

YORK COUNTY COURT OF COMMON PLEAS

DRUG TREATMENT COURT POLICY AND PROCEDURE MANUAL

**2009-2011 National Mentor Court NADCP
2012-current Accredited by the Supreme Court of PA**



Established October 1997

Manual Revised: January 1st 2013

MISSION STATEMENT

The York County Adult Drug Treatment Court (DTC) offers substance abuse treatment as an alternative to incarceration for addicted non-violent offenders. DTC seeks to decrease the prevalence of drug addiction and drug related crime in York County, advance the safety and well-being of our community, conserve justice system resources, and treat and rehabilitate addicted offenders.

The vision of DTC is to be achieved through diversion of qualifying offenders into a program of comprehensive treatment, education, offender accountability, and intensive court supervision to assist participants to gain control of their lives and to stop the cycle of recidivism caused by their addiction.

GOALS AND OBJECTIVES

- Goal 1:** Promote community safety and well being in order to reduce criminal behavior and recidivism among participants.
- Frequent and intense court supervision of participants.
 - Frequent home contacts with participants.
 - Reduce re-arrest rate of participants during program participation.
 - Reduce re-arrest rate of participants following graduation from program.
- Goal 2:** Decrease participants' (and participants' dependents') reliance upon social and human services and increase their abilities to live independently and responsibly.
- Direct participants to assistance in securing employment and drug-free housing.
 - Direct participants to training and mentoring in life skills, such as parenting and financial management.
 - Full payment by participants of restitution.
 - Full employment or continued employment of participants upon graduation.
 - Every drug court graduate to have at least a high school diploma or general equivalency diploma (GED).
 - Full economic, social and psychological support of participants' dependent
- Goal 3:** Conserve judicial system resources by reducing direct costs of arrest and incarceration of participants.
- Structure treatment, services and supervision to reduce opportunities for and risks of further criminal behavior.
 - Reduction of the number of jail-bed days for participants.

- Reduction of participants' contacts with law enforcement.
- Formulate individualized plans for treatment, services and supervision that will promote steady and successful advancement through the program.
- Direct participants to assistance in obtaining/improving employment and developing financial responsibility.
- Participants making payments toward legal financial obligation.
- Reduction of trial costs and court docket congestion, and maximization of cost avoidance.

Goal 4: Rehabilitate and improve the treatment outcomes for addicted offenders.

- Reduce and eliminate use of controlled substances and alcohol.
- Assess participant addiction and treatment needs.
- Refer participants to appropriate substance abuse treatment services.
- Monitor and assess the effectiveness of treatment service providers.
- Encourage participants' use of and participation in services through appropriate application of interventions and incentives.
- Graduation of at least 70% of participants.

Goal 5: Assist participants in regaining their lives and re-uniting families.

- Conduct a strength-based assessment of each participant and engage participants in appropriate services relating to education, employment, housing, financial responsibility, families, physical and mental health and other issues that affect their ability to remain clean and sober and succeed in the program.
- Graduate participants, who are maintaining a sober and drug-free recovery, have at a minimum a high school equivalency diploma, are employed, are responsible parents, and are becoming responsible, productive members of the community.

10 KEY COMPONENTS OF TREATMENT COURTS

York County Adult Drug Treatment Court ascribes to and has incorporated the 10 Key Components developed for drug courts, as defined in *Defining Drug Courts: The Ten Key Components* as developed by the National Association of Drug Court Professionals under a grant awarded by the Drug Courts Program Office, Office of Justice Programs, U.S. Department of Justice.

Please see the below link for more information on the 10 Key Components of Drug Courts:

<http://www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf>

Key Component #1: Drug Courts integrate alcohol and other drug treatment services with justice system case processing.

Key Component #2: Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants due process rights.

Key Component #3: Eligible participants are identified early and promptly placed in the Drug Court program.

Key Component #4: Drug Courts provide access to a continuum of alcohol, drug and other related treatment and rehabilitation services.

Key Component #5: Abstinence is monitored by frequent alcohol and other drug testing.

Key Component #6: A coordinated strategy governs Drug Court responses to participant's compliance.

Key Component #7: Ongoing judicial interaction with each Drug Court participant is essential.

Key Component #8: Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

Key Component #9: Continuing interdisciplinary education promotes effective Drug Court planning, implementation and operations.

Key Component #10: Forging Partnerships among Drug Courts, public agencies, and community-based organizations generates local support and enhances Drug Court program effectiveness.

QUALIFYING FACTORS FOR DRUG TREATMENT COURT

Screening for entrance into the program will be available to those defendants who are detained at the York County Prison, are currently on pre-trial supervision, are currently on probation supervision, and/or are awaiting preliminary arraignment before District Justice for an eligible criminal offense.

Eligible Drug Treatment Court participants must have an addiction to substances of abuse and the criminal offenses incurred must have been motivated by a desire to support a drug habit. The defendant, arresting officer, defendant's family or friend(s), attorney or Probation Officer can indicate substance abuse or addiction by the defendant.

Defendants must, at the time of referral, be in compliance with the narcotic medication policy listed in the manual.

Defendants must have a history of substance abuse or dependency according to the DSM-V.

Additionally, the defendant must be 18 years of age or older and a resident of York County, Pennsylvania.

**** Applications must be submitted to the Drug Court Administrator within 30 days of arraignment.***

REFERRAL PROCESS

Offenders must be referred to the Drug Treatment Court Program within 30 days of arraignment. Probation Officers may make a referral in the event of a violation proceeding.

Referrals to the program *must* include the following items:

- Completed referral form
- Copy of the Criminal Complaint and Affidavit of Probable Cause
- A Drug Treatment Court Application filed at the Clerk of Courts

The referral source will forward a copy of the referral and all accompanying documentation to the Treatment Court Administrator.

The Treatment Court Administrator will prescreen applications and forward to the District Attorney's Office. **The defendant's admission in the program is subject to the discretion of the District Attorney's Office.**

Once approved, the Drug Treatment Court Administrative Assistant sends a letter of acceptance and an orientation packet to the defendant's attorney.

The letter will include the date and time of the Drug Treatment Court orientation. Participants from the jail will be transported to the Courthouse and participants on bail will be asked to arrive at the designated time. The orientation is a time for the team to introduce themselves and explain what their role is within the team. The Drug Treatment Court conditions are read to the participants and explained in detail. The drug testing procedures and each of the phase requirements will be explained in detail. Upon completion of the orientation, all participants will have an option to ask questions and meet the team.

Once the orientation is complete, a drug and alcohol evaluation will be arranged. The Drug/Alcohol Case Management Specialist from York/Adams Drug and Alcohol Commission who sits on the Drug Treatment Court Team will complete this evaluation on incarcerated defendants. Defendants who are on bail at the time of acceptance will meet with the Case Management Specialist who will refer them to a provider agency for evaluation and treatment. Defendants must **have a history of substance abuse or dependency according to the DSM-V.**

Once the drug/alcohol evaluation is completed and if the defendant is found to be drug dependant, s/he will enter a guilty plea to the immediate offenses and then enter Phase I of the program. Additionally, the defendant will immediately engage in treatment arranged by the Drug/Alcohol Case Management Specialist at this time. **The RANT (Risk and Needs Triage) assessment tool will be performed on each participant. In order for a participant to be eligible for DTC, they must score High Risk/High Needs on the RANT and have a history of substance abuse or dependency or be found to need drug treatment as part of the screening and assessment process.**

At the time of the guilty plea, the defendant's bail conditions will be modified to those of the Drug Treatment Court Program.

If an offender is not incarcerated at the time of referral and has been accepted into the program, but is pending orientation and the drug/alcohol evaluation, the Judge may issue an order of conditional admittance into the program and modify the defendant's bail conditions to those of the Drug Treatment Court Program. At this time, the defendant will begin reporting to Court, meeting with their Probation Officer and reporting for drug testing according to Phase I requirements.

If an offender is deemed ineligible, s/he will continue on to the next phase in normal criminal procedure.

The anticipated timeline from referral to decision to enter the program is approximately 30 days. Extraneous circumstances may prevent the ability to complete the referral within the proposed timeline.

If an offender had pled into the Drug Treatment Court Program in the past and was unsuccessfully discharged he/she may apply again after a Five (5) year waiting period. The wait period includes applying to any other of the York County Treatment Courts.

REFERRAL SOURCES

Referrals may originate from, but are not limited to, the following sources:

- Police Officers
- District Justices
- Public/Private Defense Attorneys
- District Attorneys
- Probation Officers
- Judges

EXCLUSIONARY FACTORS FOR DRUG TREATMENT COURT

Offenders are considered ineligible if there are any unresolved out of state charges. It is the responsibility of the offender's counsel to resolve any pending out of county charges or state parole violations before offenders can be accepted into the program.

York County Drug Treatment Court values the opinion of crime victims. Victims of crime will be consulted for their opinion of diverting offenders into the program. Crimes involving any form of physical violence towards another person will be excluded if the crime victim does not consent to offender participation.

York County Drug Treatment Court will review the offenses pertaining to each referral made to the program. Certain offenses are automatically excluded from the program; other offenses are typically excluded from the program. The following guidelines are in place with regard to ineligible offenses:

- Murder and Manslaughter **will not** be considered under any circumstances
- All Sex offenses under Pa 3104 Chapter 31 **will not** be considered. Indecent Exposure and Open Lewdness will be considered on an individual case basis at the discretion of the District Attorney's office.
- Felony crimes of violence (i.e. Aggravated Assault, Arson, Robbery) will be excluded.
- Persons who are classified as "violent offenders" under Federal Guidelines.
 - "Violent Offender" means a person who either:
 - a. Is charged with or convicted of an offense during the course of which
 - 1. The person carried, possessed, or used a firearm or other dangerous weapon;
 - 2. There occurred the use of force against the person of another; or
 - 3. There occurred the death of, or serious bodily injury to any person without regard to whether any of the circumstances described above was an element of the offense or conduct of which or for which the person was charged or convicted; or
- has one or more prior convictions of a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm **will not be considered.**
- Crimes committed with a firearm **will not** be considered under any circumstances
- Other crimes that include threat and/or violence against another individual not listed as a mandatory exclusion will be considered on an individual case basis at the discretion of the District Attorney's office.
- Possession of controlled substances in amounts exceeding the mandatory amounts will be considered on an individual case basis at the discretion of the District Attorney's office.
- No other pending charges, which would deem an individual ineligible.
- All DUI offenses are **excluded** from the Drug Court Program.

Offenses that are typically excluded from Drug Treatment Court may be referred under the following circumstances. Eligibility is at the discretion of the District Attorney's office.

- An explanation of mitigating circumstances pertaining to the offense itself (i.e. graded as a felony due to status of the victim) is provided with the referral.
- The victim(s) must consent to the offender entering the program. Consent will be researched through the District Attorney's office.

Drug Treatment Court will also consider an offender's prior record when determining eligibility. A record of excluded offenses will not result in immediate dismissal of the referral; however, may be considered as an exclusionary factor at the discretion of the District Attorney's office.

RECONSIDERATION POLICY

*****Reconsideration must be filed within 30 days of initial rejection*****

If a relevant party to the offender's case (attorney, judge, treatment provider, police officer, etc) feels the Drug Treatment Court Team failed to consider a particularly important factor, he/she may fill out a

request for the case to be reconsidered. *An offender may file for reconsideration one time and must be within 30days of initial rejection.*

A reconsideration form must be filled out and submitted to the Drug Court Administrator. The request must include supportive reasoning for reconsideration. Supportive reasoning is defined as mitigating circumstances pertaining to the crime, psychiatric/psychological reports that may not have been available for the initial consideration, or any other relevant information that can be placed in written format.

Once the request for reconsideration is submitted, the Treatment Court Administrator will forward the information to the District Attorney's Office. **The Court will not entertain petitions for reconsideration once the District Attorney has made a final decision. The decision by the District Attorney will be final.**

DUE PROCESS

ACKNOWLEDGMENT AND WAIVER OF DUE PROCESS RIGHTS

I acknowledge that I have read and understand the written plea agreement that is part of my plea agreement for entry into Treatment Court. I know that I have the following constitutional and due process rights and I waive these rights as a condition of my acceptance into Treatment Court.

I acknowledge that I have read and understand all of the Treatment Court conditions and accept them as conditions that I must comply with while in Treatment Court.

I understand and accept that the Presiding Judge of the Treatment Court program may impose sanctions upon me if I am found in violation of any term or condition of the Treatment Court program.

The rights that I waive are:

- A. The right to advance notice, either written or verbal, of any violation of a term or condition of my treatment requirements in the program;**
- B. The right to have an evidentiary hearing to establish a violation of a term or condition of my treatment requirements in this program;**
- C. The right to be represented by an attorney in any proceeding involving a violation of any term or condition of my treatment requirements in this program;**
- D. The right to be represented by counsel will be waived if not promptly requested;**

- E. The right to attend or my attorney to attend staffing and discussion by treatment court staff of my treatment status;**
- F. The right to remain silent;**
- G. The right to assert any privilege as set forth in the Pennsylvania statutes with respect to any treatment concerning my involvement in treatment court.**

I have discussed with my attorney the above waiver and fully understand and accept the waiver as evidenced by my signature below.

Date _____

Name _____

I, counsel for _____, have explained the waiver and its meaning to my client _____ and concur with the waiver's terms affecting my client's rights.

Date _____

Name _____

INTERPRETATION

I acknowledge that _____ has interpreted this document for me and that I have had the opportunity to discuss with my attorney the terms and conditions and understand my rights and the conditions of the Treatment Court program.

Date _____

Name _____

Interpreter _____

VIOLATION CASES

Probation Officers may make referrals on offenders facing violation action as long as the offender has an unserved balance remaining of at least one year. Charges in violation cases plead into Drug Treatment Court are not eligible for reduction or dismissal.

METHADONE/SUBOXONE

The York County Drug Treatment Court does not allow the use of the medications Methadone or Suboxone while in the program. Pregnant mothers who are taking either of these medications will be accepted into the program; but expected to wean off of these medications within three months of the birth of their child. Non-pregnant individuals referred to the program who are taking these medications will be *conditionally* accepted and placed on a pending list. These participants will meet with the Drug Court Drug/Alcohol Assessor who will monitor the individual's status in treatment and their compliance with reduction from these medications. These individuals will have one to three months to be completely weaned off of the medication. If the individual does not comply with reduction within the expected time frame, they will be rejected from admission into the Drug Court program.

PROGRAM LENGTH

The expected length of participation in the Drug Treatment Court Program is 12 months. However, this will depend on the participant's ability to achieve program goals and remain drug free. Some participants will complete the program in 12 months, while others will need more than 18 months. The team reserves the right to review anyone's case that exceeds 24 months and decide if the participant remains appropriate for the program.

ASSESSMENTS AND TREATMENT

All defendants eligible for the York County Drug Treatment Court program will be assessed by the York/Adams Drug and Alcohol administrative case manager to determine if they meet the standards for drug dependence as outlined in the DSM-IV criteria. Two diagnostic instruments will be used: The B-DAP Adult Assessment Tool, and the Pennsylvania Client Placement Criteria (PCPC).

The B-Dap Assessment Tool is designed to evaluate motivation for treatment; provide details of prior and current legal status, family and social relationships, mental and medical health histories, and employment and education status. All answers provided by the defendant are subject to verification. Any false information will disqualify the defendant from participating in the program. The PCPC will be administered to assess the level of the defendant's treatment needs.

For the detained defendant, the assessment will be conducted at the York County Prison. For all others, the assessment will be administered at either the York/Adams County Drug and Alcohol Commission office located at 3410-B East Market Street, York, PA, or the York County Adult Probation office located at the Judicial Center at 45 North George Street, 2nd floor, York, PA. Following the assessment, the case

manager will submit a recommendation letter to the court to include determination of whether or not the client meets the DSM-IV criteria for drug dependence

All participants will receive drug and alcohol treatment from a licensed provider. The treatment mode comes from the results of the assessment and the client's prior treatment experiences. Treatment may include, but is not limited to: outpatient, intensive outpatient, outpatient partial hospitalization, residential partial hospitalization, halfway house, and inpatient (short, moderate, or long term). Providers may charge client fees for services based on their income, however, Drug Treatment Court participants will not be refused due to an inability to pay.

Furthermore, Drug Treatment Court does accept and will treat participants assessed with dual diagnosis drug and psychiatric disorders.

PROGRAM ADMISSION

Defendants accepted into the Drug Treatment Court program must complete an orientation. The purpose of the orientation is to ensure that defendants understand program requirements prior to plea and formal admission into the program. All Defendant's must meet with their attorney prior to their plea into the program to ensure the defendant's are aware of their legal rights. Upon completion of the drug/alcohol evaluation and the orientation, a conditional order will be completed modifying the defendant's bail to the conditions of Drug Treatment Court. They will then begin reporting to Drug Court sessions and will be assigned a probation officer to begin working on phase requirements. Defendants are given credit for phase advancement from the date of the conditional order of admission. Upon Judicial availability defendants will formally plea into the program. Additionally, prior to a defendant's plea into the program, the ADA will determine what appropriate misdemeanor or felony offense will reduce to upon the defendant's graduation from Drug Treatment Court. This information will be included in the admission order.

For those defendants who are incarcerated at the time of acceptance, the Case Management Specialist with York/Adams Drug/Alcohol services will conduct a drug/alcohol screen, as sited in the preceding section, while the defendant is incarcerated. The defendant will be immediately assigned to a probation officer to verify an address or secure a bed in a local recovery house. Once this has been determined, a conditional order of admission will be signed along with a release order. Defendants will report for orientation either by their attorney or the Treatment Court Administrator immediately upon release from incarceration and begin reporting to Drug Court sessions.

Once the program capacity of 150 clients has been reached, any additional cases entered into the program will be at the discretion of the Treatment Court Administrator. Factors to be considered may include but are not limited to the number of participants in Modified Phase 3, number of active warrants, number of Phase 1 participants, and number of participants in long term rehab or other forms of treatment.

SUPERVISION

Drug Treatment Court is intensive supervision. In the beginning, participants are required to report at least once a week. Probation officers are required to verify employment, attendance of support group

meetings, attendance of counseling, interaction with sponsor, payment of financial obligations and abstinence of drug use (via drug testing). The initial appointment is somewhat longer than every other appointment because of the completion of required paperwork.

Participants are required to provide proof of employment by showing pay stubs, proof of meeting attendance by showing their meeting sheets and proof of payments by showing receipts. Treatment providers fax general progress forms to verify attendance of counseling. Probation is also expected to make sure participants follow through with all court orders or agreements. Referring of participants to outside agencies for support in their recovery is another component included under supervision. Supervision requirements are specific to what phase the participants are in.

TEAM MEETINGS

The Drug Treatment Court team shall meet once weekly prior to court sessions. During these meetings, the team will discuss the progress of those defendants scheduled to appear in court that week. Problem areas will be discussed and alterations in case management and treatment plans will be addressed. Additionally, at this time, sanctions and incentives will be determined. The Drug Court team will also discuss any problem cases that are not in Court the week of the team meeting. Lastly, the Drug Court pending client list will be reviewed and the Alumni Panel participants will be selected.

COURT SESSIONS

Court sessions will be held weekly in open court to monitor a defendant's participation and progress in the Drug Treatment Court Program. The Court will review with the defendant their progress leading to that weeks Court appearance. At this time, any alterations to case management and treatment plans will be reviewed with the defendant. Sanctions and incentives will be distributed during Drug Court sessions.

Court sessions are held twice daily on Thursdays at 11:00am and 4:30pm.

SANCTIONS AND INCENTIVES

Defendants who fail to comply with program requirements (supervision, treatment, urinalysis, etc.) will be held accountable through the imposition of sanctions. Sanctions demonstrate that there are immediate consequences to inappropriate behavior. Sanctions are generally delivered on a graduated scale; however a sanction guideline is not established. The sanction philosophy for the York County Treatment Court program is to allow for team input on sanctions based on numerous factors such as, date of last sanction, behavior adjustment leading up to current infraction, work, childcare, overall program adjustment, and honesty about the infraction. The following are examples (but not limited to) of sanctions imposed.

1. Verbal Admonishment
2. Increased supervision
3. Increased urinalysis
4. Community Service
5. Electronic monitoring
6. Shock incarceration
7. Weekend incarceration

- 8. Scram
- 9. Reports in relation to inappropriate behavior
- 10. Court room penalty box
- 11. Journaling
- 12. Continuous Testing
- 13. Hazeldon Booklets
- 14. Jail Programs

Defendants who achieve program goals and exhibit drug-free behavior will be rewarded and encouraged by the Court through a series of incentives including (but not limited to):

- 1. Applause
- 2. Verbal accolades
- 3. Decrease in supervision
- 4. Gift cards
- 5. Bus passes
- 6. Travel permission
- 7. Overnight permission
- 8. Phase advancement
- 9. Graduation Raffle
- 10. Leave court early
- 11. Water Bottles for completion of treatment
- 12. coin for 6 months sobriety in the program
- 13. band for Phase 3

Clients Name: _____

Violation	Date/Sanction	Date/Sanction	Date/Sanction	Date/Sanction
Positive Drug Test				
Missed Drug Tests				
Missed Probation Appointments				
Missed Counseling Sessions				
Missed Community Service				
Missed NA/AA or Other Meeting				
Missed Payment				
Other				

TERMINATION FACTORS:

Multiple factors are accounted for when determining if a client is to be discharged from the York County Treatment Courts. Below is a general list of factors that go into the Team's decision.

- Number of positive drug test; usually four (4) or more positive test.
- Number of missed drug test; usually four (4) or more missed drug test.
- Client's response to treatment, meetings, employment, community service and payments.
- Honesty while in the program
- Number of attempts at treatment; has the team exhausted all options.
- Program phase limitations; is the client progressing through each phase by maximum time frames
- At the 2 year point
- A Client at the 18-month point not slated for the next graduation must have a review of their case completed and documented in the m-drive. The review can occur at an administrative hearing, working group meeting, staffing, or officer monthly meeting. This review should address what a client needs to graduate.
- Every case will be reviewed at the monthly officer meeting. A goal of the case review is to address those cases that are past their phase maximum. (Drug Court) Phase 1: 2 min-4 max months; Phase 2: 4 min-6 max months; Phase 3: 6 min-10 max months.

DRUG TREATMENT COURT PHASES

PHASE I:

Phase I will last a minimum of two months, depending upon offender progress. Offenders will be required to meet the following standards:

- Must attend weekly Court appearances
- Complete Intake
- Obtain Date Book
- Obtain ID
- Must meet with Probation Officer and/or Case Manager as directed (bi-weekly) for a minimum of eight weeks
- Complete case management screen
- Complete Mental Health screen
- Adhere to a goal plan developed by the Case Manager and Probation Officer
- Attend all appointments with appropriate treatment agencies
- Attend counseling as recommended

- Attend drug/alcohol treatment or support group meetings daily
- Obtain a sponsor
- Complete a physical health evaluation
- Attend one pro-social activities
- Comply with urine screens at York County Probation
- Attend support groups as deemed necessary
- Complete community service hours (50 for program completion)
- Pay the weekly participation fee
- Six weeks consecutive clean drug tests
- Enroll in GED classes or provide copy of Diploma
- 30 hours of employment, community service or a combination of both
- Obtain a sponsor
- Sign Wage Attachment/Payment Agreement
- Attend Court sessions as scheduled for a minimum of eight weeks
- Comply with house arrest with EM and/or SCRAM monitoring
- Attend two Alumni Panel sessions
- Remain crime free for a period of eight weeks

**YORK COUNTY DRUG TREATMENT COURT PROGRAM
PHASE I CHECK SHEET**

PHASE I CHECK SHEET

CLIENT _____ PROGRAM ENTRY DATE _____

PHASE I (2 months minimum/4 months maximum)			
Requirements:	Date:		Date:
Employment, community service and/or Job programming. If not working supportive reasoning why not.		Physical Health Evaluation Completed	
Pay Balance of Drug Court Fees		Physical Health Evaluation Completed	
Attend 4-5 support groups daily/Sponsor		At least one home visit	
Attend and participate in drug/alcohol treatment		Attend at least two Alumni Panel Date Attended:	
Case Management Screening Completed and comply with services if appropriate		Sign Wage Attachment/Payment Agreement and begin making payments on Court Costs and Restitution Amount Paid since being in DTC: Date of Last Payment:	
Mental Health Screening Completed/Releases signed.		Enroll in GED classes/Take Pre-Test or Provide copy of diploma if already obtained or supportive reasoning why not.	
6 weeks consecutive clean drug tests/compliance with testing Date of Last Use:		Begin Community Service Hours (5 Hours required) Hours Completed:	
Contacts once bi-weekly		Court once a week	
PO:	Date:	Client:	Date:
Supervisor:		Date:	

The Probation Officer or Case Manager will make the initial recommendation for the offender to move to the next phase. The Court team will make the final decision for advancement. The Treatment Court Administrator will approve upon review the requirement checklist.

PHASE II:

Phase II will last a minimum of four months, depending upon offender progress. Offenders will be required to meet the following standards for Phase II compliance:

- Must attend Court sessions every other week for a minimum of eight weeks
- Must meet with their Probation Officer and/or Case Manager as directed (offenders will still be required to attend bi-weekly)
- Attend all appointments with appropriate treatment agencies
- Compliance with provider treatment plan
- Demonstrate ongoing stability with regards to housing, financial management
- Demonstrate continued abstinence from drugs/alcohol for a period of at least eight weeks
- Demonstrate consistent payment of all applicable restitution
- Demonstrate consistent payment of all program fees and be current with fees
- Maintain full time employment or at least 30 hours of community service weekly
- Schedule GED Pre-test or take GED test
- Attend at least 4 drug/alcohol treatment or support group meetings daily
- Comply with SCRAM and/or house arrest with EM
- Continue mental health counseling if applicable
- Comply with Case Management services if applicable
- Complete community service hours (50 for program completion)
- Continue medical care
- Attend one pro-social activities
- Remain crime free

**YORK COUNTY DRUG TREATMENT COURT PROGRAM
PHASE II CHECK SHEET**

CLIENT _____ ENTRY DATE IN PHASE 2 _____

PHASE 2 (4 months minimum/6 months maximum)			
Requirements:	Date:	Date:	Date:
Maintain full time employment, community service and/or job programming. Supportive reasoning why not working.		8 weeks of Consecutive clean drug tests/compliance with testing Date of last use:	
Attend and participate in drug/alcohol counseling as required		Continue to make regular payments towards Court costs, fines and restitution Amount Paid since being in program: Date of Last Payment:	
Take actual GED test. Supportive reasoning why did not take test.		Pay Balance of Drug Court Fees	
Continue to attend at least 4-5 support groups weekly/sponsor		Complete community service hours (15 hours required)	
Continue Medical Care, if appropriate		At least two home visit	
Continue Mental Health Counseling, if applicable		Comply with case management services, if appropriate	
Probation Officer Contacts every 2 weeks		Court every 2 weeks	
PO:	Date:	Client:	Date:
Supervisor:		Date:	

The Probation Officer or Case Manager will make the initial recommendation for the offender to move to the next phase. The Court team will make the final decision for advancement. The Treatment Court Administrator will approve upon review the requirement checklist.

PHASE III:

Phase III will last a minimum of six months, depending upon offender progress. Offenders will be required to meet the following standards for Phase III compliance:

- Must attend Drug Treatment Court once per month
- Must meet with their Probation Officer and/or Case Manager as scheduled (at least once a month).
- Attend all appointments with appropriate treatment agencies
- Continue to abide by applicable provider treatment plans
- Demonstrate continued abstinence from drugs/alcohol for at least six months.
- Pay all applicable restitution in full
- Pay all applicable program fees in full
- Maintain full time employment or 30 hours of community service weekly.
- Obtain GED
- Attend at least 5 drug/alcohol treatment or support group meetings daily
- Complete community service hours (50 for program completion)
- Continue medical care
- Continue mental health treatment if applicable
- Attend one pro-social activities
- Move to Modified Phase III
- Complete graduate application
- Complete graduate contract
- Remain crime free

**YORK COUNTY DRUG TREATMENT COURT PROGRAM
PHASE III CHECK SHEET**

CLIENT _____

ENTRY DATE IN PHASE 3 _____

PHASE 3 (6 months minimum/10 months maximum)			
Requirements:	Date:		Date:
Maintain full time employment, community service and/or job programming. Supportive reasoning why not employed.		6 months of consecutive clean test/compliance with testing Date of Last Use:	
Obtain GED results from test one. Take GED test 2 or 3 if needed with results. Provided copy of successful GED completion. Supportive reasoning if above is not completed		Attend minimum of 4-5 support groups per week/sponsor	
Complete community service hours (30 hours required)		Making regular payments on court cost, fines and restitution Amount Paid since in program: Date of Last Payment:	
Continue medical care, if applicable		Pay Balance of Drug Court Fees	
Continue mental health care, if required		Moved to Modified Phase III	
Comply with case management services, if applicable		Remain Crime Free for a period of at least 6 months	
Complete Graduate Contract		Complete Graduation Application	
At least three one visit-			
Probation officer contact once a month		Court once a month	
PO:	Date:	Client:	Date:
Supervisor:		Date:	

The Probation Officer or Case Manager will make the initial recommendation for the offender to move to the next phase. The Court team will make the final decision for advancement. The Treatment Court Administrator will approve upon review the requirement checklist.

MODIFIED PHASE III:

In preparation for program completion, participants who have completed all requirements for Phase III and are ready for graduation will be moved to Modified Phase III. Participants in MIII are no longer required to phone the drug testing line every evening. Instead, their Probation Officer will contact them on a random basis to report for drug testing. Additionally, those in MIII may be asked to begin to participate on the Alumni Panel. All other requirements remain unchanged.

COMMUNITY SERVICE:

If a participant is not working he/she will be expected to complete 15hrs a week of community service. This community service does not count toward the 50 overall hours. If the participant completes over 15hrs a week, then those extra hours may be counted towards the 50 overall hours.

FIELD CONTACT REQUIREMENTS

Treatment Court Field (Home) Contact Requirements

Phase 1: While a client is in this phase of the York County Treatment Court Program a minimum of one (1) field contact should be conducted. It is required an *in-home visit* be conducted within the first 30 days of receiving a client's case for assignment. If a defendant has had any type of drug and/or alcohol infractions field requirements should be increased. If a defendant's employment schedule will not permit he/she to be present during the in-home visit than a paramour or a consenting adult (18-yrs of age or older), may permit you to take a walk through of the residence.

Phase 2: While a client is in this phase of the York County Treatment Court Program a minimum of two (2) field contacts should be conducted. At least one (1) needs to be a face-face contact at the residence. If a defendant has had any type of drug and/or alcohol infractions field requirements should be increased.

Phase 3: While a client is in this phase of the York County Treatment Court Program a minimum of one (1) field contacts should be conducted. If a defendant has had any type of drug and alcohol infractions field requirements should be increased.

*If the defendant is living in a recovery house or any other structured living environment, field contact is not necessary. Prior to the defendant leaving a recovery house and/or changing an address, a field visit must be conducted in order to approve the residence. If an Officer can not conduct a field visit prior to

approving a residence, a phone call must be made to insure those living in the residence understand the conditions of Treatment Court.

* A defendant's advancement to the next phase will be denied if the above requirements are not completed. Only in extreme circumstances will exceptions to this policy be made.

* If the team suspects adjustment problems that warrant a home check it should be completed within 2 weeks of the team's decision.

* During a client's supervision in the York County Treatment Court an Officer should attempt a field contact once every 60-days.

DRUG TESTING

All participants are required to submit to random drug screens. Everyday, participants must call the drug testing hotline to see if they have drug testing the next day. Participants can call from 7 pm to 7:30 am the next day. If their group is called, they must report for drug testing. Weekday times are from 8:30 am to 9 am and 3:30 pm to 4 pm. The weekend time is from 9:30 am to 11:30 am. Participants are required to call in for drug testing on holidays as well. Drug testing takes place in the probation department and is conducted by the Drug Court probation officers.

There is a yellow sign in sheet for participants to sign when they arrive for drug testing. They are taken back to get tested on a first come first serve basis. Participants are expected to attend every drug test for their particular group. If they miss a test without good reason, it is counted as a positive test. Participants must come prepared to give a urine sample. If they cannot, this is also considered a positive test. Flushed or adulterated urines are unacceptable and are viewed as a positive drug screen. Participants who attempt to pass false urine will be charged with a misdemeanor offense.

Urine will be sent to the laboratory when a participant refuses to acknowledge a positive drug test result or when the Probation Officer suspects drug use. If the lab confirms a positive drug test, the participant will be sanctioned with 48 hours incarceration and must pay the cost of laboratory analysis.

Participants are not to consume any food item containing poppy seeds. Positive drug tests for opiates will always be deemed positive for illegal substances.

Consuming diet pills while in Drug Treatment Court program is prohibited.

DRUG TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS

Due to the high potential of narcotic medications to interfere with treatment and recovery efforts, York County Drug Treatment Court prohibits the use of all addictive medications. This includes a policy of prohibiting the use of narcotic pain medications (Vicodin, Percocet, Oxycontin, etc.), muscle relaxers (Flexoril, etc), sleep aids (Soma, Ambien, etc), caffeine pills and the use of narcotic anxiolytic/benzodiazepine medications (Xanax, Klonopin, Valium, etc.). ADHD Meds with Amphetamines (Adderall, Dexedrine, Procentra Etc.) are prohibited. Offenders seeking entry into the York County Drug Treatment Court are expected 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 and anxiety. Offenders using such medications while participating in the program are subject to sanctions. Exceptions to this policy are made only in rare occasions, with the case of *documented* medical emergency treatment by a primary care physician. Participants who habitually seek exception to this policy are subject to increased sanctions and/or termination. If a prescribing physician feels that a client needs to be on any prohibited prescriptions continuously to sustain a certain quality of life, then the client may not participate in the Drug Treatment Court Program.

Additionally, no participant of the York County Drug Treatment Court may take any dietary supplements or vitamins 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 specific vitamins, multivitamins, weight loss aids, or any other dietary supplement. The consumption of poppy seeds is strictly prohibited while in the program. Lastly, salvia, morning glory seeds, K2/Spice, bath salts and/or any or all designer drugs legal or illegal is strictly prohibited. All mood altering or hallucinogenic substances are prohibited. All Cough medicines must be pre-approved by a probation officer. Such ingredients like alcohol, codeine and dextromethorphan (DM) are prohibited.

Below is a list of some of the unacceptable medications for the York County Treatment Courts. This list may not include all medications that are not approved by the program. Please consult with a Treatment Court officer prior to taking any medications.

UNACCEPTABLE MEDICATIONS		
ALPRAZOLAM	HYDROMORPHONE	PRAZEPAM
ALURATE	HYDROXYZINE	PROLIXIN
ALZAPAM	INTENSOL	PROPOXYPHENE
AMBIEN	KLONOPIN	QUAZEPAM
AMOBARBITAL	LORACET	RESPONSANS
AMYTAL	LIBRITABS	RESTORIL
ANAFRANIL	LIBRUM	ROXICODONE
APO-OXAZEPAM	LORAZ	SECOBARBITAL
APROBARBITAL	LORAZEPAM	SECOGEN
AQUACHLORAL SUPPRETTES	LOTUSATEE	SECONAL
ATIVAN	LOXITANE	SECRETIN-FERRING
ATZAPAM	LUMINAL	SERAX
BARBITA	MEDILILUM	SERENTIL
BENADRYL	MELLARIL	SKELAXIN
BIPHETAMINE	MEPERIDINE	SOLAZINE
BREVITAL	METHADONE	SOLFOTON
BUTABARBITAL	METHAQUALONE	SOLIUM
BUTISOL	METHIDATE	SOMA
CENTRAX	METHOHEXITAL	SOMNOL
CHLORAL HYDRATE	METHYLPHENIDATE	STADOL
CHLORIDAZEPOXIDE	MEVAL	STELAZINE
CHLORPROMANYL	MIDAZOLAM	STRESS-PAM
CHLORPROMAZINE	MITRAN	SUBOXONE
CLOMIPRAMINE	MOBAN	SUPEUDOL
CLONAZEPAM	MORPHINE	SUPRAZINE
CLOZARIL	NAVANE	TALBUTAL
CODEINE	NEMBUTRAL	TALWIN
D-TRAN	NOCTEC	TEMAZEPAM
DALMANE	NOVA-RECTAL	TERFLUZINE
DARVON	NOVOCHLORHYDRATE	THIOPENTAL
DARVOCET	NOVODIPAM	THIORIDAZANE
DEMEROL	NOVOFLURAZINE	THORAZINE
DESOXYN	NOVOLORAZEM	TRAMADOL
DEXEDRINE	NOVOPOXIDE	TRANXENE
DIAZEPAM	NOVORIDAZINE	TRIAZOLAM
DIAZEPAM INTENSOL	NOVOXAPAM	TRIFLUOPERAZINE
DILAUDID	ORMAZINE	TRIFLURIN
DIPHENHYDRAMINE	OX-PAM	TRILAFON
DOLOPHINE	OXAZEPAM	TYLOX
DORAL	OXYCODONE	ULTRAM
DORIDEN	OXYCOTIN	VALIUM
E-PAM	PAXIPAM	VALRELEASE
FLUPHENAZINE	PEMOLINE	VAZEPAM
FLURAZEPAM	PENTAZCINE	VICODIN
FLURAZEPAM-DALMANE	PENTOBARBITAL	VISTARIL
GLUTETHIMIDE	PENTOGEN	VIVOL
HALAZEPAM	PENTOTHAL	XANAX
HALCION	PERCOCET	ZAPAX
HALDOL	PERCODAN	ZEPEX
HALOPERIDOL	PERMITIL	ZETIAN
HYDROCODONE	PERPHENAZINE	ZETRAN
	PETHIDINE	
	PHENAZINE	
	PHENOBARBITAL	

Revised 3/11

The above list is only some of the medications not allowed by treatment courts. Please consult with your Probation officer prior to taking any medications.

CASE MANAGEMENT

All persons pleading into the Drug Treatment Court Program will be assessed for case management services no later than two weeks after they complete an intake with their assigned Drug Treatment Court Probation Officer. Participants already in the program may be referred for case management services using the Level of Case Management Determination Form (LOCMD). Participants will be assessed in the following domains:

- Education/Vocation
- Employment
- Physical Health
- Drug and Alcohol
- Emotional/Mental Health
- Family/Social
- Living Arrangements
- Legal Status
- Basic Needs (food, clothing, utilities)
- Life Skills
- Child Care
- Transportation

If a participant is found in need of service in any of the above listed areas, the Case Manager will provide information and referral to resources within the community. The Case Manager will assist the participant in becoming engaged in services with referral agencies. The Case Manager and the participant will develop a goal plan with action steps in place to reach their identified goals. The Case Manager will monitor the progress of the participant until all goals are achieved.

The Bureau of Drug and Alcohol Programs (BDAP) through the Pennsylvania Department of Health defines Case Management as a collaborative process between the client and the Case Manager that facilitates the access to available resources and retention in treatment and support services, while simultaneously educating the client in the skills necessary to achieve and maintain self-sufficiency and recovery from substance abuse disorders. Additionally, the case manager will assess for any co-occurring mental health disorders using the Mental Health Screening Form-III (MHSF-III)

The York/Adams Drug and Alcohol Commission provide case Management services. All services are free and voluntary; however, the Drug Treatment Court program may make these services a mandatory part of a defendant's participation in the program.

EMPLOYMENT

Participants are required to obtain/maintain employment throughout their participation in the program, unless determined disabled by the Social Security Administration. Those who do not maintain employment for a two-week period will be required to complete 15 hours of community service per week. Those participants who enter Drug Treatment Court unemployed will be required to attend a Life Skills class which includes employment preparation the week immediately following orientation. There is also a 12 week employment class offered through the York County Prison if deemed appropriate. Another

resource that is available is a referral to our Employment Specialist employed through our department. Those participants who continue to remain unemployed will be placed on the ***Work Furlough Program*** until such time as they obtain employment. Participants placed on the ***Work Furlough Program*** are remanded to York County Prison. The participant will be released every morning at 8am to begin a job search. They must report back to the York County Prison by 3:30pm where they will remain until the following morning at 8am when they are again released to conduct a job search. Participants must also meet daily with their probation officer and show proof of their job search efforts while on the ***Work Furlough Program***.

COMMUNITY SERVICE

The Drug Treatment Court team expects all participants to give back to their community in reparation for past conduct while actively engaged in addiction. All participants are required to complete 50 hours of community service during the course of their time in the program. The Drug Treatment Court team expects participants to be employed on a full time basis throughout their participation in the program. Those participants who are not employed will be placed on a job search. If employment is not obtained within two weeks, participants will be required to complete 30 hours of community service per week. Community service may consist of placement on the Work Crew, placement at an approved community service provider through the adult probation department or home projects. Participants who are disabled and receiving Social Security income (SSI or SSDI) will be required to complete community service weekly at an amount determined by the Drug Treatment Court Team.

ALUMNI PANEL

Mission Statement: The mission of the York County Drug Treatment Court Alumni Panel is to assist and mentor active members of the Drug Court Program with questions and/or problems that may occur while participating in the program. The Alumni Panel members are to achieve this mission by teaching the importance of NA/AA meetings, 12 step programs, sponsors, peer support groups and drug and alcohol counseling programs.

Format: Panel sessions will take place at the York County Probation Department. Participants will be selected during Drug Court Team meetings. AM court members who are selected for the alumni panel will attend from 11:00am to approx. 12:15pm. PM court members selected will attend from 5:00pm to approx 6:15pm.

Clients will meet with Alumni Panel members and individuals in the Drug Court Program that are stable in their recovery. Please keep in mind that any discussion about a particular client is very general. Anonymity about specific problems or concerns will be upheld.

Rules: The individual attending the Alumni Panel has made the choice to do so because he/she feels that it is the best option to support their recovery. Your probation officer has referred you to the panel because he or she feels that it would benefit your recovery.

All persons attending the Alumni Panel will demonstrate appropriate behavior and respect the views and opinions of everyone involved. Any disruptive behavior will not be tolerated and dismissal from the panel will occur.

**** The Alumni Panel was created to help the client and should not be observed as a sanction. If the client is not agreeable to attending an alumni panel session he/she should understand that the alumni panel members have successfully completed Drug Court and have the knowledge of what it takes to succeed in this program.**

DTC APPROVED RECOVERY HOUSE LISTING

Male Recovery Houses

Madison Recovery House: Owner: Mike Kushla: 542-6791 ©

Main Office: 601-603 E. Prospect St. York, PA 17403 843-5411/843-4403/848-1013

2nd Main Office: 756 W. Market St. York, PA 17401 Phone: (717) 848-9111

258 S. Belvidere St. York, PA 17404 Phone: 852-0370

221 E. Philadelphia. York, PA 17404 Phone: 812-8386

55 Colombia Ave York, PA 17403 Phone: 699-0702

555 Madison Ave York, PA 17404 Phone: 852-7876

121 N. Penn St. York, PA 17404 Phone: 815-8414

Choices Recovery House Owner: Kathy Sorandes: 854-5445

825 S. Duke St. York, Pa.

CRS House (Sober House) Owner: Keith Emery- (717) 424-3444 ©
437 W. Market St. York, PA 17404 - (717) 848-5240

SEES THE DAY Owner: Dave Dunkle- 854-7337
1200 E. Market St.
York, PA 17403

Life's Beacon Foundation Owner: Robert Allen- 577-0553
506 N. George St.
York, PA 17404

Chad Baker Properties

937 West poplar St
York, PA

Owner: Chad Baker- 717-814-7140
ChadBakerproperties@yahoo.com

731 West Philadelphia St
York PA

Owner: Chad Baker- 717-814-7140
ChadBakerproperties@yahoo.com

614 North pershing
York,PA
902 East Poplar
York, PA

Owner: Chad Baker- 717-814-7140
ChadBakerproperties@yahoo.com
Owner: Chad Baker- 717-814-7140
ChadBakerproperties@yahoo.com

Keep It Green

129 S. Belvidere
York, PA

Owner: Ray and Julie Hess
(P) 717-843-0171
(fax) 717-843-0172
(cell) 717-880-6411

office: 131 S. Belvidere
York, PA

133 S. Belvidere
York, PA

135 S. Belvidere
York, PA

137 S. Belvidere
York, PA

483 West Princess St.
York, PA

838 East Philadelphia St.
York, PA

906 Clayton Ave
York, PA

Female Recovery House

Choices Recovery House

Owner: Kathy Sorandes: Office 854-5445

702-703 Pennsylvania Ave. York, PA 17404

Madison Recovery House

Owner: Dani Kushla- 542-4441

149 N Queen St. York, PA

Phone: 846-6850

929 W. Poplar St. York, PA

Phone: 846-3934

Jefferson Shelter

Pam Wampler- 845-5947

17 Jefferson Ave. York, PA
(Shelter, not recovery House)

Phone- 845-5947

SEES THE DAY

1200 E. Market St.
York, PA 17403

Owner: Dave Dunkle- 854-7337

Keep it Green

32 North West St.
York, PA

Owner: Ray and Julie Hess
(P) 717-843-0171
(fax) 717-843-0172
(cell) 717-880-6411

All Drug Court clients that are mandated to live in a recovery house as part of their treatment plan will complete a minimum of three months in the recovery house after which time the case will be reviewed.

For those residing in a recovery house, the recovery house president and the Probation Office must approve overnight stays.

GRADUATION

Participants who have achieved program goals, who have remained drug free continuously for a minimum of 6 months, who are 90 days drug free from prescribed meds and who have participated in the program for no less than one year are eligible to graduate. A participant is eligible to have their charges dismissed or reduced six (6) months after graduation. In order to have eligible charges reduced or dismissed all court costs, fees, scam/house arrest fees, and restitution must be paid in full and a participant can't obtain any new criminal charges within the six (6) months after graduation of the drug court program. All eligible felony cases pled into Drug Treatment Court will be reduced to a misdemeanor and all eligible misdemeanor cases will be dismissed. Probation/Parole violation cases may enter the program but are not eligible to be reduced or dismissed.

Graduation ceremonies take place approximately four times per year. The team reserves the right to add or cancel any graduation based on the amount of participants who are eligible to graduate. Ceremonies take place outside the normal Court session and all participants are required to attend, unless excused from attendance.

TERMINATION

Participants who refuse or are unable to comply with program goals or who have become a supervision risk will be terminated from the Drug Treatment Court Program. The participant can at this time make a

request for bail until the time of sentencing. A brief Pre-sentence Investigation will be conducted on all terminated participants prior to sentencing.

PROVIDERS

The Drug Treatment Court team will host an annual provider day. All approved providers will be invited to attend and will be provided lunch. The Drug Treatment Court program will be reviewed at this time. Additionally, the requirements and expectations of the providers will be reviewed, as well as what the provider can expect from the program. Any provider not willing to work within the requirements of the program will be excluded from working with program participants.

Additional providers not listed below would include OVR, Literacy Council and the Rescue Mission Women's Shelter.

SUSTAINABILITY

The York County Treatment Courts plan for sustainability has a multiple option approach. The York County Treatment Court has the county Judges and commissioner's support for funding of the programs due to the proven cost savings. All four county treatment courts, through extensive statistical record keeping, provide yearly the costs savings of the programs. These statistics provide the county commissioners with valid reasoning to continue to financially support the treatment courts. The Judicial bench is in support of these programs due not only to the cost savings to the county but also the low recidivism rates of all three programs. The York County Treatment Courts also apply for grant funding for different aspects of programming such as scram, incentives, treatment, and initial funding of staff positions. In 2011 the treatment courts, through grant funding, obtained a community resource coordinator. The resource coordinator is responsible for promoting the treatment court programs in the community, seeking in-kind and monetary support and the advertising/media relations of the York County Treatment Courts.

YORK/ADAMS DIRECTORY OF SERVICES

Outpatient Providers

Adams/Hanover Counseling Services Hanover	(717) 632-4900
Adams/Hanover Counseling Services Gettysburg	(717) 334-9111
Adams/Hanover Counseling Services Delta	(717) 456-5578
Adams/Hanover Counseling & Education	(717) 843-0800
Atkins House	(717) 848-5454
Colonial House Outpatient	(717) 792-2036
Cornerstone Counseling and Education Services	(717) 632-6555
Gaudenzia West Shore	(717) 766-8517
New Insights, Inc. Lemoyne	(717) 303-2035
New Insights, Inc. York	(717) 845-2079
Pennsylvania Counseling Services York	(717) 848-6116
Pennsylvania Counseling Services Gettysburg	(717) 337-0026
T.W. Ponessa & Associates Counseling Services	(717) 840-6444
Wellspan Behavioral Health	(717) 851-1500

Intensive Outpatient Providers

Colonial House Outpatient	(717) 792-2036
Gaudenzia West Shore	(717) 766-8517
Pennsylvania Counseling Services York	(717) 848-6116
Pennsylvania Counseling Services Gettysburg	(717) 337-0026
T.W. Ponessa & Associates Counseling Services	(717) 840-6444
Wellspan Behavioral Health	(717) 851-1500

Partial Hospitalization Providers

Cornerstone Counseling and Education Services	(717) 632-6555
New Insights, Inc. Lemoyne	(717) 303-2035
New Insights, Inc. York	(717) 845-2079

Residential Partial Hospitalization

New Insights, Inc. Lemoyne	(717) 303-2035
White Deer Run of Williamsport	(570) 321-6127

Halfway House

Clem-Mar House, Inc.	(570) 288-0403
Clem-Mar House for Women	(570) 674-1579
Cove Forge Renewal Center at Johnstown	(814) 539-0836
Daystar Center for Spiritual Recovery	(717) 230-9898
Gatehouse for Men	(717) 626-9524

Gatehouse for Women	(717) 285-2300
Halfway Home of Lehigh Valley	(610) 439-8713
Harwood House	(610) 853-3440
New Directions Male Halfway House of White Deer Run	(814) 536-2071
Pyramid Healthcare, Inc.	(814) 940-0407

Detox

Bowling Green Inn Brandywine	(610) 268-3588
Conewago-Wernersville	(610) 685-3733
Cove Forge Behavioral Health System	(814) 832-2121
Eagleville Recovery Program	(610) 539-6000
Gaudenzia Common Ground	(717) 238-5553
Mirmont	(610) 744-1400
New Perspectives at White Deer Run	(717) 270-3900
Pyramid Healthcare	(814) 944-3035
Roxbury Behavioral Health	(717) 532-4217
Valley Forge Medical Center	(610) 539-8500
White Deer Run at Lancaster	(717) 396-0650
White Deer Run, Inc.	(570) 538-2567

Short Term Inpatient

Bowling Green Inn Brandywine	(610) 268-3588
Colonial House, Inc.	(717) 792-9702
Conewago Place	(717) 533-0428
Conewago-Wernersville	(610) 685-3733
Cove Forge Behavioral Health System	(814) 832-2121
Eagleville Recovery Program	(610) 539-6000
Gaudenzia Common Ground	(717) 238-5553
Mirmont	(610) 744-1400
New Perspectives at White Deer Run	(717) 270-3900
Nuestra Clinica	(717) 431-1435
Pyramid Healthcare	(814) 944-3035
Pyramid Healthcare	(814) 944-3035
Roxbury Behavioral Health	(717) 532-4217
Valley Forge Medical Center	(610) 539-8500
White Deer Run, Inc.	(570) 538-2567
White Deer Run at Lancaster	(717) 396-0650

Moderate Term Residential

Colonial House, Inc.	(717) 792-9702
Conewago-Wernersville	(610) 685-3733
Eagleville Recovery Program	(610) 539-6000
Gaudenzia Harrisburg Concept – 90	(717) 232-3232
Gaudenzia, Inc. / People with Hope	(215) 238-0632
Nuestra Clinica	(717) 431-1435
Treatment Trends, Inc. / Keenan House	(610) 439-8479
Valley Forge Medical Center	(610) 539-8500

Long Term Residential

Bowling Green Inn Brandywine	(610) 268-3588
Gaudenzia Vantage House	(717) 291-1020
Resources for Human Development / Woman Space	(610) 649-8136
Treatment Trends, Inc. / Keenan House	(610) 439-8479

Medically Managed Detox

Eagleville Recovery Program	(610) 539-6000
Valley Forge Medical Center	(610) 539-8500
York Hospital Crisis Intervention:	(717) 851-5320

Medically Managed Inpatient

Eagleville Recovery Program	(610) 539-6000
Valley Forge Medical Center	(610) 539-8500

Dually Diagnosed Inpatient

Bowling Green Inn Brandywine	(610) 268-3588
Cove Forge Behavioral Health System	(814) 832-2121
Eagleville Recovery Program	(610) 539-6000
Mirmont	(610) 744-1400
Pyramid Healthcare	(814) 944-3035
Roxbury Behavioral Health	(717) 532-4217
Valley Forge	(610) 539-8500
White Deer Run, Inc.	(570) 538-2567

JOB DESCRIPTIONS

TREATMENT COURT JUDGE: The Nineteenth Judicial District Court of Common Pleas agrees to provide a Judge who will preside over Treatment Courts. The Treatment Court Judge is responsible for adhering to the York County, Pennsylvania Treatment Court Rules and all revisions to the rules with special consideration being given to the promulgation of any community-based rules deemed necessary for the success of Treatment Courts. As a member of the York County Treatment Court Team, the assigned Judge will preside over the court proceedings and monitor application of disciplines, sanctions and incentives while maintaining the integrity of the Court.

ADULT PROBATION AND PAROLE DEPARTMENT - TREATMENT COURT

ADMINISTRATOR: As a member of the York County Treatment Court team, the assigned Administrator will be responsible for coordinating the Court by tracking and screening referrals, compiling statistical data, preparation and management of Treatment Court dockets, soliciting community support through education and linkages in an effort to enhance services available to the participant.

ADULT PROBATION AND PAROLE DEPARTMENT - TREATMENT COURT

ADMINISTRATIVE ASSISTANT: As a member of the York County Treatment Court team, the Administrative Assistant will process, track and forward all referrals to the Administrator and the Assistant District Attorney, prepare weekly paperwork for Court, order supplies, collect, track and deposit Treatment Court fees and attend all meetings and record minutes.

ASSISTANT DISTRICT ATTORNEY: As a member of the York County Treatment Court Team, the assigned Assistant District Attorney will review all potential participants for eligibility, actively participate in staffing of cases, and interact in a positive manner to address revocations, pleas and application of sanctions and incentives as they apply to the participant. Additionally, prior to a defendant's plea into the program, the ADA will determine what appropriate misdemeanor or felony offense will reduce to upon the defendant's graduation from Treatment Court. This information will be included in the admission order.

VICTIM/WITNESS COORDINATOR: As a member of the York County Treatment Court Team, the assigned Victim/Witness Coordinator will review each case with substantial amounts of restitution owed or where a victim of a serious crime is involved to ensure that their rights are protected throughout the process. Victim input will be sought in such cases to ensure a victim is not opposed to an individual's participation in the Treatment Court program. The Victim/Witness Coordinator will contact each victim to explain the program and will monitor restitution payments throughout a defendant's participation in the program.

ASSISTANT PUBLIC DEFENDER: As a member of the York County Treatment Court team, the assigned Assistant Public Defender will complete orientations on all defendant's accepted into the program, actively participate in staffing of cases to address revocations, pleas and application of sanctions and incentives as they apply to the participant, attend Court sessions and ensure that offenders legal rights are appropriately protected. The Assistant Public Defender is not responsible for attending plea hearings, probation violation hearings, or sentencings for individuals not represented by that office.

YORK/ADAMS DRUG AND ALCOHOL COMMISSION - DRUG AND ALCOHOL CASE

MANAGER: As a member of the York County Treatment Court Team, the designated Case Manager will conduct screenings and assessments/reassessments on incarcerated participants and coordinate assessments and reassessments on non-incarcerated participants, track treatment compliance through weekly reports provided to the team by providers, participate in weekly staffings, and make treatment recommendations to the Court. The Case Manager will assist the participant in becoming engaged in services with referral agencies. The Case Manager and the participant will develop a goal plan with action steps in place to reach their identified goals. The Case Manager will monitor the progress of the participant until all goals are achieved. In addition, the Case Manager will identify and provide continuum of care for participants while advocating on behalf of the client and for the integrity of the Court.

ADULT PROBATION AND PAROLE DEPARTMENT – ADULT PROBATION/PAROLE

OFFICER: As a member of the York County Treatment Court Team, the assigned Probation Officers will be responsible for implementing appropriate supervision levels based on established measures such as the Sanction Sheet and the Phase Check Sheets, provide community linkages and referrals to appropriate agencies, monitor accountability of social activities and home environment of participants, as well as maintain accurate and up to date records on each participant and provide frequent and random drug testing. Attend weekly staffings and Court sessions and make recommendations to the Court as to appropriate sanctions and incentives.

SHERIFF’S DEPARTMENT: As a member of the York County Treatment Court team, the Sheriff’s Department will provide Court room security during Treatment Court sessions and provide transport of incarcerated defendants to necessary Court sessions. Additionally, when available Deputy Sheriffs will conduct unannounced home visits with the Probation Officers to ensure participants program compliance.

YORK COUNTY CLERK OF COURTS: As a member of the York County Treatment Court Team, the assigned Clerk will docket all information relevant to the Treatment Courts such as filing of applications, notices of acceptance or rejection of admission, scheduling and disposition of violation hearings, bench warrants, and sentencing and graduation orders.

TEAM TRAINING:

Each new team member must attend instructional sessions with the Treatment Court Coordinator. The purpose of the session is to review the operations of a treatment court program. Each team member will have access to the treatment court manuals and NDCI publications and trainings. They will also be required to watch NDCI sponsored training videos.

YORK COUNTY DRUG TREATMENT COURT PROGRAM
COURT OF COMMON PLEAS
NINETEENTH JUDICIAL DISTRICT
45 North George Street
YORK, PA 17401

TELEPHONE
(717) 771-9602



FAX NUMBER
(717) 771-9775

Application for Program Graduation

Name: _____

Date: _____

Please answer the following questions in as much detail as possible.

1. How long have you been clean and sober?

2. Do you have a permanent 12-step sponsor?

3. How long have you had this sponsor?

4. What step are you working on currently?

5. Has having a sponsor been helpful to you?

If so, how was your sponsor helpful?

6. Besides your sponsor, describe your support system?

7. What is your home group in AA? Do you plan to continue with that home Group?

8. How long have you been employed?

9. What kind of work do you do?

10. Is there room for advancement where you work?

11. What is your plan for remaining clean and sober?

12. Describe your life prior to your entry into the Treatment Court Program:

13. Describe how your life is different today after Treatment Court:

14. Describe how your recovery has changed your relationship with others (Including your husband/wife, children, parents, brothers/sisters and close friends)?

15. How do you cope with stressful situations?

16. What future goals have you planned for yourself in the following area:

Home-life/family

Recovery

Employment

Educational

17. Do you have your GED or High School diploma?

If so, when did your GED and Where?

If not, what are you doing in order to retain a GED or High School diploma?

18. Additional Comments/Suggestions:

Probation officer use only

- Drug Court fees, SCRAM and other expenses up to date.
- Court cost/Restitution paid in full
- Consistant payments being made
- Not applicable

Accepted _____ Accepted _____
Probation Officer Treatment Court Administrator

YORK COUNTY ADULT DRUG TREATMENT COURT CONDITIONS

Participants in the York County Adult Drug Treatment Court Program (DTC) shall comply with the following conditions. Violation of any of the conditions may result in bail being revoked, a detainer being lodged against the person, or a bench warrant being issued. Participants in DTC must comply with these conditions:

1. Telephone the drug testing message line every day to determine if you are to report for drug testing. Cooperate fully with drug testing.
2. Report to your Probation Officer (PO) as directed by your PO.
3. Attend treatment sessions as directed by your PO.
4. Have your residence approved by your PO. Obtain prior consent from your PO to change your residence.
5. Obtain prior permission from your PO to leave York County.
6. Obtain and maintain regular, full-time employment. Comply with job search directives by your PO until obtaining regular employment. If PO determines you are unable to be employed or unable to be employed full-time, complete community service hours as directed by your PO.
7. Attend all DTC court sessions as directed by your PO.
8. Not furnish any false statements, either written or oral, to the DTC Team, PO, potential or current employer, treatment provider, law enforcement official, or any other public official.
9. Not violate any laws of the Commonwealth of Pennsylvania, the United States, or any local municipality. Report any new arrest or police contact to your PO within 48 hours.
10. Abstain from the use/possessing/transportation of illegal drugs, alcohol, or synthetic substances. You may not go to bars, liquor stores, or casinos. You shall not be in the presence of anyone using/possessing/transporting illegal drugs.
11. The use of narcotic medications, including Tramadol, Benzodiazepines, muscle relaxors, or sleep aids is forbidden while in the program. Participants must obtain prior approval from your PO before taking any prescription medication and provide a written statement from prescribing physician with respect to medication regiment.
12. Not possess, carry, or transport any firearm or weapon as defined by Pennsylvania statutes.

Defendant's Initials

13. Pay any applicable DTC fees including a minimum fee of \$5.00 per week. Pay all treatment fees that are incurred while in the program.
14. Pay all court costs, fines, fees, and restitution on any prior cases and the cases for which the Defendant has applied or been accepted into DTC. Payment shall be on a regular basis in an amount directed by your PO.
15. Attend regular meetings (NA, AA, Family to Family, etc.) as directed by your PO. Obtain a sponsor.
16. If directed to do so by your PO or the Court: perform additional hours of community service, be subject to SCRAM monitoring for alcohol, be subject to house arrest with electric monitoring, comply with conditions of curfew established by your PO, Jail Program (Freedom Program, Thinking for a Change, ect.).
17. If directed to do so by your PO or the Court: reside in a recovery house, enter and successfully complete a residential or partial residential treatment program, complete the Freedom Program at York County Prison.
18. Earn a GED if you do not have a high school diploma or equivalent.
19. No participant of the York County Drug Treatment Court may work as a confidential informant for any policing agency. This includes but is not limited to purchasing illegal substances, coordinating purchases of illegal substances and/or being involved in any activity that would otherwise be considered illegal.
20. No participant of the York County Drug Treatment Court may take any dietary supplements or vitamins 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 specific vitamins, multivitamins, weight loss aids, or any other dietary supplement. Additionally, the consumption of poppy seeds is prohibited.
21. Comply with any other directives of the Court.

I have read and understand the above DTC Conditions.

Date: _____ Name: _____

Revised 4/29/13

APPLICATION FOR YORK COUNTY ADULT TREATMENT COURT

Name: _____

This Application is being made with regard to the following cases:

OTN: _____ Case No. CP-67-CR-_____

Offenses Charged: _____

OTN: _____ Case No. CP-67-CR-_____

Offenses Charged: _____

OTN: _____ Case No. CP-67-CR-_____

Offenses Charged: _____

I am filing this Application to be **considered** or **reconsidered** for the following York County Treatment Court Program:

- York County Drug Treatment Court
- York County Mental Health Treatment Court
- York County DUI Treatment Court
- Veterans Treatment Court

I understand and acknowledge that by filing this Application, I am expressly waiving my right to a speedy trial and to be tried within the time limits set forth in Pennsylvania Rule of Criminal Procedure (Pa.R.Crim.P.) 600. I hereby waive my right (1) to have my case or cases tried within 365 days of the filing of the Complaint if I am at liberty on bail on such a case, or (2) to have my case or cases tried within 180 days of the filing of the Complaint if I am incarcerated on that case. I am specifically agreeing to extend the ARule 600" date in my case or cases by the period of time covered from the date this Application is filed with the Clerk of Courts to the date upon which the Notice of Rejection/Acceptance is filed of record.

I understand and acknowledge that I must, in addition to filing this Form with the Clerk of Court=s Office, complete and submit the appropriate Referral Form to the Program for which I am requesting admittance. I understand that it is my responsibility to promptly submit a copy of this Application and the Appropriate Referral Form to the Treatment Court Coordinator in the Adult Probation Department located on the 2nd Floor of the York County Judicial Center.

Defendant's Initials

I understand and acknowledge that I will be advised if I am accepted or rejected into a Treatment Court Program. If accepted, I will be required to report to a Treatment Court Session as directed, at which time the conditions of my bail will be modified to include the conditions of Treatment Court. If my Application to a Treatment Court is rejected, I understand that my case(s) will proceed through the normal criminal process and that I will have to follow and comply with all Court notices and procedures, including the requirement that I attend my pre-trial conference.

I understand that upon the **FILING** of this original application to the Clerk of Courts, I do not need to appear for any scheduled Court appearances (Pretrial Conferences, etc) until such time as I am accepted into a Treatment Court or I am denied entrance into a Treatment Court.

I further understand that if I am filing for my application to be **RECONSIDERED** for admission into a Treatment Court, I **must** continue to attend all scheduled Court appearances (Pretrial Conferences, etc) before the Judge assigned to my case.

Mailing Address of Defendant:

Street	City	County	State	Zip
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Defendant=s Date of Birth: _____

Defendant=s Social Security Number: _____

Defendant=s Telephone No. : _____

Signature of Defendant: _____ Date: _____

Signature of Defense Counsel: _____ Date: _____

Is the Defendant incarcerated? No/Yes (Circle one)

If so, where? _____

(Original Application shall be filed with the Clerk of Courts by the Defendant and/or their Attorney and Defendant/Attorney shall provide copies to the Treatment Court Administrator)

York County Treatment Court Policy and Procedure Manual

Signatures of Approval

Stephen P. Linebaugh, President Judge

Penny L. Blackwell, Presiding Judge

Thomas L. Kearny III, District Attorney

Steve Warren, Director, York/Adams
D/A&MH/MR

Bruce Blocher, Chief Public Defender

April Billet-Barclay, Chief Adult
Probation Officer

Andrew W. Franz, Treatment Court
Administrator