

BERKS COUNTY TREATMENT COURT

POLICY AND PROCEDURE MANUAL

Revised August 2026

TABLE OF CONTENTS

TABLE OF CONTENTS.....2

MISSION STATEMENT.....3

TEAM MEMBERS.....4

GOLAS AND OBJECTIVES.....5

STRUCTURE/MODEL.....6

TARGET POPULATION.....6

ELIGIBILITY CRITERIA.....6

DISQUALIFICATION CRITERIA.....6,7

ENTRY PROCESS.....7

PHASES.....8,9

TERMINATION CRITERIA.....10

GRADUATION CRITERIA.....10

BEHAVIOR RESPONSES.....10,11

TREATMENT PROTOCOL.....11

SUPERVISION PROTOCOL.....12

DRUG TESTING PROTOCOL.....12

PRESCRIPTION AND MEDICAL MARIJUANA POLICY.....13

DATA COLLECTION PLAN.....13,14

ETHICS AND CONFIDENTIALITY STATEMENT.....14

SUSTAINABILITY PLAN.....14

TEAM MEMBERS AND DEPARTMENTS AGREEMENT.....14-17

TRAINING.....17,18

ADVISORY BOARD COMMITTEE.....18

APPENDIX.....19-32

MISSION STATEMENT

The mission of the Berks County Treatment Court Programs is to help people with drug or mental health problems by working together with the court system. The goal is to keep the community safe, help people take responsibility for their actions and stop repeat crimes.

This program gives each person a plan that includes treatment, support, and close supervision. A judge oversees the plan, and many professionals work as a team to treat both mental health and drug problems while also keeping the public safe.

Please use the QR code below to visit our website and learn more about the Berks County Treatment Courts.

TEAM MEMBERS

The Berks County Treatment Court is made up of a team of professionals from various entities and agencies all working together to ensure the court is providing participants with a program following key components and best practice standards for treatment courts. The team members are as follows:

- Judge Eleni Dimitriou Geishauser – Drug, DUI and Mental Health
- Judge Justin D. Bodor – Veterans
- Coordinator Alex Velazquez – Drug, DUI and Mental Health
- Coordinator Adam Bechdel - Veterans
- Prosecutor ADA Aaron Bell – DUI, Drug, Mental Health and Spanish Speaking
- Prosecutor ADA Wayne Bridgham – Veterans
- First Assistant Public Defender - Timothy Biltcliff
- Treatment Court Program Monitor – Alycia Starks
- Probation Officer Erin Brown – Mental Health
- Probation Officer Nicole Brown – Female DUI and Drug
- Probation Officer Melani Calabria – Phase 5
- Probation Officer Ben Castiglioni – Male Drug
- Probation Officer Austin Baker – Male DUI
- Probation Officer Robert Hinkle – Male DUI
- Probation Officer Rudy Leon – Spanish Speaking (all courts)
- Probation Officer Paige MacBain – Veterans
- TASC Assessor Maria Rivera – Drug, DUI and Mental Health
- Veterans Administration Veterans Justice Outreach Coordinator – Gelu Negrea
- Health Liaison Service Access Management - Miguel Sepulveda
- Law Enforcement - Sheriff Deputy Heather Velazquez
- TASC Recovery House Manager/Liaison – Stephen Mara
- COCA Liaison - Yvonne Strohman
- PA Counseling Services - Jorge Acevado
- Berks Counseling Services - April Ermold
- Caron Outpatient Counseling – Dan Pfost
- Caron Outpatient Counseling - Jonathan Hesbol

The committee for each court meets on a weekly or biweekly basis, respectively, for a pre-court staffing meeting and attends the court sessions. Additionally, this committee is scheduled to meet on a quarterly basis outside of the weekly staffing and court session to review policies and procedures, goals and objectives, and program data. The committee also attends training's together and in their individual disciplines.

GOALS AND OBJECTIVES

Goal 1: Reduce Recidivism

Objective: AOPC Standard Supervision revocation rates are 55%. The objective of the Berks County Treatment Court is to achieve a successful completion rate of 80%.

Objective: AOPC Standard Supervision completion recidivism rate is 65%. The objective of the Berks County Treatment Courts is for participants successfully completing the program to have a less than 10% recidivism rate.

Goal 2: Provide Appropriate Treatment

Objective: 100% of Berks County Treatment Court participants will be evaluated for level of care prior to entering the Treatment Court.

Objective: Berks County Treatment Court participants will be involved in treatment prior to entry into Treatment Court but no later than 7 days or less from program entry.

Objective: 100% of participants who successfully complete the Berks County Treatment Court will either have completed treatment or remain compliant with their individual treatment plan.

Goal 3: Successful Member of Society

Objective: 100% of AOPC Treatment Court participants will be assessed for needs outside of substance abuse.

Objective: All program graduates will have stable living situations upon successful completion of the program.

Objective: All program graduates will be employed full-time (or equivalent) upon successful completion of the program.

Objective: All program graduates will be current or completed with financial obligations upon successful completion of the program.

Goal 4: Abstinence

Objective: All program participants will abstain from the use of alcohol and controlled substances utilizing Urinalysis testing, SCRAM monitoring, sweat patches, and self-reporting as part of program and supervision.

STRUCTURE/MODEL

The Berks County Treatment Court uses two structures for addressing criminal charges:

1. Post-sentence model is used for participants with new criminal offenses. Participants who enter the program with this model must enter a guilty plea at time of admission. At the time of sentencing the participant will be given a lesser sentence including but not limited to, decreased jail time, house arrest or a lesser amount of probation.
2. Violation status model is used for participants entering the program on county parole/probation violations. Participants who enter the program with this model their violation will be held, and they will be re-sentenced to complete Treatment Court as a special condition of supervision.

TARGET POPULATION

The Target Population of the Berks County Treatment Court is individuals identified as high-risk and high-need through the CARS and CARS-MH assessments, who have a diagnosed substance use disorder and/or mental health disorder, and whose level of care has been determined using ASAM criteria.

ELIGIBILITY CRITERIA

To be eligible for the Berks County Treatment Court, participants must meet all three elements of the program's eligibility criteria. This criteria has been determined and agreed upon by the entire Treatment Court team. The three elements are Legal Eligibility, Clinical Eligibility and Demographic Eligibility.

Legal Eligibility

- No prior history of violence
- No prior history of sex offenses
- No outstanding warrants (county or state)
- Current charges are not on the ineligible charge list (see next section)

Clinical Eligibility

- Must undergo evaluation for substance use disorder and Mental Health Disorder
- Must have a treatment need as determined by ASAM Criteria

Demographic Eligibility

- Must be county resident or live in a county in which you can be transferred to their court
- Must be at least 18 years of age

DISQUALIFYING CRITERIA

Legal Disqualifiers

- Murder and Manslaughter charges (current or past)
- Sex Offenses (current or past)
- Crimes of violence as defined by PA Crimes Code (current or past)
- Outstanding unresolved warrants
- Any other pending or open cases which contain offenses listed above
- Eligible for ARD
- History of violence (case-by-case basis)

Clinical Disqualifiers

- Does not have verified substance use disorder
- Does not meet ASAM Criteria of level of care

Demographic Disqualifiers

- Non-county resident
- Under 18 years of age

ENTRY PROCESS

Participants may enter Treatment Court either after entering a guilty plea or as a result of a violation hearing, depending on their circumstances and eligibility. In both pathways, the individual and their attorney complete a Treatment Court application, which is then reviewed to ensure the participant meets the program's criteria. In both post-plea entry and violation hearings, the individual agrees to participate in the program as part of a negotiated plea to their case, acknowledging the structure and expectations of Treatment Court. Prior to sentencing, the participant will undergo several assessments and receive an orientation to program requirements. If applicable, the participant will begin engaging in treatment and supervision.

PHASES

The Berks County Treatment Court operates in five (5) phases. In order to advance to the next phase, the participant must complete all phase requirements listed on the checklist and show that they have been practicing and making progress in the skills required for that phase. Advancement is based on meeting these phase requirements and demonstrating progress, not just on the amount of time spent in each phase. Each phase contains requirements that are designed to support you in your recovery while allowing for movement towards independence.

Phase 1: Acute Stabilization and Orientation (30 - 60 days)

- Review Phase 1 requirements with Probation Officer
- Bi- Weekly court sessions
- Meet with Recovery Support Specialist (RSS)
- Compliant with treatment attendance
- Submit to random drug testing as directed
- Complaint with court attendance and treatment plan
- Be present for any scheduled home visits
- Address transportation barriers
- Sign releases of information with all service providers, Adult Probation and significant others/parents

Phase 2: Psychosocial Stabilization (Approximately 90 days)

- Review Phase 2 requirements with Probation Officer
- Compliant with Court attendance
- Attend bi-weekly office visits with your Probation Officer
- Submit to random drug testing as directed
- Review transportation plan
- Comply with treatment attendance and treatment plan
- Participate with assigned Recovery Support Specialist (RSS)(if applicable)
- Be present for any scheduled home visits

Phase 3: Pro-Social Habilitation (Minimum of 120 days)

- Review Phase 3 requirements with Probation Officer
- Establish and attend 3 pro-social activities per week
- Compliant with court attendance
- Review fines, costs and restitution payments
- Attend bi-weekly office visits with your Probation Officer
- Submit to random drug testing as directed
- Comply with treatment attendance and treatment plan
- Participate with assigned Recovery Support Specialist (RSS)(if applicable)
- Establish / Maintain employment (if applicable)
- Review transportation plan
- Begin ASDP classes for DUI case (if applicable)
- Be present for any scheduled home visits
- Begin court ordered community service (if applicable)
- Schedule an appointment for a medical assessment/physical

- **Phase 4: Adaptive Habilitation/Life Skills (Minimum of 90 days)**
- Review Phase 4 requirements with Probation Officer
- Attend 3 pro social activities weekly
- Review fines, costs and restitution payments
- Compliant with court attendance
- Attend monthly office visits with your Probation Officer
- Submit to random drug testing as directed
- Comply with treatment attendance and treatment plan
- Participate with assigned Recovery Support Specialist (RSS)(if applicable)
- Establish/Maintain employment (if applicable)
- Complete all court ordered community service (if applicable)
- Be present for any scheduled home visits
- Being attending Alumni group meetings
- Review transportation plan
- Remain substance free for a minimum of 90 consecutive days prior to Graduation

Phase 5: Recovery Management (Minimum of 180 days)

- Review Phase 5 requirements with Probation Officer
- Review fines, costs and restitution payments
- Continue pro-social activities
- Compliant with court attendance (when directed)
- Attend office visit with your Probation Office as directed
- Submit to drug tests as directed
- Attend Alumni group meetings bi-weekly
- Comply with treatment attendance and treatment plan
- Participate with assigned Recovery Support Specialist (RSS)(if applicable)
- Maintain employment (if applicable)
- Completed AASP classes (if applicable)
- Address transportation/license reinstatement (if applicable)
- Be present for any scheduled home visit
- Complete and be able to explain a recurrence/relapse prevention plan
- Remain substance free for a minimum of 90 consecutive days prior to completion of progr

TERMINATION CRITERIA

Though enrollment and participation in the AOPC Treatment Court is voluntary, it is an opportunity for participants to lead more productive and stable lives through recovery. Warrant's, new arrests, or a violation of any aspect of program rules and regulations may result in a participant's termination from the Treatment Court program. Other specific violations which could result in termination include but are not limited to the following:

- A pattern of missed and/or positive drug tests
- Tampering with drug tests
- Failure to cooperate with the Treatment Court team and/or program rules
- Violence or the threat of violence directed at a Treatment Court team member, treatment staff, or other program participants
- A pattern of dishonesty with the Treatment Court team

Following a termination petition, a hearing will be held before an impartial Judge to provide evidence that would warrant termination from Treatment Court. If a participant is terminated their case would then go through the regular Gagnon process.

GRADUATION CRITERIA

When an individual is considered eligible for graduation, their progress will be assessed by the team to determine eligibility. Formal graduation ceremonies will be held in lieu of regular court sessions and occur three times per year. Graduates will prepare a speech to present to the court, participants, and guests (Optional).

Participants must meet the following minimum criteria to successfully complete the AOPC Treatment Court program:

- Successful completion of all program requirements
- Compliance with established payment plan
- Continued sobriety
- Continued program compliance
- Completion of aftercare plan

BEHAVIOR RESPONSES

Treatment courts improve outcomes for participants by combining evidence-based substance use disorder treatment with strict behavioral accountability. Participant behavior is carefully monitored and addressed with escalating incentives for accomplishments, service adjustments for infractions, supervision responses and therapeutic responses for treatment needs. These behavior responses are based on proximal/distal goals and match magnitude accordingly.

Examples of behavior responses are listed below (this list is not all inclusive):

- Incentives: Applause, judicial or team praise, tokens of accomplishment, small rewards (bracelets, keychains, snacks), gift cards, recovery cash, wheel spins
- Service Adjustment: Increase/decrease peer support, increase recovery events, reevaluation of treatment needs, increased court appearances
- Sanctions: Verbal reprimand, community service, house arrest, jail
- Supervision Responses: increased/decreased court appearances, increased/decreased probation contacts, phase advancement, phase extensions
- Therapeutic Responses: letter of apology, essay, increased/decreased peer support, re-evaluation of treatment needs

TREATMENT PROTOCOL

All participants are assessed for substance use disorder and level of care prior to admission to the Berks County Treatment Court. Upon entry of the program, participants are placed into the appropriate level of care. All levels of care are accessible to participants.

Participants of Treatment Court programs are required to engage in Drug & Alcohol and/or Mental Health treatment as deemed necessary through the Veterans Administration or a community treatment provider based on eligibility. VA eligible applicants will meet with the Veterans Justice Outreach Coordinator (VJO) to complete an assessment to identify areas of treatment need and to determine appropriateness for the program. The VJO, in conjunction with the participant, will develop a treatment plan which may include individual therapy, Psychiatry, SMART Recovery, Strength at Home, Moral Reconation Therapy (MRT), and other cognitive behavioral programs.

Treatment Court applicants who are not eligible for services through the VA will have an evaluation completed by a Court approved community treatment agency to determine level of care and develop a treatment plan. The treatment plan may include individual therapy, group therapy, EMDR, DBT, MRT and other cognitive behavioral programs. Court approved community agencies are listed below.

Treatment planning is unique to each participant and necessity to attend will be determined by the treatment provider and through risk assessment tools.

The Berks County Treatment Court works with three main providers – Pennsylvania Counseling Services, Berks Counseling Center and Caron Outpatient Treatment Center. All treatment providers offer intensive out-patient and out-patient treatment services. For participants in need of inpatient treatment, they will be evaluated and assessed by the Treatment Court Clinical Case Manager.

All treatment information is provided to the Berks County Treatment Court on a weekly basis. Treatment information is entered quarterly (at minimum) via PAJCIS. Representatives from all three providers attend both team meetings and court sessions. Once in treatment, each treatment provider is responsible for re-evaluation of participants and adjusting treatment levels accordingly.

SUPERVISION PROTOCOL

All community supervision will be conducted by the team probation officers. Using Risk/Need/Responsivity, participants will be assessed at the beginning of the program. Probation officers will devise a supervision plan based on assessments.

Community supervision will occur in both the office and the field (including places of employment). Probation officers work non-traditional hours to include nights and weekends.

DRUG, ALCOHOL & HAIR TESTING PROTOCOL

All drug, alcohol and hair testing will be conducted in accordance with Treatment Court policies and procedures.

Urine Screening

All participants are required to submit to urine drug screens. Each participant will be assigned a pin and must call the drug testing hotline daily (1-800-494-1250) and enter their pin number to see if they are required to report for drug testing at Treatment Access & Services Center (TASC) located at 640 Walnut Street, Suite 101, Reading PA 19601. Participants are to call the hotline each day after 5am. If a participant's pin is called, they must report for drug testing. You may also be tested by your probation officer both in the office and in the field. Participants may enroll in text messaging to determine if they are scheduled for testing. They may also login on the Averhealth website.

All urine collections are observed by a monitor. Participants who receive a service adjustment due to a positive drug test or diluted sample may be required to pay for testing. Participants are required to attend every scheduled drug test and are expected to report prepared to provide a urine sample. Failure to provide a urine sample will be considered a positive test. Diluted or adulterated urines are unacceptable and are also considered a positive test. Participants who attempt to pass a false urine may be charged with a misdemeanor offense.

Urine testing frequency will be on a random basis. Participants will not be told how many times a week they will be called for a urine and are expected to call the hotline daily.

Breath Testing

Alcohol consumption is strictly prohibited while in the Treatment Court program. Participants may be breath-tested during any contact with Probation.

Hair Testing

Participants may be required to complete hair follicle testing as part of the Treatment Court Program. When required, participants must provide a hair sample as directed by Treatment Court staff. Refusing to provide a sample or intentionally altering or removing hair to avoid testing may be considered a failure to follow program requirements and may result in a service adjustment.

PRESCRIPTION DRUG AND MEDICAL MARIJUANA POLICY

Participants seeking entry into the Berks County Treatment Court are strongly encouraged, due to the nature of the disease of addiction and the effects of medication on the brain, to consult with their treating physician and/or psychiatrist to seek non-addictive medications with no abuse potential to treat serious health conditions. The following are procedures that participants must follow to be placed, and remain, on prescription medications or medical marijuana.

Participants must identify one primary health care provider (PHCP) to coordinate health care needs and sign appropriate releases for the AOPC Treatment Court team. The PHCP will be responsible for managing all the prescription medications except for those participants being treated by a psychiatrist.

Participants must notify the Berks County Treatment Court team if they are prescribed or administered prescription drugs, medical marijuana, or any mood altering or controlled substance. Participants must also provide a copy of any prescription or certification to the Berks County Treatment Court team by the next scheduled court date and keep the medication in its original prescription container. In addition, the participant should expect verification (e.g., pill counts) to be completed by Adult Probation, either at random or if the Berks County Treatment Court team feels it is necessary.

Medical Marijuana use will be addressed on a case-by-case basis. Consideration for use should be accompanied by a letter addressed to the Court from a treating physician that details diagnosis and medical necessity for use.

Participants must fill all their prescription medications at one pharmacy. The participant must provide a quarterly printout documenting new prescriptions and/or refills from that pharmacy to the Berks County Treatment Court team.

Participants may be prohibited from using medical marijuana if it: (1) substantially impacts or interferes with other therapeutic treatment needs while in the program; and (2) the need for medical marijuana does not outweigh the substantial impact or interference.

Participants must obtain their medical marijuana from one dispensary. The participant must provide a quarterly printout documenting medical marijuana purchases from that dispensary to the Berks County Treatment Court team. Participants must consume and store medical marijuana in a manner provided by statute. Participants should expect compliance checks of their medical marijuana by Adult Probation, either at random or if the Berks County Treatment Court team feels it is necessary.

DATA COLLECTION PLAN

The primary source of data collection for the Berks County Treatment Court is Pennsylvania's Problem- solving Adult and Juvenile Courts Information System (PAJCIS). The coordinator will ensure that all data is entered into and collected properly. The coordinator will work with the state's PAJCIS representative to coordinate any training necessary for team members. The court administrative staff will be responsible for entering participant initial eligibility as well as what happens in court, i.e., service adjustments, incentives, therapeutic responses, and supervision responses.

On a quarterly basis, the team will meet to review the collected data to ensure program goals and objectives are being met and to look for any other issues that may be present.

ETHICS AND CONFIDENTIALITY STATEMENT

Treatment Courts transition the roles of every member of the team from their traditional separation and independence to a collaborative effort focused on the recovery and stabilization of participants. The judge becomes part of a collaborative team that includes prosecutors, defense counsel, law enforcement and treatment professionals.

The transition from these traditional roles requires the treatment court be consciously aware of ethical and confidentiality considerations to ensure that those who enroll in the program are confident that each member of the Team maintains the highest standards of ethical conduct.

Regardless of their treatment affiliation, the treatment court team, shares the responsibility to protect the confidentiality rights of the applicants/participants who are referred to or who are actively involved in substance use disorder treatment. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment, or referral for treatment. The restrictions on disclosure apply to any information that would identify the offender as a person with substance use disorder, either directly or by implication. This general rule applies from the time a participant makes an appointment and applies to those who are mandated into treatment as well as those who enter treatment voluntarily. All notifications will fall within federal and state regulations.

SUSTAINABILITY PLAN

The Berks County Treatment Courts sustainability plan focuses on maintaining long-term stability by diversifying funding, strengthening partnerships, and demonstrating measurable success. The program is currently supported through the Adult Probation IPP Grant, The Berks County Law Foundation Grant and the AOPC Grant. Berks County Treatment Court will enhance operational efficiency by maintaining strong policies, improving data collection and supporting ongoing staff education through training. Collaboration with treatment providers, community organizations and justice partners ensures continued access to evidence based services and support. By documenting outcomes, cost savings and participant success the program strengthens its ability to attract future funding and maintain the comprehensive services needed to support participant recovery and community safety.

TEAM MEMBERS AND DEPARTMENTS AGREEMENT

The Berks County Treatment Court having united in purpose with the District Attorney's Office, Public Defender's Office, the Adult Probation Department, the Sheriff's Office, the Prison, Pennsylvania Counseling Services, Berks Counseling Center, Caron Counseling Services, Connections Work and Treatment Access Services Center (TASC) agree to collaborate to address substance use related criminal activity and follow the policies and procedures set forth in this manual. In order to support a comprehensive program of services to meet the needs of qualified participants, the team members and departments commit to the following:

Treatment Court Judge

- Preside over all treatment court proceedings (including pre-court staffing meetings).
- Inquire of each prospective participant as to his or her desire to enter the program.
- Accept participants' guilty pleas.
- Communicate with each participant at treatment court proceedings.
- Invoke sanctions or incentives relative to participant performance after review by the treatment court team, and when necessary, sentence participants discharged from treatment court.
- Reinforce the necessity of active participation in treatment.
- Final arbiter of incentives, sanctions, therapeutic responses, and supervision responses.
- Meet annually with treatment providers to reinforce the importance of their role.
- Provide guidance in the development of program policy, structure, protocols, and procedures.
- Ensure that all team members receive timely and on-going training.
- Collaborate and communicate with local, state, and national officials, members of the public, and media regarding the operation and needs of the program.

Assistant District Attorney

- Establish Commonwealth's screening criteria with community safety being the priority.
  - Assess potential participants by reviewing criminal histories.
  - Contact arresting officers, probation officer and victims to receive their input regarding the defendant's application to treatment court.
  - Establish restitution amounts due.
- Approve all defendants for participation in treatment court based on legal eligibility.
- Contact defense attorney to address sentencing issues/agreements.
- Participate in all treatment court guilty pleas.
- Continually balance community safety concerns while providing defendants with the greatest opportunity for success.
- Provide input to the court on sentencing, including recommendations to the State Intermediate Punishment program.
- Attend team meetings and court sessions and participate fully in all team decisions.
- Provide the District Attorney with periodic treatment court issue updates.

Assistant Public Defender

- Encourage clients meeting appropriate criteria to apply for entry into treatment court and explain the opportunity the program presents to not only pursue recovery but also avoid certain aspects of the criminal sanctions participants would otherwise face, oftentimes including incarceration in a state correctional institution.
- Explain to potential applicants the general structure of the program, including the different phases and the requirements corresponding to each phase with emphasis on honesty.
- Answer any and all questions potential applicants have about the program.
- Advise clients of their legal rights, legal options, program conditions and potential sentencing outcomes.
- Prepare clients for entry into treatment court by explaining standard rights regarding guilty pleas and the unique nature of a guilty plea into treatment court, whereby participants may not later withdraw their plea.

- Attend weekly team meetings and engage in discussion regarding new applicants, pending applicants, and current treatment court participants in addition to administrative and policy matters regarding the operation and ongoing improvement of the program.
- Attend weekly court sessions and actively participate in a non-adversarial manner.
- Protect the rights of persons being considered for removal from treatment court and ensure that they are afforded fair evaluation of their circumstances.
- Advise other defense attorneys regarding criteria for entry into treatment court, procedure by which application for entry to treatment court is made, and suitability of specific potential participants.
- Advise the team of any due process considerations regarding, among other matters, policies and sanctions.

Treatment Court Coordinator

- Responsible for administrative functions relating to treatment court sessions.
- Receive and review new program applications; create file for applicants; research and archive all pertinent documents for team review. Coordinate application process with team members.
- Liaise with other problem-solving courts for applicants and participants with charges in other counties.
- Gather and analyze statistical data for program evaluation and recommend changes as needed.
- Review policies and practices; prepare and recommend changes as needed.
- Oversee PAJCIS for treatment court. Ensure all appropriate information and data is entered by team members.
- Serve as PAJCIS analyst for treatment court. Utilize PAJCIS Drug Court Analysis System to prepare reports in support of program goals.
- Participate in continuing professional education programs related to drug courts.
- Attend weekly team meetings and court sessions.

Adult Treatment Court Probation Officer

- Interview applicants to obtain social and legal history and administer a risk/needs assessment in order to prepare a thorough Pre-Sentence Investigation.
- Give detailed explanation to applicants regarding program requirements, i.e., signing conditions, phases and giving out binders before their plea date or release from CCP/rehab.
- Perform home inspections on all prospective participants.
- Drug test/PBT participants.
- Enforce curfews by calling or doing field visits regularly.
- Recommend incentives, sanctions, therapeutic responses, and supervision responses based on participant performance.
- Enforce sanctions and all requirements of the program.
- Enforce payment of costs, fines, and restitution.
- Verify employment, sponsorship, and meeting attendance (collecting and reviewing meeting slips) for participants.
- Responsible for PAJCIS data collection on drug testing, contacts, and criminal history.
- If participants are on probation/parole in another county, supervise the cases from those counties and communicate with the probation officer as needed.
- Attend all team meetings and court sessions.

Treatment Coordinator (Drug and Alcohol Commission Case Manager)

- Complete a comprehensive drug and alcohol evaluation on each treatment court applicant and make appropriate clinical recommendations for treatment.
- Assist treatment court participants to access treatment services by providing contact information for the providers. With signed release of information, evaluative paperwork will be forwarded to provider prior to client's presentation for treatment.
- Serve as a liaison between treatment providers and the team.
- Advise the team on funding issues.
- Work closely with the county prison to coordinate drug and alcohol evaluations on applicants who are incarcerated.
- With signed releases of information in place, update PAJCIS with each participant's treatment status (sessions/dosage) and ancillary services.
- Engage in on-going contact with participants to assist with resource coordination and resource recommendations.
- Attend weekly treatment court meetings and court sessions as well as any additional team required meetings.
- Maintain updated client record.

Local Law Enforcement

- Serve as a liaison, along with the District Attorney, between the law enforcement community and the team.
- Attend weekly treatment court meetings and court sessions as well as any additional team required meetings.
- Assist with background investigations of applicants.
- Assist probation officers with home visits or environmental checks.
- Follow-up on warrants issued through the court.

TRAINING

All members of the team will be required to earn at least twelve hours of continuing education credits each year in the problem-solving court field. These trainings may be on site, off site, or via internet. There is an established on-going training protocol available in the coordinator's office.

New members to the team will complete the "New Team Member Training Program" which includes online trainings, shadowing team members, and selected readings/research on adult treatment courts. If funding is available, additional trainings to include role specific training through National Drug Court Institute will be attended.

All members of the Team should attend the Pennsylvania Association of Treatment Court Professionals (PATCP) annual conference. If funds are available team members may also attend the annual meeting of the National Association of Drug Court Professionals.

NOTE: Each team member will be responsible for dissemination of information to their respective agency about confidentiality laws that apply specifically to treatment court participants. Likewise, the sharing of information between team members is a vital part of working as a team. Team members will also be charged with the

education of peer professionals on the program and develop community linkages which enhance the effectiveness of the program.

In creating this partnership and uniting in the goal of addressing the serious problem of substance use affecting our community, we will endeavor to enhance communication between the courts, law enforcement and treatment programs. Through this linkage of services, we expect wider participation and greater effectiveness in addressing clients with drug, alcohol and/or mental health issues that are involved in the criminal justice system.

ADVISORY BOARD

The Berks County Treatment Court Advisory Board is a collaborative group of professionals and community partners who provide guidance, support and oversight to the Treatment Court Program. The board helps ensure the court is operating effectively by offering expertise, identifying community resources, reviewing program needs, reviewing program data and assisting with long-term planning. Members bring diverse perspectives to help strengthen participant outcomes and promote a coordinated, supportive response to challenges faced in the program.

Current members include:

- Judge Eleni Dimitiou Geishauser – DUI, Drug & Mental Health Court
- Judge Justin Bodor – Veterans Court
- Dan Heydt – Chief Probation Officer
- Nick Volo – Deputy Chief Probation Officer
- Alex Velazquez – DUI, Drug & MH Coordinator
- Adam Bechdel – Veterans Coordinator
- John Adams – District Attorney
- Brendan Harker – District Court Administrator
- Bryanna Davis – Deputy District Court Administrator
- Keith McConnell – Chief Public Defender
- Pamela Seaman – Director of Berks County MH/DD
- Stephanie Smith – Deputy Warden of Treatment
- Jay Ostrich – Director of Veteran Affairs
- Elise McCauley – Assistant Director Berks Coalition to End Homelessness
- Kathy Noll – Executive Director – Council on Chemical Abuse
- Ashley Chambers - Senior Vice President of Community Impact, United Way of Berks County
- Michael Rivera – County Commissioner
- Jacob Airey – Treatment Court Graduate

APPENDIX

APPENDIX A - Phase 1 Checklist

APPENDIX B - Phase 2 Checklist

APPENDIX C - Phase 3 Checklist

APPENDIX D - Phase 4 Checklist

APPENDIX E - Phase 5 Checklist

APPENDIX F - Treatment Court Policy on Narcotic Medications and Prohibited Substances with Participant Acknowledgment

APPENDIX G – Drug, Alcohol & Hair Testing Protocol

APPENDIX H - Incidental Alcohol Exposure Contract

APPENDIX I – Consent for release of Confidential Information

APPENDIX J – Notice of Act 122

APPENDIX K – Participant Handbook Acknowledgement

APPENDIX A

Participant Name:_____ Date Eligible:_____

Phase 1 Checklist

(Approximately 30 – 60 days)

Requirements:	Completed:
1. Review Phase 1 requirements with Probation Officer.	_____
2. Attend bi-weekly office visits with your Probation Officer.	_____
3. Meet with Recovery Support Specialist (RSS).	_____
4. Compliant with treatment attendance.	_____
5. Submit to random drug testing as directed.	_____
6. Compliant with court attendance and treatment plan.	_____
7. Be present for any scheduled home visits.	_____
8. Address transportation barriers.	_____
9. Sign releases of information with all service treatment providers, Adult Probation and significant others/parents.	_____

APPENDIX B

Participant Name: _____ Date Eligible: _____

Phase 2 Checklist

(Approximately 90 days)

Requirements:	Completed:
1. Review Phase 2 requirements with Probation Officer.	_____
2. Compliant with court attendance.	_____
3. Attend bi-weekly office visits with your Probation Officer.	_____
4. Submit to random drug testing as directed.	_____
5. Review transportation plan.	_____
6. Comply with treatment attendance and treatment plan.	_____
7. Participate with assigned Recovery Support Specialist (RSS) (If applicable)	_____
8. Be present for any scheduled home visits.	_____

APPENDIX C

Participant Name: _____ Date Eligible: _____

Phase 3 Checklist

(Minimum of 120 days)

Requirements:	Completed:
1. Review Phase 3 requirements with Probation Officer	_____
2. Establish and attend 3 pro-social activities per week	_____
3. Compliant with court attendance.	_____
4. Review fines, costs and restitution payments.	_____
5. Attend bi-weekly office visits with your Probation Officer.	_____
6. Submit to random drug testing as directed.	_____
7. Comply with treatment attendance and treatment plan.	_____
8. Participate with assigned Recovery Support Specialist (RSS) (If applicable)	_____
9. Establish / Maintain employment (If applicable)	_____
10. Review transportation plan.	_____
11. Begin ASDP classes for DUI case (If applicable)	_____
12. Be present for any scheduled home visits.	_____
13. Begin court ordered community service (if applicable)	_____
14. Schedule an appointment for a medical assessment/physical.	_____

APPENDIX D

Participant Name: _____ Date Eligible: _____

Phase 4 Checklist

(Minimum of 90 days)

Requirements:	Completed:
1. Review Phase 4 requirements with Probation Officer.	_____
2. Attend 3 pro social activities weekly.	_____
3. Review fines, costs and restitution payments.	_____
4. Compliant with court attendance.	_____
5. Attend monthly office visits with your Probation Officer.	_____
6. Submit to random drug testing as directed.	_____
7. Comply with treatment attendance and treatment plan.	_____
8. Participate with assigned Recovery Support Specialist (RSS) (If applicable)	_____
9. Establish/Maintain employment (If applicable)	_____
10. Complete all court ordered community service (if applicable)	_____
11. Be present for any scheduled home visits.	_____
12. Begin attending Alumni group meetings.	_____
13. Review transportation plan.	_____
14. Remain substance free for a minimum of 90 consecutive days prior to Graduation.	_____

APPENDIX E

Participant Name: _____ Date Eligible: _____

Phase 5 Checklist

(Duration of Phase 5: minimum of 180 days)

Requirements:	Completed:
1. Review Phase 5 requirements with Probation Officer.	_____
2. Review fines, costs and restitution payments.	_____
3. Continue pro-social activities.	_____
4. Compliant with court attendance (when directed).	_____
5. Attend at least one court session every other month. *Additional court sessions may be required based on compliance*	_____
6. Submit to drug tests as directed.	_____
7. Attend Alumni Group meetings bi-weekly.	_____
8. Comply with treatment attendance and treatment plan.	_____
9. Participate with assigned Recovery Support Specialist (RSS) (If applicable)	_____
10. Maintain employment (If applicable)	_____
11. Complete AASDP classes (if applicable)	_____
12. Address transportation/license reinstatement (if applicable)	_____
13. Be present for any scheduled home visits.	_____
14. Complete and be able to explain a recurrence/relapse prevention plan.	_____
15. Remain substance free for a minimum of 90 consecutive days prior to completion of program.	_____

APPENDIX F

TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS AND PROHIBITED SUBSTANCES

Due to the high potential of some medications to interfere with treatment and recovery efforts, the Berks County Treatment Court prohibits the use of all addictive medications. Addictive medications include all opiate-based pain medications, benzodiazepines or anti-anxiety medications, stimulant medications for the treatment of ADHD, sleeping pills, muscle relaxers and medical marijuana. The list includes, but is not limited to, the following and includes any generic versions of these drugs:

ADDERALL	**AMBIEN**	**AMYTAL**
ATIVAN	**CODEINE**	**CONCERTA**
DEMEROL	**DEXEDRINE**	**DILAUDID**
FOCALIN	**HALCION**	**KLONOPIN**
LORCET	**LORTAB**	**LIBRIUM**
LUNESTA	**MORPHINE**	**NEMBUTAL**
OPANA	**OXYCODONE**	**OXYCONTIN**
PERCOCET	**PERCODAN**	**RITALIN**
ROXANOL	**SECONAL**	**SOMA**
SONATA	**STADOL**	**TYLOX**
TRAMADOL	**VALIUM**	**VICODIN**
XANAX	**MEDICAL MARIJUANA***	**CBD OIL**
FENTANYL	**OTC CORICIDIN**	**MARINOL**
GABAPENTIN	**NEURONTIN**	**KRATOM**

Participants in Berks County Treatment Court and individuals seeking entry into the Berks County Treatment Court are expected to notify all their treating physicians that they are in recovery. If a treatment physician wishes to treat the individual with narcotic or addictive medications, the individual shall immediately disclose this information to the Treatment Court team. Treatment Court participants using such medications absent permission may be subject to termination from the program.

*Medical Marijuana use will be addressed on a case-by-case basis. Consideration for use should be accompanied by a letter addressed to the Court from a treating physician that details diagnosis and medical necessity for use. Consuming alcohol in any form is prohibited. The use of diet pills while in Treatment Court is prohibited. Additionally, the consumption of poppy seeds is strictly prohibited while in the program. Any positive drug tests for opiates will always be deemed positive for illegal substances. Lastly, consumption of salvia, morning glory seeds and any other such mood altering or hallucinogenic substance are strictly prohibited.

If a physician recommends that a participant be treated with narcotic or potentially addictive medication, the participant must immediately inform the Treatment Court Team. This must be done through a formal letter from the diagnosing physician. The letter should be given to the participant's treatment provider, who will review it to determine whether the use of the medication is appropriate and consistent with the participant's substance use diagnosis and treatment plan.

Consuming alcohol in any form is prohibited. The use of diet pills while in Treatment Court is prohibited. Additionally, the consumption of poppy seeds is strictly prohibited while in the program. Any positive tests for opiates will always be deemed a positive for illegal substances. Lastly, consumption of salvia, morning glory seeds, and any other such mood altering or hallucinogenic substances are strictly prohibited.

TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS AND PROHIBITED SUBSTANCES

I understand and acknowledge this policy and agree to abide by all terms and conditions of the Berks County Treatment Court Medication Policy.

_____

Participant Signature Date

_____

Witness Date

APPENDIX G

DRUG, ALCOHOL & HAIR TESTING PROTOCOL

Participant Acknowledgment Form

By signing below, I acknowledge that I have received and read the Drug, Alcohol and Hair Testing Protocol for the Treatment Court Program. I understand the requirements and acknowledge my responsibility to comply with them.

_____

Participant Signature Date

_____

Witness Date

APPENDIX H

INCIDENTAL ALCOHOL EXPOSURE CONTRACT



In an effort to promote abstinence and recovery for Treatment Court participants, the TASC Urine Collection Center is now offering EtG testing, a urine test that detects for the consumption of alcohol. When being monitored for EtG, and consistent with principles of recovery, it is important to avoid certain products that contain alcohol.

Therefore, in order to prevent "false positives," it is YOUR responsibility to limit your consumption or exposure to the following substances:

COUGH & COLD SYRUPS:
Treatment Court participants have always been prohibited from ingesting alcohol-containing cough syrups, such as Nyquil, Dayquil, Vicks Formula 44, and so forth. Treatment Court participants are required to ***read the labels*** of all prescription and over-the-counter medications to determine if they contain alcohol.

MOUTHWASH & BREATH STRIPS:
Most mouthwashes, including Listerine, Scope, Listermint, etc. contain alcohol. Treatment Court participants are required to ***read the labels*** of all mouthwashes and breath-freshening products to determine if they contain alcohol. Non-alcoholic mouthwashes are available as an alternative.

NON-ALCOHOLIC BEER & WINE:
Although legally considered "non-alcoholic," NA beers such as O'Doul's, Sharps, etc. do contain a small amount of alcohol that could produce a positive EtG test. Treatment Court participants are not permitted to consume these products.

HAND SANITIZER:
Hand sanitizers (Purell, Germex, etc.) and other antiseptic gels and foams contain up to 70% alcohol. Excessive, unnecessary or repeated use of these products could result in a positive EtG test. Hand washing with soap and water is just as effective for killing germs.

HYGIENE PRODUCTS:
Aftershave, colognes, perfumes, deodorants (i.e. Axe) and body washes often contain alcohol. Excessive use of these products could result in a positive EtG test. Treatment Court participants must use these products sparingly to avoid reaching detection levels.

SOLVENTS AND LACQUERS:

Many solvents, lacquers, and flooring products contain ethyl alcohol. Excessive inhalation of vapors that contain alcohol can result in a positive alcohol test. Frequency of use and exposure to such products should be kept to a minimum. If you work in an environment where contact with such products in unavoidable, you must discuss this with your probation officer.

FOOD AND OTHER INGESTIBLE PRODUCTS:

There are numerous consumable products that contain ethyl alcohol and could result in a positive EtG reading. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts, such as Ginko Biloba, contain alcohol. Communion wine, food cooked with wine, and flambé dishes (alcohol poured over food and ignited) must be avoided.

REMEMBER!

When in doubt don't use, consume, or apply!

I HAVE READ/ HAD READ TO ME AND I UNDERSTAND MY RESPONSIBILITIES TO AVOID PRODUCTS THAT CONTAIN ALCOHOL.

_____

Participant Date

_____

Witness Date

APPENDIX I

BERKS COUNTY TREATMENT COURTS
CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION

I _____, understand and consent to the disclosure of my diagnosis, urinalysis results, information about my attendance or lack of attendance at treatment sessions, my cooperation with the treatment program and prognosis. This information may be disclosed only as necessary for, and pertinent to application and participation in one of the Treatment Court Programs.

I understand that the Treatment Court Team Members include the Judge, District Attorney's Office, Public Defender's Office, Treatment Court Coordinator, Treatment Court Probation Officers, Treatment Access Services Inc. (TASC), Berks Connections Work Case Managers, Sheriff's Office, Treatment Court Treatment Providers, and other members designated on the Berks County Treatment Court Team.

Additional agencies and/or individuals may include but are not limited to: Council on Chemical Abuse, Administrative Office of Pennsylvania Courts, Veterans Justice Outreach Coordinator, Veteran Mentor Coordinator, YMCA Housing Staff, and Service Access Management (SAM) Staff.

I understand that my records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, and cannot be disclosed without my written consent unless otherwise provided for in these regulations. That the recipients of this information may disclose it only in connection with their official duties.

I understand that my records are also protected under federal privacy regulations within the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Section 160 & 164, and that such HIPAA protections may not apply to a redisclosure by the recipients of information disclosed pursuant to this authorization.

This consent expires automatically as follows:

- There has been a formal and effective termination, revocation, or withdrawal of my participation in Treatment Court.
- I have successfully completed the Treatment Court Program.

I recognize that my review hearings are held in an open and public courtroom, and it is possible that an observer could connect my identity with the fact that I am in treatment as a condition of participation in Treatment Court.

I understand that if I refuse to consent to disclosure or attempt to revoke my consent prior to the expiration of this consent, that such action are grounds for termination from Treatment Court. I do hereby acknowledge that I have read, am familiar with, and fully understand the terms and conditions of this consent. I understand that I am entitled to receive a copy of this authorization after it is signed.

I have been offered a copy of this form, and I have _____ Accepted _____ Refused

Dated: _____ _____

Signature of Treatment Court Participant

Witness: _____ Position: _____

APPENDIX J

PA Act 122 of 1990

Notice of Requirements for Restoration of Operating Privileges

You are hereby notified that, as a result of your conviction for DUI, Section 1541(d) of the Pennsylvania Consolidated Statutes, Title 75, Vehicles-Continued Suspension of Operating Privilege, now applies to you.

Section 1541(d) provides that, "in order for driving privileges to be restored, a defendant must successfully complete all requirements of the treatment program ordered by the court. ***Successful completion of a treatment program includes the payment of all court-imposed fines and costs, as well as fees to be paid to the treatment program…being current on a payment plan shall be considered as a part of a successfully completed program."***

WHAT DOES THIS MEAN?

In order to have your driver's license restored, you must:

(1) **Successfully complete treatment at a licensed treatment program as recommended by your CRN evaluation.** Please be advised that treatment may include, but is not limited to, inpatient, outpatient, halfway housing, and aftercare counseling.

(2) **Complete the Alcohol Safe Driving Program (ASDP).**

(3) **Pay all court-imposed fines, costs, and restitution.**

a. If you are currently under probation/parole supervision for your DUI offense, you must be current with the minimum payment plan of $200 per month.
b. If your DUI probation/parole has expired, you must satisfy your financial obligation in full in order for Act 122 to be approved.

This signature verifies that I have read and understand the above-listed conditions and have been officially notified of the requirements of PA Act 122 regarding the restoration of my driving privileges.

_____ _____

Probation Officer Date

APPENDIX K

PARTICIPANT HANDBOOK ACKNOWLEDGMENT

I _____, hereby acknowledge that I have received a copy of the Berks County Treatment Court Participant Handbook. I fully understand that it is my responsibility to review the participant manual and understand all contents. I will be given the opportunity to have any section clarified by my probation officer if necessary.

_____ _____
Signature of Participant Date

_____ _____
Probation Officer Date