



Tompkins County Treatment Court

TCTC

At the Community Justice Center
312 North Cayuga Street
Ithaca, New York 14850
TCTC: (607) 277-1455
Coordinator: (607) 274-7508 Ext. 114
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Handbook for Participants Guidelines and Program Information

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Welcome to Tompkins County Treatment Court (TCTC)

This handbook is designed to:

- Answer questions
- Address concerns
- Provide information about Treatment Court

As a participant in the TCTC program, you will be required to follow the instructions given in court by the TCTC Judge and comply with the treatment plan developed for you by your Probation Officer. This handbook will explain what is expected of you. It will also provide general program information.

Ask your Probation Officer or defense attorney to explain to you anything in this handbook that you do not understand!

What is Treatment Court?

The Tompkins County Treatment Court is a special part of Tompkins County Court. It is a court-supervised treatment program for Tompkins County residents who have been convicted of felony charges and who also have a drug or alcohol addiction. The Tompkins County Treatment Court is an intensive **alternative to incarceration** program that includes regular court appearances before the Treatment Court Judge. If you are accepted into Treatment Court, you will be placed on probation and mandated to follow a treatment plan.

What is a treatment plan?

A treatment plan will begin with an evaluation conducted by the staff from Cayuga Addiction Recovery Services or the Alcoholism and Drug Council of Tompkins County and your assigned probation officer.

This plan may require all or some of the following:

- Outpatient treatment
- Inpatient treatment/Residential treatment
- Halfway House or Transitional housing placement

- ❑ Regular and random drug testing
- ❑ Counseling (individual and group)
- ❑ Mental Health Counseling
- ❑ Educational/Vocational/Employment program
- ❑ Participation in Sober Support Activities

Your probation officer will also help you with other areas of you life according to your individual needs. This may include referrals for:

- ❑ Skills testing and an educational assessment
- ❑ Job training and job-readiness training
- ❑ School or other educational services
- ❑ Job placement services
- ❑ Family counseling
- ❑ Life Skills classes
- ❑ Public Assistance/Medicaid
- ❑ Recreational activities

How can I participate in the TCTC program?

Because of the seriousness of felony charges, each potential participant must be screened by the Court, the Probation Department, and the District Attorney's office prior to admission into the program.

If accepted into the program by the court, you will then enter a guilty plea and be sentenced. This will occur after a consultation with your defense attorney and a detailed explanation of the program requirements. At the time of sentencing, you will sign an order and conditions of probation agreeing to comply with all of the mandates of the program.

How long will I be in the TCTC program?

Although you will be sentenced to a **5-year** period of probation, the amount of time you spend in the TCTC program will be determined by **your individual progress**. The **minimum** length of stay in TCTC is 12 months.

Benefits of the Program:

Alternative to Incarceration

Participants in the TCTC program face a minimum of one-year local incarceration or state imprisonment. This program offers you the chance to break the cycle of addiction and criminal activity while providing safety to the community.

A Second Chance

This program offers you the chance to move forward in your life with the new things you have learned.

A Healthy Lifestyle

The TCTC program will help you take control of your life in many ways. In addition to learning how to live a sober, crime free life, you will also learn how to: reduce stress, become fully employed or complete schooling, rebuild family relationships, and become a productive member of the community.

***We are here to help!
Nobody said it would be easy.***

On the following pages, you will find the steps involved in the TCTC program and information about some of the resources that you will need to use to succeed. Remember that there are many people who make up the TCTC Treatment Team, and they all want to see you succeed. If you take advantage of the assistance offered by the Treatment Team, you will discover many ways to make a better life for yourself.

TCTC Basics

You are required to follow all of the mandates found in your Orders and Conditions of probation and those detailed in the program description.

1. **Abstinence**

One of the primary goals of the TCTC is to help you remain abstinent from alcohol and drugs. You will be tested throughout the entire program. The Judge will have access to all drug test results including failed attempts to provide a screen or refusals to test, and may order a drug test

at any time. A positive test or admission of alcohol or other drug use will not disqualify you but may result in a sanction or change in treatment. Drug screens may be conducted at your probation supervision appointments, drug treatment facility, during court appearances, during your home visits, or at any other time.

You will be required to report all drug or alcohol use to the Judge at each court appearance.

- Alcohol and drug use will result in a sanction and may result in increased treatment
- Failure to report drug or alcohol use will result in a jail sanction.
- Any drugs that a doctor prescribes for you must be reported to your probation officer immediately.

2. Refrain from Further Violations of the Law

You are required to refrain from further violation of the law. Additional offenses may result in being terminated from the TCTC program.

3. Regular Court Supervision

You will be required to appear in front of the TCTC Judge on a regular basis. The Judge will be given progress reports on you regarding your drug tests, attendance, and participation in your treatment program. These reports will come from your Probation Officer, treatment and/or mental health counselor, and the members of the TCTC support program with whom you are working (such as Employment Specialist, Family Advocate, etc.). The Judge will ask you about your progress, and discuss any problems you may be having.

Verbal or physical threats to anyone in the program or any member of the TCTC will not be tolerated. Any such behavior will immediately be reported to the Court and may result in a severe sanction or your termination from the program.

Courthouse Behavior:

- Respect all court personnel
- Avoid talking or other distracting behavior during the court session
- Dress appropriately (*No hats, do-rags, no sunglasses, no T-shirts with alcohol or drug messages*)
- You are required to arrive on time and stay until court is finished
- Avoid the use of offensive language

4. Regular Attendance

You are required to attend all of your scheduled treatment sessions, all of your other TCTC appointments, and all of your scheduled court dates.

Treatment sessions include counseling, substance abuse sessions, education sessions and all other sessions as directed. You will be required to be on time for all sessions. If you are late, you may not be allowed to attend and may be considered absent.

It is your responsibility to schedule all needed appointments and to arrive on time for all of them!

5. Required Paperwork

Release of Information:

All members of the TCTC Team must be able to communicate about your eligibility and progress in the program. Upon entry into TCTC, you will be required to sign releases of information to allow this to happen. You must also sign additional releases, as needed, to arrange further treatment, counseling, or support services referrals.

Order and Conditions of Probation:

You will be sentenced to a 5-year period of probation at the time of your entry into the TCTC program. You will be given a copy of the order and conditions of probation at the time of sentencing. Before you agree to the terms of probation, you will have an opportunity to review them with your defense attorney and have your questions answered.

6. Completion of Program Phases

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 TCTC expectations and rules.

The Program Phases are explained in the following pages. They are your steps to success.

TCTC Phase Descriptions

Steps to Success!

The Tompkins County Treatment Court is a three-phase program that lasts a **minimum** of one year. Total program length is based upon individual progress. Each phase consists of specific treatment goals, activities, and requirements that you must meet before moving to the next phase. The TCTC Phases are explained in detail on the following pages.

Remember: While there are certain things you must complete, your ability to move forward in the program and graduate will depend mostly on your own attitude and actions. If you miss appointments, ignore other requirements, or fail to stay away from drug and alcohol use, your time in TCTC could be longer!

Throughout the time you are involved in the Tompkins County Treatment Court, you must review your plan with your probation officer and follow it carefully.

Interim Probation Supervision (IPS)

You may be required by the court, during your initial participation in TCTC, to enter the IPS track for a period of up to 90 days. The purpose of this interim period is to provide you with a time of stabilization and allow the team to evaluate your suitability for the Treatment Court program. During IPS, you will be expected to abide by the order and conditions of probation and to begin working on the requirements of Phase I outlined by your probation officer.

TCTC Phases

Remember that your moving to the next phase is based on your own progress and your ability to stay focused on what you must do to meet all of the TCTC program rules and expectations.

PHASE I– Early Recovery

Phase I begins when you have been sentenced to probation and have signed your order and conditions of probation.

During Phase I you must:

- Report to your probation officer 3 times per week or more, as directed
- Permit random, unannounced home visits by probation officers

- ❑ Appear in Treatment Court weekly
- ❑ Participate in recommended alcohol/drug treatment
- ❑ Be subject to drug screening and alcohol screening tests
- ❑ Complete and verify 3 sober support activities each week (One of these must be a group)
- ❑ Complete an educational/employment assessment
- ❑ Have a complete physical and dental exam
- ❑ Comply with a 10 p.m. curfew
- ❑ Complete a mental health screening and attend all recommended follow-up or treatment
- ❑ Attend a minimum of 1 life skill, health, employment, and/or education program as directed

To advance to Phase II, you must have at least 90 days of clean urine screens, have at least four satisfactory home visits, and have met all other Phase I requirements. Your probation officer and treatment team must recommend to the Judge that you are ready to move on to the next phase.

PHASE II– Decision Making

During Phase II you must:

- ❑ Report to your probation officer as directed, at least two times per week
- ❑ Permit to random, unannounced home visits by probation officers
- ❑ Report to Treatment Court every other week
- ❑ Attend group and individual counseling sessions
- ❑ Be subject to drug screening and alcohol screening
- ❑ Complete and verify 3 sober support activities each week (One of these must be a group)
- ❑ Start educational classes or job skill training
- ❑ Attend a minimum of 1 life skill, health, employment, and/or education program as directed
- ❑ Follow-up with any recommended mental health, physical or dental treatment

To advance to Phase III, you must have at least 120 days clean and be involved in your educational/employment plan. Your probation officer and treatment team must recommend to the Judge that you are ready to move on to the next phase.

PHASE III– Community Transition

During Phase III you must:

- ❑ Report to your probation officer as directed, at least once per week
- ❑ Permit random, unannounced home visits by probation officers
- ❑ Report to Treatment Court as directed
- ❑ Attend group and individual counseling as recommended
- ❑ Be subject to drug screening and alcohol screening
- ❑ Complete and verify 3 sober support activities each week (One of these must be a group)

- ❑ Be employed or attending school full-time
- ❑ Attend a minimum of 1 life skill, health, employment and education program as directed
- ❑ Follow-up with any recommended mental health treatment

Graduation Preparation

- ❑ Plan and complete a Restorative Justice Project as directed
- ❑ Attend graduate groups as directed
- ❑ Complete your Graduation Interview Form
- ❑ Attend the graduation review panel

Giving Back to the Community

During Phase III, you will meet with the Family and Community Liaison and other Phase III participants to prepare for graduation. In addition to attending Grad Groups together, you will be asked to "pay back" the people you directly or indirectly affected by designing and completing a Restorative Justice Project. The goal of the project is to repair the harm caused by your addiction and rebuild your relationship with the community.

Restorative justice principles and practices will be explained to you and you will develop a project that might include a community service project, a letter of thanks or apology, or volunteer work for an individual or community agency.

TCTC Graduation

The final decision about your readiness to graduate will be made by the TCTC Judge.

Graduation is a time to celebrate your transition to a healthy lifestyle. You will be able to invite our family and friends to join you at your TCTC Commencement Ceremony. This special event is a celebration of your accomplishments and marks the beginning of your new way of life.

Following your graduation, you will be invited to participate in the TCTC Alumni group. This group is provided to help you continue to succeed. An open invitation is extended to you and your family to continue to get ongoing support from the TCTC program. Sobriety is a lifetime effort!

Follow-up

Treatment Court is required to follow-up with you after you leave the program. This follow-up is not intended to identify you individually or to sanction you. The purpose is to get an idea of how people in the program do after they graduate and to measure program success. The Treatment Court Coordinator is responsible for collecting this data, and he or she will contact you after you complete the program to get this information. You will learn more about this process from the coordinator.

TCTC Sanctions & Rewards

The TCTC program responds to both infractions of the rules and achievements made during your participation in the program.

Sanctions in TCTC may include, but are not limited, to the following:

1. Verbal warning or admonishment
2. Essay assignment
3. Increased drug testing
4. Increased attendance at TCTC sessions
5. Life Skills program
6. Increased Probation appointments
7. SWAP assignment
8. Placement in an earlier program phase or repetition of a phase
9. Additional Sober Support Activities
10. A higher level of treatment
11. Incarceration
12. Dismissal from the Treatment Court

Incentives for progress in TCTC may include:

1. Weekly acknowledgement of accomplishments
2. Recreational activities
3. Decrease in drug testing
4. Decrease in attendance at Court
5. Certificates of Completion
6. Movie passes
7. Meditation books
8. Graduation
9. Sobriety and a drug free life

Support Services

As a TCTC Participant, you will be **required** to participate in TCTC Support Services:

- Orientation
- Health
- Education
- Employment
- Mediation/Family Services

The purpose of the TCTC Program Support Services Team is to make resources available to you and your family that will help you obtain employment skills, educational assistance and referrals, life skills, and family services. Our goal is to help you and your family build the foundation that you will need to succeed in the TCTC program and in life.

It is essential that you develop the skills that will allow you to build a lasting recovery. The team recognizes that recovery is not an easy process, but we praise your effort and courage to change. Together, we can make it work!

Orientation

The orientation will consist of a group meeting with Treatment Court participants and two team members where the entire program will be highlighted. The orientation itself will cover the details of each phase and places a special emphasis on health, family, education, and employment.

At the time of the orientation, you will be able to ask questions or get clarification about any issue related to the Treatment Court Program. Legal questions about your case should be directed to your attorney. You will also complete an intake questionnaire at orientation. This information will be used to measure your progress during your participation in TCTC.

Health

The TCTC program requires that you schedule and complete a comprehensive physical and dental exam and begin following through on any recommendations. You must also schedule and complete a mental health evaluation and follow through on any treatment directives.

Developing positive health habits and knowing how to handle physical and emotional challenges are vital for your success in recovery. As a participant in this program, you will be supported in dealing effectively with current medical conditions and in learning how to maintain a healthy lifestyle.

Education

An important step in building your recovery is to begin doing things differently in all areas of your life including education and employment.

During Phase I of the TCTC program the Employment Specialist may meet with you to create an Individual Employment and Education Plan (IEEP). The purpose of the IEEP is to build a plan that will develop short and long-term employment and educational goals. The adult educator on staff will work with anyone who needs a GED and will also provide instruction in **many life skills areas**.

- Life Skills: Attendance of these TCTC classes is mandatory for phase advancements in the program. They cover such topics as anger management, budgeting, relationships, relapse prevention, and sober recreation, just to name a few. You will be expected to attend a life skill that is in alliance with your own personal needs. TCTC participants do have the choice of attending program life skills held at the Community Justice Center or community programs approved in advance by the TCTC team.
- GED Assistance
- Vocational Training
- College

Depending on your needs and interests, referrals may be made to other local educational resources.

Employment

Finding and keeping a meaningful full-time job that you like is an important part of building lasting success in recovery. The employment coordinator will help you in meeting your employment goals. This can include:

- Discovering your interests and skills;
- Locating and enrolling in training;
- Getting ready for work (including transportation, childcare arrangements, proper clothing, etc.);
- Locating the right job for you (including resume preparation, interview skills, and specific job referrals);
- Learning how to keep a job or advance in the one that you have.

The development of your IEEP and the implementation of your education and employment plans will be done with the TCTC Employment Specialist in individual or small group sessions, and through referrals to appropriate community agencies.

Family and Community Liaison Services

Substance abuse and criminal charges affects everyone involved in your life. TCTC's Family and Community Liaison can help you and your loved ones understand and navigate the oftentimes confusing and frustrating combination of recovery principles and the legal system as it is experienced in the TCTC.

The primary role of the family services coordinator is to focus on family issues, communication, and events that may prevent you from succeeding in your recovery program. The liaison can help you and your loved ones sort out problems related to housing needs, public assistance benefits, family substance abuse problems and other counseling needs. The family liaison can also help you access other services and community programs by providing education and referral.

In addition to coordinating the program orientation and graduation preparation, the liaison provides education and workshops on a variety of life skill topics such as communication skills, conflict resolution, anger management, and meditation and relaxation skills.

TCTC Sober Support Groups Policy

In compliance with the recent court ruling stating that government funded providers cannot mandate attendance at 12 Step groups such as AA or NA, TCTC provides its participants with the choice to attend such 12 Step groups **OR** to attend other alternative support groups/activities.

As a participant of TCTC, you are required to engage in a minimum of 3 sober support activities per week and provide written verification. One of these required activities must be a recovery support group. You may choose from the following:

Tompkins County Treatment Court Options:

- Tompkins County Treatment Court Support Group
- Treatment Court Men's/Women's Group (Open to all Tompkins County Treatment Courts)

12 Step Groups:

- Alcoholics Anonymous
- Narcotics Anonymous
- Marijuana Anonymous
- Al-Anon
- Emotions Anonymous
- Double Trouble
- Other 12 Step groups

Other Community Groups:

- Other community support groups approved by the TCTC team

Participants must provide weekly written verification to show they are meeting this requirement.

A Letter from Your Treatment Court Attorney

To: Tompkins County Treatment Court Participants
From: Adam Abelson and Diane Galbraith
Defense Counsel for Tompkins County Treatment Court

We want to take this opportunity to introduce ourselves and explain our role as defense counsel for Tompkins County Treatment Court. You will be assigned either Adam Abelson or William Furniss as your attorney to represent you in Treatment Court. We are the attorneys appointed by this Court to represent individuals as they participate in Tompkins County Treatment Court. It is our professional obligation and our commitment to represent you to the very best of our abilities. Each of us is a private attorney in Ithaca with a private law practice. The County hires us on a contract basis to represent individuals in Treatment Court. Our fees and costs are paid by Tompkins County, *but we work for you*. You have the same attorney-client relationship with us as any other client would have. That relationship includes the right of confidentiality for communications between you and your attorney, otherwise known as attorney-client privilege and a right to zealous advocacy in accordance with your wishes. While we will do our best to advocate for you and minimize any liabilities or sanctions you may face, we cannot make any guarantees.

You will obviously have questions about how Treatment Court works and many of those questions can be answered by your probation officer, treatment providers or other members of the Treatment Court staff. There are also legal issues and concerns that will arise. Treatment Court is an alternative to incarceration and there are requirements for participation that are very different from those in criminal court. Even as you first enter the program, you will be asked to sign a general release that allows the Treatment Court staff to discuss your case. In addition, Treatment Court contracts contain waivers and terms that you should understand before you sign. The waivers and releases are necessary for participation in Treatment Court, however you have a right to discuss them with your attorney before you sign and it is our ongoing responsibility to assure that the terms in those papers are strictly followed by the Treatment Court team.

Your attorney is the person who will be most familiar with your case and you should contact your attorney if you have legal questions or concerns. You should also keep us informed of problems and difficulties that arise. Good communication is vital to good representation. If for some reason you are unable to reach your attorney and need to speak with someone urgently you should call another Treatment Court attorney listed below and we will try to help.

In addition to working with you individually we also work with the Treatment Court team to develop and refine policies and procedures. It is vitally important that we have your input not only on your particular case but also on your thoughts and concerns regarding Treatment Court in general. Your ideas can make a difference to the entire program.

Adam Abelson
P.O. Box 6892
Ithaca, NY 14851
(607) 387-8437

Diane Galbraith
P.O. Box 4326
Ithaca, NY 14852
(607) 351-1919

Important Names and Numbers:

Tompkins County Treatment Court Satellite Office

At the Community Justice Center

312 N. Cayuga St.

Ithaca, NY 14850

Phone- (607) 277-1455

Coordinator- (607) 274-7508

Fax- (607) 272-0783

Tompkins County Court

320 North Tioga St.

Ithaca, NY 14850

Phone- (607) 274-5431

Cayuga Addiction Recovery Services (CARS)

334 W. State St. PO Box 789

Ithaca, NY 14850

Phone- (607) 273-5500

Fax- (607) 273-1277

Alcohol and Drug Council of Tompkins County (ADC)

201 E. Green St. Ste. 500

Ithaca, NY 14850

Phone- (607) 274-6288

Fax- (607) 274-6280

Mental Health Clinic

201 E. Green St.

Ithaca, NY 14850

Phone- (607) 274-6200

Fax- (607) 274-6316

Community Justice Center – Day Reporting Program

312 N. Cayuga Street

Ithaca, NY 14850

Phone- (607) 274-7504

Fax- (607) 272-0783

Notes

Important names and numbers to know:

My Attorney:

Name _____ **Phone #** _____

My Probation Officer:

Name _____ **Phone #** _____

My Treatment Program:

**Cayuga Addiction Recovery Services (CARS) or
Alcohol & Drug Council (ADC)**

Name _____ **Phone #** _____