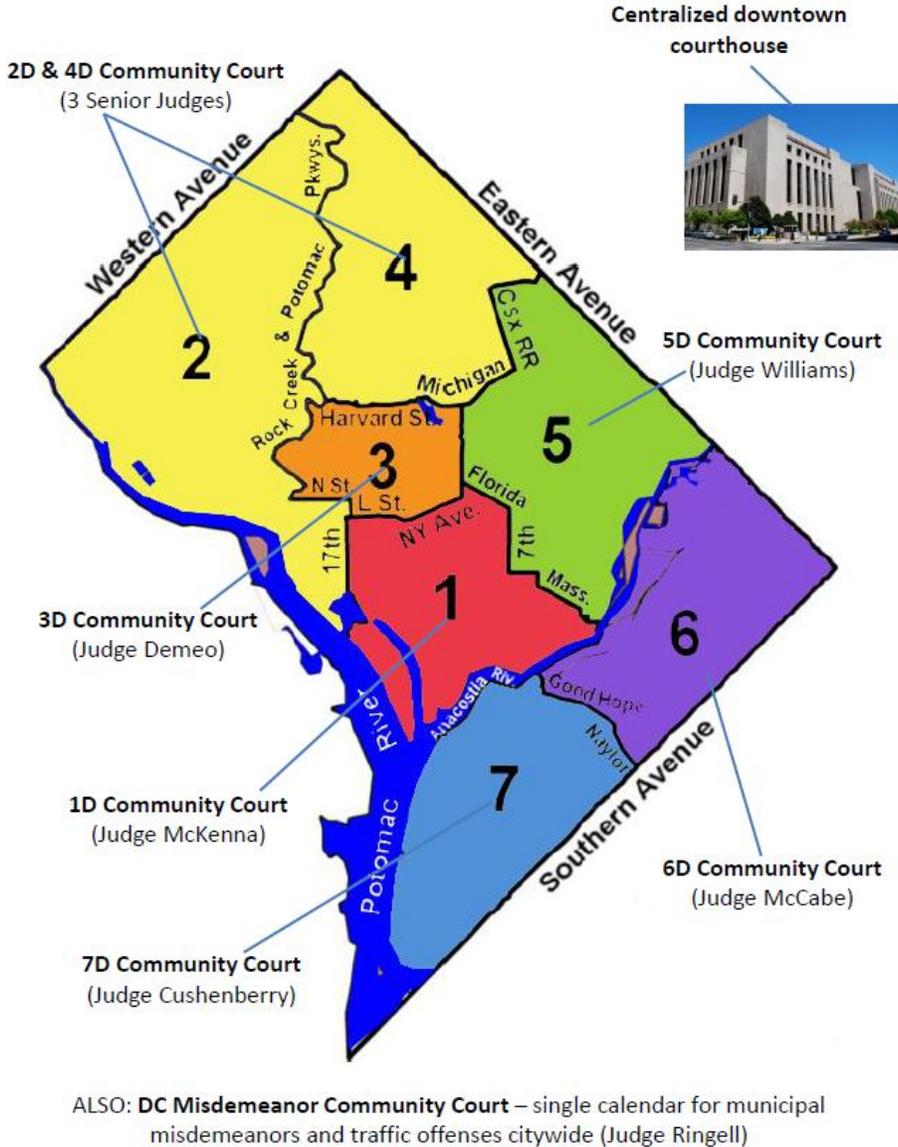


Washington D.C. Superior Court's Citywide Community Courts



Map of Washington DC showing Metropolitan Police Department Districts and Corresponding Coverage by Community Court Calendars

Beginning in January 2012, the Washington, D.C. Superior Court was restructured to create six community-focused courts, each with a dedicated judge, to hear U.S. misdemeanor cases, and continued its existing calendar where a single judge hears municipal misdemeanors and traffic violations. In each case, the judges participate in monthly meetings in the neighborhoods to which they've been assigned, and use community court strategies such as community service in the district of arrest, linkages to social services and , when appropriate, ongoing judicial monitoring.

The restructuring followed in the wake of a positive evaluation of the city's East of the River Community Court, which had been in operation for a decade.

The restructuring occurred after a comprehensive planning process that began in 2011 and continued into 2012. Representatives of a number of government and non-profit agencies—including the District of Columbia Superior Court, the U.S. Attorney's Office, the Pretrial Service Agency, the Court Services and Offender Supervision Agency—convened to discuss topics such as engaging individual communities across the city, assessing client needs, streamlining court processes, facilitating community service in neighborhoods affected by crime, linking offenders to services, and measuring results. As part of the project, Center for Court Innovation staff (with the support of the US Department of Justice's Bureau of Justice Assistance) conducted a number of planning workshops and regular conference calls with key stakeholders. Workshops included in-depth strategic planning and training on evidence-based practices. The Center also hosted structured site visits to New York City demonstration projects for key Washington stakeholders.

Washington DC is the first city in the nation to restructure its criminal court system into a series of calendars following key “community court” principles of community engagement, community restitution, and linking offenders to social services.

Why try to expand an existing community court model on a citywide level, especially with no additional funding?

The Washington D.C. Superior Court's East of the River Community Court (ERCC) was created in September 2002. A single judge heard almost all cases for misdemeanor crimes committed in the two police districts (6th and 7th police districts) east of the Anacostia River. The judge could send defendants through diversion programs or special treatment courts, with the idea that as a judge grew familiar with a community and had better information about individual offenders, he or she would have a better understanding of what was needed to keep someone from reoffending. Unlike most of the community courts that had preceded it, the ERCC was housed in the central courthouse in Washington DC instead of being located in a facility located in the East of the River neighborhood. At the same time, significant engagement with the community was conducted by the judge and court staff.

By 2011, the ERCC was widely considered a success by judicial and administrative staff at the courthouse.¹ Defendants were getting opportunities to turn their lives around while still being held accountable for the behavior that brought them into the justice system. Residents and merchants in an isolated neighborhood felt that the court system was finally taking local problems seriously. At the ERCC, many defendants benefitted from agreements with the United States Attorney's Office (USAO) that either deferred prosecution or sentencing through negotiated dispositions known as Deferred Sentencing Agreements (DSAs) and Deferred Prosecution Agreements (DPAs). Stakeholders within and outside the system wondered whether these types of dispositions could be made available to defendants throughout the city rather than just those arrested in the East of the River neighborhood.

In 2011, Chief Judge Lee F. Satterfield authorized the then-Presiding Judge of the Criminal Division, Judge Russell F. Canan, to explore the feasibility of expanding the community court program to a citywide level. The one caveat was that there would be no additional funding to help with this expansion plan.

¹ An independent evaluation by the Westat research firm, released in July 2012, confirmed that the court did have better outcomes and reduced recidivism. To read the report, go to: <http://www.dcaappeals.gov/internet/documents/ERCC-Evaluation-Report.pdf>

How does the Criminal Division of the D.C. Superior Court work?

Court Structure

The D.C. Superior Court's Criminal Division hears all local criminal matters including felony, U.S. misdemeanor, D.C. misdemeanor and serious traffic cases.

Jurisdiction of federal misdemeanors vs. municipal misdemeanors and traffic offenses

In Washington DC, U.S. misdemeanors are generally the more serious misdemeanor charges – such as drug possession, simple assault, threats to do bodily harm and prostitution - and are prosecuted by the U.S. Attorney's Office. (This is a unique situation – such cases would be prosecuted by state and local prosecutors in other jurisdictions.) D.C. misdemeanors and criminal traffic charges (i.e. driving while intoxicated, operating a vehicle while impaired, etc.) are prosecuted by the city's Office of the Attorney General (or what in many cities would be called the City Attorney's Office). Examples of D.C. misdemeanors include public drinking, possession of an open container of alcohol, panhandling, welfare fraud and housing code violations.

Current Problem-Solving Courts

The D.C. Superior Court currently operates several problem-solving courts including community courts, drug court and mental health court. Following is a breakdown of the parameters:

- Six Citywide Community Courts were launched on January 1, 2012 and expanded the East of the River Community Court model citywide. Judges are assigned to community court calendars based on geographic boundaries following the City's police districts.
- D.C. Misdemeanor Community Court handles all municipal misdemeanor cases and traffic violations.
- Superior Drug Court Intervention Program (SCDIP) (popularly known as “drug court”) is managed by the Pre-Trial Services Agency and handles non-violent misdemeanor and felony cases involving substance-using offenders.
- Mental Health Community Court is managed by the Pre-Trial Services Agency and handles non-violent misdemeanor and felony cases involving offenders with diagnosed mental illness who are connected to mental health services.

Diversion Options

At the present time, the U.S. Attorney's Office for the District of Columbia (USAO) determines eligibility for diversion as follows:

- A defendant cannot have been convicted of or served probation/parole/supervised release for any firearms related offense, any sex offense (with the exception of solicitation of prostitution), child abuse or violent felony offense within the past ten years. *Please note that there are certain serious arrests and convictions that will disqualify a defendant for diversion regardless of the age of the criminal conduct, e.g., homicide, rape and other serious sexual or violent offenses.*
- A defendant cannot have previously benefitted from diversion in a D.C. Superior Court case brought by the United States that resulted in a dismissal of the defendant's case.
- A defendant cannot currently be on probation/parole/supervised release for a “dangerous crime,” as defined by D.C. Code § 23-1331, or be held without bond.

- In general, the defendant cannot have pending cases in D.C. Superior Court with the exception of pending charges brought by the D.C. Office of the Attorney General, or for defendants interested in Mental Health Community Court (MHCC) or Drug Court.
- In general, a defendant should not be in violation of his or her court-ordered release conditions.
- With the exception of Drug Court or MHCC, a defendant must test negative (-) at the initial drug test or consecutively test negative (-) two times, and remain negative (-), by the first status hearing. Drug testing must be conducted under the direction of the D.C. Pretrial Services Agency (PSA). The USAO will not accept any privately-obtained drug tests.

Examples of diversion options originally developed for the East of the River Community Court:

Diversion Options	Eligibility Requirements	Length	Conditions
Deferred Prosecution Agreement (DPA)	2 or fewer prior convictions within past 10 years. (No drug-related charges.)	4 months	32 hours of community service + other conditions
Deferred Sentencing Agreement (DSA)	Max of 4 prior convictions within past 10 years. (No more than 2 drug-related.)	6 months	48 hours of community service + other conditions
Mediation Program	Cases with civilian victims who agree to mediate	n/a	Neutral third party mediates; certain conditions may be agreed to
Stet Docket	Charged with unlawful entry	6 months	Stay away from designated location and comply with other conditions

Important note: This chart is not all-inclusive. A wide range of diversion conditions are offered through the USAO.

Caseload Volume

In 2010, there were over 22,000 cases filed in the Criminal Division of the Superior Court, of which more than 13,000 were misdemeanor case filings.² Of the latter, 92% were U.S. misdemeanors. The number of U.S. misdemeanors filed has increased steadily over the past five years. In fact, 2010 case filings were 12% higher compared to 2006.

Disposition Rates

In 2010, 95% of U.S. misdemeanor cases were disposed of in Washington D.C. Superior Court.

Exploring feasibility: What did the preliminary data show us?

The initial discussion to expand the community court approach focused on the feasibility of having a community court focusing on each police district. By aligning each court's catchment area with already defined law enforcement borders would make the transition smoother for all the justice system players. Planners looked at the data to see if the arrest and prosecution numbers would support the expansion of community courts to each district. Judge Canan knew it

² According to the District of Columbia Courts 2010 Statistical Summary, out of 22,365 criminal case filings in the Superior Court, there were 1,099 D.C. misdemeanors, 4,502 felonies, 4,564 traffic violations and 12,200 U.S. misdemeanors.

would be important for all stakeholders that there would not be a disparity in caseloads in order for all to be supportive of the community court's being expanded citywide. What they discovered in looking at the numbers was that if they combined two of the police districts (the 2nd and 4th districts) into one community court, the other five districts would have approximately the same caseload volume as the combined districts. Next, Judge Canan then asked the USAO to see if the prosecution numbers were aligned with the arrest data. When it was confirmed that the proposed plan would not have a disparity of cases, the next step of gathering stakeholder support began.

What was Washington's collaborative planning process?

Working with Key Stakeholders

In addition to the USAO, the other key stakeholders that needed to be on board for the expansion of the community courts were the defense bar, the Pretrial Services Agency (PSA), the Court Services and Offender Supervision Agency (CSOSA) and the bench of the Washington DC Superior Court bench. Other stakeholders included the Mayor's office, the Metropolitan Police Department and existing community service partners. Judge Canan convened a stakeholder group and began to have monthly stakeholder meetings to discuss how to implement the citywide community court plan in a manner that would be acceptable to each agency.

Seeking Technical Assistance

Early in the planning process, Judge Canan reached out to the Center for Court Innovation (CCI) for technical assistance in the planning process of expanding the community court. CCI had been involved in the original planning process for the ERCC, and is funded by the Bureau of Justice Assistance to provide free technical assistance to jurisdictions seeking to plan or enhance their community courts.

In October 2011, Judge Canan invited staff from the Center for Court Innovation to meet with the key stakeholders of the community court as well as the judges who had been selected to sit on the bench of the six community courts. At the stakeholder meeting, CCI staff went over the six principles of community justice³ as well as discussing the proposed planning process for the community court expansion. At the judges meeting, CCI staff discussed the principles that practicing community court judges followed including community engagement and compliance monitoring of judicial mandates of defendants.

Collecting Key Data for the Areas to be Served by each new Community Court

As part of their initial planning process, most community courts undertake a comprehensive assessment of community needs. A needs assessment usually surveys stakeholder opinions, uses focus groups, community surveys, resource mapping and comprehensive data collection. Washington DC had already conducted a community needs assessment for their first community court (ERCC), they had built up justice system stakeholder support for the model over the previous decade, and they wanted to launch their expanded community courts by January of 2012 – which was a little more than two months away. Thus they chose to forego an in-depth needs assessment process for the entire city. However, CCI staff participated in weekly planning calls with the core planning team of Judge Canan, Criminal Division Director Dan Cipullo, and ERCC Coordinator Mike Francis. Additionally, a DC Profile was created to assist in the planning process (a sample excerpt of the document, for the area to be served by one of the new community court calendars, is included as Attachment 'A' at the end of this document. The profile created for each proposed community court calendar had a wealth of key data on community demographics, crime statistics, potential community service sites, and information to

³ http://www.courtinnovation.org/sites/default/files/documents/problem_solving.pdf

assist the judges in getting engaged with the community that they would serve.

Staying Organized

The DC planning team and the technical assistance provider decided to hold weekly calls during the early planning stages. By holding weekly calls, the planners and the TA providers were able to discuss the issues that were being raised by some of the stakeholders with the court as well as keeping the momentum going with the planning efforts. The technical assistance provider created a planning checklist for the planning team to utilize and keep track of to ensure that progress was being made. Two sample pages of the planning checklist (as of December 2011) are included as *Attachment 'B'* at the end of this document. Some of the initial concerns that needed to be addressed were what types of cases would be included in the expanded community court and the sentencing options that the community court judges could employ. Another benefit of utilizing technical assistance providers was that they were able to question aspects of the court process that those practicing in the system may not question. Additionally, by utilizing a technical assistance provider that works across the country would allow the DC court to stay current with the best practices of community courts.

How to Keep Everyone at the Table with so Many Key Partners?

Once the planning process started, it was critical to keep all the system partners at the table and the easiest way to do this was to plan regular meetings and give prompt notification of any proposed changes, update everyone regularly on the progress of the planning, and identify specific issues any particular partner may be having so these could be addressed as they arose.

The key lesson discovered was that having a regular means of communicating during the planning process allowed the diverse group of stakeholders to know that there would always be a forum to address concerns. A very open style of communication was fostered throughout the planning process and this continues to exist.

Following are some examples of issues raised and addressed during the monthly planning meetings:

- *Judges attending community meetings.* One of the core elements of a community court is to engage the community. Judge Canan felt it was critical to have each judge attend at least one community meeting a month as a way of engaging the local community that the judges were assigned. This was even more important given that all the community courts would be housed in the central courthouse and not embedded in the community. Issues addressed were why this should be done, which meetings should they attend, and what should be discussed at these meetings. The issue of will a judge compromise their neutrality by attending community meetings was also addressed.
- *USAO drug testing requirements for DSA and DPA cases.* The USAO had some concerns about how specific policies they had put into place for the ERCC would translate into a citywide application of these principles. Defendants taking DSAs or DPAs that would also require them to go into the community to perform community service had to show negative results on a drug test before being able to accept their disposition. Issues arose over the possibility of the USAO waiving this requirement in certain cases. The regular planning meetings allowed this issue to be resolved over a series of meetings and email communications.
- *Community service obligations.* Under the ERCC model, the USAO handled the scheduling of community service. For them to be on board with a citywide expansion of this model, they would not have the capacity to continue with this task. The court was

able to take on this task when the Mayor's office promised the court a staff member to assist with this function. Once the court was able to commit to keeping the community service portion of the community court as robust as it was in the ERCC, the USAO was on board with continuing to support the expansion plan.

- *Expediting arraignments.* In trying to shorten the time between police contact and engaging with needed social services, the Court sought the support of the system stakeholders to try and have arraignments in one of the community courts as a pilot project. Historically, all arraignments were done in one location and the case would be adjourned for a new court date in the community court. Recognizing that this wasted a lot of time that could be utilized more effectively for the defendant to receive services, the Court was able to convince the stakeholders (as well as the Court itself) to try a pilot project to see if wide-scale application of this would be feasible.
- *Instituting judicial reviews of probation cases.* Previous to the community court expansion, judges typically would not schedule reviews of probation cases unless an issue arose and they were requested by CSOSA to calendar a case. As part of the community court expansion, probation cases would have regular reviews scheduled so judges could monitor the progress of the defendants. By working closely with its system partner CSOSA, the Court was able to address the concerns of when case reviews would be ready and how defendants would be notified of these additional court dates.
- *Getting defendants assessed for social service needs in court.* In an effort to expand the options of services available to defendants in the community court, a validated assessment tool would be needed to identify that all system partners could agree to use. In addition, who would administer the assessment and what service partners would be used also needed to be addressed.

Planning Challenges: How to keep the momentum going, and stay focused on key goals?

One of the challenges of the approach DC took in continuing to plan for the citywide community court after the January 1, 2012 judicial assignments took effect was keeping focus on some of the items that remained uncompleted. Although the planning goals of the community court continued to be discussed, some were not getting completed. Planners requested that CCI hold a training/strategic planning session to regain momentum. On the first day, training focused on the use of risk/needs assessments, and how to use them in a courthouse setting. The training also discussed the use of evidence-based practices in community courts. In addition to the key project stakeholders, other court staff were also invited to attend. The second day was a strategic planning session to nail down the key goals of the community court project and objectives to support those goals. Additionally, specific tasks were identified to carry out the objectives and timelines were agreed to. The stakeholders then agreed upon who was best situated to handle each task. One of the key reasons for clarifying goals at the onset is to assist in an evaluation of the program after it has been operating for a specific time period. An excerpt of the goals, objectives, tasks, responsibilities and recommended performance measures created from the strategic planning session is included as *Attachment 'C'* to this document.

Another issue that occurred during the planning process was that the Westat evaluation of the ERCC was released. Although the Court had known about the great recidivism drop that the evaluation had shown, the evaluator had been asked to recheck the methodology as there was concern that the evaluators had neglected to check re-arrest statistics for the neighboring state of Maryland where a lot of the ERCC clients resided or frequented. After the evaluation methodology was deemed satisfactory, it was released to the general public. Having great results from this evaluation helped keep the momentum going as all the planners knew that even if there

were differences in how to approach the day-to-day operations of the community court, they all knew that the community court was the best way to approach the cases that the court would be hearing.

How to ensure project sustainability with new leadership?

With the planning of US problem-solving courts being initially spurred by various system players, whether a particular judge, a local prosecutor or perhaps an elected official, it is very important to ensure that no planning effort is dependent on a single personality. Washington DC's Citywide Community Courts were never intended rely on the efforts of one person; steps were taken from the get go to make sure that not only were all system stakeholders kept involved in the planning, but also to keep the DC Superior Court bench involved in the planning process as well. Then-Presiding Judge Russell Canan led his last stakeholder meeting of the community court planning team in December 2012 and handed over the leadership role to the incoming Presiding Judge Robert Morin. The planning meetings have continued on a monthly basis with Judge Morin.

What were some key lessons learned in Washington's Citywide Community Court expansion?

The following are some key points to keep in mind if planning a citywide expansion of the community court model. This is not an exhaustive list but does include many key issues that the Washington planning team confronted, and the lessons learned as a result:

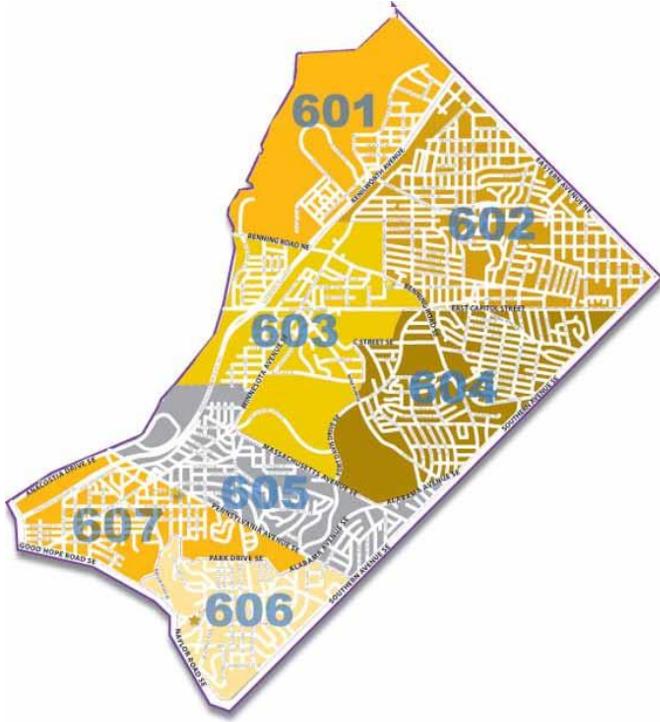
- *Be as inclusive as possible in whom you invite to initial planning meetings.* You may want to develop a core team afterwards, but letting as many people/organizations know as early as possible what you are trying to achieve allows easier buy-in as planning efforts continue.
- *Make sure you have the support of your superiors and colleagues if you want the program to be sustainable.*
- *Use data to determine decisions whenever possible.* Everyone has feelings and beliefs about how certain things operate, but data can often support or refute those feelings, clearing the way to better decision making.
- *Use expert assistance if available.* Sometimes technical assistance is grant-funded, which means the expert assistance will be of little or no extra cost to the initiative. In addition, a technical assistance provider will keep the planners current with emerging trends in the field as well as helping the planners to keep focused on the benchmarks the planning team has set for itself.
- *Keep the planning team abreast of all notable developments whether they are positive or negative.* By trying to shield negative news, you will likely foster an atmosphere of distrust or uncertainty. The planning team was assembled to handle these situations—trust in them to handle them.
- *Keep the planning meetings going on a regular basis and always have an agenda sent ahead of the meetings.* By keeping regular meetings going, it allows the diverse planning team to know that there will always be a forum to have an issue discussed.
- *Allow key stakeholders to have a voice in the process.* If certain stakeholders feel as if they have been marginalized, they may quit supporting the initiative.
- *Be flexible and open-minded.* Many times planners have a vision and work to have that specific vision enacted. When planning a complex project with many different key stakeholders, a planner has to be prepared to have that vision questioned and challenged

and should realize that sometimes a change in the plan is not only acceptable, but possibly an improvement.

- *Push when it is needed.* Although flexibility and open-mindedness are important, so too is understanding which points of the initiative need to be pushed forward.
- *Get moving.* At a certain point in the planning, decisions must be made. To not do so is to invite the dreaded 'Paralysis by Analysis' syndrome that has befallen too many planning initiatives.
- *Give credit to the team.* When discussing the proposed program with outsiders, make sure that all members of the team receive the credit due that they have invested in the planning efforts.
- *Plan for sustainability.* Know that for any program to be a long-term success, it must be able to be run by someone other than the person or organization who initiated the planning process. By recognizing this early on, it allows for it to be addressed throughout the planning process.
- *Plan from the start to have the project evaluated.* By planning early on for an evaluation, you can guide your planning process in a much more thorough manner. It will allow the planners to be make the decisions on what an outside entity should look for to determine if the program operates as they envisioned, and if it had the impact they intended. If the planners don't make these issues clear from the start, evaluation becomes very challenging.

ATTACHMENT 'A'
Sample pages from DC Community Profile
for the "6D Community Court"

SIXTH DISTRICT



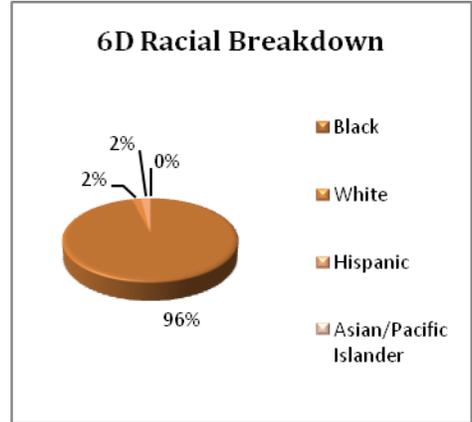
SIXTH DISTRICT STATION

100 42nd St., NE
 Washington, DC 20019
 Phone: (202) 698-0880

DEMOGRAPHIC SUMMARY

Population: 74,065
 Risk Factors: 26% Poverty Rate
 19% Unemployment
 19% Lack Diploma

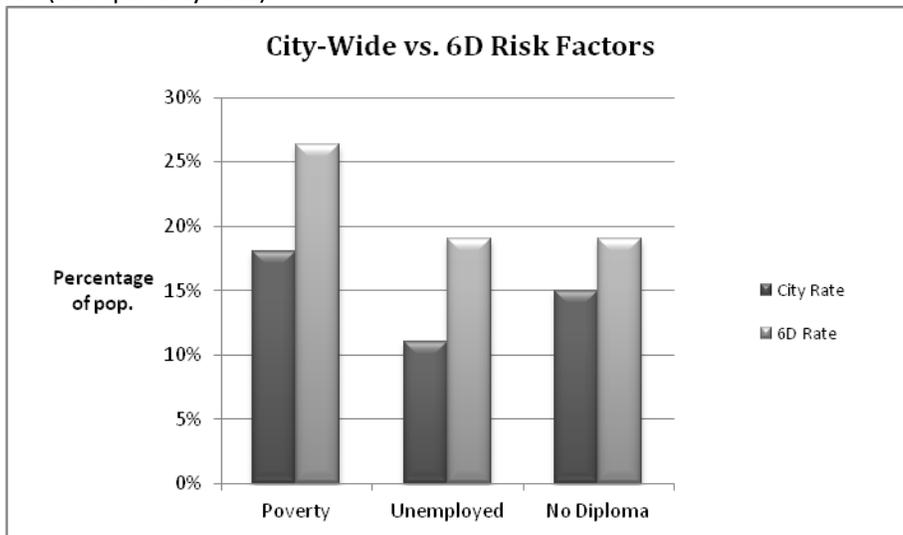
Race:



POLICE SERVICE AREAS

Socioeconomic Factors

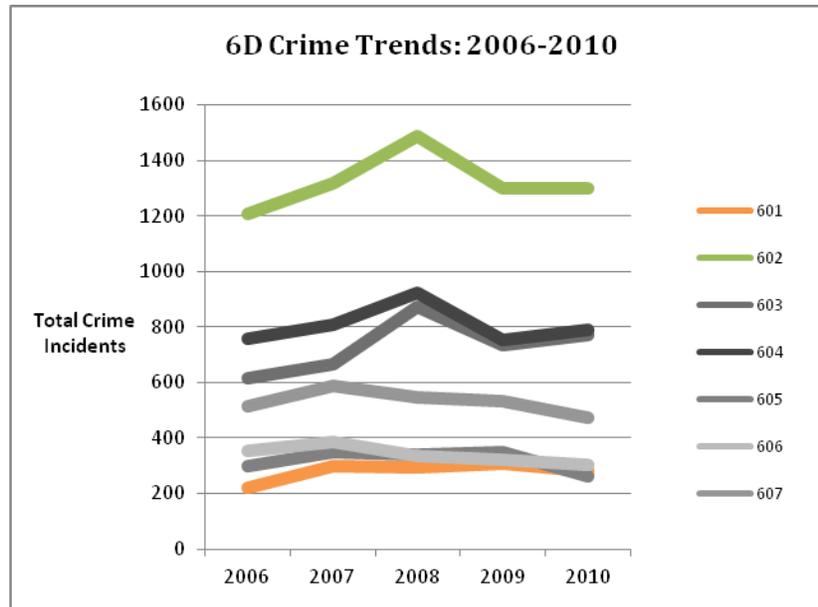
The sixth district has seven Police Service Areas (PSAs) and the highest unemployment rate in the city from 2005-2009. Census data analyzed by Neighborhood Info DC revealed that the unemployment rate in PSA 601 and 602 is even more pronounced (26%). PSA 601 is also home to the largest concentration of the city's poor (50% poverty rate).



Crime Rate

Crime rates are among the highest in the sixth district. In 2010, 17% of violent crime committed in D.C.

occurred in the sixth district.⁴ Violent crime is the highest in PSA 602, occurring at over the twice the citywide rate. From 2008 to 2010, crime steadily declined across the district by an average of 13%.⁵ Crime rates in PSA 602 remained stable in 2009 and 2010.



COMMUNITY ENGAGEMENT

The Sixth District covers portions of the Northeast (east of the Anacostia River) and Southeast quadrants of the city. The district consists of a mix of single-family detached and row houses, along with a significant number of public housing projects. The district is home to both Kenilworth Aquatic Gardens, which maintains a wide variety of water-grown flora, and Fort Dupont Park, a 376-acre parcel of federally maintained park area that is patrolled by the Metropolitan Police Department and the United States Park Police.

Major shopping areas in the Sixth District include the Penn-Branch Center at Pennsylvania and Branch Avenues, Fairfax Village Center at Alabama and Pennsylvania Avenues, and a new shopping center at Alabama Avenue and Naylor Road. Many small businesses line Minnesota Avenue, NE, from East Capitol Street to Nannie Helen Burroughs Avenue, and Good Hope Road, from 13th to 18th Streets.

Key Contacts

Commander

Robert Contee (202) 698-0900

Community Outreach Coordinator (MPDC)

Julia Irving (202) 698-1315

Community Prosecution (USAO)

Leutrell Osborne (202) 698-0825

Community Meetings

Citizen Advisory Council (CAC)

Sixth District Chair: Linda Jo Smith

Jo4148@aol.com

⁴ MPDC Crime Mapping Application. Out of 7,023 violent crimes in 2010, 1,261 were committed in the sixth district.

⁵ According to NIDC analysis of MPDC crime data, the 2010 rate of violent crime in PSA 602 was 26/1,000. There were 4,796 crimes reported in 2008, compared to 4,179 in 2010.

(202) 731-6393

Meets second Monday of the month, 7pm
Sixth District Community Room

Wards and Advisory Neighborhood Commissions

The sixth district encompasses all of Ward 7 and part of Ward 8. The following table lists all ANCs and community meetings that fall within the first district's jurisdiction:

WARD	ANC	MEETING LOCATION	DATE/TIME
7	7a	Dorothy Height/Benning Library, 3935 Benning Rd.	1 st Tues, 6:30pm
	7b	Ryland Methodist Church, 3200 S. St.	3 rd Thurs, 7pm
	7c	Sargent Memorial Presbyterian Church, 5109 Nannie Helen Boroughs Ave.	2 nd Thurs, 7pm
	7d	Sixth District Police Station, 100 42 nd St	2 nd Tuesday, 6:30pm
	7e	Jones Memorial Church, 4625 G St.	2 nd Tues, 7pm
8	8a	UPO/Anacostia Community Service Center, 1649 Good Hope Rd.	1 st Tues, 7pm
	8b	MPD 7 th District Station Community Center, Alabama and McGee St.	3 rd Tues, 7pm

Community Service Host Sites

HOST SITE	WARD	PSA
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Episcopal Church of the Atonement	7	608
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5200 East Capitol Street, NE
Washington, DC 20019
(973) 563-3591(c)/(202) 582-4200
E-mail: atoneepdc@aol.com/Jocy51@yahoo.com

Contact: Rev. Jocelyn Irving/Phillip Little

Volunteers are responsible for maintenance and landscaping duties. Volunteers work: **Tuesdays, Thursdays, and Saturdays, 9:00am-2:00pm. Need 1-2 volunteers.**

(1)

HOST SITE	WARD	PSA
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Historic Woodlawn Cemetery	7	604
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4611 Benning Road, SE
Washington, DC 20019
(301) 613-6002
E-mail: papgeneral@comcast.net

Contact: Tyrone General

Volunteers are responsible for landscaping and other duties related to the maintenance of the grounds. Volunteers work: **Tuesdays-Thursdays, 10:00am-6:00pm. Need 1-10 volunteers. Volunteers are to call prior to arriving at site.**

Holy Christian Missionary Baptist Church 7 602
for all People

5110 Nannie Helen Burroughs Avenue, NE
Washington, DC 20019
(202) 396-7720
E-mail: hcmhc@aol.com

Contact: Brenda Thompson

Volunteers are responsible for administrative, custodial and hospitality duties. Volunteers work:
Wednesdays, Thursdays and Fridays, 12:00am-3:00pm. Need 1-2 volunteers.

Hughes Memorial Church 7 602

25 53rd Street, NE
Washington, DC 20019
(202) 398-3411
E-mail: fawncrest@aol.com

Contact: David Robinson

Volunteers are responsible for maintenance/custodial work in the church; landscaping and snow removal (if necessary). Volunteers work: **Mondays, Tuesdays, Thursdays and Fridays, 8:00am-4:00pm and on the 1st, 3rd and 4th Saturdays, 8:00am-4:00pm. Need 1-2 volunteers.**

The Better Way 7 602

4601 Sheriff Road, NE
Washington, DC 20019
(202) 396-4290
E-mail: jjones@thebetterwayprogram.org

Contact: Joyce Jones (No Placements Until March 2012)

Volunteers are responsible for performing clerical and maintenance duties. Volunteers work: **Mondays-Fridays, 10:00am-6:00pm. Need 1-5 volunteers.**

ATTACHMENT 'B'
Sample pages from Planning Checklist

**Washington, D.C. Superior Court
2012 Community Court Expansion Project
Planning Checklist (As of 12.13.11)**

Develop project goals and objectives	<input type="checkbox"/> CCI will help create written goals, objectives and performance indicators	<ul style="list-style-type: none"> • Dec 15th 	<ul style="list-style-type: none"> • Suggested 1-pager that can be disseminated at community meetings.
Project planning	<ul style="list-style-type: none"> X Convene regular working group planning meetings X Convene regular community court judges meeting 	<ul style="list-style-type: none"> • Ongoing • Ongoing 	
Engage community	<ul style="list-style-type: none"> X Identify community meetings X Judges to attend monthly CAC meetings and explore ANC meetings <input type="checkbox"/> Dan Cipullo will create form to use as a community engagement tool <input type="checkbox"/> Attend Federation of Civic Associations meeting X Match ANCs with police districts X Include defense bar in CAC meetings <input type="checkbox"/> Research ethical concerns confronting community court judges (<i>Belton v. U.S.</i>) <input type="checkbox"/> Judge Canan and Judge Morin to develop a process for community impact statements <input type="checkbox"/> CCI to facilitate discussion on the role of the judge at community meetings X Develop community court advisory board for 6D and 7D <input type="checkbox"/> CCI will create fact sheet for planning CAB activities <input type="checkbox"/> Determine interplay between community courts and other problem-solving courts when engaging community <input type="checkbox"/> Develop community court advisory boards for all police districts <input type="checkbox"/> Determine locations for community court advisory board meetings 	<ul style="list-style-type: none"> • Dec 15th • Ongoing • Jan 1st • Jan 25th • Dec 15th • Dec 15th • Jan 30th • Jan 30th • Jan 31st • Dec 15th • Dec 15th • Mar 1st • Jan-Jun • Jan-Jun 	<ul style="list-style-type: none"> • CCI included all CACs and ANCs by police district in report. • Mike Francis contacted all CAC chairs to add DCSC to Nov/Dec meetings. New community court judges have been accompanied by Judge Canan, Judge Morin, Mike Francis or Dan Cipullo. • CCI charted ANCs by district in DC profile. • Suggested that CJA panel attorneys and PDS attend • Questions posed re: how info shared is used by judges, ethical concerns and recusal issues. • CAB currently exists for 6D/7D and will remain intact. • Mike Francis requested assistance with developing activities for new CABs.

			<ul style="list-style-type: none"> Given victim/law-enforcement-centered nature of CAC's, DC planners will create CAB's for each district modeled after ERCC advisory board, which is attended by PSA, USAO and CSOSA.
<p>Link defendants to social services (education, employment, housing, short-term drug treatment and counseling)</p>	<ul style="list-style-type: none"> X Determine if DPA/DSA education and employment conditions will be dropped or enforced by the court X Conduct resource mapping to identify availability of job training, education and housing service X Explore CSOSA capacity to serve community court defendants <input type="checkbox"/> Secure location for on-site services <input type="checkbox"/> Confirm that DOES will be co-located at the court <input type="checkbox"/> Design referral and compliance monitoring protocols for DOES and CSOSA <input type="checkbox"/> Meet with shelter network to explore housing options <input type="checkbox"/> Conduct resource mapping to identify availability of drug treatment and counseling services <input type="checkbox"/> Ensure that there are adequate services to meet offender needs (based on needs assessment) and expand services to non-diversion cases <input type="checkbox"/> Broker cooperative agreements between the court and identified service providers <input type="checkbox"/> Design short-term interventions if service gaps exist (i.e. treatment readiness, job training, etc.) <input type="checkbox"/> Explore possibility of linking abusers (as opposed to addicts) to short-term treatment/intervention <input type="checkbox"/> Recruit interns to assist with resource mapping and service delivery 	<ul style="list-style-type: none"> • Dec 15th • Ongoing • Jan 1st • Jan 1st • Jan 1st • Jan 1st • Jan 30th • Mar 15th • Apr 15th • Apr 15th • Apr 15th • Apr 15th • Fall 2012 	<ul style="list-style-type: none"> • Debate around keeping terms and designing enforcement mechanism, or omitting terms. USAO not inclined to "trade-out" community service for social service, but dropped ed/emp requirement • Anntinette Williams has created a comprehensive resource manual and will continue to update. Current resources include: Urgent Care Clinic (MICA clients); DOES (job training); shelter system; Literacy Council. (DCHA has a waiting list of 40k.) • Judge Canan confirmed with Nancy Ware that CSOSA will serve community court clients. • Consider modeling DV unit which has had success placing all services in one office. • MOU pending as of 12.12.11

ATTACHMENT 'C'
Excerpts from Strategic Planning
Time/Task Plan

GOAL #2: Address defendant/offender needs

Objective 1: Conduct individualized screening and problem assessment to identify defendant needs and victimization risk/prevalence among defendants

Tasks	Lead Person	Timeframe	Suggested Performance Measures
Identify validated risk/need assessment tool		May 1	<ul style="list-style-type: none"> Number and percent of participants who exhibit each type of criminogenic need Number of participants who self-report victimization history or risk factors for victimization Court uses validated assessment tool (Y/N) Number of participants assessed Assessment expanded to all community court calendars (Y/N)
Determine when to administer assessment and who will administer		May 1	
Identify victimization scale to assess victimization rates among defendants		May 1	
Pilot within one courtroom (3D)		June 1	
Collect data on defendant needs and victimization risk/prevalence		June 1	
Secure estimate of number of high risk defendants requiring more intensive assessment (secondary assessment)		June 1	
Expand to other community court calendars		Oct 1	

Objective 2: Early identification through coordination with courthouse staff

Tasks	Lead Person	Timeframe	Suggested Performance Measures
Incorporate validated risk/need assessment tool during initial court appearance		June 1	<ul style="list-style-type: none"> Time from case filing to assessment

Objective 3: Court and service providers collaborate to offer services and track outcomes

Tasks	Lead Person	Timeframe	Suggested Performance Measures
Identify potential service providers		May 1	<ul style="list-style-type: none"> Service providers included in planning Progress reports routinely delivered to court Case review meetings held regularly
Create MOU's with individual providers		July 1	
Convene bimonthly or quarterly group of representatives from each agency to report on outcomes/maximize resources		July 1	

Objective 4: Use community service as a means to link defendants to services

Tasks	Lead Person	Timeframe	Suggested Performance Measures
Incorporate needs assessment during community service intake		May 1	<ul style="list-style-type: none"> • Number of community service sites providing social services • Number of participants assigned to a site that serves their need(s)
Identify community service partners that provide social services		July 1	
Assign defendants to site based on needs		July 1	

Objective 5: Court links participants to service based on strengths and criminogenic needs

Tasks	Lead Person	Timeframe	Suggested Performance Measures
Identify and implement assessment tool		May 1	<ul style="list-style-type: none"> • Number and percent of participants linked to each type of service or program • Number of service options available as release conditions • New services are developed as needed
Identify and create social service options		July 1	
Decide how the court will address out-of-state defendant needs		July 1	
Use assessment tool to inform sanctions/condition assignments		July 1	

Objective 6: Use assessment to inform case flow

Tasks	Lead Person	Timeframe	Suggested Performance Measures
Select validated risk/need assessment tool		May 1	<ul style="list-style-type: none"> • Court administers problem-solving court eligibility screening at first appearance • Court refers cases directly from arraignment to designated problem-solving court
Determine how assessment can expedite referrals to other problem-solving courts		June 1	
Meet with mental health and drug courts to ascertain what info will need to be collected to expedite referral		June 1	
Create court protocols for referring cases between problem-solving courts		June 1	
Set assessment/screening process launch date		July 1	