

Q U E E N S

M I S D E M E A N O R

T R E A T M E N T

C O U R T



**STEP**

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# Handbook

Guidelines and Program Information  
for Participants

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For more information or to provide comments contact:

Queens Misdemeanor Treatment Court  
 125-01 Queens Boulevard  
 Kew Gardens, New York 11415  
 (718) 520-2373

**Revision Date: 2/3/06**

# Welcome to QMTC

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This handbook is designed to:

- ? Let you know what QMTC is all about
  - ? Answer your questions
  - ? Address your concerns
- 

As a Queens Misdemeanor Treatment Court (QMTC) participant, you must follow the instructions given in court by the Judge and the rules and treatment plan given to you by your Case Manager and Primary Treatment Provider. This handbook will explain what is expected of you. It will also provide general information about the QMTC program.

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

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# What is QMTC?

QMTC is a special courtroom in the Queens Criminal Court. It is a program for misdemeanor offenders arrested in Queens, who face misdemeanor charges and who also abuse drugs. Instead of jail or probation, QMTC will help you enter and stay in a drug or alcohol treatment program. The QMTC program includes regular court appearances and supervision by the QMTC judge.

After your arrest you were given the choice of joining QMTC or having your case go through the regular court process. If you abuse drugs and are eligible for the QMTC program, your Case Manager will work with you to build a treatment plan. While you are in treatment, the Judge will closely watch your progress.

## What do I have to do?

If you agree to participate, you sign an agreement. This agreement is a contract between you and the Judge. It explains what is expected of you and what will happen if you do not follow the rules. Before you sign your agreement, you should speak with your Defense Attorney and have your questions answered. While you are in a treatment program, the Judge, prosecutor, your lawyer and your case manager will monitor your progress in treatment. Your case manager will be in constant contact with your treatment program staff. Your urine will be tested regularly. **You must stop using drugs and alcohol.**

## How long will I be involved in QMTC?

The amount of time you spend in QMTC will depend on the crime you were originally charged with, your criminal history, your plea and your individual progress in treatment. Most people will spend anywhere from nine to twelve months in the QMTC program.

If you have any questions, speak to your Defense Attorney.

**If the Judge says you can no longer participate or you ask to stop participating, the Judge will sentence you to the jail time you and your lawyer agreed to when you pled guilty.**

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# W hat's in it for me?

## Rewards

QMTC acknowledges progress in the following ways:

- ✓ Recognition by the Judge and your peers
- ✓ Less frequent appearances in court
- ✓ Less frequent visits to your program
- ✓ Avoid penalty assessment of \$120.00 and license suspension of 6 months
- ✓ Dismissal of your charges



## To successfully complete QMTC you must:

- ✓ Complete or be near completion of treatment
- ✓ Follow all program rules and
- ✓ Participate in all required activities and
- ✓ Give negative urine tests for a minimum of 4 months



## A New Beginning

QMTC offers you the chance to move forward in your life.

In the rest of this Handbook, you will find information on what you need to do and where you can turn for help. Remember - there are many people who make up the QMTC Team, and they all want to see you succeed. If you take the help that is offered, you will discover many ways to make a better life for yourself.

# R ules:

## What are the rules of QMTC?

To remain in QMTC you must follow these rules:

1. **Appear in Court as scheduled:**  
Arrive on time for all court appearances. If you are not here on time, you may wait all day for your case to be called or a warrant will be issued for your arrest
2. **Arrive on time for all other appointments as scheduled.** Failure to keep appointments may result in sanctions from the Court
3. **Stop using and carrying drugs, alcohol and drug paraphernalia**
4. **Do not threaten, harass or use violence against anyone**
5. **Do not leave the treatment program, the Court or the QMTC office without permission**
6. **Respect the property of the treatment program, the Court and the QMTC office and always clean up after yourself**
7. **Dress appropriately for court and case management visits (no hats, doo rags, tank tops, shorts or pants that hang below your hips or offensive language attire)**
8. **In court, address the Judge as Your Honor or Judge (not Miss or Mister)**
9. **Be Honest at all times**
10. **Live a law-abiding life. Do not get re-arrested! A new arrest can result in a sanction and possible termination from QMTC and the alternative sentence imposed. Do not arrive drunk or high, or under the influence of alcohol or other substances. You can not alter your treatment plan without consulting your Case Manager.**

## Appear in Court as Scheduled

You will have to appear in front of the Judge regularly. The Judge will be given reports on how you are doing on your drug and alcohol tests and attendance and progress in your treatment program. The Judge will ask you about your progress and discuss any problems you may be having.

Depending on your situation, you may have to come to court several times a month. As you make progress, you will come to Court less often.

There may be times when your lawyer cannot appear with you in court, because your case is advanced after the QMTC staff received information or your lawyer has a conflict with other matters. Your lawyer will be notified of all scheduled appearances.

On the day of your Court Appearance, you must arrive at the QMTC office at 9:00am and stay until the Judge says that you may go.

## Follow your Treatment Plan

After you first meet, your Case Manager will develop a Treatment Plan. Your Treatment Plan will explain the following things:

- ✓ Attendance at a substance abuse treatment program
- ✓ Regular drug and alcohol testing
- ✓ Medical screening
- ✓ Attendance at an educational/vocational program
- ✓ Participation in self-help groups

Your Case Manager will also help you with other areas of your life according to your individual needs.



Your Treatment Plan will vary according to your progress. It is your responsibility to keep all scheduled appointments and to arrive on time. You must go over your Treatment Plan with your Case Manager and follow it carefully.

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## Complete QMTC Phases

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



Remember that moving to the next Phase will be based on your own progress and your ability to stay focused on what you must do to meet all QMTC rules and expectations.

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# Steps to Success!

## QMTC Phases

Using information from your initial interview and the results of your drug test, your case manager will recommend a course of treatment for you known as your Treatment Plan.

Like everyone else who participates in the QMTC program, you must move through 3 Phases of Treatment. In each phase you must have 3 drug-free months in-a-row before you can move to the next phase.

The 3 Phases of Advancement will differ in length for everyone as they move through the QMTC program. You must complete each requirement before you can move to the next Phase.

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

In all phases you must:

- Meet with your Case Manager as directed
- Attend Court as instructed
- Give drug and alcohol test samples as directed
- Follow your Treatment Plan

**The QMTC staff and your program will recommend to the Judge when you are ready to move to the next phase**

## PHASE I Alternative

All QMTC participants enter in Phase I. Phase I begins after you sign your QMTC agreement.

### Goals:

- Choose the ALTERNATIVE of treatment rather than drug use
- Build a foundation of abstinence and work towards a drug-free lifestyle.

**How to Do It:** You become a participant in the Treatment Court program. QMTC will diagnose your addiction and determine a treatment plan based on your needs and the severity of your drug abuse. QMTC will place you in a treatment program and you will begin to stop using drugs and alcohol.

To move to Phase II, you must meet the Phase I requirement, which is:

- 3 months in a row clean time without sanctions in treatment.

**Remember that moving to the next phase will only happen when you recognize you have an Alternative to the lifestyle you have been living.**

## Court Responses to New Arrests and Infractions

	Type of Arrest	Court Imposed Response	Action
New Arrest	New Violent Arrest (Felony)	No Sanction Available	Imposition of Jail Alternative
	New Non-Violent Arrest "A" misdemeanor arrest		Jail: Number of Days at Judge's Discretion <ul style="list-style-type: none"> <li>Loss of current phase</li> <li>Full bound review</li> </ul>

Infraction	Court Imposed Sanction	Possible Consequence
<p>The following "A" infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> <li>Abscond or Termination from Program with Involuntary Return to Court</li> </ul>	<p><b>1st Sanction:</b></p> <ul style="list-style-type: none"> <li>7-10 Days Jail</li> <li>Change in Program/Modality</li> </ul> <p><b>2nd Sanction:</b></p> <ul style="list-style-type: none"> <li>15- 20 Days Jail</li> </ul> <p><b>3rd Occurrence:</b></p> <ul style="list-style-type: none"> <li>Failure: Jail Sentence</li> </ul>	<p><b>At every Sanction:</b></p> <ul style="list-style-type: none"> <li>Full Treatment Level Review</li> <li>Return to Earliest Phase of Treatment</li> <li>Increase in Jail Alternative</li> <li>Termination from QMTC</li> </ul>
<p>The following "B" infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> <li>Abscond or Termination from Program with Voluntary Return to Court</li> <li>Substituted or Tampered Urine</li> <li>Submitting Fraudulent Documentation to the Court</li> </ul>	<p><b>1st Sanction:</b></p> <ul style="list-style-type: none"> <li>Lunch Remand</li> <li>2 Days Penalty Box</li> <li>Essay/Letter Writing</li> <li>Detox/Rehab</li> <li>Phase Change</li> </ul> <p><b>2nd Sanction:</b></p> <ul style="list-style-type: none"> <li>1-3 Days Jail</li> <li>Program/Modality Change</li> </ul> <p><b>3rd Sanction:</b></p> <ul style="list-style-type: none"> <li>3-6 Days Jail</li> <li>Any of the Above</li> </ul> <p><b>4<sup>th</sup> Sanction:</b></p> <ul style="list-style-type: none"> <li>6-10 Days Jail</li> </ul> <p><b>5<sup>th</sup> Occurrence:</b></p> <ul style="list-style-type: none"> <li>Failure: Jail Sentence</li> </ul>	<p><b>Possible Consequence at Every Sanction:</b></p> <ul style="list-style-type: none"> <li>Full Treatment Level Review</li> <li>Return to Beginning of Current or Earlier Treatment Phase</li> <li>Treatment Modality Change</li> <li>Termination from QMTC</li> </ul>
<p>The following "C" infractions will immediately result in a Court Imposed Sanction:</p> <ul style="list-style-type: none"> <li>Positive or Missed Urine</li> <li>Missed Appointment</li> <li>Rule Breaking at Program not Resulting in Termination</li> <li>Two Late Arrivals at QMTC or TASC office</li> </ul>	<p><b>1st Sanction:</b></p> <ul style="list-style-type: none"> <li>1 Day Court Observation</li> <li>Court Frequency Increase</li> <li>Essay/Letter Writing</li> <li>Detox/Rehab</li> <li>Phase Change</li> </ul> <p><b>2nd Sanction:</b></p> <ul style="list-style-type: none"> <li>Any of the above</li> <li>1 Day in Pens</li> </ul> <p><b>3rd Sanction:</b></p> <ul style="list-style-type: none"> <li>1-3 Days Jail</li> </ul> <p><b>4<sup>th</sup> Sanction:</b></p> <ul style="list-style-type: none"> <li>2-4 Days Jail</li> <li>Program/Modality Change</li> </ul> <p><b>5<sup>th</sup> Sanction:</b></p> <ul style="list-style-type: none"> <li>Failure: Jail Sentence</li> </ul>	<p><b>Possible Consequence at Every Sanction:</b></p> <ul style="list-style-type: none"> <li>Increased Case Management Visits and Urine Tests</li> <li>Detox/Rehab</li> <li>Journal Writing</li> <li>Loss of Program Privileges</li> <li>Loss of Compliance Time. The Amount Depending on Current Phase Level</li> </ul>

**The Judge Retains Discretion to Depart from the Sanction Guidelines**

## PHASE II

### Action

#### Goals:

- Get yourself stable in treatment
- Take ACTION by looking at the reasons why you have abused drugs
- Rise to the challenge of recovery as a way of life

**How to Do It:** You will stabilize yourself in treatment and set goals for your education, employment, vocational training and reconnecting with family

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

#### They are:

- No less than 3 months of abstinence;
- 3-6 months of participation in treatment without sanctions;
- participation in parenting skills, domestic violence, and other workshops and programs, as directed by QMTC

**Remember that moving to the next phase is based on the Actions you take to work towards your Recovery.**

## PHASE III Achievements

### Goals:

- Using your recovery skills
- Vocational skills and educational ACHIEVEMENTS
- Getting a job
- Continuing to reconnect with your family
- A new start into your community
- Develop goals for post-graduation, abstinence, and independent living

**How to Do It:** You are now in the final phase of treatment. Having remained clean for a long period of time, you will work on rehabilitation. You will work on reconnecting with your family and educational, vocational and career development.

Once you have done everything you need to do for Phase III, you will be eligible to have your case dismissed and to graduate from QMTC.

### Specific Requirements are:

No less than 3 months of abstinence or sanctionless time: successful completion or near completion of treatment; submission of a graduation application, indicating accomplishment and goals in the following areas- treatment, education, vocation or employment; stable housing.

Now that you have chosen an **ALTERNATIVE**, worked on **ACTIONS** and succeeded in your **ACHIEVEMENTS**, you are ready for **Graduation**.

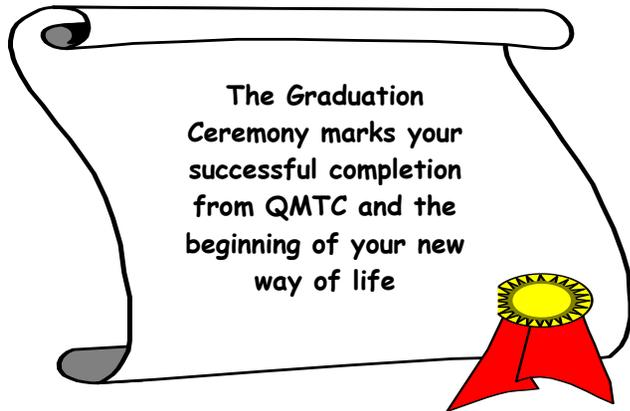
## Methadone to Buprenorphine Phases:

If you are already on methadone or buprenorphine, you must consent to become drug-free as part of the plea agreement. The amount of time it takes for you to become drug-free will depend on you and your health. You will follow the same protocol as someone in residential treatment and will go through the same phases.



**NOTE:** Your case will be dismissed once you are drug-free for approximately 3 months

# Graduation: A time to celebrate your accomplishments



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

## Requirements for Graduation:

No less than 3 months of abstinence or sanctionless time in phase 3: successful completion or near completion of treatment; submission of a graduation application, indicating accomplishment and goals in the following areas- treatment, education, vocation or employment; stable housing.

# QMTC Expectations

What else is expected of me?

The expectations of QMTC are:

- Obey the Law
- Stop all drug-related activity
- Stop drinking alcohol
- Communicate with your case manager
- Treat others with respect
- Comply with drug screening

These expectations are explained in detail in the next pages.

The goals you set up with your Case Manager may also include:

- Healthcare
- Education
- Employment

These goals are explained in detail on page 20.

## **Treat others with respect:**

You should respect the opinions and feelings of other people in QMTC. Verbal or physical threats to anyone will not be tolerated. Any inappropriate behavior will immediately be reported to the Judge and may result in a severe sanction or your termination from the program.

You must dress appropriately for your court appearances and treatment appointments. Clothes having a drug, alcohol, criminal or violent theme, advertising alcohol or drug use or showing any gang affiliation are not allowed. Sunglasses are not to be worn in court unless approved by a doctor.

**Note:** You will not be asked to be an informant in this program. You will not be asked to discuss any information concerning anyone's behavior or progress except your own.

## **Cease all drug related activity:**

You may not possess, sell, or use alcohol, marijuana and all other illegal drugs. You also may not possess or use any drug paraphernalia.

Any relapse by you involving drugs and/or alcohol must be reported to your Treatment Program immediately.

Any drugs that a doctor prescribes for you must be reported to your program immediately. You will be required to bring the prescribed medication in its original container.

You will be asked while in QMTC to obtain non-narcotic prescriptions. If you need a narcotic, you will have to obtain this in writing.

## **Comply with Drug and Alcohol Screening:**

One of the primary goals of QMTC is to help you remain drug and alcohol free. A positive drug test or your admission of drug or alcohol use may result in a sanction or change in treatment. Repeated drug or alcohol use may result in change in treatment or termination from QMTC. Drug and alcohol tests will be done at your treatment program and at the QMTC Treatment Center. You will be tested throughout all 3 phases of QMTC.

**If you are in an outpatient treatment program, you must complete at least 2 drug test each week. If your program does not give you a drug test and you do not report to QMTC for a drug test, you need to appear at QMTC for drug testing. Failure to comply will result in a sanction.**

## **Stop Drinking Alcohol:**

Drinking any kind of alcohol is not allowed while you are part of the QMTC program. Use of alcohol can be just as harmful as illegal drugs for someone who struggles with addiction. You will be tested for alcohol use and a positive alcohol test can result in a sanction.

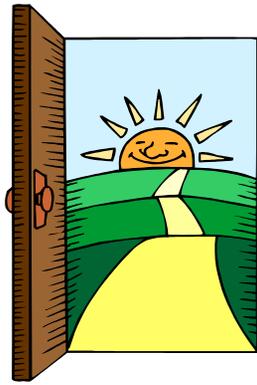
## **Be Law Abiding:**

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

You must immediately report any new arrest to your case manager.

## **Communicate with Your Case Manager:**

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



## Support Services

QMTC Support Services are available to you and your family. These services will help you to overcome stress, problems and conflicts that may block your recovery process.

The QMTC team recognizes that recovery is not easy, but we praise your effort and courage to change.

Together, we can make it work.

## Health



Developing healthy living habits and knowing how to handle physical and emotional problems are essential for your success in avoiding drugs and succeeding in the QMTC program.

QMTC can help you get the following health services:

- Doctor and dentist
- TB (Tuberculosis) screening
- Testing for STD's (sexually transmitted diseases), Hepatitis and HIV
- Pregnancy testing
- Health and nutritional counseling
- Psychological testing and treatment

You must follow through on all treatment recommendations. You may also be asked to provide proof to the court of medical conditions or appointments. Any prescribed drugs must be reported to your Case Manager.



# Education

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

QMTC can help you get the following educational programs:

-  **High School:** if you need help with a particular subject or area, QMTC will help you find a tutor.
-  **GED:** work toward your high school equivalency diploma.
-  **Vocational:** QMTC can help you find training in many fields, from food service and haircutting to computer technology and auto mechanics.
-  **College:** if you are ready to take this step, QMTC can help you with decisions about when and where to go and how to afford it.



# Employment

Finding and keeping a job that you like is an important part of building lasting success in recovery.

Employment referral services include:

Job readiness training

- Resume writing
- Interviewing skills
- Job referrals

You will also get information on how to:

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



# QMTC Team

The Queens Misdemeanor Treatment Court Team understands that addiction is a treatable disease and is dedicated to supporting the recovery of every QMTC participant.

The QMTC Team includes:

- Judge;
- Your lawyer and other members of the defense bar;
- The Office of the Special Narcotics Prosecutor; and
- Your case manager and other members of the QMTC treatment staff

The Team meets before every Treatment Court session to assess and monitor the progress of each case that the Judge will hear that day.

At these meeting, the Team members discuss the each participant scheduled for court appearance that day and the Judge decides the appropriate actions to take, including rewards and sanctions.



## Important Names and Numbers:

### Queens Misdemeanor Treatment Court

125-01 Queens Boulevard

Kew Gardens, NY 11415

Main Number (718) 520-2373

### Important names and numbers to know:

#### My Attorney:

Name \_\_\_\_\_

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

#### My Case Manager:

Name \_\_\_\_\_

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

#### My Treatment Program:

\_\_\_\_\_

Name \_\_\_\_\_

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

#### Self-Help Meetings

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