

# **17<sup>th</sup> Judicial District Treatment Court**

## **Participant Handbook**



**Name:**

Date Issued:

Case Manager:

Case Manager Phone:

Probation Officer:

Probation Officer Phone:

Counselor Name:

Counselor Phone:

**LIFE IS TOUGH, BUT YOU ARE TOUGHER. THE 1<sup>ST</sup> STEP IN CREATING THE LIFE YOU WANT IS COMMITTING TO IT EVERY DAY. TAKE ADVANTAGE OF EACH DAY AND NEVER LOOK BACK ON YOUR JOURNEY FORWARD.**

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## **Welcome to the 17<sup>th</sup> Judicial District Treatment Court**

The Treatment Court is committed to assisting you with treatment/rehabilitation of substance use issues and achieving your goals in a proactive manner. It is a great opportunity for those who wish to change the circumstances in their lives and break the cycle of drug or alcohol dependency.

This handbook will provide information about the Treatment Court Program and what is expected of you as a participant. **Do not lose this book!** You must take it with you to all self-help/sobriety meetings, probation appointments, and court dates. We also encourage you to share this handbook with your family and friends for support and encouragement.

We hope to see positive changes in your life as a result of your dedication to completing the Treatment Court Program. The Treatment Court Team is committed to providing you with support and encouragement as you make your way to a clean and sober life through Treatment Court.

***“Recovery is a process, not an event; Welcome and enjoy the Journey”***

### **17<sup>th</sup> Judicial District Treatment Court Mission Statement**

The mission of the 17<sup>th</sup> Judicial District Treatment Court is to reduce recidivism by facilitating treatment and rehabilitation and to provide increased supervision to criminal substance abusers, as opposed to simply warehousing them. The goal is to return clean and sober individuals to the community with an improved quality of life who are better equipped to maintain their sobriety, thereby having a positive impact on and improving the community as a whole.

### **Eligibility Requirements**

Treatment Court program participants are adult offenders who are eligible for a sentence of probation with restrictive conditions. Offenders must have a substance abuse diagnosis by a qualified physician or CMSU caseworker. Participants are required to reside in the 17<sup>th</sup> Judicial District while participating in the Treatment Court Program. Any offender with a documented history of violence will be ineligible for participation in the program.

### **Attendance and Absence Policy**

Program participants are required to attend status hearings, probation appointments, counseling sessions, and self-help meetings as scheduled by their case managers and/or probation officers. Failure to attend a scheduled hearing, appointment, or session will result in a sanction. Participants are expected to make contact with their supervising officer or case manager prior to any absence or being late to a scheduled event.

### **Status Hearings**

Status Hearings for Treatment Court Participants are held every Wednesday each week. The hearings are held on a rotational basis between the Snyder and Union County Courthouses. Participants will be given a scheduled time and date to report for their status hearings each week depending upon what phase of the program they are in. Failure to attend a scheduled hearing may result in a bench warrant for your arrest.

### **Urinalysis Testing Protocol**

Participants will be required to submit random urine/saliva samples as directed by the Probation Department. All urine/saliva collections will be witnessed by a representative of the Probation Department or Sheriff's Office. Unwitnessed samples will be considered invalid. All samples will be tested on-site using rapid testing devices. In the event of a positive sample, the sample will be sent to a medical laboratory for confirmation testing. Any confirmation tests that are returned positive shall be paid for by the participant. Failing to provide a sample for testing or failing to show for a scheduled or random test, without prior approval, will be considered a positive test. Attempts to circumvent urine testing procedures will result in an immediate sanction, including possible removal from the treatment court program.

### **Supervision Protocol**

Participants will be assigned a supervising probation officer upon admission into the program. They will work collaboratively with their officer to ensure that they are available at established and random times to meet with their officer and discuss their case plan and program progress. It is the responsibility of the participant to have contact no less than twice a week with their probation officer throughout the program, not including their court appearance. Participants are required to provide their officers with all of their contact phone numbers, email addresses, and physical addresses. Any changes of contact information must be reported to a participant's supervising officer within 24 hours. Prior permission is required before changing residences.

### **Prescription Medication policy**

Participants seeking entry into the 17th Judicial District Treatment Courts 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 psychiatrist to seek non-addictive medications with no abuse potential to treat conditions such as chronic pain, mood disorders, and anxiety. The following are procedures that participants must follow to be placed and remain on prescription medications or medical marijuana.

17th Judicial District Treatment Court participants must provide written notification from a qualified physician if a prescription medication or medical marijuana is medically required. Participants must identify one primary health care provider (PHCP) to coordinate health care needs and sign appropriate releases for the 17th Judicial District Treatment Court Team. The PHCP will be responsible for managing all the prescription medications with the exception of those participants being treated by a psychiatrist.

Participants must notify the 17th Judicial District Treatment Court team if they are prescribed or administered a mood altering or controlled substance. All medications must be approved by a supervising officer prior to filling the prescription. They must also provide a copy of the prescription to the 17th Judicial District Treatment Court team by their next scheduled court date and keep the medication in its original prescription container. In addition, the participant should expect pill counts to be completed by Adult Probation at random.

Participants must fill all of their prescription medications at one pharmacy. The participant must provide a quarterly printout documenting new prescriptions and/or refills from that pharmacy to the 17th Judicial District Treatment Court team when requested.

Participants may be prohibited from using medical marijuana if it would substantially impact or interfere with other therapeutic treatment needs while in the program, and the need for medical marijuana does not outweigh this substantial impact or interference. Participants must obtain their medical marijuana from one dispensary. The participant must provide a monthly printout documenting medical marijuana purchases from that dispensary to the 17th Judicial District 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 their probation officer. If participants are abusing or diverting their prescription medications they may be removed from the program.

Additionally, no participant of the 17th Judicial District Treatment Courts may take any dietary supplements as they may contain substances that would alter the normal color of urine or cause a positive drug test for illegal substances. This includes but is not limited to weight loss aids, or any other dietary supplement. The consumption of poppy seeds is strictly prohibited while in the program. Lastly, salvia, Kratom, morning glory seeds, K2/Spice, bath



salts and/or any or all designer drugs legal or illegal are strictly prohibited. All mood altering or hallucinogenic substances are prohibited. All over-the-counter medicines must be pre-approved by a probation officer.

### **Medication Assisted Treatment (MAT) Policy**

The 17th Judicial District Treatment Court acknowledges that certain medically assisted treatments (M.A.T.) for addiction – including antagonist medications such as naltrexone, agonist medications such as methadone, and partial agonist medications such as buprenorphine – have been proven through rigorous scientific studies to improve addicted offenders’ retention in counseling and reduce illicit substance use, re-arrests, technical violations, re-incarcerations, hepatitis C infections, and mortality. The 17th Judicial Treatment Court accepts participants who, with professional medical advice, voluntarily elect Medication Assisted Treatment (MAT) as part of their treatment protocol provided the therapy is available through state or federal public funding, Medicaid, private insurance or private pay.

The use of medication prescribed for addictive disorders have various levels of abuse potential ranging from nonexistent risk (e.g., Naltrexone) to high risk of abuse (e.g., Methadone) which creates a recovery issue that requires Court oversight. The 17th Judicial District Treatment Courts do not provide direct medical treatment; however, the Court expects treatment court participants who select MAT as part of their recovery protocol to adhere to the following treatment philosophy or be subject to discharge:

1. Select 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 whom is contracted with CMSU services.

2. Use effective medications with the lowest risk of abuse for the treatment of addiction disorders or co-occurring disorders.
3. Discontinue medications that are abused or diverted after the participant and/or drug court team have made reasonable efforts to increase compliance.
4. Demonstrate treatment engagement and program compliance to achieve the goals of sustainable recovery.
5. If the MAT program is not followed with fidelity, then the participant will no longer be provided access to the program.

Participants receiving MAT services must authorize communication between the Court and all medical professionals writing prescriptions for that client and/or their respective counseling service to guard against the issue of unnecessary drug seeking behavior.

### **Incentives and Sanctions**

Treatment Court participants will be eligible to receive incentives for compliance with program rules. Attendance at counseling, case management appointments, probation appointments, status hearings, community service work assignments, and meeting other program goals will create opportunities to receive incentives. Participants may also earn incentives for various personal goals, such as obtaining a driver's license, stepping down in counseling, completing counseling, obtaining employment, moving phase, assisting others, and more.

The Court will recognize the 100% Club on a weekly basis. Membership in the 100% Club will be dictated by perfect attendance at mandated meetings, counseling appointments, community service assignments, case management appointments, probation appointments, and

other scheduled meetings. Participants will be required to pass all drug testing requirements. Compliance with program rules on a week-to-week basis will enable participants to pull an incentive from the basket after their schedule status hearing.

At the end of each month, participants who have 100% compliance with all program rules will have their names placed into a basket for a drawing to be completed by the Treatment Court Judge, with the opportunity for an additional incentive for compliance with program rules.

The Treatment Court Program will sanction participants for violations or noncompliance of program rules and policies. Various sanctions could be incorporated depending upon the participant's violation/noncompliance. Each program phase has a different schedule/matrix in regards to violations and sanctions. In an effort to maintain consistency, the Treatment Court program has developed an incentive/sanction matrix for the program. A copy of the current 17<sup>th</sup> Judicial District Treatment Court incentive/sanction matrix is available to all participants at their request. The matrix shall be updated on a regular basis in an effort to maintain the integrity of the program and follow best practices.

## **Graduation**

When you have successfully completed the Treatment Court Program, you will be scheduled for graduation. In order to graduate from Treatment Court you must:

- be treatment compliant
- have stable housing
- have all pending legal matters resolved
- have employment or viable source of income or enrolled in school full-time
- be compliant with drug/alcohol testing procedures and have 120 days clean time
- submit a graduation application

Before you graduate, you will write a graduation speech and prepare an aftercare plan stating how you intend to maintain your sobriety after graduation.

At the graduation ceremony, the Treatment Court Judge shall present you with a certificate of completion of the Treatment Court and will recognize your excellent accomplishments. Your family and friends are invited to attend your graduation. Upon graduation from the program, you will begin the aftercare phase of the program.

### **Dismissal from Treatment Court**

You can be suspended from Treatment Court for violation of program rules including, but not limited to new offenses, technical violations, continued drug/alcohol use, attempting to circumvent drug testing procedures and failure to successfully complete treatment

If you are suspended from the Treatment Court program, you will be informed of this decision by the Treatment Court Judge during a regularly scheduled Status Hearing. If not already in custody, you will be incarcerated in the county jail with the filing of a detainer against you by your supervising probation officer. A petition to revoke your probation sentence will then be filed with the Court. Appropriate Gagnon I and Gagnon II Hearings will be scheduled. Upon program violations being confirmed at a Gagnon II Hearing, a new sentence will be imposed.

### **Rules and Regulations**

The Treatment Court Program is broken into 4 phases. With successful treatment and program compliance, participants can complete the entirety of the program in 14 months from their date of admission.

Each phase has different requirements and objectives throughout the program. These phases are detailed later in your participant handbook. However, there are various program rules that do not change through each phase, as follows:

- 1.) You will abstain from the possession, use, or sale of narcotics and drugs. You shall not use, possess, or ingest any mind-altering substances including, but not limited to: synthetic cannabinoids, bath salts, inhalants, designer drugs, kratom, or over-the-counter medications. In addition, Treatment Court participants may not consume poppy seeds or products that contain poppy seeds. You will not possess or consume any

alcoholic beverages. You will not be permitted to enter establishments that provide alcohol.

- 2.) You must obtain U.S. government-issued photo identification (i.e., non-driver's license picture identification) within the 1<sup>st</sup> phase of the Treatment Court Program. Failure to do so is a violation of Treatment Court rules and may result in a sanction.
- 3.) Overnight stays/trips are not permitted in Phase 1. Any overnight stays/trips must be approved by the Treatment Court Team. Overnight travel outside of the Commonwealth of Pennsylvania is not permitted until a participant is in Phase 3.
- 4.) Sexual conduct/communication of any type (physical, verbal, electronic, written) directed at Treatment Court team members or other Treatment Court participants is not permitted. You shall report acts of sexual conduct/communication to the Treatment Court Team. Violation of this rule is grounds for dismissal from Treatment Court.
- 5.) You must notify your probation officer of any police contact or new arrest within 24 hours of the police contact/arrest. Failure to do so is a violation of Treatment Court rules and may result in a sanction.
- 6.) Upon admission to Treatment Court, you must sign a release of information form for the 17th Judicial District, CMSU, the adult probation office, your treatment providers and your funding sources. Signed releases must be kept on file and updated as necessary. This will permit the treatment programs to exchange information with the Treatment Court Team regarding your progress, attendance, and drug-screening results.

\*The team will review emergency situations in regards to the rules and regulations on an individual basis\*

### **Infection Control Policy**

The Treatment Court team cares about your health. The Court will take steps to minimize exposure to diseases at the courthouse. If you are exposed to a transferable disease, stay home and seek medical attention. You are expected to notify your probation officer and case manager as soon as possible. Remote access to court will be utilized where and when appropriate.

### **Community Service Requirements**

Treatment Court participants shall complete community service as a component of Treatment Court. The following sets forth community service requirements:

1. Participants will be assigned 40 hours of community service upon entry into Treatment Court. Participants employed full time upon entry, shall complete their 40 hours of community service prior to the completion of Phase 1. If unemployed, participants must complete 10 hours of community service each week upon entrance into the program.
2. After completion of the initial 40 hours of community service, participants shall complete community service based upon their current weekly employment hours utilizing the following schedule:
  - \* 10 hours or less weekly employment = 15 hours of community service weekly
  - \* 11 – 19 hours of weekly employment = 10 hours of community service weekly
  - \* 20 – 34 hours of weekly employment = 5 hours of community service weekly
  - \* 35+ hours of weekly employment = no community service requirement
3. Participants are required to submit paystubs as directed by their supervising probation officer to verify employment.
4. Community service hours can also be assigned as a sanction for

- noncompliance with Treatment Court rules.
5. Community service hours shall be tracked on time sheets provided by the supervising probation officer. Timesheets shall be submitted on a weekly basis and signed by the site supervisor where the community service was completed.
  6. All Treatment Court participants shall participate in any special/annual community service projects as deemed appropriate by the Treatment Court Judge. (e.g.: Highway Litter Pickup, Community Events, etc.)

### **Phases**

The Treatment Court is comprised of four phases. You must complete all four phases to graduate from the Treatment Court program.

#### **Phase 1 (3 Months)**

GPS/SCRAM monitoring with approved windows

Submit weekly electronic monitoring schedule

Attendance at 5 Self-Help Meetings (3 in-person minimum)

Weekly scheduled status hearings

Minimum of 2 random urinalysis per week

Minimum of 2 Probation contacts per week

Weekly case management appointment

Compliance with recommended treatment

Compliance with community service requirements

10:00 PM Curfew

90 Days of continuous sobriety

Sign Payment Agreement/Wage Attachment



**Phase 2 (3 Months)**

GPS/SCRAM monitoring  
Attendance at 5 Self-Help Meetings (3 in-person minimum)  
Weekly scheduled status hearings  
Minimum of 2 random urinalysis per week  
Minimum of 2 Probation contacts per week  
Weekly case management appointment  
Compliance with recommended treatment  
Compliance with community service requirements  
11:00 PM Curfew  
90 Days of continuous sobriety  
Compliance with payment agreement  
Obtain Sponsor  
Obtain Employment

**Phase 3 (4 Months)**

Attendance at 5 Self-Help Meetings (3 in-person minimum)  
Bi-weekly scheduled status hearings  
Minimum of 2 random urinalysis per week  
Minimum of 2 Probation contacts per week  
Bi-weekly case management appointment  
Compliance with recommended treatment  
Compliance with community service requirements  
11:30 PM Curfew  
Compliance with payment agreement  
120 Days of continuous sobriety  
Continued employment or enrollment in secondary education

**Phase 4 (4 Months)**

Attendance at 5 Self-Help Meetings (2 in-person minimum)

Monthly scheduled status hearings

Random Urinalysis as directed

Probation contacts as directed

Monthly case management appointment

Compliance with recommended treatment

Compliance with community service requirements

Midnight Curfew

Compliance with payment agreement

120 days of continuous sobriety

Compliance with payment agreement

Continued employment or enrollment in secondary education

**Participants shall continue the requirements of the program (i.e. court appearances, probation contacts, self-help meetings) until their graduation ceremony.**

*Note: All phases can be extended for violation of program rules. Treatment Court participants can be moved back in Phase for violation of program rules.*

## **Treatment**

Each treatment program has different rules and regulations, and you agree to follow them as directed by the treatment program staff. Each program has its own set days/hours of operation/program length and you must attend as prescribed. Some of the inpatient treatment programs require that a client be on a blackout period that does not allow him/her to use the telephone, receive mail/electronic communications, or accept visitors for a specified period of time. If you fail to follow the program rules and attend all sessions as required, you will be sanctioned. You shall actively participate in the treatment program and take the necessary steps to maintain abstinence from drugs/alcohol.

The 17<sup>th</sup> Judicial District Treatment Court will determine when you have successfully completed treatment. Treatment may include placement in various levels of care including Residential, Intensive Outpatient, and Outpatient as prescribed by the Treatment Court Clinical Evaluator (CMSU). In addition, your case manager may refer you to recovery support groups, cognitive behavioral therapy, or mental health services as necessary.

If you are referred to an outpatient program, you may be required to live in alternative housing. If the Treatment Court Team determines that your housing plans are a detriment to your recovery, or if you have nowhere to reside, alternative housing may be arranged for you as a requirement for participation in Treatment Court. Failure to reside in approved housing will result in your being sanctioned.

### **Release of Information & Confidentiality**

Upon admission to Treatment Court, you must sign a release of information form for the 17<sup>th</sup> Judicial District, CMSU, the adult probation office, your treatment provider and your funding source. This will permit the treatment program to exchange information with your Treatment Court Team regarding your progress, attendance, and drug-screening results. Participants can be assured that their personal information is protected and will only be utilized for the purposes of the Treatment Court Program.

### **Complaints/Grievances Policy**

Should problems arise, or questions occur concerning the conditions of your Treatment Court Program, consult with your Probation Officer, as it is his/her responsibility to help you in the interpretation of the conditions of your Treatment Court Program. A client grievance procedure has been developed to assist you if you believe you have a legitimate complaint concerning any administrative decision, action, or policy. If you believe you have a valid complaint concerning your supervision you must attempt to resolve the problem with your Probation Officer. If your attempt to resolve the situation is unsuccessful you should submit a written request to the Treatment Court Coordinator within ten (10) days for administrative review. Your complaint will be processed within ten (10) days of receipt and the Treatment Court Coordinator will notify you of a formal decision regarding your complaint.

### **Aftercare Program**

All participants shall participate in the Aftercare program immediately upon graduation from the Treatment Court program. Successful participation in the Aftercare program will allow graduates to have their supervision terminated early, providing they are in compliance with all probation conditions and completed payment of all court costs. The Treatment Court Aftercare program shall be explained to all participants when they graduate from the program.

SELF-HELP MEETING ATTENDANCE RECORD		
Date	Location	Authorized Signature

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Date	Location	Authorized Signature

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SELF-HELP MEETING ATTENDANCE RECORD		
Date	Location	Authorized Signature

### **Important Phone Numbers**

Snyder County Public Defender .....	570-837-4283
Union County Public Defender .....	570-524-8780
Snyder County District Attorney .....	570-837-4233
Union County District Attorney .....	570-524-8651
Snyder County Adult Probation Office .....	570-837-4251
Union County Adult Probation Office .....	570-524-8741
Toll Free 1-877-246-5895	
CMSU Drug/Alcohol Services .....	570-275-4962
Tapline .....	1-800-222-9016
Union County Housing Authority .....	570-522-1300
Snyder County Housing Authority .....	570-837-3979
Union County Assistance Office .....	570-524-2201
Snyder County Assistance Office .....	570-374-8126

**Every worthwhile accomplishment, big or little, has its stages of drudgery; a beginning, a struggle, and victory.**

**Yesterday is not ours to recover, but tomorrow is ours to win or to lose.**

Union County Courthouse  
103 South Second Street  
Lewisburg, PA 17837

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Snyder County Courthouse  
9 West Market Street  
Middleburg, PA 17842