

# Felony Participant CONTACTS

Staten Island Treatment Court  
67 Targee Street  
Staten Island, New York 10304  
718.273.1696  
718.390.5180

TASC (Treatment Alternatives to Street Crime)  
387 Van Duzer Street  
Staten Island, NY 10304  
718.727.9722  
TASC Case Manager: \_\_\_\_\_

Treatment Program: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Case Manager: \_\_\_\_\_

Defense Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

My Self-Help/Sober Support: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# STATEN ISLAND TREATMENT COURT

## HANDBOOK for FELONY PARTICIPANTS

Criminal Court of the City of New York  
67 Targee Street  
Staten Island, NY 10304

Participant Agreement

INDEX

Welcome . . . . . 1
What's In It For You . . . . . 2
Treatment Court Outline . . . . . 3
A. Phases . . . . . 4
B. Infractions & Court-Imposed Sanctions . . . . . 5 -8
C. House Rules . . . . . 9
D. Graduation . . . . . 10
SITC Team . . . . . 11
Your Attendance . . . . . 12 - 13
Incentives . . . . . 14
Drug Testing . . . . . 15
Plea Contract . . . . . 16
Participant Agreement . . . . . 17

This handbook will help you to understand the policy and procedures of the Staten Island Treatment Court. Participants are required to follow the SITC rules, the instructions of the Judge, and comply with the treatment plan developed for them by TASC and their treatment provider.

I \_\_\_\_\_, request and authorize the Staten Island Treatment Court (SITC) to recommend me for referral into drug treatment. I understand that my acceptance as a participant in the Treatment Court is conditional upon my having consulted with an attorney.

I agree to inform the SITC if I am on probation or parole. I understand that I will be terminated from the Treatment Court if I fail to provide such information. I understand that my acceptance into and continuance in the SITC program depends on the approval of my supervising probation/parole officer.

Parole Office \_\_\_\_\_ Phone # \_\_\_\_\_

If I am accepted into the Staten Island Treatment Court, I understand that I may be required to participate in the SITC program for a minimum of twelve months. I agree to fully participate in the treatment program to which TASC refers me and I understand that my progress in treatment will be monitored by the Treatment Court. I agree to attend all Treatment Court sessions for which I have been scheduled to appear and to cooperate with all SITC mandates.

I understand that my continued participation the Staten Island Treatment Court is contingent upon the following:

- 1. Entering the assigned drug treatment program on the scheduled start date.
2. While in outpatient treatment, either being gainfully employed full time, attending an educational program full time, or receiving vocational rehabilitation services.
3. Participating in any and all treatment orientation and group sessions necessary.
4. Observing all rules and regulations of the treatment facility to which I am referred.
5. Remaining in treatment for the amount of time required by the treatment provider and the SITC.
6. Maintaining satisfactory progress and cooperating fully with Treatment Court by:
a. Attending all assigned SITC court sessions.
b. Observing the house rules of the Treatment Court as outlined in the SITC Participant Handbook.
c. Accepting all SITC sanctions for infractions.
d. Working through the phases of SITC to a successful completion.
7. Observing all Federal, State, and Local statutes; refraining from all criminal activity.

I understand that any violation of the above conditions may result in my dismissal from treatment and my subsequent expulsion from the Staten Island Treatment Court. If I am dismissed from the Treatment Court prior to satisfactory completion of my program, I understand that my case will revert to normal criminal processing.

I agree to notify the Staten Island Treatment Court if I (1) change my address, (2) change my attorney, and if I am (3) arrested or I receive a court date from my lawyer, the criminal justice system, or any reliable source.

I fully understand the conditions of this agreement and agree to it of my own free will. No threat or promise of any kind has been made to me by any employee or representative the Staten Island Treatment Court in connection with this agreement, except that which is stated within.

PARTICIPANT \_\_\_\_\_ SITC/SCI # \_\_\_\_\_ DATE \_\_\_\_\_

**Staten Island Treatment Court Felony Part  
PLEA CONTRACT**

Docket# \_\_\_\_\_

SCI# \_\_\_\_\_

Date: \_\_\_\_\_

**Participant:** I enter this plea of guilty and agree to enter a drug treatment program.

I acknowledge, understand and agree to the following:

1. I have a substance abuse problem. I recognize that I need help to treat this disease.
2. After reading the Staten Island Treatment Court Participant Handbook, I agree to comply with all rules and procedures of the program.
3. I will enter into and remain in drug treatment, and I will lead a law abiding life while in the SITC program.
4. I understand that failure to follow the rules of the SITC rules and my treatment program may result in Court sanctions, which may include a change in my treatment plan and/or incarceration.
5. I understand that failure to complete the SITC program will result in my immediate appearance at Court and I may receive a jail/prison sentence.
6. I understand that any new arrest will be reviewed by the Court. It may result in my termination from treatment and the SITC program, and my being sentenced to jail/prison.

\_\_\_\_\_  
Staten Island Treatment Court Participant

**Judge:** By accepting your plea of guilty and your promise to enter The Staten Island Treatment Court program, we at the SITC agree to the following:

1. To assist you in overcoming your addiction and/or substance abusing behavior.
2. To assign a case manager who will assess your treatment needs, refer you to an appropriate treatment provider, and meet with you regularly to discuss your recovery.
3. To meet with you at regularly-scheduled Treatment Court sessions.
4. To acknowledge and award your achievements in recovery as you progress through treatment and the three phases of the SITC program.
5. To hold you accountable for your actions and to impose sanctions, including jail time, for failure to comply with the SITC Court's rules as you have promised. To impose the agreed-upon jail/prison sentence if you fail to complete the SITC program.
6. When you successfully complete the SITC program, to dismiss these charges against you and seal the record.

\_\_\_\_\_  
Staten Island Treatment Court Judge

**Staten Island Treatment Court  
Felony Part**

Welcome to the Staten Island Treatment Court.

The SITC is a problem-solving court where eligible defendants who are abusing or are addicted to drugs may choose treatment instead of going to jail. If you are a non-violent first-time felony offender charged with a felony drug charge, you may be eligible for the Staten Island Treatment Court (SITC) felony part.

SITC participants:

1. enter treatment,
2. are tested frequently for drug use, and
3. meet regularly with the SITC Judge, who personally monitors their progress.

If you become a participant, you will spend from twelve to eighteen months in the SITC felony part.

During that time, you will be expected to:

4. remain drug and alcohol free,
5. meet all of the requirements of your treatment program, and
6. comply with the rules and regulations of the Treatment Court.

**Remember:  
The SITC is a criminal court.  
You are here due to your criminal behavior.**

## WHAT'S IN IT FOR YOU

If you accept the offer to participate in the Staten Island Treatment Court, this is what happens in most cases:

1. Treatment Alternatives to Street Crime (TASC) develops an initial treatment plan and refers you to a treatment provider.
2. On the day you enter the SITC, you plead to a felony charge and the Judge defers your sentence. You sign a plea contract, an agreement between you and the Judge which outlines what is expected of you as an SITC participant.
3. Your progress in treatment is closely supervised by the Judge, TASC, your treatment provider, and SITC staff.
4. You are subject to the SITC rules as well as the rules of your treatment program.
5. You progress through three Treatment Court phases to graduation. This will take at least twelve months.
6. When you successfully complete the SITC requirements (which includes all those of treatment), you graduate from the Treatment Court, your plea is vacated and your case is dismissed.

If you are thinking about participating in the SITC program, read the following information carefully and speak about it with your attorney.

## Drug Testing

SITC participants must undergo drug tests.

During the time you are a participant in the Treatment Court, you will be tested for drug and alcohol use by your treatment provider and Treatment Alternatives to Street Crime (TASC).

In the beginning:

- ◆ TASC will test you for drug use at least once a week, and
- ◆ Your primary treatment provider will test you for drug use at least once a week.

The number of times you are drug tested depends on your performance in treatment, your compliance with the Treatment Court rules, and your progression through the SITC phases.

### IMPORTANT:

**On the day you enter the SITC, you sign a *Plea Contract* and *Participant Agreement* in Court.**

**It is very important that you read them over and discuss them with your attorney before you agree to sign them. Copies of each follow on pages 16 and 17.**

# INCENTIVES

When you comply with the requirements of your treatment program and follow the rules of the SITC, you are given incentives to acknowledge your good work and to support your continued success.

Incentives may include:

- » acknowledgment and encouragement by the Judge
- » your case called earlier in court
- » fewer Treatment Court appearances
- » advancing to the next Phase
- » less frequent drug testing
- » becoming a sponsor or mentor for another SITC participant
- » entrance into the SITC "Hall of Fame "
- » qualifying to graduate
- » having your plea vacated and your case dismissed
- » becoming a member of the SITC Alumnae Association

# STATEN ISLAND TREATMENT COURT OUTLINE

To follow is an outline of the (A) phases of the Treatment Court, (B) infractions that will be addressed by the Court and the sanctions that the Court may impose as a result of those infractions, (C) House Rules and (D) requirements for graduation.

**(A) Phases . . . . . 4**  
 The SITC program consists of three phases. You must spend a minimum of four months in one phase in order to move on to the next phase. If you are sanctioned, you will lose your phase time.

**(B) Infractions and Court-Imposed Sanctions . . . . . 5 - 8**  
 Infractions can lead to sanctions. The Judge imposes sanctions according to type and number of infractions. As you progress through the phases, you will be subject to stricter sanctions. If sanctioned, you will automatically go back to the beginning of whichever phase you are in.

**(C) House Rules . . . . . 9**  
 The House Rules is a list of the behaviors expected of SITC participants in court, at treatment, or when attending any court-related appointments.

**(D) Requirements for Graduation . . . . . 10**  
 In order to graduate from SITC, you must complete the requirements of treatment and TASC, you must have a total of at least twelve months time in SITC without sanctions, you must display significant progress toward your personal goals and submit an application to graduate from Treatment Court.

**EVERYONE IS DIFFERENT.**  
**You may not spend the same amount of time in a phase as other participants do, but**  
**you must spend at least twelve months in the SITC**  
**before you graduate.**

**Some participants may have to spend more than twelve months in the Treatment Court.**

## A. Phases

### PHASE 1

**Requirements:** All participants start and spend at least four months in Phase 1. All SITC participants must abstain from drug and alcohol use.

**Process:** You become a participant in the Treatment Court. TASC diagnoses your addictions, determines a plan of treatment and obtains any entitlements to pay for treatment (such as SSI and medicaid). During this time you are placed in a treatment program; you begin your abstinence from drugs and alcohol in a controlled atmosphere.

---

### PHASE 2

**Requirements:** To progress to **Phase 2**, participants must spend a minimum of four months in **Phase 1** without sanctions, and be able to describe their achievements in Phase 1 and their goals for Phase 2.

**Process:** During this time you are stabilized in treatment and you set goals, such as education, family rehabilitation and vocational training.

---

### PHASE 3

**Requirements:** To enter **Phase 3** participants must complete four months in **Phase 2** without sanctions (a total of eight months, Phase 1 and Phase 2 combined), be able to describe their achievements in Phase 2 and their goals for Phase 3.

**Process:** Your participation in SITC is now in the final phase. Your focus is to re-establish family ties, and engage in educational, vocational or career development.

**To Graduate:** Accrue at total of twelve months in SITC without sanctions, be working, in school or in vocational training full time, and complete all the requirements of your treatment program, TASC and SITC.

---

## YOUR ATTENDANCE

### ★ ★ ★ Treatment ★ ★ ★

SITC participants attend different treatment programs based on which one works best for them. In general, most treatment providers follow a schedule like this:

1. In Level 1 of treatment, you participate in group sessions and individual sessions. Your treatment provider and the judge determines the number of times you must attend weekly.
2. In Level 2, depending on how you progress in treatment, your attendance at group and individual sessions may be less frequent. You are required to participate in vocational training, to be attending school full time, or to be employed full time.

### ★ ★ ★ Self Help ★ ★ ★

The Treatment Court, TASC and your treatment provider strongly encourage you to seek sober support outside the program. TASC and your treatment provider can refer you to many groups who meet regularly to support or sustain each other by discussing problems they have in common.

# YOUR ATTENDANCE

## AS A SITC PARTICIPANT YOU ARE REQUIRED:

- ★ to appear at your scheduled Treatment Court sessions,
- ★ to participate in meetings and counseling sessions at your primary treatment provider.
- ★ to meet regularly with your TASC case manager, and
- ★ to submit to regular and randomized drug screenings.

### ★★★ Treatment Court Sessions ★★★

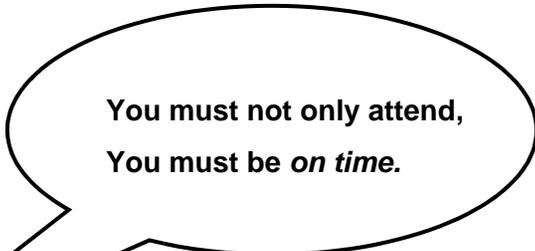
Phase I You are scheduled to meet with the Judge from once a week to once every other week.

Phase II You are scheduled to meet with the Judge from once every two weeks to once a month.

Phase III You are scheduled to meet with the Judge from once every three weeks to once every six weeks.

### ★★★TASC★★★

TASC requires participants who enter SITC to attend at least one face-to-face meeting a week. You may also be required to contact TASC by phone once a week.



You must not only attend,  
You must be *on time*.

## B. Infractions and Court-Imposed Sanctions

The type and number of infractions, and frame of time in which they happen, determine the court's response.

The highest level of infractions are:

- New Violent Felony Arrest
- New Arrest
  - felony
  - misdemeanor

Treatment Court Responses to Arrests of Participants		
All Phases: I, II and III		
Infraction:	Response:	Action:
New violent felony arrest	Review by district attorney and by SITC Team	Possible termination from SITC and mandatory jail
New arrest	Review by district attorney and by SITC Team	Possible jail and/or termination

If, as a Staten Island Treatment Court participant, you are arrested for any crime, your action is reviewed by the SITC Team and you are subject to expulsion and jail. If you are indicted or convicted for any violent crime while you are in the SITC, you are immediately expelled.

**Law-abiding behavior is expected of every SITC participant.**

**Phase I: Infractions & Court-Imposed Sanctions**

<p><b>A level infractions</b></p> <ul style="list-style-type: none"> <li>• absconding or termination from treatment with involuntary return to court.</li> </ul> <p><b>B level infractions</b></p> <ul style="list-style-type: none"> <li>• absconding or termination from treatment with voluntary return to court.</li> <li>• substituted or tampered drug test</li> </ul> <p><b>C level infractions*</b></p> <ul style="list-style-type: none"> <li>• positive or missed drug test</li> <li>• missed appointment</li> <li>• rule breaking at treatment which does not result in termination</li> <li>• two late arrivals at court or program sessions</li> <li>•breaking the SITC House Rules</li> </ul>	<p><b>Every A level infraction results in action by the Court.</b></p> <p><u>First A level infraction:</u> up to 14 days jail</p> <p><u>Second A level infraction:</u> up to 28 days jail</p> <p><u>Third A level infraction:</u> termination, sentence imposed</p> <p><b>Every B level infraction results in a sanction by the Court.</b></p> <p><u>First B level infraction:</u> 2 days penalty box Detox Workshop attendance Essay/journal/letter writing Increase in court attendance frequency</p> <p><u>Second B level infraction:</u> up to 7 days jail, plus any of the above</p> <p><u>Third B level infraction:</u> up to 14 days jail, plus any of the above</p> <p><u>Fourth B level infraction:</u> up to 28 days jail, plus any of the above</p> <p><u>Fifth B level infraction:</u> termination, sentence imposed</p>	<p><b>Every C level infraction may be addressed by the treatment providers as well as the SITC.*</b></p> <p>Sanctions include but are not limited to:</p> <ul style="list-style-type: none"> <li>• immediate (next day) court attendance</li> <li>• increased case management visits</li> <li>• increased testing</li> <li>• detox/rehab</li> <li>• mandatory self help assignment</li> <li>• essay/letter writing assignment</li> <li>• loss of certain treatment privileges (determined by program)</li> <li>• community service</li> </ul> <p><b>*In Phase I, any 3 C-level infractions committed within a thirty-day period are considered “Sanctioned C” infractions and are sanctioned at the Court’s discretion.</b></p>
---	--	---

**“SANCTIONED C” Infractions**

- First Sanctioned C . . . . . See above list of sanctions
- Second Sanctioned C . . . . . up to 7 days jail
- Third Sanctioned C . . . . . up to 14 days jail
- Fourth Sanctioned C . . . . . up to 28 days jail
- Fifth Sanctioned C . . . . . Termination, sentence imposed

**The Staten Island Treatment Court Team**

The Staten Island Treatment Court Team recognizes that addiction is a treatable disease and is committed to support the recovery of every SITC participant.

While you are in the SITC, the Team pledges to help you seek and maintain sobriety.

The Staten Island Treatment Court Team includes:

1. the Judge,
2. defense attorneys,
3. assistant district attorneys,
4. Staten Island TASC staff, and
5. Treatment Court staff

The Team monitors the progress of SITC participants, and also assesses new cases for program eligibility. The Team meets before each court session to discuss the cases of participants scheduled to appear that day.

**Defense Attorneys Are Welcome**

Your defense attorney is welcome to attend and participate in any discussions which involve you, if you are a candidate for, or a participant in, the SITC.

## D. Graduation

In order to graduate from the Staten Island Treatment Court, you must:

- a) complete the requirements of your treatment program and TASC;
- b) accrue a total of 12 months time in SITC without sanctions:  
(four months in Phase 1, four months in Phase 2 and five months in Phase 3);
- c) have made significant and measurable progress toward your personal goals, (including full-time employment, or full-time participation in G.E.D., vocational training, or school); and
- d) set forth your accomplishments and goals, and submit a graduation application to the SITC.

**THE MINIMUM AMOUNT OF TIME  
YOU MUST SPEND IN THE TREATMENT COURT IS  
TWELVE MONTHS.**

**THE REST IS UP TO YOU!**

## Phase II: Infractions & Court-Imposed Sanctions

### A level infractions

- absconding or termination from treatment with involuntary return to court.
- substituted or tampered drug test

### B level infractions

- absconding or termination from treatment with voluntary return to court.

### C level infractions\*

- missed appointment
- one late arrival at court or program session
- breaking the SITC House Rules
- rule breaking at treatment which does not result in termination
- positive or missed drug test (**In Phase II, a single positive drug test may result in a sanction.**)

### Every A level infraction results in action by the Court.

First A level infraction:  
up to 14 days jail

Second A level infraction:  
up to 28 days jail

Third A level infraction:  
termination,  
sentence imposed

### Every B level infraction results in a sanction by the Court.

First B level infraction:

2 days penalty box

Detox

Workshop attendance

Essay/journal/letter writing

Increase in court attendance frequency

Second B level infraction:  
up to 7 days jail, plus any of the above

Third B level infraction:  
up to 14 days jail, plus any of the above

Fourth B level infraction:  
up to 28 days jail, plus any of the above

Fifth B level infraction:  
termination, sentence imposed

### Every C level infraction may be addressed by the treatment providers as well as the SITC\*\*

Sanctions include but are not limited to:

- immediate (next day) court attendance
- increased case management visits
- increased testing
- detox/rehab
- mandatory self help assignment
- essay/letter writing assignment
- loss of certain treatment privileges (determined by program)
- community service

**\*\*In Phase II, any 2 C-level infractions committed within a thirty-day period are "Sanctioned C" infractions and are sanctioned at the Court's discretion.**

### "Sanctioned C" Infractions

- First Sanctioned C . . . . . See above list of sanctions
- Second Sanctioned C . . . . . up to 7 days jail
- Third Sanctioned C . . . . . up to 14 days jail
- Fourth Sanctioned C . . . . . up to 28 days jail
- Fifth Sanctioned C . . . . . Termination, sentence imposed

## Phase III: Infractions & Court-Imposed Sanctions

### A level infractions

- absconding or termination from treatment with involuntary return to court.
- substituted or tampered drug test

**Note: In the event of termination or absconding with involuntary return to court in the third phase, as an SITC participant you are subject to a minimum of 8 to 14 days in jail, barring exceptional circumstances.**

### B level infractions

- positive or missed drug test
- absconding or termination from treatment with voluntary return to court.

### C level infractions

- missed appointment
- rule breaking at treatment which does not result in termination
- one late arrival at court or program without satisfactory excuse
- breaking the SITC House Rules

### Every A level infraction results in action by the Court.

First A level infraction:

up to 14 days jail

Second A level infraction:

up to 28 days jail

Third A level infraction:

termination,  
sentence  
imposed

### Every B level infraction results in a sanction by the Court.

First B level infraction:

2 days penalty box  
Detox  
Workshop attendance  
Essay/journal/letter writing  
Increase in court  
attendance frequency

Second B level infraction:

up to 7 days jail, plus any  
of the above

Third B level infraction:

up to 14 days jail, plus any  
of the above

Fourth B level infraction:

up to 28 days jail, plus any  
of the above

Fifth B level infraction:

termination, sentence  
imposed

### Every C level infraction may be addressed by the treatment providers as well as the SITC.\*

Sanctions include but are not limited to:

- immediate (next day) court attendance
- increased case management visits
- increased testing
- detox/rehab
- mandatory self help assignment
- essay/letter writing
- loss of certain treatment privileges (determined by program)
- community service

**\*In Phase III, 1 C-level infraction is considered a "Sanctioned C" and is sanctioned at the Court's discretion.**

### "Sanctioned C" Infractions

- First Sanctioned C ..... See above list of sanctions
- Second Sanctioned C ..... up to 7 days jail
- Third Sanctioned C ..... up to 14 days jail
- Fourth Sanctioned C ..... up to 28 days jail
- Fifth Sanctioned C ..... Termination, sentence imposed

## C. House Rules

If broken, many of the House Rules carry their own punishments. Some may be treated as higher level infractions and some may be punishable as misdemeanors, if the incident warrants it.

- Arrive to court on time.
- Never come to court under the influence of drugs or alcohol.
- Dress appropriately for court--no shorts or tank tops, no bare feet.
- Never carry or use alcohol, drugs or associated paraphernalia.
- Behave yourself! No violence, harassment or threats, period.
- Never leave the courtroom without permission.
- Respect court property.
- No stealing.
- Be on time for all court sessions and appointments with treatment, TASC, drug testing, etc.

**It is your responsibility  
to keep all scheduled appointments  
and  
to arrive on time.**