

TREATMENT COURT

PARTICIPANT HANDOOK

Revised August 2026

TABLE OF CONTENTS 2

MISSION STATEMENT & TEAM MEMBERS 3,4

SUPERVISION PROTOCOL 5

FINES, COSTS, & RESTITUTION 6

ELIGIBILITY REQUIREMENTS & EXCLUSIONARY FACTORS 7,8

TREATMENT 9

COURT SESSIONS 10,11

TREATMENT COURT PHASES & REQUIREMENTS 11, 12

VETERAN MENTOR PROGRAM & RSS PROGRAM 12

DRUG, ALCOHOL & HAIR TESTING 13

TASC URINE COLLECTION GUIDELINES 14

TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS & PROHIBITED SUBSTANCES 15-16

INCIDENTAL ALCOHOL EXPOSURE CONTRACT 17-18

EMPLOYMENT 19

SERVICE ADJUSTMENTS & INCENTIVES 20, 21

ELECTRIC MONITORING 22

TERMINATION 23

APPENIX

- APPENDIX - 24
- APPENDIX A - 25
- APPENDIX B - 26
- APPENDIX C - 27
- APPENDIX D - 28
- APPENDIX E - 29
- APPENDIX F - 30
- APPENDIX G: 31-32
- APPENDIX H: 33-34
- APPENDIX I - 35
- APPENDIX J - 36

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

Each member of the Treatment Court team agrees to carry out the daily tasks involved in planning and monitoring operations of the Treatment Court program while maintaining confidentiality and program fidelity. The Treatment Court team meets routinely to staff participant's progress and to review the operations of the program, including modifications to the policies and procedures. The Treatment Court team members include:

Court of Common Pleas

The Honorable Eleni V. Dimitriou Geishauser, Presiding Judge
The Honorable Justin D. Bodor, Presiding Judge

Treatment Court Coordinators

DUI, Mental Health & Drug Court – Alexandra Velazquez
Veteran's Court – Adam Bechdel

Probation Officers

Austin Baker (DUI) – Abaker@berkspa.gov / 610-478-3400 ext. 5384
Erin Brown (Mental Health) – Ebrown@berkspa.gov / 610-478-3400 ext. 5483
Nicole Brown (DUI/Drug) – NBrown@berkspa.gov / 610-478-3400 ext. 5463
Melani Calabria (Phase 5) – MCalabria@berkspa.gov / 610-478-3400 ext.5403
Ben Castiglioni (Drug) – BCastiglioni@berkspa.gov / 610-478-3400 ext.5417
Robert Hinkle (DUI) – Rhinkle@berkspa.gov / 610-478-3400 ext. 5454
Rudy Leon (Spanish Speaking) – RLeon@berkspa.gov / 610-478-3400 ext. 5488
Paige MacBain (Veterans) – PMacBain@berkspa.gov / 610-478-3400 ext. 5428

Assistant District Attorneys

Aaron Bell (DUI/Drug/Mental Health/Spanish) – ABell@berkspa.gov / 610-478-3400 ext. 5078
Wayne Bridgham (Veterans) – Wbridgham@berkspa.gov / 610-478-3400 ext. 5010

Public Defender

Timothy Biltcliff (All Courts) - TBiltcliff@berkspa.gov / 610-478-3400 ext. 3361

Program Monitor

Alycia Starks (All Courts) – AStarks@berkspa.gov / 610-478-3400 ext. 5410

Treatment

Gelu Negrea (Veterans Justice Outreach Coordinator: VJO)
Gelu.negrea@va.gov / 717-317-0365

Jorge Acevedo (Pennsylvania Counseling Services)
JAcevedo@pacounseling.com / 610-685-2188 ext. 4118

April Ermold (Berks Counseling Center)
AErmold@berkscc.org / 610-373-4281 x 2415

Daniel Pfost (Caron Counseling Services)
DPfost@caron.org / 484-345-4676

Jonathan Hesbol (Caron Counseling Services)
JHesbol@caron.org / 484-345-4670 x 4679

John Goldman (Caron Counseling Services)
JGoldman@caron.org / 484-345-4686

Seth Duval (Connections Work)
SDuval@connectionswork.org / 484-260-3860 x 3080

Yvonne Stroman (Community Programs Specialist – Council on Chemical Abuse)
YStroman@cocaberks.org / 610-750-7550

Maria Rivera (TASC – Treatment Access Services Center: Treatment Court Clinical Case Manager)
MRivera@berkstasc.org / 610-816-1809

Steve Mara (TASC – Treatment Access Services Center: Program Director, Specialty Court Recovery House)
SMara@berkstasc.org / 484-877-6337

Miguel Sepulveda (Service Access & Management - County Programs Case Manager)
msepulveda@sam-inc.org/ 610.401.1956

Law Enforcement

Heather Velazquez (Berks County Sheriff Deputy)
HVelazquez@berkspa.gov / 610-478-6240

SUPERVISION PROTOCOL

An Officer from the Berks County Adult Probation and Parole Office will closely supervise you during your participation in the Treatment Court program, support you in your recovery, and assist you in identifying and working towards your goals. The probation officer represents the court and will also hold you accountable to your court order and the rules and regulations of the Treatment Court program.

You will receive a list of the rules upon entry into the Treatment Court program. Read these rules carefully and ask your Probation Officer for clarification if there is something you do not understand. While participating in Treatment Court, you must follow both the rules and regulations of the program and the general rules of supervision. Failure to do so may result in a sanction from the court or termination from the program and a violation of your supervision.

Program staff follow universal precautions and are committed to maintaining a safe and healthy environment. In accordance with public health guidelines, staff are also required to report any known cases of infectious disease that may pose a threat to the general public to the local health department.

We want you to know that your personal information is private and protected. We will only share your information if it's needed to help you in the treatment court program. You will be required to sign releases which gives permission to share certain information with people like doctors, counselors, or other team members. We will never share your information for any other reason.

FINES, COSTS, AND RESTITUTION

As with standard supervision, you will be required to pay any fines, costs, and restitution ordered during sentencing as a participant of the Treatment Court program. Your Probation Officer will assist in developing a monthly payment plan. It is expected that Treatment Court participants pay a minimum of $40 per month on their fines, costs, and restitution and are encouraged to make payments prior to each court session. Failure to make consistent payments could result in a lack of privileges including restricted travel and delayed phase advancements.

Participants in Phases 2 through 5 who are not employed are required to complete 15 hours of community service per week while actively working with Connections Work to seek employment. Community service hours will be credited at a rate of $15 per hour toward the participant's fines and costs. Please review and sign the waiver located in the Appendix.

Please note: Any court-ordered or phase-related community service hours do not qualify for this financial credit.

Ways to Make a Payment:

- Mail a check or money order payable to Central Collection Bureau, c/o Clerk of Courts Office, Berks County Courthouse, 4th Floor, 633 Court Street, Reading, Pennsylvania 19601. Write the docket number for the case on the check or money order so that you receive credit in the case.

- In person at the Clerk of Court Office. Payment window hours are from 8:30am – 4:30pm Monday through Friday.

- Online at http://ujsportal.pacourts.us click on the ePay tab. A convenience fee of $2.75 will be added to your total payment amount.

- Credit card payments are accepted in person and online only, not by phone. No in person credit card payments are accepted after 4:00pm. Credit cards accepted are Visa, MasterCard, and Discover.

ELIGIBILITY REQUIREMENTS

You will be challenged as a Treatment Court participant to work towards goals including but not limited to housing, education, mental wellbeing, physical wellbeing, employment, sobriety, etc. Consider your personal goals and what you would like to achieve during your time in the program and even after you graduate. Each participant's goals will be specific to their individual needs and capabilities.

During the Treatment Court application process, each applicant will participate in assessments designed to help determine appropriateness for the program and to begin to identify the services and supports that are necessary to assist you in identifying, working towards, and accomplishing your goals.

Participants must be 18 years of age or older and a resident of Berks County Pennsylvania for at least 90 days excluding time served at the Berks County Jail System. You are required to reside in Berks County throughout your involvement in the Berks County Treatment Court.

EXCLUSIONARY FACTORS FOR TREATMENT COURT

1. Offenders are considered ineligible if there are any unresolved out of county or out of state charges. It is the responsibility of the offender's counsel to resolve any pending out of county charges or out of state charges before offenders can be accepted into the program. This also includes anyone who is currently on State parole

2. Participants who have been previously terminated from Treatment Court as a result of program violation(s) or have previously successfully completed the program may not be considered eligible for future participation.

3. The Berks County District Attorney's Office will review the offenses pertaining to each referral made to the program. Certain offenses are automatically excluded from the program:

    a. Individuals presenting a history of present or past violent behavior;
    b. Individuals who possess/use a weapon in the commission of any offense;
    c. Individuals facing present charges, or with a prior conviction of the any crimes listed in the statute.

Personal Injury Crimes

Title 18, Chapter 25 (Criminal Homicide)
Title 18, Chapter 27 (Assault and Related Offenses)
Title 18, Chapter 29 (Kidnapping and Related Offenses)
Title 18, Chapter 31 (Sexual Offenses)
Title 18, Chapter 33 (Arson and Related Offenses)
Title 18, Chapter 37 (Robbery and Robbery of a Motor Vehicle)
Title 18, Chapter 49, Subchapter B (Relating to Victim and Witness Intimidation)

18 Pa.C.S. §3502 (Burglary, when graded as a felony of the first degree)
18 Pa.C.S. §3922 (Theft by Deception, where the victim is over sixty years of age)
18 Pa.C.S. §3923 (Theft by Extortion)
18 Pa.C.S. §4302 (Incest)
18 Pa.C.S. §4304 (Endangering the Welfare of Children)
18 Pa.C.S. §4915 (Failure to Comply with Megan's Law)
18 Pa.C.S. §5121 (Escape)
18 Pa.C.S. §5510 (Abuse of Corpse)
18 Pa.C.S. §5511 (Cruelty to Animals)
18 Pa.C.S. §5512 (Relating to lotteries)
18 Pa.C.S. §5513 (Relating to Gambling and Related offenses)
18 Pa.C.S. §5901 (Open Lewdness)
18 Pa.C.S. §5903 (Obscene Materials)
18 Pa.C.S. §6301 (Corruption of Minors)
18 Pa.C.S. §6312 (Sexual Abuse of Children)
18 Pa.C.S. §6318 (Unlawful Contact with Minor)
18 Pa.C.S. §6320 (Sexual Exploitation of Children)

TREATMENT

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 the risk assessment tools.

Pennsylvania Counseling Services
125 South 5th Street
Reading, PA 19602
(610) 685-2188

Berks Counseling Center
645 Penn Street 2nd Floor
Reading, PA 19601
(610) 373-4281

CARON Outpatient Treatment Center
845 North Park Road
Wyomissing, PA 19610
(484) 345-4670

COURT SESSIONS

All Treatment Court participants are required to attend the Court Sessions at the Berks County Courthouse. Participants in Phases 1-3 are required to report to the Court Sessions as follows:

Veterans Court:
1st and 3rd Thursday at 1:30 PM in Courtroom 4C Services Center

DUI Court:
Group 1A **MALES** – 1st and 3rd Thursday at 9:30 am in Courtroom 5S Services Center
Group 1B **MALES**– 2nd and 4th Thursday at 10:00 am in Courtroom 5S Services Center

Spanish Speaking Court:
2nd and 4th Thursday at 9:30 am Courtroom 5S Services Center

DUI/Drug Court:
FEMALES – 1st and 3rd Thursday @ 1:30 pm Courtroom 5S Services Center

Drug Court:
MALES – 1st and 3rd Tuesday at 9:30 am Courtroom 5S Services Center

Mental Health Court:
FEMALES - 1st and 3rd Tuesday @ 1:30 pm Courtroom 5S Services Center
MALES - 1st and 3rd Tuesday @ 2:00 pm Courtroom 5S Services Center

Participants in Phase 4 are required to attend the 1st Court Session of the month unless directed otherwise.

You must arrive at the Berks County Courthouse at least 30 minutes before the Court Session in order to pass through security, remit payment towards fines and costs, and check in with the court officials at the courtroom. Unless excused by your Probation Officer, a missed Court Session could result in a service adjustment or sanction.

Things to remember for Court Sessions:

- DRESS APPROPIRATELY: No shorts, tank tops, crop tops, etc. Hats are not permitted to be worn in the courtroom. Your appropriate clothing demonstrates respect for the court.

- BE QUIET WHEN COURT IS IN SESSION: Participants should be attentive and listening while the Judge is speaking and interacting with other

participants. It is important to show respect to your fellow Vets by not disrupting the court session with side conversations.

- ELECTRONIC DEVICES SHOULD BE TURNED OFF: Unless directed by the Judge or another team member, the use of electronic devices during court sessions is prohibited.

- Bring documents to your review as directed by the Judge or another team member. Such documents may include journals, essays, support group attendance logs, community service logs, etc.

Your probation officer, treatment provider, or the judge may ask you to meet with them after the court session. Be prepared to stay for a few extra minutes. You may also be directed to submit a drug screen or breathalyzer test while present for your Court Session.

TREATMENT COURT PHASES/REQUIREMENTS

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.

The Treatment Court team will monitor your status and participation in each phase and will determine when you have met the requirements to advance to the next phase. Your progress through the five phases will depend largely on your efforts to complete each phase requirement in a timely manner. Successful completion of all phases shall result in graduation. The phase requirements can be found within the Appendix of this handbook.

ADDITIONAL PROGRAM REQUIREMENTS

In addition to the phase requirements, each participant is expected to adhere to and engage in the following:

- Reside within Berks County
- Live in an environment with people who support your recovery
- Attend support groups and sober living activities
- Develop and utilize pro-social supports such as sponsors and peer specialists
- Be a positive role model for other Treatment Court participants and for others in the recovery community
- Engage in activities that fosters independence
- Participate in Treatment Court related events and activities

VETERAN MENTOR PROGRAM

Each participant will be assigned a Veteran Mentor upon entry into the Berks County Veterans Treatment Court program. Veteran Mentors are veterans of the armed services who volunteer their time to assist participants during the legal process and throughout their time in the program. Veteran Mentors are not part of the Veterans Court team, but rather serve as a resource designed to provide advice, personal experiences, and guidance to the Veterans Treatment Court participants. Veteran Mentors act as a support and ally through these challenging times.

Having fellow veterans participate as mentors is an integral and unique component of the Veterans Treatment Court program, as veterans share common values and experiences in both combat and in the often-difficult transition into civilian life. Mentors offer support and encouragement for fellow veterans by spending one-on-one time with each participant.

All potential mentor volunteers are required to complete an application and attend a brief face-to-face interview with the Mentor Coordinator prior to training and acceptance into the program.

RSS PROGRAM

A Recovery Support Specialist is someone who helps people who are trying to get better from problems with drugs, alcohol, or mental health. They listen, give support, and share helpful advice because many of them have gone through similar things themselves.

Their job is to help participants stay on track and remind them they're not alone on their recovery journey.

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.

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

TASC Urine Collection Guidelines

Urine collections are done at TASC Drug Testing Center located at 640 Walnut St, Suite 101 Reading, PA 19601. Use the 6th Street entrance of the building and ask security to direct you to the TASC drug testing facility.

TESTING HOURS:

- Monday – Friday: 11:00am – 6:00pm
- Saturday: 9:00am – 12:00pm

During inclement weather the hours at TASC will be posted on 69 News and on their website: http://berkstasc.org/wp/

- All urine collections will be observed by a lab technician **NO EXCEPTIONS**

Testing Instructions

Participants must check their testing status every day using one of the following methods:

1. Text Notifications: If enrolled, alerts begin around 4:00 AM with reminders throughout the day.
2. Phone Check-In: Call 484-271-6659 starting at 4:00 AM and enter your PIN.
3. Online Portal: Use the https://myAversys Web Notification Portal. Enter your PIN and date of birth, then click "Get Schedule Info."

Sanctionable Violations

- Failure to check the daily testing schedule
- Failure to report when scheduled
- Failure to allow adequate travel time
- Failure to provide a urine sample after reporting
- Repeated diluted test results / Providing a false specimen

Additional Guidelines

- Diluted results may be reviewed by the court.
- Limit fluid intake to no more than two (8 oz.) glasses within 2 hours prior to testing.

***** PLEASE LIMIT YOUR COMSUMPTION OF LIQUIDS TO NO MORE THAN 8 oz. 2 HOURS PRIOR TO TESTING *****

CALL-IN NUMBER

(484) 271-6659

Enter your assigned PIN #

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 maybe 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.

An additional copy of this policy is located in the Appendix of this manual. The participant shall sign the signature line of the document and the assigned probation officer shall keep the original signed document.

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.

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

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

EMPLOYMENT

As a participant of Treatment Court program, you will be required throughout Phases 2 through 4 to obtain and maintain legal employment unless you have been declared disabled by the Social Security Administration and/or the Veterans Administration. You will be required to provide your probation officer with pay stubs from your employer to verify your employment. You must notify your probation officer immediately of any change or loss of employment. Participants who fail to obtain and maintain employment will be assigned additional community service hours. All employment and community service work must be approved by the Probation. Treatment Court participants are not permitted to work at bars, breweries, distilleries, and clubs. Please consult your probation officer or VJO if you need assistance finding employment.

SERVICE ADJUSTMENTS AND INCENTIVES

The use of graduated sanctions and incentives with Treatment Court Participants can help shape behavior and improve outcomes. In order to be effective, there must be a proper balance of service adjustments and incentives. Within the framework, incremental, proportionate, and predictable responses are delivered to encourage and reinforce positive behaviors and discourage negative, non-compliant behaviors.

Possible incentives and service adjustment include but are not limited to:

Incentives	Service Adjustments
Early dismissal from court	Increased community service hours
Less frequent court appearances	Increased court appearances
Reduction in fines and costs	Paying full amount for drug testing
Draw from the ammo can / fish bowl	Writing assignments
Verbal praise & applause	Verbal admonishment
Phase promotion	Phase demotion
Decreased probation contacts	Increased probation contacts
Travel permission	Travel restrictions
Additional EM “windows”	Installation of monitoring device
Removal of monitoring device	Reduction of EM “windows”
Gift cards	Life skills assignments
Wheel Spin	Increased community restrictions
Other tangible items	Incarceration
Recovery Cash / Victory Vault	Termination
Graduation	House Arrest

These lists are not all inclusive but are a guide that may be used when administering an incentive or service adjustment. The Treatment Court team may divert from this list at any time and assign additional service adjustments or incentives. In addition, treatment interventions may be assigned.

INCENTIVE WORTHY BEHAVIORS

Participant behaviors which the Treatment Court team may apply an incentive includes, but is not limited to the following:

- Attend all scheduled Treatment Court sessions
- Attend all scheduled outpatient treatment sessions
- Attend all scheduled appointments with PO and/or Mentor
- Attend all scheduled urine drug screens
- Continuously submit negative urine drug screens
- Remain in compliance with the rules and regulations of the Treatment Court
- Make consistent payments on fines, costs, and restitution
- Displaying honesty with the Treatment Court team and treatment providers
- Setting a positive example for fellow participants

SERVICE ADJUSTMENT BEHAVIORS

Participant behaviors, which may be sanctioned include but are not limited to the following:

- Positive or diluted urine drug tests
- Failure to submit a urine sample for testing
- Unexcused absence(s) from treatment sessions
- Failure to follow treatment conduct rules
- Willful failure to pay fines, costs, and restitution as ordered
- Failure to attend scheduled status hearing without just cause
- Arrest for a new offense
- Failure to comply with the treatment plan
- Leaving the jurisdiction without permission from the Treatment Court Team
- Failure to attend support group meetings as directed
- Possession or delivery of drugs at a treatment site
- Violent or assaultive behavior
- Failure to comply with the Treatment Court team's directives
- Failure to advance through the phases in the appropriate designated time frame
- Dishonest to court personal and other treatment court staff
- Failure to report for urine testing

ELECTRONIC MONITORING

Participants may be placed on electronic monitoring while in Treatment Court as part of a sentence and/or sanction.

The Secure Continuous Remote Alcohol Monitor (SCRAM) is an ankle bracelet that is worn 24 hours a day, 7 days a week and monitors alcohol consumption by sampling the participant's perspiration. The SCRAM bracelet is worn to ensure that participants do not drink alcohol and to assist in their path to abstinence from alcohol. The SCRAM bracelet communicates the information gathered via a landline phone or internet ethernet cable. Participants may be required to pay up to $8 per day for this service. The Adult Probation Office will inform you of the total amount owed and will provide you with a payment plan. Please note that your **full balance must be paid in full prior to your removal date**. Verification of alcohol use may result in further sanctioning.

The Global Positioning System (GPS) is an ankle bracelet that is worn 24 hours a day, 7 days a week and monitors the participant's whereabouts using global positioning points. This information gathered from the bracelet is communicated through cellular service. Participants may be required to pay up to $5 per day for this service. The Adult Probation Office will inform you of the total amount owed and will provide you with a payment plan. Please note that your **full balance must be paid in full prior to your removal date.** The assigned probation officer will determine the schedule for windows (time allowed away from the residence) and will monitor the participant's whereabouts. Deviation from the approved schedule will be considered a violation of probation.

TERMINATION

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.

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 - Community Service Waiver

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

APPENDIX H - Incidental Alcohol Exposure Contract

APPENDIX I – Consent for release of Confidential Information

APPENDIX J – Participant 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. Attend at least one court session every other month. *Additional court sessions may be required based on compliance*	_____
5. Attend office visit with your Probation Officer as directed.	_____
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

COMMUNITY SERVICE AGREEMENT

I, _____, agree to enter the Community Service program as permitted by the Berks County Court of Common Pleas and agree to all of the following terms and conditions:

1. I understand that I will not receive any compensation for work performed in the Community Service Program unless I am unemployed and a participant in Phases 2 through 5 of the program.
2. I agree not to make any claims against the Community Service Program, Adult Probation & Parole Office, Berks County Court of Common Pleas or any agency or agency employee for whom I am working under the Community Service Program or for emergency or routine medical care that I may need as a result of such injury, unless such injury is intentionally inflicted by employees of the above agencies. I understand that I am giving up rights that may entitle me to payment in the event of injury.
3. I agree to complete **all court ordered hours** of community service work for non-profit agency or organization, as approved by the Adult Probation & Parole Office. I agree to perform community service work consistently, abiding by the approved schedule. I agree to complete the Community Service Requirement by **as directed by my Probation Officer**.
4. I understand I may be assessed additional days of community service for non-compliance or unexcused absences. I further understand that failure to comply with Community Service could result in service adjustments and/or sanctions.
5. I agree to provide my own transportation to the worksite. I will dress appropriately while at the worksite. I will be responsible for my own lunch. I will follow the safety and work guidelines at the worksite.
6. I agree to notify the Community Service Program in advance if I am unable to attend work as scheduled and/or if I change my address, telephone number, or employment/school status. I will provide a written doctor's excuse for any absence due to illness.
7. I agree to contact the Community Service Program regarding any problems or difficulties at the worksite.

I understand that failure to comply with all of these conditions may result in further Court action.

_____	_____	_____	_____
Participant	Date	Adult Probation & Parole Officer	Date

APPENDIX G

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.

TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS AND PROHIBITED SUBSTANCES (Continued)

An additional copy of this policy is located in the Appendix of this manual. The participant shall sign the signature line of the document and the assigned probation officer shall keep the original signed document.

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.

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 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 Pretrial Services (BCPS) 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

PARTICIPANT ACKNOWLEDGMENT

I _____, hereby acknowledge that I have received a copy of the Berks County Treatment Court Participant Manual. 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