



SAN FRANCISCO COLLABORATIVE COURTS

PAROLE REENTRY COURT

Back In Stride

Participant Handbook Guidelines and Program Information

Superior Court of California
County of San Francisco

Civic Center Courthouse
400 McAllister Street
Department 622
San Francisco, CA 94102

(415) 551 5941

Welcome to the San Francisco Parole Reentry Court (PRC)

The Parole Reentry Court (PRC) is a partnership between the San Francisco Superior Court and San Francisco Pretrial Diversion Project, Inc., along with state, county, and 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 Parole Reentry Court.

If you have any questions about this handbook or about the Parole Reentry Court, you can reach the PRC Coordinator at 415/551-5941.



**Court is held in Department 622
Civic Center Courthouse
400 McAllister Street
Please arrive on time, as directed by the Judge**

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Overview

Parole Reentry Court (PRC) is a community-based court program, specially designed to provide resources, services, and assistance to parole violators (instead of incarceration).

The PRC aim is to improve parolee outcomes, minimize incarceration, reduce criminal recidivism and improve public safety. **The PRC's ultimate goal is to help you rejoin your community as a productive citizen.**

How do you apply?

Becoming a PRC participant begins with your asking to join. After you meet with the PRC CalPAP (California Parole Advocacy Program) attorney and case managers, the **team** will decide whether to accept you as a PRC member.

How long is the program?

You will be scheduled to participate for 12 months. Your performance will determine your program's length.

It can be as short as six months (if you are fully compliant for your first 6 months).

It can be as long as 18 months (if you remain non-compliant at 18 months, your program will be terminated). If you are terminated from the program you may face a return to custody between five and nine months flat time.

What about your family?

We are here to assist you and your family. If you have family concerns, please speak with your case manager. Family members are welcome at Parole Reentry Court hearings. When you have court, please feel free to utilize the Children's Waiting Room—a fun, safe space for children—on the first floor of the Civic Center Courthouse.

Parole Reentry Court Team

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

The team includes:

- Judge
- Case Managers
- CalPAP Attorney
- Parole Agent
- Deputy Probation Officer
- Parole Reentry Court Coordinator
- Sheriff's Department Staff
- **YOU**

“Back In Stride” Plan

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

The plan will help you:

- Access and complete substance abuse treatment
- Obtain mental health and medical services
- Engage in job training and job acquisition
- 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 safe and stable housing

Back in Stride Plans are different for each participant.

Be sure to regularly review your Back in Stride Plan with your case manager and the PRC team.

On the days that you have court hearings, your case manager will share information about your program progress with the PRC team (including the judge).

The judge will discuss your performance with you. 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 Parole Reentry Court program will result in incentives and rewards.

Compliance means:

- Following the judge's orders
- Following your Back in Stride Plan
- Following the conditions of your parole
- Negative urinalysis tests (not using drugs or alcohol)
- Re-connecting with your community through volunteer work and other community activities
- Remaining violation and arrest free

Incentives for compliance may include:

- Gold Award for four week's compliance (four weeks off your time in the program and a \$20 gift card)
- Fewer court hearings and/or program sessions
- Permission to travel
- Reduced parole and court supervision
- Access to housing, job training, educational and employment opportunities
- Tickets and rewards

Program Noncompliance: Sanctions

Program noncompliance in the Parole Reentry Court program may result in sanctions administered by 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 or other ordered appearances (including classes and groups)
- Missing scheduled 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
- Increased contact with your parole agent
- Imposition of GPS monitoring or curfew
- Sheriff's Work Alternatives Program (SWAP)
- Time in jail (from 2-14 days)
- Termination from the Parole Reentry Court

Re-arrest and/ or noncompliance may be grounds for termination from the PRC. Cases terminated from PRC will be returned to regular Parole supervision.

Clinical Responses to Treatment Non-Compliance

If you are having difficulty following the treatment requirements of your Back in Stride Plan, the team will change your plan to help you meet your treatment goals (*rather than administering a sanction*).

Treatment non-compliance includes positive drug tests and failure to take required medications.

Clinical responses for treatment non-compliance may include:

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

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

Honor Roll

Eligibility:

Once you have earned two Gold Awards you are eligible to participate in the Honor Roll.

Application:

Speak to your case manager about applying for the Honor Roll. You and your case manager will develop a special program that will help you reach your long-term goals, including your graduation from the Parole Reentry Court.

Continuance in the Honor Roll:

In order to stay in the Honor Roll, you must continue to work toward accomplishing the program goals you established with your case manager.

Benefits of the Honor Roll include:

- Drug testing at Pretrial Diversion instead of at Parole
- Extra activities, events, and/or movies
- Reduced court sessions for community activities that conflict with court
- Ability to choose which court calendar to attend
- ***Enhanced Access*** to job training, educational and employment opportunities

Benchmarks for PRC Graduation

In order to qualify for graduation, you must complete the following benchmarks.

Benchmarks for Success:

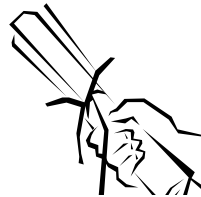
- Complete your Back in Stride Plan
- Complete your final four months of PRC in compliance (including drug and alcohol abstinence)
- Engage in job readiness training and/or education (if appropriate)
- Complete a minimum of 40 hours volunteer work
- Maintain a legal source of income
- Maintain safe and stable housing
- Meet all parental obligations
- Engage in positive social activities in the community

Graduation

When you have completed the Parole Reentry Court requirements, and demonstrated your ability to maintain a healthy and productive lifestyle, you will be ready to graduate from the PRC.

Graduation is a time to celebrate your accomplishments. You may invite your family and friends to join you.

Successful completion of the Program will be celebrated with a public ceremony presided over by community leaders and you will receive a certificate and an award for outstanding performance in the PRC.



When you successfully graduate from PRC:

- A recommendation will be made to parole that you be moved to minimal supervision for the duration of your parole.
- A recommendation may be made to the Board of Parole Hearings to grant you early discharge from parole if the date of your 13 month review has not passed.

APPENDIX A

Rules to Remember

1. The white sheet of paper that you sign in court is a **court order** and its instructions must be followed to be in compliance.
2. You must arrive on time and stay for the entire court session unless you have been given permission in advance to be excused early.
3. If you're going to miss an appointment, you must call your PRC case manager* in advance, but no later than 8 am the day of the appointment to let them know you need to reschedule and why.
4. If you're going to miss a drug test because of a legitimate emergency, you must call parole and reschedule by 8 am the day of the scheduled test.
5. If you miss a drug test or your drug test is illegible, it is the same as testing dirty and will result in a substance abuse intervention to help support your recovery. But, it is also in violation of a court order which will result in a sanction.
6. If you're ordered to do community service, you must work with your PRC case manager* for arrangement and verification.
7. Don't wait until the day before court to fulfill your court orders from the week before. If something happens to prevent you from complying at the last minute, you will still be held responsible.

*If you cannot reach your own PRC case manager, you must reach another PRC case manager.

APPENDIX B

My Graduation Checklist

- Complete job readiness training (if appropriate).

Date Completed (if I need it): _____

I completed my training here: _____

Name of instructor: _____

Signature of instructor: _____

- Complete 40 hours of volunteer work to give back to your community.

Date Completed: _____

I volunteered here: _____

Name of supervisor: _____

Signature of supervisor: _____

- Maintain a legal source of income.

I work here: _____

I've worked here since: _____

Or...

My source of income is: _____

- Maintain safe and stable housing.

I live here: _____

- Four continuous months of program and treatment compliance.

1st month: _____

2nd month: _____

3rd month: _____

4th month: _____

- Gold Awards I've earned:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

My graduation date is: _____