all court order obligations and requirements.
- Court costs/fines need to be current with payment plan/a significant effort made towards payment of costs/fines
- Complete an Application for Advancement form including: 3 letters of recommendation and a list of accomplishments and goals
- Complete Final Phase Advancement Packet and turn in for review by the team.

**Length of Phase will be determined by the Treatment Court committee on a case-by-case basis. Participant must apply and be accepted by the committee before movement to the Final Phase of the program.**

## **Final Phase (Minimum of 3 months, at the discretion of the committee)**

The purpose of the transition period is to help the participant adjust from the obligations of Treatment Court, into life after Treatment Court. The hope is that they adjust to the transition while still having supports in place. This phase will also allow the participants to earn additional incentives, such as approval of travel passes and approval to eat at restaurants licensed to serve alcohol (with conditions).

- Attend a minimum of 3 sober support meetings or approved alternative meetings weekly. Proof of sober support meeting sheets must be turned in weekly to your supervising officer.
- Maintain weekly contact with mentor
- Maintain appropriate and stable housing
- Maintain appropriate employment / schooling
- Complete community service project proposal packet.
- Complete approved community service project.
- Random drug testing at the discretion of your officer and the team.
- one in-person contact Treatment Court Probation Officer or at the discretion of the Probation Department and the Courts.
- Possible involvement in Treatment Court Alumni
- Court costs/fines need to be current with payment plan/a significant effort made towards payment of costs/fines.
- Maintain compliance with the Treatment Court Handbook at all times.
- Complete and graduate the Hi-Set/GED program (In applicable)
- **\* The Treatment Court Committee can terminate an individual's transition period at any time that it is deemed necessary.**

## **Commencement Criteria**

- 180 consecutive days of total abstinence from use of drugs & alcohol
- Completion of Community Service Project.
- Completion of all Court ordered conditions.
- Payment plans need to be established with all jurisdictions that monies are owed, and payment plans **MUST** be up to date.
- Participant must complete an Application for Graduation form including: 3 letters of recommendation and a letter describing achievements. Applications for Graduation must be submitted a minimum of two (2) weeks prior to the expected commencement date.

**Length of Phase will be determined by the Treatment Court committee on a case-by-case basis.**

## **FEES**

During your time in the Treatment Court Program, you are subject to fees that go along with phase advancements, drug testing, and electronic monitoring. The phase advancement fee is applied to your account every time you are granted phase advancement. Should you be sentenced or sanctioned to a home confinement period a daily fee will be applied to your case for the monitoring service. At the time of your sentencing the Probation Department assess a portion of your supervision fees on your account for the period of probation you were sentenced too. Should you continue supervision past that point the rest of your supervision fees will be applied to your account. This process is established in the event a participant completes the program and is released early by the Judge to avoid paying any non-refundable supervision fees. Please note that these fees will affect the totals on your receipts when making payments due to how and when they are applied. Should you have any questions you can contact your probation officer or the Collections Department in the Clerk of Courts office in the courthouse.

## **FEE LIST**

1. \$45 per month supervision fee
2. \$10 per day SCRAM fee
3. \$125 each for phases 1, 2 and 3 of the programs
4. \$125 fee at the transition phase of the program with the option of offering the waiver of this as an incentive for participants.
5. Standard court costs/fees.
6. \$50 sanction for any lab confirmed positive urine test.

## **INCENTIVES**

In the same way that sanctions are used to try and correct improper behavior, incentives are used to reinforce positive behavior and attitudes. Incentives are determined based on short- and long-term goals of the participant and applied to show procedural consistency to all participants in the program.

Incentives are not always tangible or monetary but can also be as simple as verbal praise if a participant does well and deserves recognition. Incentives may include but are not limited to:

- Verbal Praise
- Applause
- Gas Card
- Treats/Candy
- Judge coming off bench to present certificate, incentive, ect.
- Wallet cards
- Keychains
- Handshake from Judge
- Sobriety coin
- Recovery literature
- Standing ovation
- Accomplishments posted
- Activity gift voucher
- Leave court early
- Court pass
- Express court
- Reduce community service
- Temporary reduction in probation reporting
- Vacate court costs
- Phase advancement certificate
- Shining Star Award
- Hole Punch Reward Card

## **SANCTIONS FOR NON-COMPLIANCE**

Treatment Court participants are expected to comply with all treatment and supervision requirements and recommendations. Sanctions are penalties used by the Court to correct improper behavior.

Sanctions are determined based on short- and long-term goals of the participant. The Treatment Court committee will decide how to address any non-compliance issues. Because sanctions are most effective when applied immediately, undesired behavior will be addressed at the earliest time possible. Sanctions can include, but are not limited to the following:

- Verbal warning
- Essay/Apology letter
- Community service
- Increase in sober support or approved alternative meeting attendance.
- Lockdown
- Electronic monitoring
- Increase level of treatment
- Increase drug testing
- Increase contact with probation.
- Time out in Probation (Length of time to be determined by the Judge)
- Jail
- Termination from program

### **TERMINATION**

Participants can be dismissed from the Treatment Court Program for violation of program rules, including but not limited to:

- Repeated/continuing use of alcohol or other drugs.
- Using additives or means to secure a deceptive urine drug screen (dilutes)
- Repeated/continuing failure to comply with treatment.
- Repeated/continuing failure to comply with supervision.
- Absconding
- Conviction of new offense
- Failure to adjust to the program, including repeated dishonesty.
- Lack of progress in treatment
- Violation of Conditions and Rules Governing Treatment Court Program and handbook.

If termination is recommended by the Treatment Court Committee, a Petition to Revoke Intermediate Punishment will be filed by the Treatment Court Probation Officer, and a hearing will be scheduled before the Court during the next available Treatment Court session. If a violation of the program is established by a preponderance of the evidence, the violator's Intermediate Punishment sentence will be revoked, and the defendant will be resentenced. The new sentence is within the discretion of the Court of Common Pleas Judge and can be any sentence up to the maximum sentence allowed by the law on the original guilty plea. Termination from the program does not bar participants from applying to Treatment Court on future cases.