



SAN FRANCISCO COLLABORATIVE COURTS

COMMUNITY JUSTICE CENTER

Participant Handbook Guidelines and Program Information

Superior Court of California
County of San Francisco

575 Polk St. (Court)
555 Polk St. (Service Center)
San Francisco, CA 94102

(415) 202-2810

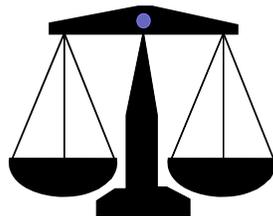
Welcome to the Community Justice Center (CJC)

The Community Justice Center is a partnership between the San Francisco Department of Public Health, Superior Court, District Attorney's Office, Public Defender's Office, Adult Probation Department, Police Department, Sheriff's Office, city agencies, community organizations, and concerned citizens.

This handbook is designed to:

- Answer questions
- Address concerns
- Provide information

This handbook will explain what is expected of you, and what you can expect from CJC.



**Court is held in Department 8
575 Polk St., 1:30 pm Mon, Tue, Thu, Fri
Please arrive on time, as directed by the Judge.**

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Overview

The Community Justice Center (CJC) is a community-based court program, designed to provide resources, services, and assistance to people accused of committing crimes within the geographic area of the Tenderloin, Civic Center, and parts of SOMA and Union Square.

The CJC's goal is to help you participate in your community as a productive citizen.

Expectations of CJC

1. Attend all court dates, treatment, and probation appointments.
2. Follow your treatment plan.
3. Drug test as directed.
4. Remain arrest free.
5. Strive for sobriety or decreased drug/alcohol use if substance abuse is an issue for you.

Note: Tell your case manager about any prescription medicines you are taking and show documentation from your doctor.

6. Make victim restitution payments if required to do so.

How long is the program?

Your program depends on many factors: the crime or violation that is being charged, criminal history, your service needs, and how well you participate in the CJC. Some participants are with us for a month or two, and some for more than a year.

What about confidentiality?

It is important to know that the information you share at the CJC is shared among all of our team members. All team members must sign confidentiality agreements. The team reports to the judge on your progress and in order to do that there are limits to your confidentiality at the CJC.

What if I don't understand my legal options?

Talk to your defense attorney as soon as possible to make sure you fully understand your legal rights at the CJC and what options are available to you if you don't feel that the CJC is best for you. If you are unsure of who your attorney is, talk to a case manager, the public defender, or the CJC Coordinator.

CJC Rules of Conduct

- Please dress appropriately; wear a shirt, blouse, pants, dress or skirt of reasonable length. Shoes must be worn at all times. Clothing promoting drug or alcohol related themes are considered inappropriate. Hats and sunglasses are not to be worn inside court.
- Maintain appropriate behavior (no sexual contact, low voice, no arguments) at all times while in the court house, keeping noise levels down.
- Cell phones must be turned off during court.
- No sexual harassment of CJC staff or participants.
- No physical or verbally violent behavior toward any staff or participants.
- No weapons, drugs, alcohol, or other contraband are allowed in the courtroom or service center.
- Do not leave personal belongings unattended at the courtroom or in the Service Center upstairs.
- No tampering with drug tests or refusal to test if court ordered.

Community Justice Center Team

The CJC Team works closely with you to help you succeed.

The team includes:

- Judge
- DPH Case Managers
- Deputy District Attorney
- Deputy Public Defender
- Deputy Probation Officers
- CJC Coordinator
- Sheriff's Department Staff
- **YOU**

Treatment Plan

Once you are admitted into the program, your case manager will develop your Treatment Plan with you.

The plan can help you:

- Access and complete substance abuse treatment
- Obtain mental health and medical services
- Engage in job training and assistance finding a job.
- Participate in positive community activities such as: skills and support groups, meetings, and volunteer work
- Identify resources and services that will help you re-connect with your community and family
- Access shelter and government assistance.

Treatment Plans are different for each participant.

Your treatment plan is designed based on your charges and clinical needs. Your treatment plan will vary and may last up to one year, depending on 1) your clinical needs; 2) your success in following your treatment plan; and 3) your legal case.

Regardless of your charges, you will be drug tested if it is determined that you may have a substance abuse issue. Drug testing takes place regularly, sometimes more than once a week. Drug testing is used to support you in your recovery and to help determine the best treatment plan for you.

Be sure to regularly review your Treatment Plan with your case manager.

On the days that you have court hearings, your case manager will share information about your program progress with the CJC team, including the judge. Your case manager cannot give this update without having contact with you so be sure to update your case manager about your activities and progress no later than 4:30 pm the day before court.

In court the judge will discuss how well you are following your treatment plan. We encourage and respect honesty from you about your progress and challenges. At the end of your progress report, you will receive a Court Order listing

activities that you must complete before your next court appearance.

Incentives for Compliance

Compliance in the Community Justice Center program will result in incentives and rewards.

Compliance means:

- Following the judge's orders
- Following your Treatment Plan
- Following the conditions of your probation (if applicable)
- Checking in with your case manager and/or probation officer as directed
- Remaining violation and arrest free

Incentives for compliance *may* include:

- Applause
- Candy
- Fewer court hearings and/or program sessions
- Outings and events
- Gift card
- Time off probation
- Reduction of felony charge to a misdemeanor
- Termination of CJC condition
- Early termination of probation

Program Noncompliance: Sanctions

Program noncompliance in the Community Justice Center may result in sanctions from the judge. The more serious or more frequent the noncompliance, the more serious the sanction.

Noncompliance means *not following court orders*, including:

- Missing or being late for court hearings
- Missing or being late for groups, classes, and/or checking in with case managers
- Not following up on referrals to drug, mental health, and health treatment
- Missing scheduled/ordered drug tests
- Tampering with a drug test
- Being arrested

Sanctions for noncompliance *may* include:

- An essay on your behavior
- Increased court or other program contacts
- Community service
- Sheriff's Work Alternatives Program (SWAP)
- Ineligibility to add back to calendar for removal of bench warrant status
- Time in jail
- Filing of Motion to Revoke (MTR) Probation
- Termination from the Community Justice Center

Re-arrest and/or noncompliance may be grounds for termination from the CJC. Cases terminated from CJC will be returned to regular Probation supervision and/or to criminal court for disposition.

Clinical Responses to Treatment Non-Compliance

If you are having difficulty following the treatment requirements of your Treatment Plan, the team will change your plan to help you meet your treatment goals.

Clinical responses for treatment non-compliance may include:

- Seeing a case manager more frequently
- Increased drug testing
- Community meetings
- Increased court contacts
- Increased treatment sessions
- Higher level of care
- Change in treatment method
- Residential detoxification
- Detoxification in jail
- Residential treatment program
- In-custody treatment program

Persistent treatment noncompliance may result in graduated sanctions rather than clinical interventions.

Guidelines for CJC Successful Graduation

The following is a list of guidelines that *may* be considered when deciding if you have successfully completed your CJC commitment:

Guidelines for Success:

- Completing tasks in your Treatment Plan
- Engage in job readiness training and/or education (if appropriate)
- Maintain a legal source of income
- Maintain safe and stable housing
- Engage in positive social activities in the community

APPENDIX A

Rules to Remember

1. You must check in with your case manager at least one day prior to your upcoming court date. This does not apply to clients who are only doing community service.
2. The white sheet of paper that you are given in court is a **court order** and its instructions must be followed to be in compliance.
3. You must arrive on time and wait for your name to be called by the judge.
4. If the judge orders one, you must complete a risk assessment.
5. If your case manager isn't in, you **MUST** check in with another case manager to remain in compliance. Ask for the officer of the day if your case manager is not available.
6. If you miss a drug test or your drug test is tampered with, it is the same as a positive test and will result in a substance abuse intervention to help support your recovery. But, tampering with a test or refusal to test is also in violation of a court order which will result in a sanction.
7. Do not falsify sign-in sheets or any other documents.
8. Don't wait until the day of court to fulfill your court orders from the week before. If something happens to prevent you from complying at the last minute, you must contact your case manager and your attorney.

My CJC Information

Name: _____

My attorney is: _____

Phone number: _____

My treatment plan is: _____

My probation officer is: _____

Phone number: _____

My case manager is: _____

Phone number: _____

Community Justice Center

Service Center

M-F, 8:30 am – 4:30 pm

555 Polk St., Second Floor

Court

1:30 pm Mon, Tue, Wed, Thu

575 Polk St., ground floor

San Francisco, CA 94102

415-202-2810

415-346-0483 (fax)

Community Justice Center

AGREEMENT AND ACKNOWLEDGMENT OF RECEIPT OF PARTICIPANT HANDBOOK

- I will be courteous to all staff members, other clients and individuals at the CJC
- I understand that harassing other clients or staff, sexually or otherwise, is prohibited. Nor may I act in such a way as to violate the privacy rights of others at CJC.
- I will be on time for my appointments and I will check in with the receptionist when I first arrive. I understand that failure to keep my scheduled appointments could result in discontinuation of future services.
- I will call to cancel and reschedule my appointment if I am unable to keep my appointment.
- I will actively cooperate in my treatment here at CJC and address my problem areas as described in my treatment plan.
- I will inform my Case Manager or Social Worker promptly of any change in my address or phone number.
- I understand that the following behaviors are unacceptable and that I may be discharged from CJC, and possible legal action if I engage in them:
 1. Violence, or threat of violence;
 2. Carrying weapons or objects commonly considered dangerous or threatening;
 3. Disruptive behavior;
 4. Abuse, damage or theft of property belonging to CJC or others;
 5. Verbally abusive behavior: yelling, threats, or racist, homophobic, sexist or other personal insults.

I _____ have read the Participant Handbook and I understand and agree to all that is required of me as a participant in the Community Justice Center.

Participant Signature

Date