



SAN FRANCISCO VETERANS JUSTICE COURT

Veterans Justice Court

Superior Court of California
County of San Francisco

Policies and Procedures Manual

June, 2017

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INTRODUCTION

The San Francisco Veterans Justice Court (VJC) is a collaborative court that serves military veterans. The court provides substance abuse and mental health treatment, housing assistance, and academic or vocational training.

VJC is a partnership with the Veterans Administration, District Attorney's Office, Public Defender's Office, Department of Public Health, Human Services Agency, Adult Probation Department, the San Francisco Bar Association and its defense counsel, San Francisco Sheriff's Department, and various other city agencies and community groups.

MISSION

The Veterans Justice Court addresses the specialized needs of military veterans facing criminal charges who agree to participate in treatment, social services, education and support services necessary for them to return to productive, independent and crime-free lives.

GOALS

- Restore VJC participants to productive lives
- Reduce recidivism and increase public safety
- Provide VJC participants with the support needed to reintegrate into civilian society successfully
- Connect VJC participants to veterans' services
- Connect VJC participants to health and mental health services and other support which they can continue to access after graduation from VJC
- Create opportunities for VJC participants to engage in community service
- Provide linkages to substance abuse and mental health treatment
- Address issues of homelessness through VA services and connection to housing resources
- Promote abstinence
- Provide links to job training
- Introduce alternatives to criminal thinking and behavior

Guiding Principles

The VJC accomplishes its goals by doing the following:

- **Promote Participant Accountability:** Rigorously monitor compliance with Court orders and provide clear consequences for non-compliance, and decrease the time between offense and Court appearance.
- **Evidence-Based Programming:** Promote the use of evidence-based practices among treatment staff, attorneys, probation officers and judicial officers in sentencing and monitoring. Evidence-based practice refers to the use of research and scientific studies to determine the best practices in the field.

- **Individualize Justice:** Use evidence-based risk and needs assessment instruments to create tailored trauma-informed interventions and alternative sanctions.
- **Engage with Respect:** Treat participants with dignity and protect their due process rights.
- **Foster Collaboration:** Encourage cooperation among government agencies and community organizations to find creative solutions to local problems.
- **Evaluate Progress:** Collect and analyze data to assess process, outcomes, and cost benefits.

DATA COLLECTION AND EVALUATION

The VJC collects data and conducts performance evaluations and surveys to assess its operations and progress toward program goals.

- **VJC Electronic Database:** All clinical and Court operations are recorded in the VJC database. The database, accessible by the VJC team, provides information regarding participants' offenses, scheduled Court dates, Court orders, treatment plans, community service, group attendance, and case dispositions. (*See Appendix A: Database Confidentiality Statement*)
- **Performance Evaluation:** Statistics on clinical and Court operations are compiled from the VJC database to assess strengths and weaknesses and improve operations and policy development.

PROCEDURES

Location, Hours of Operation, Court Schedule

The VJC, designated Department 4 (M04), is located at 850 Bryant St, Dept. 23. The VJC team meets every Monday and Wednesday at 1:30 p.m. for case conferencing. The court calendar is heard every Monday at 2:15 p.m. and Wednesday at 3:00 p.m.

VJC Participants are seen outside of court at either the VA Downtown Clinic at 401 3rd St, San Francisco with drop-in hours of Thursday from 9:00-11:00 am, or by appointment with their case managers.

Personnel

The VJC is the collaborative effort of several governmental and community agencies. The VJC receives support for programmatic and policy decisions by the Superior Court's Collaborative Court staff. (*See Appendix B: Organizational Chart*)

VJC Team/Partner Agencies

Judge: A San Francisco Superior Court Judge hears all VJC cases. The Judge regularly reviews case status reports detailing each participant's compliance with his/her treatment plan, administers sanctions and incentives to increase each participant's accountability and long-term compliance, and ensures timely resolution of legal issues.

VJC Coordinator: The Coordinator is responsible for the overall administration and coordination of the VJC. The VJC Coordinator ensures that the court and social service functions are operating efficiently and effectively and facilitates communication among team members. The Coordinator participates in case conferencing, attends court, and monitors compliance with VJC Policies and Procedures.

Department of Veterans Affairs, San Francisco VA Medical Center (VA): VA certified social workers and health workers provide psychosocial assessments and on-going case management for VJC participants. The VA providers link the participant with appropriate resources and service organizations and lead onsite support groups.

Jail Health/HealthRight 360: A clinical social worker provides case management to veterans who do not receive full VA health care benefits, administers drug tests, and runs groups.

District Attorney: A dedicated Assistant District Attorney represents the People in VJC cases. The role of the DA is to review new cases and to work with the team to negotiate dispositions and ongoing supervision that addresses the participant's criminal history and social needs and reduced recidivism.

Adult Probation Department (APD): A team of dedicated San Francisco APD officers oversee and monitor probationers with Department 04 cases. One of the officers is assigned to update court reports, and to attend case conferencing and court sessions.

Public Defender/Defense Attorney: Either an assigned Deputy Public Defender or an appointed or retained private defense attorney represents and counsels the participant in all court proceedings. While protecting the participant's constitutional rights, defense attorneys use a collaborative approach to find solutions that will minimize the participant's exposure to incarceration, reduce the risk of recidivism, and mitigate the consequence of a criminal conviction.

Human Services Agency (HSA) Providers: HSA staff help VJC participants apply for and acquire food stamps, shelter, Medi-Cal, and County Adult Assistance Programs (CAAP) income, including General Assistance (GA).

San Francisco Sheriff's Department (SFSD): The SFSD provides bailiffs who ensure safety during court proceedings, bring participants to court from custody and execute remands and releases as ordered by the judge. The bailiffs will also retain and process paperwork for Supervised Pretrial Releases from custody to treatment facilities.

Department of Public Health (DPH) Providers: DPH certified social workers and health workers provide psychosocial assessments for VJC clients with VA Health Care benefits. DPH providers link the client with appropriate resources and programs.

Courtroom staff: A court clerk, court reporter, and Deputy Sheriff serve the VJC.

Veteran Mentors: A volunteer team of veterans from different military branches and service eras assist the participants to provide support.

LEGAL ELIGIBILITY

a. Misdemeanor Offenses

1. Individuals charged with misdemeanors are eligible on a pre-plea basis except for the charges listed under item 2, below.
2. Individuals charged with the following misdemeanors are eligible following the grant of probation:
(1) drunk driving or other driving offenses, (2) gang allegations, (3) hate crimes, (4) domestic violence, (5) demonstration cases, (6) elder abuse, (7) crimes involving children, and (8) gun cases.
3. Unless waived by the District Attorney, an individual charged with **three or more pre-plea cases** will be eligible for VJC following a grant of probation only.

b. Felony Offenses

1. Individuals charged with felony offenses eligible for sentencing under Penal Code section 1170(h) are eligible for VJC on a pre-plea basis.
2. For cases that are not pre-plea eligible, the District Attorney may offer a Deferred Entry of Judgment disposition on a case-by-case basis.
3. Individuals charged with felonies, other than described in number 1 and 2 above, are eligible following a grant of probation.
4. Unless waived by the District Attorney, an individual charged with **three or more open eligible cases** will be eligible for VJC following a grant of probation only.

Where a legal disposition is a prerequisite to VJC eligibility, the disposition must be reached within six weeks of clinical assessment for the participant to remain in VJC – unless waived by the Judge.

A participant must agree to **three conditions** to be suitable for the VJC:

- (1) Attend court as ordered;
- (2) Meet with clinical staff regularly as ordered;
- (3) Follow the treatment plan recommendations.

- If a participant persistently fails to adhere to these requirements, the Judge – with input from the VJC team – may deem a participant unsuitable, and may return the participant’s case to criminal court.

VJC will comply with all eligibility criteria required by any grants.

VJC CASE OUTCOMES

Negotiated benefits of successful completion of collaborative court include the following, unless there is a negotiated disposition to the contrary at the time the participant enters:

1. For **pre-plea cases**:
 - Dismissal of a case pursuant to PC 1000.5/1001.7/1001.80 and sealing of arrest and related court files and records pursuant to PC 851.90/1001.9/1001.80.
2. For **post-plea cases**:
 - The reduction of a felony plea to a misdemeanor conviction for 17(b) eligible offenses;
 - The withdrawal of a plea to a strike offense in lieu of additional terms agreed to by the parties;
 - The withdrawal of a plea and dismissal pursuant to PC 1000.3/1000.9//1170.9 and sealing of arrest and related court files and records pursuant to PC 851.90 and 1001.80.
3. For **probation cases**:
 - Reduction of length of probation term pursuant to PC 1203.3 and permanent stay of fines, fees and conviction pursuant to PC 1203.4;
 - The reduction of a felony conviction to a misdemeanor conviction for 17(b) eligible offenses.

REFERRALS

Criminal courts may refer clients who are both interested and identified as having served in the military to VJC. The VJC team will determine military service, VA benefits, and legal eligibility. Once military service and benefits are determined, a VJC case manager will conduct a clinical assessment to determine treatment needs. These will be communicated to the team and to the prosecution and defense outside of VJC if the case is still in the criminal courts and acceptance into VJC has a bearing on the legal outcome of the case. If military benefits cannot be determined, the participant may not be accepted into VJC until a DD214 is obtained confirming military service.

Courts should refer people for VJC eligibility determination as soon as they have been identified as military veterans. Except in extraordinary circumstances, and with prior approval of the VJC Judge, judges should not attempt to resolve the case or take a plea which includes VJC participation as a condition.

First Appearance: Veteran participants will be identified as soon as possible after they appear on the VJC calendar, and the name, date of birth and social security number will be given to VA staff for identification of benefits. Once benefits are determined, the client will be referred to the appropriate agency for clinical assessment and treatment plan, either in custody or out of custody. Participants may live and receive treatment outside of San Francisco.

Second Appearance: The second appearance typically occurs in one week and an appropriate case path is determined.

In Custody Appearances: Veterans who are referred to VJC in custody or who are taken into custody from a VJC bench warrant will be calendared for Monday, unless circumstances require a Wednesday appearance. . Veterans will be released as soon as possible.

Subsequent Appearances: The VJC Judge schedules subsequent status hearings. Most participants begin with weekly court dates.

Treatment plan development and tracking is the full responsibility of the VA Clinical Staff for participants who qualify for full VA benefits. Jail Health is responsible for Veteran participants who have no benefits or who qualify for Grant Per Diem benefits, and will coordinate services as appropriate with the VA.

Unsuccessful Termination: If a participant is unable to complete the requirements of VJC, s/he may be terminated from the VJC. The legal outcome at the time of the termination will be based on the current legal posture of the case or the negotiations at the time of the termination.

New charges: Once a participant who has been referred to VJC is arrested or cited for an additional offense, the Judge may initiate an evaluation of legal suitability to remain in VJC.

ASSESSMENT AND TREATMENT PLAN

CLINICAL ASSESSMENT

Individuals whose cases are heard at the VJC are assessed by a VA or Jail Health clinician. The clinician gathers basic clinical information and other relevant demographic information to determine the appropriate case plan. (*See attached Appendix C: VJO Psychosocial Template*)

RISK ASSESSMENTS

A deputy probation officer (DPO) administers risk and needs assessment instruments (“assessment”) on all VJC participants who are ordered to be assessed. The Judge will order assessment for those participants who have not been assessed by Adult Probation, unless exempted by the Judge. The assessment tools are the short-form Correctional Offender Management Profiling for Alternative Sanctions (COMPAS); the long form COMPAS for probation clients; the TCU Drug Screen II; and the Correctional Mental Health Screen (CMHS) for men and women. The assessment process is:

- The VJC Judge refers the participant to the assigned DPO for an assessment.
 - If the participant is already on felony probation, the DPO checks APD records to see if a risk assessment has been completed within the past year. If so, the results of that assessment are distributed to the team, and a new assessment is not ordered.
- For clients not on felony probation, once an Initial Treatment Plan is developed, defense counsel will review the treatment plan and advise the client regarding the terms of participation in VJC, including the court requirement to complete a risk assessment and the pertinent release forms.
- If defense counsel and participant agree to the risk assessment interview, the participant calls the DPO to make an appointment immediately to schedule the risk assessment appointment with the DPO. If the participant does not agree to the risk assessment, the case will go back to criminal court.
- An APD Release of Information must be signed by the participant prior to the risk assessment by the DPO. Defense counsel may be present for all assessments conducted by the Adult Probation Department and all communication with the DPO. Every effort will be made to schedule appointments for the risk assessment interview within one week of the Initial Treatment Plan. The assessment is to be conducted within two weeks of the Initial Treatment Plan.
 - If Defense counsel notifies the DPO, the Probation Department will not contact or speak to non-probationers for any reason, including obtaining a release or conducting an assessment, without the presence of defense counsel.
 - The participant must present the signed release to the DPO on or before the assessment.
 - If the participant is on felony probation without a current risk assessment, the participant will make an appointment for a full, long-form assessment per APD procedures. If the participant is not on felony probation, s/he will be required to complete a short form assessment.
- The DPO conducting the assessments will distribute a copy of the COMPAS bar chart to the DPO Court Officer and Coordinator who will share with the assigned case manager and defense attorney. Those receiving the bar chart are prohibited from duplicating or distributing the information. The results may be discussed with the CJC team, when discussing the treatment plan.
- The DPO conducting the assessments prepares a written summary of the assessments and disseminates the summary to the Judge, DA, defense attorney, DPO Court Officer, program manager, and senior case manager of the VJC.
 - DPO Court Officer will be present during the case conferencing. If there is a request for any further information from the Probation Department, including a full COMPAS assessment, defense counsel must be notified and may be present for any additional assessments conducted on non-probationers.

Should a client fail to report for the COMPAS assessment appointment, the DPO will inform the VJC team of the client's failure to comply with the court order.

CONFIDENTIALITY

The Court and partner agencies will abide by the confidentiality requirement in our eligibility guidelines and related MOUs.

- No statement or information procured from statements made by the defendant to any Probation Officer, collaborative court staff, program case manager, service provider, or any member of the collaborative court team, including the Judge and District Attorney, that is made during the course of referral to or participation in a collaborative court, shall be admissible in any subsequent action or criminal proceeding in this jurisdiction or shared with any individual, agency, or entity outside of the collaborative court. Additionally, urinalysis results shall not be used in any subsequent action or criminal proceeding in this jurisdiction or shared with any individual, agency, or entity outside of the collaborative court.

Adult Probation has also confirmed their confidentiality procedures.

- APD will not disclose non-probationers' specific responses to COMPAS questions, nor will APD disclose any statements made by non-probationers during the assessment process. The data from COMPAS assessments for non-probationers will not be entered or stored in APD's case management system. It will be accessible through Northpointe; however, it will only be utilized in aggregate form for research purposes. Further, APD fully complies with the City's Sanctuary Ordinance and does not assist federal immigration authorities as outlined in the Administrative Code and Departmental Policy.

Case managers will complete an intake form on each participant for entry of information in the database for tracking of demographics and reporting out to funders and partner agencies. (*See attached Appendix D: Participant Intake Form*),

Out-of-Custody Assessments

Following the first court appearance, out-of-custody participants will be immediately referred to the VA Downtown Clinic or Jail Health for assessment.

VJC clinical staff conduct out-of-custody assessments for participants with full VA health care benefits, Thursdays at 9:00 AM at the VA Downtown Clinic or as otherwise scheduled.

- If a participant fails to attend the ordered assessment, the participant should contact the clinical staff for a new appointment.
- If the participant returns for the assessment on their next court date, the VJC clinical staff will instruct the participant to go to court. The Judge will order the participant to be assessed.
 - The assessment results will not be made available until the next court date.

- The clinical staff will enter an Initial Treatment Plan stating that participant was assessed, providing a brief overview of the participant, and delineating the proposed treatment plan.
- VJC Participants who do not have full VA Health Care benefits will have an appointment with a Jail Health clinician for assessment.
- Participants may also be referred to HSA for government assistance programs that could be of benefit.

In-Custody Triage Assessment for VJC Suitability

The VJC clinicians will complete a triage assessment for in-custody participants to determine program suitability and record immediate needs, such as housing for the night of release from custody. These will be conducted between court appearances; however initial suitability screenings may be performed just prior to court on Mondays and Wednesdays.

- Upon notification from the referring criminal court or partner agency that a participant is a veteran, a “Release of Information” (ROI) will be obtained by the VA, veteran status will be checked, the appropriate VJC clinical staff will be notified, and an in-custody assessment will be performed within five working days.
- When a new in-custody participant is on the calendar, clinical staff will collect info/ROI, and conduct a basic interview. New participants will have a triage evaluation for clinical suitability, which will be shared with the Judge, prosecutor and defense counsel.
- Deputies will bring participants to the holding cells by 1:30 p.m.
- When a participant is found to be unsuitable for VJC, the reason(s) will be stated in the report and entered into the database for future reference.
- Where possible conditions for OR, and other Judge’s orders will be noted in the database by the clinical staff for future tracking purposes.

(See Appendix E: VA Release of Information and Appendix F: Jail Health privacy/consent form)

Treatment Plan

The VJC clinician creates a treatment plan that targets the behavior underlying the offense and addresses other needs. This could include referral to appropriate VA services, community treatment providers, public resources, and/or group meetings.

Treatment plans are flexible, addressing the participant’s baseline functioning, individual capabilities, and holistic needs including addiction level, physical, mental, and spiritual needs. Treatment plans are revised to reflect the participant’s progress.

Examples of treatment plan components include:

- attendance at support group meetings
- participation in outpatient or residential drug treatment programs
- referral to and use of mental health services, (e.g. CBT, DBT, MRT)
- application for and acquisition of public benefits such as SSI, GA, and Food Stamps
- application for and acquisition of shelter or other housing
- furtherance of education
- career development and vocational training

The clinical staff enters and updates the treatment plan in the VJC database.

The team reviews the treatment plan at the participant's first regular court date and at subsequent case conferences and adjusts the plan based on legal and clinical factors discussed in case conferencing.

The clinical staff attends case conferencing in court and gives input on progress and decisions regarding participant outcomes. The Judge considers this information in assessing progress and determining a case path for the participant.

Once a participant is accepted into VJC, s/he will be given a copy of the Participant Handbook and will sign an agreement to participate in the court.

Residential treatment/transportation from custody

Participants who are recommended for residential treatment may be transported directly from custody when a bed becomes available. If there are significant delays for residential bed availability, the participant may be released to participate in outpatient treatment while awaiting entrance into a residential program where appropriate. A transportation order will be signed by the Judge that designates the program and identifies who will provide the transportation. Copies go to the court docket, defense attorney, ADA, participant, and case manager. (See Appendix G: Transportation Order)

Community and Volunteer Service

The VJC Judge may order a participant to complete designated hours of community service or other social activities, as appropriate. (See Appendix H: Community Service Protocol and Appendix I: Community Service Participant Information)

CASE MANAGEMENT AND PROGRESS REPORTS

The VJC clinicians monitor the participants' progress in fulfilling the treatment plan, communicate regularly with the participants and community treatment providers, document progress and referrals in the VJC database, and report to VJC team members.

For participants on probation, the APD officer will also report on the participant's compliance and progress via the VJC database.

BENCH WARRANT PARTICIPANTS RETURNING TO CALENDAR

VJC team members may add a participant to calendar by providing a completed form to the courtroom clerk in Dept. 23/04 and to DM04@sftc.org. The form may be submitted electronically. Participants who wish to be added back to the court calendar to have bench warrants recalled must request a new calendar date from their defense attorney, clinical staff, VJC Coordinator, or Deputy Probation Officer, who will submit the "Add to Calendar" request.

If the participant has not been in bench warrant status or out of contact with case management staff for more than 60 days and the request is made through the defense attorney, the attorney will make every effort to ensure that the participant sees his/her clinical staff and/or Deputy Probation Officer for a check-in and an update. The update will be provided to the VJC team for the upcoming court date by the clinical staff or DPO regarding recent contact (or lack thereof), suitability for BW recall, and suitability for continuance in VJC.

Participants who have been away from VJC for more than 60 days need a clinical reassessment and a progress report will be made to the VJC team only in the event that the participant remains at VJC.

The VJC team member (attorney, case manager, or DPO) who has contact with the participant will fill out a "Return to Calendar" slip and provide copies to: the court clerk, the case manager/DPO, the ADA, the database specialist, court coordinator, and the defense attorney. An email to all above-named parties containing the same information is also acceptable. A "Next Court Date" slip will be provided to the participant. *(See Appendix J: Return to Calendar form)*

New court dates will be assigned no sooner than two calendar days from the date of contact, and will be delivered to the court clerk no later than 3:30 pm. Requests received after 3:30 pm will be scheduled for a court appearance at least three days from the date of contact.

DRUG TESTING

VJC participants may be required to drug test based on a clinical assessment and determination by VJC case managers, which must be approved by the Judge with input from the Team.

Drug Testing Procedure

Participants identified as requiring drug testing will participate in drug testing at least one time per week, but no more than three times per week. Participants will be instructed to go to the Drug Court Treatment Center's (DCTC) to test on Monday, Wednesday, and/or Friday. Participants who are unable to drug test at DCTC will be tested as determined by their case managers.

Interventions and Sanctions related to drug testing

For participants whose drug use is increasing, the following interventions will be considered:

- Increased frequency of drug testing
- Increased frequency of treatment groups
- Medication (Suboxone, methadone, etc.)
- Intensive Outpatient
- Detox
- Residential treatment

If a participant tampers with drug tests or refuses to test, the Judge will order the appropriate sanction from the following:

- Admonishment

- Increased frequency to court
- Community service
- SWAP
- Remand
- Termination from VJC

GROUPS

Clinical staff will determine which groups, (e.g. CBT, DBT, MRT, Relapse Prevention, Mindfulness, Sobriety Support Group/Harm Reduction, Pain Management, At Ease (DV)) are needed and provide them as staffing allows or refer the participant to other appropriate programs. All groups will be evidence- and curriculum-based when possible. Group attendance will be noted in the VJC database by VJC clinical staff.

A clinician may reserve the right to terminate group therapy at his/her discretion. Reasons for termination include, but are not limited to, conflicts of interest, safety and/or personal security concerns, the patients' needs are outside of the clinician's scope of competence or practice, or some other form of critical incident.

PHASES

Phases and minimum length of participation are determined based on the VJC team's assessment of the participant's needs and capacity for change, and the nature and severity of the criminal conduct. The frequency of court appearances will decrease as the participant advances through the phases.

Pre-Treatment: application and admissions period

- The VA determines VA benefits and eligibility – (within five court days)
- Prospective participants not eligible for VA benefits will be assessed by the Jail Health case manager
- Participant meets with VJC case manager for clinical assessment
 - Must identify at least 1 area of need and willingness to engage in treatment
 - Develop Initial Treatment Plan
- Attorneys and the Judge identify legal requirements for admission to VJC and, where necessary, agree upon conditions for participation.
- Participant submits a baseline UA unless substance use is not indicated.
- Participant completes orientation to VJC including review of participant handbook, general treatment goals, and specific treatment plan for Phase I of VJC.

Phase I - Goal: Demonstrating Accountability and Stability (all participants)

Participants must:

- Attend individual and group therapy sessions or residential program as determined in Initial Treatment Plan
- Submit random UA (if applicable)
- Check in weekly with VJC case manager

- If homeless, work with case manager to obtain temporary housing
- If no source of income, apply for entitlements as applicable (GA, SSI, VA Benefits)
- Meet with probation officer as assigned (if applicable)
- Link with medical provider
- If recommended, attend mental health evaluation
- Attend all court hearings
- Engage with mentor

To advance, participants must:

- Complete a minimum 6 weeks with consecutive Full Compliances or 90% Full Compliance for 8 weeks. Compliance is based on adherence to weekly treatment plan.
 - attend all individual and group treatment/ stay in residential program
 - submit UA as ordered
 - Meet with VJC case manager
 - Attend all treatment related appointments
 - Meet with probation as scheduled, if applicable
- Maintain housing and have a plan for ongoing stable housing
- Secure legal income (can include efforts to secure, if not yet complete)
- Present the court with a Revised Treatment Plan for Phase II (includes reflection on accomplishments during Phase I)

Phase II - Goal: Demonstrate Engagement and Goal-Oriented Behavior (some participants charged with misdemeanors and all participants charged with felonies)

Participants must:

- Attend individual and group therapy sessions or residential program as determined in Revised Treatment Plan
- Submit random UA (if applicable)
- Check in weekly with VJC case manager
- Work towards long-term housing
- Meet with probation officer as assigned (if applicable)
- Comply with mental health provider recommendations (if applicable)
- Identify positive social activity goal
- Attend all court hearings
- Continue to engage with mentor

To advance, participants charged with felonies must:

- Complete eight weeks with consecutive Full Compliance or 90% Full Compliance for 10 weeks
- Maintain or have established plan for long-term housing
- Two consecutive months of negative UAs, with exemptions determined by the VJC team
- Present the court with a Revised Treatment Plan for Phase III (includes reflection on accomplishments during Phase II)

To graduate for participants charged with misdemeanors must:

- Complete eight weeks with consecutive Full Compliance or 90% full Compliance for 10 weeks
- Maintain or have established plan for long-term housing
- Two months of negative UAs, with exemptions determined by the VJC team

- Present the court with a graduation plan

**Note: Most participants charged with misdemeanors should graduate after completion of Phase II*

Phase III – Goal: Demonstrate Recovery (all participants charged with felonies and some charged with misdemeanors)

Participants must:

- Attend individual and group therapy sessions as determined in Revised Treatment Plan
- Submit random drug testing (if applicable)
- Check in at least bi-weekly with VJC case manager/VJO
- Maintain long-term housing
- Meet with probation officer as assigned (if applicable)
- Comply with mental health provider recommendations (if applicable)
- Engage in positive social activities
- Attend all court hearings
- Develop and begin to implement a Graduation Plan
- Maintain engagement with mentor

Graduation Criteria:

- Complete 10 weeks with consecutive Full Compliance or 90% Full Compliance for 12 weeks
- Maintain long-term housing
- Three consecutive months of negative UAs, with exemptions determined by the VJC team
- Present the court with a Graduation Plan (including a plan for Aftercare Treatment)

Voluntary Participants

- Participants who have graduated, but remain on probation, and probationers who are referred from other criminal departments without VJC as a condition of probation may be allowed to work time off their probation term through continued treatment engagement and compliance. The participant must attend court as ordered and report to the DPO as directed.
 - If the participant misses court, the Judge will continue the case to a future court date without issuing a warrant. If the participant does not appear again, the Judge may continue the case or take the matter off calendar.
 - If the participant chooses to terminate voluntary participation, the participant should inform the DPO or clinical staff and s/he will be taken off the VJC calendar and instructed to report to APD.

MEASURING COMPLIANCE

Each time a VJC clinical staff member enters a progress report or case management note in the database, he/she should also define the level of the participant's compliance:

- **In Compliance:** Participant has completed the assigned tasks; score "10."
- **Partial Compliance:** Participant has completed some, but not all, of the assigned tasks ; score "5."
- **Noncompliance:** Participant has not completed the assigned tasks; score "0."
- If the participant is in Non- or Partial Compliance, the clinical staff should state the reason at the end of the Progress Report.
- In order to demonstrate compliance and consistent treatment engagement, participants are required to bring **written proof** to their case managers no later **than one day before the next court appearance**.

Non compliance

If a participant is substantially out of compliance, the Judge may determine with input from the team members that the participant's case will returned to the criminal court and terminated from VJC.

ADMINISTRATION OF SANCTIONS & INCENTIVES

The VJC uses a system of incentives and sanctions to help participants change their behavior in positive ways so that they can succeed in the program.

- Incentives and sanctions are recommended by the clinical staff based on the participant's compliance with their treatment plan and completion of ordered tasks. Clinical staff assesses each participant's capacity to complete tasks given their needs and circumstances.
- Incentives and sanctions are discussed during case conferencing. All parties are encouraged to weigh in on the application of appropriate responses to participant behavior, including extenuating circumstances.
- The Judge makes the final determination of whether to administer a sanction or incentive and if so, which specific incentive or sanction to administer.

(Please see attached Appendix K: "Sanctions & Incentives: Best Practices")

INCENTIVES FOR COMPLIANCE

Judicial Praise	Combined
Applause/Candy/Fresh Fruit	
Case Called First	
Laudatory Certificate	
Decreased Frequency in Court	
Star of the Day/ Gift Card/Fishbowl	
Time off Probation	
Reduction of felony to misdemeanor	
Early Case Resolution	
Certificate	

SANCTIONS FOR NON COMPLIANCE

Admonishment: Reminder of VJC Requirements
Assignment/Reflection (e.g. think about what you will do to get into compliance and explain this to the court)
Increased Frequency in Court
Negative Incentive (e.g. two days of SWAP or remand stayed pending compliance)
Community Service
SWAP
Remand
Termination

CASE CONFERENCING

Purpose

Case Conferencing provides access to all relevant information about a case in a collaborative environment with the goal of creating optimal treatment structure, and ultimately, changing lives. Case conferencing occurs Mondays at 1:30 p.m. followed by court at 2:15 p.m., and Wednesdays from 1:30 to 3:00 p.m. followed by the court session at 3:00 p.m. The VJC Team discusses calendared cases and related programmatic and administrative issues, including the following:

- Prosecutor, defense counsel, VJC clinical staff, and APD input concerning initial treatment plans and court reports
- Program acceptance
- Movement in program phases
- Implementation and frequency of drug testing
- Potential impediments to participants' successful treatment
- Implementation of incentives and sanctions
- Program graduation

- Program terminations
- Coordination of clinical, therapeutic, quality-of-life, and legal services

Principles

- The collective expertise of team members is the cornerstone of the VJC model. All team members embrace collaborative court best practices, including attending conferences and, when possible, training.
- At times, a decision made in case conferencing may change in court due to additional information presented in court.
- Programmatic or administrative issues which are not easily resolved during case conferencing are deferred to another time so as not to distract from the team's focus on participant issues.

Confidentiality

Participants' confidentiality will be maintained at all times by all team members. Team members will follow HIPAA regulations in all communications among team members about participants, and clinical and legal issues will not be discussed outside of the VJC team without a release of information from the participant. Information obtained in the case conference shall not be used against any participant in this or any future court proceeding outside of this collaborative court. No statement or information procured from statements made by the defendant to any Probation Officer, collaborative court staff, program case manager, service provider, or any member of the collaborative court team, including the Judge and District Attorney, that is made during the course of referral to or participation in a collaborative court, shall be admissible in any subsequent action or criminal proceeding in this jurisdiction or shared with any individual, agency, or entity outside of the collaborative court. Additionally, urinalysis results shall not be used in any subsequent action or criminal proceeding in this jurisdiction or shared with any individual, agency, or entity outside of the collaborative court. *(See Appendix L: Collaborative Courts Confidentiality Admonition)*

Preparatory Procedures

The VJC clinicians and assigned DPO will update and complete participant court reports in the database prior to the VJC court date and the Database Assistant will distribute copies either in paper or via email to all VJC team members.

The VJC Administrative Staff will compile a list of participants in compliance for the VJC Judge to call first in court as well as a list of potential remands. The lists will be distributed to the VJC team and Judge at case conferencing.

The Judge will review each participant report in advance, note cases that need discussion and track return to court dates. S/he will also update any changes to participant orders as they are discussed in case conferencing.

The Assistant District Attorney and Deputy Public Defender or defense counsel will review case files in advance of case conferencing to identify cases for possible resolution.

Attorneys will come to case conferencing prepared to discuss participants and will receive oral updates on participants' progress. Team members will discuss sanctions, incentives, and case resolution.

When there is insufficient time to discuss all cases needing a decision, or if the defense attorney is not present, discussions will take place at a sidebar in the courtroom or in chambers.

PROCEDURE FOR COURT

Where possible, cases will be called in this order: star of the day, in-custody, in compliance, partial/non-compliance. Participants to be remanded will be called, after consultation with the deputy sheriff. Graduation ceremonies will precede the calendar call.

In court responsibilities of the team include:

- The Judge – with the assistance of attorneys, clinical staff and the deputy sheriff – will determine the order in which participants will be called. Defense counsel and clinical staff will confirm that matters to be addressed with the participant are resolved before the case is called by the Judge.
- Court coordinator and/or administrative staff will update participant orders in the database as they occur in court, including return to court date;
- Clinical staff will obtain ROIs and distribute orders, task lists, and sign-in sheets to participants as they exit court;
- Clinical staff or coordinator will prepare transportation orders and have them executed in court by participant, Judge, and court clerk;
- Clinical staff, attorneys, the Judge and – for felony probations – the Deputy Probation Officer will engage in sidebar discussions regarding participants;
- VJC team will applaud, and make candy, fruit, and gift cards available;
- Clinical staff will fill out tracking sheet for each gift card distributed.
- Veteran mentors will attend court and be available to talk to participants before and after their court appearances.

VJC FELONY PROBATION

Depending on the status of the case and the VJC Phase, probationers at the VJC are primarily case managed by VJC clinical staff with supplemental information and supervision by the Adult Probation Department (SFAPD). Unless otherwise negotiated by the legal team, all VJC felony Probationers are expected to complete Pre-Treatment and all three VJC Phases:

- **Felony Probationer (no MTR):** If there is no motion to revoke probation (MTR) and the participant's **probation is active**, VJC clinical staff provides primary case management:
 - VJC clinical staff maintains clinical jurisdiction of the participant, however, the participant is required to report to his/her Deputy Probation Officer (DPO), as ordered by APD.

- If the participant is on a **specialized caseload** (i.e. Sex Offender, Domestic Violence, Intensive Supervision, 1170, PRCS, etc.), the participant is required to report to his/her assigned DPO who will in turn communicate with the VJC DPO.
 - VJC clinical staff will provide the updated Progress Report and recommendation to the Judge and other VJC team members.
 - Adult Probation will also report on a probationer's compliance with Probation and should submit recommendations to the Judge regarding the probation order, which will be provided to the D.A. and defense counsel/or all other VJC team members.
- **MTR:** While a probationer is in MTR status, VJC clinical staff reports on clinical compliance. Defense counsel will attempt to reach a legal resolution of the case with the assigned prosecutor and DPO within six weeks of engagement in treatment. If a probationer has a new arrest and an MTR is filed, the participant will be re-assessed for continued VJC participation.
- At any point in this process, when probation is reinstated, the Judge may order the probation period to be tolled, if applicable, pursuant to *People v. DePaul* and *People v. Tapia* cases. The Judge will state the new termination date on the record.

Regardless of status, the participant will be required to report to APD regularly and the DPO court officer will provide progress reports.

- **Community Assessment and Services Center (CASC).** In some instances, it may be determined that a participant's needs may be further served if s/he receives services through APD's CASC, either instead of or in addition to VJC clinical services. In these cases the VJC Deputy Probation Officer will make arrangements with the participant's DPO for a referral and the VJC clinical staff will share diagnosis and treatment information with the DPH contact at the CASC. The participant's probation will be reinstated if an MTR is in place, and the participant will be sent to her/his DPO for CASC intake.
- **When a VJC participant has a court number that is a Penal Code §3455(a) PRCS violation**
 - For PRCS participants who are in VJC on a § 3455(a) violation only, and they fail to appear, APD should be notified and they will issue their own warrant.
 - For a PRCS participant who is in VJC on a new matter that the DA is moving on (i.e. a new court number that is either an open case or new MTR) the Court can issue a bench warrant on that number without causing confusion because it is an open matter.
 - Failures to appear by PRCS participants should always be reported by the VJC DPO to the PRCS supervisor for a warrant to be issued and the § 3455(a) case ordered off calendar.
- **Completion of VJC-SFAPD Condition:** Probationers with a VJC Condition are eligible to complete that condition at the end of **Phase 3** and to receive an incentive and certificate. The Judge, in consulting with the VJC team, may terminate probation upon VJC graduation. Where probation is not terminated upon graduation, the graduate may request to remain in VJC to continue with her/his treatment plan and to work time off probation. For every month in compliance with treatment, the client may have one month taken off her/his term

of probation. With agreement by the team, the reduction in probation may increase to two or more months.

- o Graduate/voluntary participants are expected to attend court as ordered and to report to the DPO as directed. If the graduate participant misses court more than once or requests to be taken off calendar, the case will be removed from the VJC calendar, and no bench warrant will issue.

SUCCESSFUL COMPLETION OF VJC

When the participant has completed all of the terms of his/her VJC participation, clinicians and/or other team members may recommend and the Judge will decide whether the participant is ready to complete the program. Participants completing the program will receive a gift card and a certificate, and the participant database record will be closed as a "Successful Completion." The case manager should update the database to record the participant's contact information, housing status and health coverage both to allow for follow up with the participant and to accumulate data for VJC evaluations.

Discharge Planning

Discharge Plans are to be completed for all successful VJC participants prior to the Successful Completion date (this is distinct from completing *VJC-SFAPD conditions*; please see Section XIII).

- The Judge orders a Discharge Plan in anticipation of successful completion of VJC.
- The Discharge Plan should be completed by the case manager and deputy probation officer (if the participant is on felony probation).
- Discharge Plan Process:
 - o The clinician/DPO (where applicable) meets with the participant to discuss: Participant's plan/goals re: primary issues, treatment, pro-social connections in the community post-VJC.
 - o The graduate will complete the graduation application (which includes post-graduation plans) that will be presented in case conferencing.
 - o The clinician administers an Exit Survey and returns it to the VJC Coordinator or administrative staff.

(See attached Appendix M: Exit Interview)

Benefits of Graduation

The benefits available upon graduation depend on the nature of the offense and the participant's performance, but may include:

Suspending collection of fines and fees

Gift card

Reduction of felony to misdemeanor pursuant to PC 17b

Dismissal of infractions

Reduction of time on probation

Early termination of probation

Sealing of arrest pursuant to PC 850.91

UNSUCCESSFUL TERMINATION FROM VJC

Types of Termination

- **Self-Termination:** A participant may self-terminate from VJC at any time and be subject to the legal consequences of the case.
- **Court Termination:** If a participant fails to engage in treatment, and/or to meet VJC obligations, at the request of a VJC Team member or on its own motion, the Judge may terminate a VJC participant, and the participant will be subject to the legal consequences of the case, as negotiated. Re-entry following court termination will require a new eligibility and suitability determination.

CLOSING PARTICIPANT RECORDS/ENDING VJC EPISODES IN THE DATABASE

Participant database records should be closed when the current VJC episode has ended. This occurs when the participant is no longer at the VJC (for one of the reasons listed below), or when the participant transfers from VJC to SFAPD.

- **Successful Completion:** When a participant has successfully completed the required number of Phases and any conditions of probation, meets the relevant Successful Completion Criteria, the case has been disposed, and the participant has no further VJC obligations.
- **Transfer to Probation:** When the supervision of a participant is transferred to the Adult Probation Department, once their VJC case (VJC condition or MTR) is resolved.
- **Unsuccessful Termination:** When a participant has failed to engage in treatment, and failed to meet the obligations of the VJC and the case is returned to criminal court.
- **No Contact (60 Days or More):** When a participant has had no contact with the clinical staff for 60 or more days, the clinical staff will close the episode.
- **Return to HOJ Processing:** When a participant wishes to fight the MTR or go to trial, and the case is returned to the criminal court.
- **New Charge/ Ineligible:** When a participant is charged with a new case that is not legally eligible for the VJC.
- **Probation Expiration:** When a participant's probation term expires during VJC participation.

No Contact: It is the policy of the VJC to close a treatment episode if there has been no contact between clinical provider and participant for **60 days or more**.

- Clinical providers should review their caseload on a monthly basis to assess records to be closed.
- Prior to closing probationer records for no contact, the clinician should check in with the DPO.

APPENDICES

- A. Database Confidentiality Statement
- B. Organizational Chart
- C. VJO Psychosocial Template
- D. Participant Intake Form
- E. VA Release of Information form (see San Francisco Veterans Justice Court website)
- F. Jail Health Privacy/Consent Form
- G. Transportation Order
- H. Community Service Protocol
- I. Community Service Participant Information Sheet
- J. Return to Calendar form
- K. Sanctions and Incentives Best Practices
- L. Collaborative Court Confidentiality Admonition
- M. Exit Interview



SAN FRANCISCO VETERANS JUSTICE COURT

Veterans Justice Court Database Confidentiality Statement

I, _____, an employee of _____, a partner agency of the Veterans Justice Court, duly recognize my legal and ethical responsibility to the confidentiality of the San Francisco Veterans Justice Court (VJC), and hereby agree to the following rules of conduct regarding my use of the VJC database:

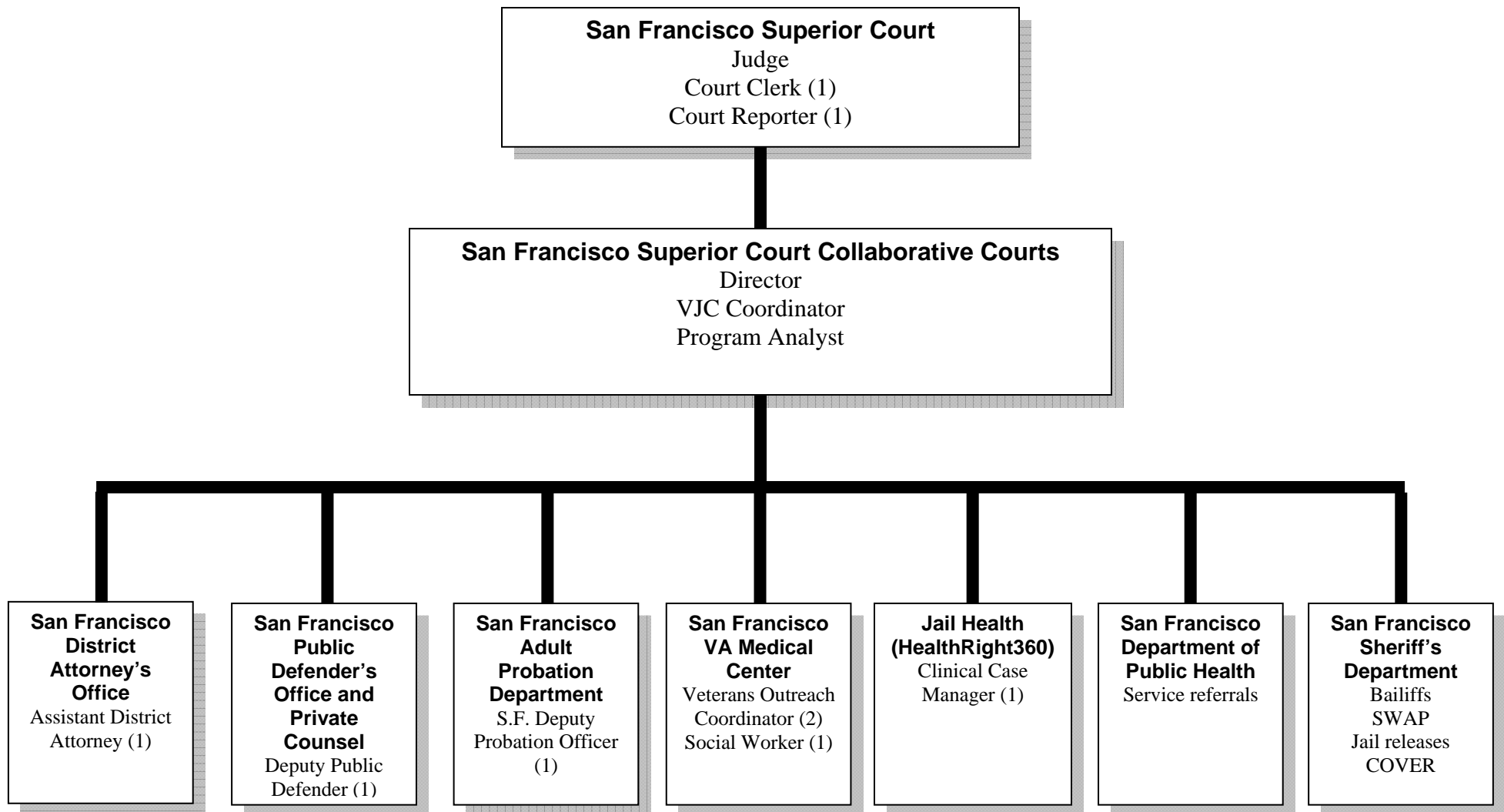
1. **I will only access, discuss, or divulge VJC client information as required for the performance of my job duties.**
2. **The VJC database maintains internal logs of data accessed, indicating who added or edited information.** I may be asked to justify my use of specific information contained in the VJC database.
3. Individuals requiring access to VJC information systems will be given a user ID and password. **It is my responsibility to maintain the confidentiality of client information to which I have access.** Under no circumstances will I allow my user ID or password to be used by or disclosed to other persons. If I suspect that someone else has knowledge of my user ID or password, I will notify the VJC Coordinator and/or the Office of Collaborative Justice Programs.
4. I will access the VJC database on a secure computer, and in a secure location, in order to protect the client information contained therein.
5. I will only print information from the VJC database as required for the performance of my job duties. I will only print such information on a secure printer. I will store printed information securely. I will destroy any printed information that I no longer need.

Violation of state and federal laws regarding patient privacy may subject you to substantial monetary penalties and/or make you the subject of a civil or criminal action pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the California Medical Information Act, the Welfare and Institutions Code, and other federal and state privacy laws.

Signed: _____ Date: _____



Veterans Justice Court Organizational Chart



Appendix C VJO Psychosocial Template

Name:

Presenting Problem:

Case Management?

By Whom?

Patient Demographic History:

Age:

Gender:

Marital Status:

Ethnicity:

Military / VA History:

Service Branch	Service #	Entered	Separated	Discharge	Combat
----------------	-----------	---------	-----------	-----------	--------

Specialized service:

VA Eligibility:

Emergency Contact:

Name:

Relationship:

Address:

Phone:

Is this your Legal NOK? Yes

Advance Directives/DPOA:

Please see Advance Directive Note:

Current Living Situation:

History of Homelessness:

Family History:

Relationship Status:

Social Relationships and Peer Group:

Abuse / Neglect History:

Spiritual/Religious/Ethnic/Cultural:

Recreation/Leisure:

General Physical Health:

Current Level of Functioning:

Specify: SWADLTEST

Appendix C

VJO Psychosocial Template

Ambulation:
Bathing:
Toileting:
Dressing:
Feeding:
Shopping:
Cooking:
Household Chores:
Pay Bills:
Transportation:
Remember appointments:
Medication administration:

Required assistive devices: Is he/she independent when he/she uses these devices?

Significant Work History:

Educational History/Level:

Financial Information:

Insurance Information:

Legal Issues:

Substance Abuse History:

Mental Health / Psychiatric History:

Mental Status:

Appearance:

Attitude/bx:

Motor activity:

Speech:

Affect/mood:

Thought process/content:

Memory/orientation:

Insight/judgment:

Communication Skills:

Veteran Strengths:

Social Work Clinical Impression/Assessment:

Social Work Plan, Referrals, Follow-Up Needed:

Veteran/Family Agrees with Plan:

Actions/Referrals:

1.

Appendix D
Participant Intake Form



SAN FRANCISCO VETERANS JUSTICE COURT

Name (First, MI, Last): _____

AKA: _____

Date of Birth: _____

Social Security Number: _____

Client Contact Info: _____

Attorney name/contact, if not CJC Deputy Public Defender: _____

Ethnicity (Check one):

- African-American American Indian or Alaskan Native Asian Latino White
 Native Hawai'ian or Pacific Islander Other Unknown

Language Preference: _____

Gender (Check one):

- Female Male MTF Transgender FTM Transgender

Sexual Orientation (Check one):

- Heterosexual Lesbian Gay Bisexual Unsure Queer Decline to state Other

Has client ever served in the military? (Circle one): Yes No

If so, what branch: _____ **Years served:** _____

Discharge status: _____

Marital Status (Circle one): Single Married/Domestic Partnership

Appendix D
Participant Intake Form

Number of Children under 18: _____ Children's Custody Status: _____

Pregnant at Intake? _____

Education Level (Check one):

Middle School Some HS HS Grad GED Higher Ed Other

Living Situation at Intake (Check one):

SRO Supported SRO Non-Supported SRO Temporary SRO with Child(ren)
 Shelter, no Case Management Shelter with Case Management Outdoors Encampment
 Abandoned Building Vehicle Other Homeless Incarcerated Long-Term Care or Residential Treatment
 Temporary with Family/Friends Other: _____

Income Source at Intake (Check one):

Informal Sector Employed Full-time Employed Part-time GA/CAAP SSI/SSDI
 Vet Benefits Other: _____

Current diagnoses, if any: _____

Prescribed medications, if applicable: _____

If substance user, is client abuser or addict? (Circle one): Abuser Addict

Primary Drug: _____ Secondary Drug: _____

Risk/Needs (Circle one): HR/HN HR/LN LR/HN LR/LN

Probation Officer name and contact info: _____

Parole Agent name and contact info: _____

CDC#: _____

Initial Treatment Plan/Notes:



San Francisco Department of Public Health
Community Behavioral Health Services – Veterans Justice Court

AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION FORM

Failure to provide ALL information marked * may invalidate this authorization

Client Name*	Date of Birth*
Aliases	SS Number

I authorize Behavioral Health Services to disclose my protected health information for purposes of placing me in treatment programs and satisfying the reporting requirements of my voluntary participation in the Veterans Justice Court, a program of the San Francisco Superior Court.

Information shared about me may include: mental health history, medical issues/history, alcohol/drug use history, HIV/AIDS test results/history, developmental disabilities, toxicology screening results, criminal history, compliance with my treatment plan, and barriers to successful completion of my treatment plan.

Behavioral Health Services staff may share my protected health information with Veterans Justice Court staff, which is comprised of representatives from the following agencies: Treatment providers within and outside of the DPH Safety Net, Court Accountable Homeless Services (CAHS), The Department of Veterans Affairs, The San Francisco Sheriff's Department No Violence Alliance (NoVA) Program, Office of the Public Defender, Office of the District Attorney, California Department of Corrections and Rehabilitation-Parole and Community Services Division, Adult Probation Department, Superior Court of California, and Private Defense Attorneys.

Unless I revoke this authorization, my authorization will expire upon 30 days following my discharge from the Veterans Justice Court.

In order to participate in this voluntary program, I understand and agree to the following:

1. Authorizing this disclosure of my health information is voluntary. I may refuse to sign this authorization.
2. I may cancel this authorization at any time by notifying a staff member of the Veterans Justice Court team. I also understand that when I give or cancel my consent, it is effective from that date forward and not retroactively.
3. If I refuse or revoke my authorization, I will not be allowed to participate in the Veterans Justice Court.
4. If I am disclosing my health information to someone who is not legally required to keep it confidential, it may be re-disclosed and may no longer be protected.
5. Healthcare organizations are bound by rules that govern the use and disclosure of protected health information. I have been given the DPH Notice of Privacy Practices and its summary. I understand that the health care providers within the San Francisco DPH Safety Net (which includes DPH civil service treatment programs, DPH treatment contractors, and DPH treatment affiliates through DPH Memorandum of Understandings) may further disclose information between themselves to improve the care I receive without my authorization. The recipients of this health information will not further use or disclose this information to any non-DPH Safety Net entity, unless another authorization is obtained from me. (Exceptions mandated by law are outlined in the DPH Notice of Privacy Practices.)
6. I have a right to receive a copy of this authorization.

Client/patient Signature

Date

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE CITY AND COUNTY OF SAN FRANCISCO**



PEOPLE OF THE STATE OF CALIFORNIA

vs.

Defendant

Date: _____

Court No(s): _____

Dept: _____

Judge: _____

COLLABORATIVE COURT ORDER

I agree to follow the treatment plan as ordered by the judge, and appear at all times and places ordered by the Court which the above case is scheduled.

Executed on _____ at San Francisco, California.

Defendant's Signature

The next court date is scheduled for:

	at		o'clock, in Dept.
--	----	--	-------------------

TO: The Sheriff of the City and County of San Francisco:

IT IS HEREBY ORDERED that Defendant _____ held in custody in the above listed case/s be released from custody on his/her own recognizance for the purpose of treatment directly to:

Case Manager or Agency Name & Phone Number

Date: _____ Judge: _____



SAN FRANCISCO VETERANS JUSTICE COURT

Community Service Protocol

Providers

The VJC works with two community service providers in San Francisco, with whom we have pre-established relationships that allow us to effectively coordinate and track hours, and hold defendants accountable:

- St. Vincent de Paul Society
- Glide Memorial Church (*Weekend service is an option*)

If a client lives outside of the county, an alternative provider may be utilized with approval from the VJC Judge.

Court Procedures

If VJC clinical staff recommends community service after an initial assessment, and the District Attorney approves, then community service may be ordered. **These are general standards; special defendants or circumstances may warrant deviations.**

- Community Service orders are generally given in 24 hour increments. The judge orders the hours and assigns the community service location.
- Defendants are allowed 6 weeks (2 court appearances every 3 weeks) to complete 24 hours.
- At each appearance, the database will be updated with the number of confirmed, completed hours in the database.
- If the defendant has not completed all community service in the first six weeks, the court will order the defendant to return in one (1) week with at least 8 hours completed.
 - The defendant will be ordered to court weekly, with at least 8 hours completed for up to 3 weeks, or;
 - Client can choose to complete their hours in SWAP or be returned to HOJ.

- At the 9 week mark: If the defendant has not completed all of the hours (i.e. if there are ANY hours remaining), the defendant may be ordered to complete service in the Sheriff’s Work Alternative Program (SWAP).
 - If the defendant fails to appear or to complete SWAP, the Sheriff’s Department will issue a warrant for the remaining time to be served in jail.

Table 1: Community Service Sanction Schedule

Total Hours Ordered	Frequency of Court	Deadline	First Sanction	Second Sanction
24	Every 3 weeks	6 weeks	At 6 weeks, if 24 hours are not complete: <u>Weekly court</u> dates for 3 weeks in a row/ 8 hours of service per week	At 9 weeks, if 24 hours are not completed: SWAP
48	Every 3 weeks	12 weeks, with 24 hours (half) completed within 6 weeks	At 6 weeks, if 24 hours are not complete: <u>Weekly court</u> dates for 3 weeks in a row/ 8 hours of service per week	At 9 weeks, if 24 hours are not completed: SWAP

Community Service Coordination

- The court assigns a location and total number of hours required, and provides the defendant with a VJC Community Service sign in sheet.
- All community service orders will be updated in the database on the Community Service screen.
- The defendant is required to set up his/her community service hours, go to the assigned community service location, get the sign in sheet signed by the provider, and bring the sign in sheet back to court.
- The VJC Coordinator, defense attorney, or case manager will confirm the legitimacy of sign in sheet/provider signatures at the court appearance.
- At each appearance, the database will be updated with the number of confirmed, completed hours in the database.

List of Community Service Providers

Glide Memorial

330 Ellis Street

(415) 674-6031

Contact: Ryan Shipley

Office hours: 10:00 AM to 12:00 PM

Intake required before service can begin.

Weekend hours available.

**St. Vincent de Paul Society of San
Francisco**

525 5th Street

(415) 977-1270 Ext. 108

Contact: Denneah Fobbs

Mon-Fri: 9:00am-5:00p Please call before your
first visit.



SAN FRANCISCO VETERANS JUSTICE COURT

VJC Community Service Client Information

- **You are responsible for setting up your community service hours with the provider recommended for you.**
- **You must bring your sign in sheet or other documentation of hours to your case manager (see other side).**

Your total required hours and deadline for completion will be assigned at your court appearance and noted at the top of your sign in sheet (see other side). In order to complete your community service, go to the address listed below for your assigned community service provider. Please direct all questions about your hours to your attorney prior to your next court appearance. A verification of hours worked on the organization's letterhead will be accepted in place of this form.

Glide Foundation

330 Ellis Street

(415) 674-6031

Contact: Ryan Shipley

Office hours: 10:00 AM to 12:00 PM

Intake required before service can begin. Weekend hours available.

St. Vincent de Paul Society of San Francisco

525 5th Street

(415) 977-1270 Ext. 108

Contact: Denneah Fobbs

Mon-Fri: 9:00am-5:00p Please call before your first visit.

Please call your case manager with any questions.

Appendix J



SAN FRANCISCO VETERANS JUSTICE COURT

RETURN TO VJC CALENDAR

In order to reappear at VJC to request a bench warrant recall, a VJC case manager, defense attorney, VJC Coordinator, or Deputy Probation Officer must complete and sign this slip for you. Court is Tuesday at 9:00 am or Friday at 2:00 pm.

Client Name: _____

VJC Court Numbers: _____

Today's Date: _____ Requested Court Date: _____

Team Member Making Request

Clerk processed (initials and date): _____

Appendix K

SANCTIONS & INCENTIVES: BEST PRACTICES (D. MARLOWE)

1. **Certainty:** Respond to **every** target behavior/ progress report with a sanction (noncompliance) or an **incentive** (in compliance).
2. **Immediacy:** Respond to good and bad behaviors **as soon as possible**. The effects of sanctions and incentives degrade exponentially as time passes.
3. **Magnitude & Escalation:** Moderate responses are more effective than minimal or severe. Increasing the magnitude (escalation) of sanctions and incentives as behaviors ratchet up is **more important** than the specific sanction or incentive administered.
4. **Fairness**
 - a. Court response should be proportional to the behavior.
 - b. Treat like people in like circumstances similarly (consistency). Punish the act, not the individual.
 - c. Procedural Justice: Allow participant to speak and explain. Be able to provide rationale to the participant.
 - d. Provide participants with **written** information about the sanctions and incentives **in advance**, so they know what to expect.

Remember, rewards are more effective than sanctions in facilitating behavioral change.

General principles from the Center for Court Innovation

- Use judicial and clinical responses in a coordinated way to motivate adherence to an individualized treatment plan
- Individualize judicial and clinical responses to progress in and non-compliance with treatment
- One person's sanction is another person's reward!
- Keep the concept of sanctions and rewards distinct from treatment – don't "punish" by increasing the intensity of treatment or "reward" by decreasing its intensity
- The nature of incentives and sanctions will reflect the style of the court judge and team.



Appendix L

Superior Court of California

County of San Francisco

MICHAEL YUEN
COURT EXECUTIVE OFFICER

SAN FRANCISCO COLLABORATIVE COURTS CONFIDENTIALITY ADMONITION

San Francisco Collaborative Courts conduct regular, multi-disciplinary case conferences in which lawyers and clinicians participate. During these meetings, clients' clinical and legal information is shared for purposes of assessment and treatment. All case conference participants must maintain the confidentiality of all clients' information, regardless of the participant's individual legal or clinical relationship to any particular client.

Collaborative Court clients sign a consent permitting release of confidential information to all collaborative court team members. Information obtained during the case conference is NOT to be released to anyone who is not a Collaborative Court team member. Information obtained in the case conference is not to be used against any client in this or any future court proceeding outside of this collaborative court.

I, the undersigned, hereby agree not to divulge any information or records concerning any Collaborative Court client in accordance with the above admonition and without proper authorization from the client in accordance with state and federal law.

Print Name

Signature

Date



SAN FRANCISCO VETERANS JUSTICE COURT

Date of Entry: _____

Date of Exit: _____

Client Exit Interview

Client Name: _____

Income source

- Informal Sector Employed Full-time Employed Part-time GA/CAAP SSI/SSDI
- Vet Benefits Other: _____

Living situation

- SRO Supported SRO Non-Supported SRO Temporary SRO with Child(ren)
- Shelter, no Case Management Shelter with Case Management Outdoors Encampment
- Abandoned Building Vehicle Other Homeless Incarcerated Long-Term Care or Residential Treatment
- Temporary with Family/Friends Other: _____

Family – rate relationship with family since participating in CJC

- Great Good Fair Poor Bad

Health – rate general health

- Great Good Fair Poor Bad

Education

- Middle School Some HS HS Grad GED Higher Ed Other
- Job Training _____

Drug use

- Heroin Other Opiates Cannabis Amphetamines Cocaine Benzos
- Other: _____

Mental Health – rate mental health since participating in CJC

- Great Good Fair Poor Bad

Are you medication compliant? Yes No N/A

Aftercare plan

Satisfaction with VJC

- Great Good Fair Poor Bad

May we contact you for VJC celebration follow up? If so: cellphone _____

Email: _____ Social Media: _____