

1

**WELCOME TO THE
2019 ANNUAL
HOMELESS COURT
PROVIDER TRAINING**

October 7, 2019

1

Overall Goals Of The Presentation

2

Process

- To Assist Providers In Determining Eligibility For Homeless Court

Content

- To Ensure Documentation is Representative of The Client's Underlying Issues Of Homelessness And Criminal Behavior

2

Homeless Court Training Agenda

3

Section 1
Eligibility

↓

Section 2
Process

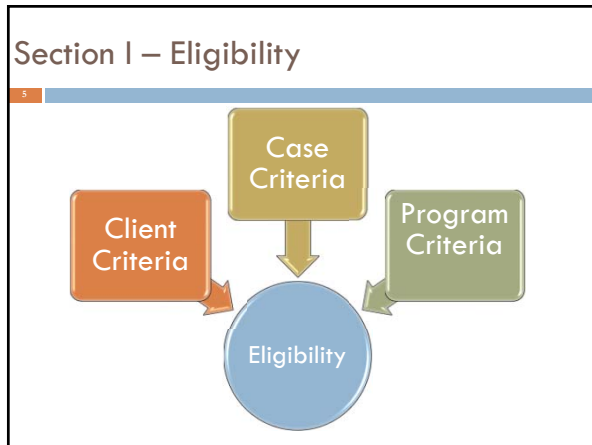
3

Homeless Court Training Agenda

4

Section 1
Eligibility

4



5

Section I – Client Criteria

6

Homeless or at risk of homelessness

Condition or circumstance that contributes to homelessness

- Economic hardship
- Mental health issue
- Physical disability
- Substance abuse

6

Section I – Case Criteria

7

Offense occurred in San Diego County*

Active case

- Already in the system
- Future court date (either in traffic or misdemeanor court) or case is at warrant

Further Proceedings

- Client has already pled guilty
- Owes term or condition of probation such as fines or case is at warrant

7

Section I – Case Criteria cont.

8

Minor infractions, Misdemeanor offenses, **AND PARKING**

- Trolley tickets
- Public intoxication, jay walking, moving violations
- Various misdemeanor offenses
- Parking tickets in City of San Diego

Have proof of at least one eligible case

- Physical Citation
- DMV Printout
- **Odyssey Portal Result**
- Alliance One letter
- Court docket

8

Ineligible Homeless Court Cases

9

Cases outside of San Diego County

- Contact us if you have an out-of-county issue

Domestic Violence & New DUI Cases

- **DUI cases that have already pled or went to trial ARE eligible**

Prop 36/PC1210 Drug Cases

Civil Cases

9

Ineligible Homeless Court Cases – cont.

10

Juvenile Cases

- Cases that occurred when your client was under 18 EXCEPT traffic related offenses – trolley tickets, driving without a license

All felony cases and probation related costs/Restitution

All federal cases

Impound fees from Parking or DMV fees

NOTE: If you have any questions about whether or not a case can be heard you should contact the Homeless Court Team for clarification: sandiego@homelesscourtprogram.org

10

Section I – Program Criteria

11

With the Provider, addressing cause of homelessness

Meet or exceed a Provider's Program entry criteria

Comply with a Provider's Program requirements

Have proof of accomplishments in a Provider's Program – Letter of Advocacy

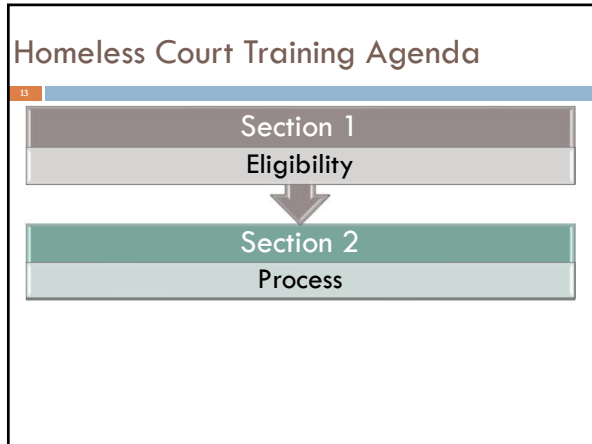
11

Eligibility Questions?

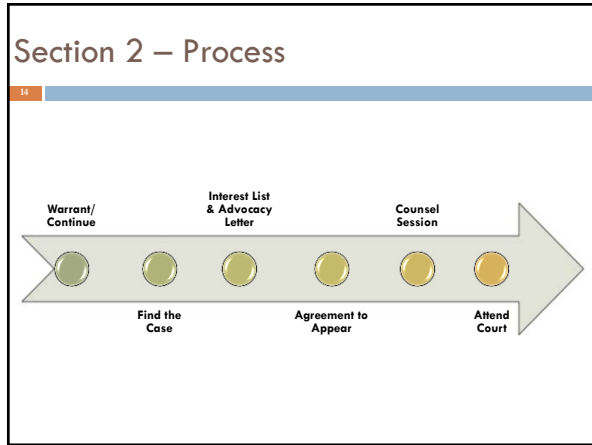
12



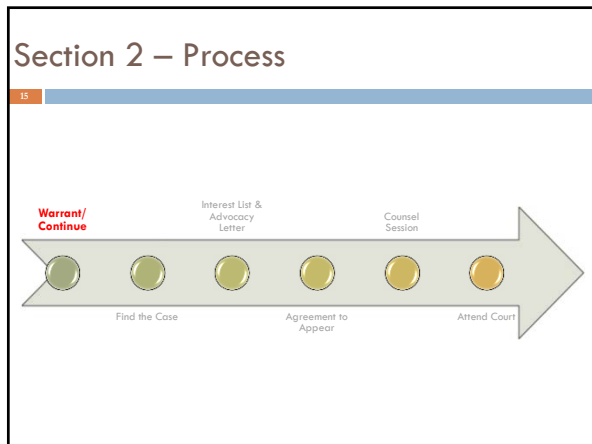
12



13



14



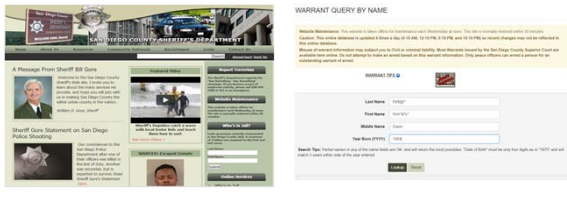
15

Section 2 – Warrant

16

Go to the Sheriff's warrant website

<http://apps.sdsheriff.net/warrant/waar.aspx>



16

Section 2 – Warrant: Two options

17

Chooses to take care of warrant

- No guarantee of judge lifting warrant
- Possibility that the client will be arrested

Chooses not to take care of warrant

- Can be arrested on the street
- Judge and prosecution tend to be less lenient
- Client can carry Agreement To Appear *
- Police officers may choose not to arrest

17

Section 2 – Warrant

18

To appear on a Warrant

- Go to the correct courthouse business office
 - At the bottom of the ticket
 - No ticket? → Check **Odyssey Portal** or email us.
- Request to be put on calendar to clear warrant.
- Once in front of Judge ask for continuance until after the assigned HCP date
 - You should go to court with your client
 - If you cannot attend, please provide client with advocacy letter so the court can verify participation

18

Section 2 – Continue

19

Traffic Court is different than the other criminal courts

No attorney will be assigned

Helpful to go to court with client

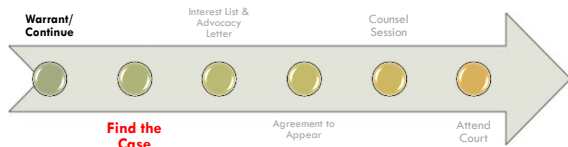
Continue a traffic offense for **120** days

- Appear on scheduled date
- Go to courthouse on or before court date of ticket to make changes

19

Section 2 – Process

20



20

Section 2 – Find the Case

21

Tickets must be active in the court system

Ways to find case

In Person

At the DMV

Alliance One

Odyssey Portal

21

Section 2 – Find the Case – In Person

22

Client or Staff Can Request Client Case Lists at Courthouse Business Office

- Need name and date of birth
- All cases are public records
- Always best for client to be present

22

Section 2 – Find the Case – DMV

23

DMV has records of traffic-related offenses

- Request a printout of any case or fines or fees associated with DMV record
- DMV only keeps a record of traffic-related offenses and some parking
- Courthouse is the only place with a complete list of offenses

23

Section 2 – Find the Case – AllianceOne

24

Alliance One has records of cases that have gone to collections

- Courthouse Business Office has an Alliance One office
- Call Alliance One – (877) 541-8420
- Alliance One also has felony cases
- Courthouse is the only place with a complete list of offenses

24

Section 2 – Find the Case – Internet

25

Odyssey Portal (Traffic)

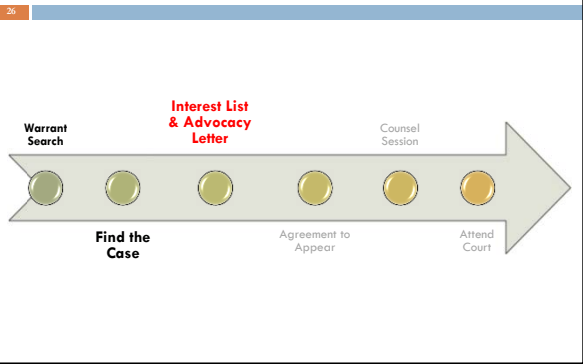
- <https://portal.prod2.odyssey.sdcourt.ca.gov/ODYPortalProd2>

San Diego Superior Court Public Portal

- <http://courtindex.sdcourt.ca.gov/CISPublic/namesearch>

25

Section 2 – Process



26

Section 2 – Interest List

27

Deadline	• See Calendar
Name	• Last name, first name
Variations of Name	• Aka or maiden name
Birth Date	• Month, Day, Year
Court Case Number	• 1 Verified case number

Submit List and Advocacy Packet with "Interest List" in subject line to:

sandiego@homelesscourtprogram.org

27

ceo Purpose & Best Practices

31

- Document your client's progress since receiving tickets
 - Description of program and client's timeline of participation
 - How have they overcome challenges and made positive change
 - Participation details and their effort
 - Statement from client - motivation and goals
 - Accomplishments (housing, school, work, AA/NA, health, transit, etc) with supporting documents
- Advocacy letter is worth hundreds or thousands of dollars!

31

ceo Advocacy Letter Outline

32

- Introduce CEO, our mission, and program framework
- Client's participation at CEO and what they are doing well
 - Enroll and Complete Pathways to Employment one week Orientation
 - Work 3-4 days / week - paid daily and provided feedback
 - Weekly job coach and job development appointment - documented in case notes
 - Employment skills training (OSHA Certifications)
 - Employment and retention for 1 year


32

ceo Advocacy Letter Outline

33

- Client's Progress outside of CEO - completed or in progress & proof
 - Other programs
 - Classes - CBT, Parenting, relapse prevention, employment training, etc
 - Housing / sober living
 - NA/AA meetings and sobriety date
 - Community involvement
- How will Homeless Court Benefit
 - Financially
 - CA DL and job opportunities
 - Relieve mental burden / fresh start

33

 **1) Intro to CEO**

34


February 6, 2019

Re: Homeless Court - John Doe (DOB 00/00/0000)

Dear Honorable Judge:

The Center for Employment Opportunities (CEO) provides effective and comprehensive employment services to individuals with criminal convictions. CEO delivers life skills education, short-term paid transitional employment, full-time job placement and post-placement services, so individuals will be less likely to become re-incarcerated and more likely to build a foundation for a stable life.

34


 **2) Client's Participation**

35

John Doe enrolled at CEO on December 12, 2018. He participated in life skills orientation for one week and is currently employed part-time on CEO's transitional work crew. He works three or four days per week as part of an eight-person Caltrans crew that provides litter abatement for highways throughout San Diego County. He is paid daily and earns minimum wage per hour. Each day that he works Mr. Doe is evaluated by his CEO supervisor. He has been recognized for putting forth effort at work, doing a great job, being respectful, and cooperating with his supervisor.

In CEO's program, Mr. Doe is also required to apply to at least three jobs per week and has a weekly meeting with a job coach to create a resume and practice interviewing skills or a job developer to assist him in applying to and following up with job leads. He has been on time and prepared for his office meetings. Mr. Doe is motivated to find full-time employment and he is focusing his job search on janitorial positions.

35

 **2) Client's Participation (cont'd)**

36

When Mr. Doe obtains employment outside of CEO he will participate in the 12-month retention program. I will keep in touch with him monthly and he will be eligible for services such as workplace counseling, skills training, financial counseling, future career planning, and job redevelopment in case of job loss. To celebrate employment milestones, he will receive a cash bonus from CEO for each month he maintains employment and will successfully complete CEO's program at his one-year employment anniversary.

36

ceo 3) Progress Outside of CEO

37

Mr. Doe is also making progress outside of work. He began preparing for his success while at East Mesa Reentry Facility by completing personal development classes and skills training. Mr. Doe earned completion certificates in The Art of Communication from The National Conflict Resolution Center, World Class Relationships for Work and Home from Healthy Relationships California, and Criminal Thinking and Thinking for a Change from San Diego Sheriff's Department. Mr. Doe also earned his Foodhandler Education Certificate from the County of San Diego and a certificate of participation in Civics and Landscaping from Grossmont Adult School.

Currently, Mr. Doe is living at Second Chance sober living house. He has lived there for 3 months and will begin paying his own rent in mid-February. Mr. Doe participates in Thinking for a Change cognitive behavioral class each Monday. It is a three month course and he has been attending for over one month. Mr. Doe also attends an outpatient program through Episcopal Community Services three times per week. He participates in group sessions focusing on relapse prevention. He has been sober for over eight months. His other priority is spending time with his three children during the weekends.

37

ceo 4) How HCP will help & Closing

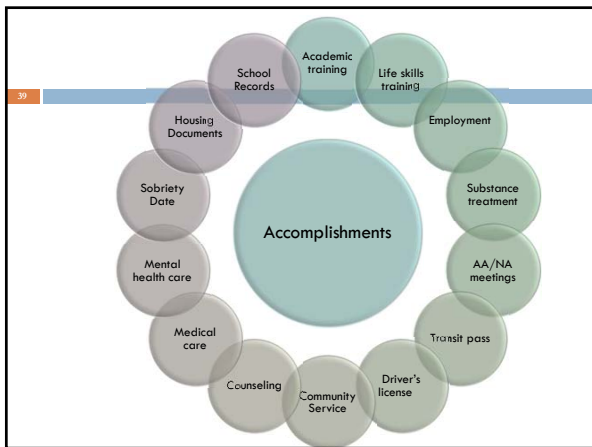
38

Mr. Doe views his participation in the Homeless Court Program as another step forward in his life. It will remove a financial burden and he will be able to allocate his income to housing, basic needs and his children. He will also have the ability to get his CA driver's license and therefore have greater job opportunities for work throughout San Diego County.

Thank you for your time and consideration. If you have any questions I can be reached at 619-684-4810 x2860 or mharmer@ceoworks.org.

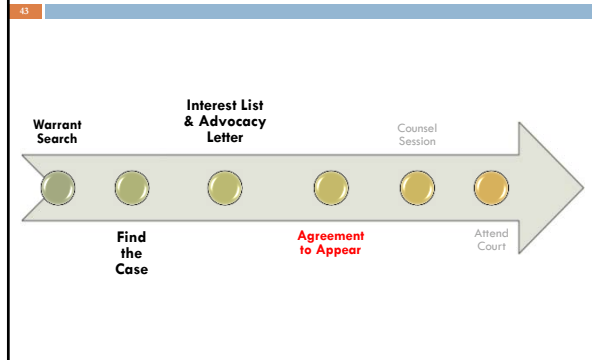
Sincerely,
Mary Harmer
Retention Specialist, CEO

38



39

Section 2 – Process



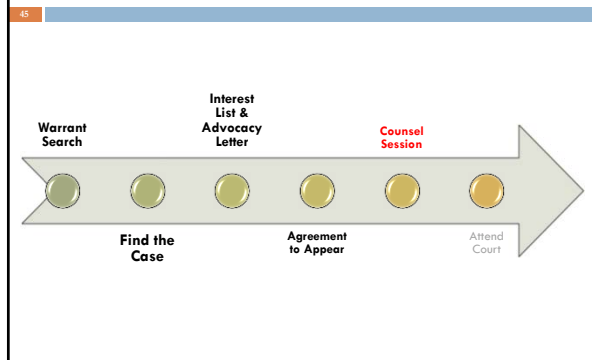
43

Section 2 - Agreement to Appear

The image shows two identical forms side-by-side. Each form is titled 'NOTICE TO APPEAR HOMELESS COURT PROGRAM'. It includes fields for 'Name', 'Address' (with a sample address: 'Palmer San Village, 1211 Imperial Ln, San Diego, CA 92161'), and 'COURT HEARING' (with a date field and 'Time: Always 9:00 am'). A note at the bottom states: 'Without exhibiting path, I PROMISE TO APPEAR, at the above date, time and address to address my (an)disorder(s)/behavior(s) related need(s)'. There are also fields for 'Signature' and 'Date'.

44

Section 2 – Process



45

Section 2 – Counsel Session

46

Start Time = 9am

Location – Father Joe’s Villages or VVSD

Required Documentation Packet

- 1 COPY Advocacy Letter
- 1 COPY Advocacy Letter supporting documents

Bring documentation related to the case

- Citations, notice to appear, DMV Printouts etc.
- Do not include these documents in the packets

46

Section 2 – Counsel Session cont.

47

Legal Aid and Child Support Services also present to assist!

- Very valuable tool that clients need to be present to take advantage

If client cannot make the session

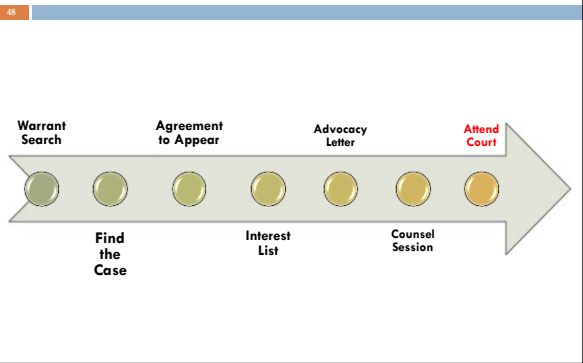
- Notify Public Defender that client cannot attend
- Staff brings the paperwork to the session or emails to sandiego@homelesscourtprogram.org
- Explain to the attorney why your client is absent
- Verify that your client will be present for the court hearing

Provider appearance is essential, but not mandatory

Client should be prepared for discussion w/attorney

47

Section 2 – Process



48

Statistics and Numbers

HCP Client Statistics April 2018 Current	
HCP Clients Referred	937
Active Cases	3594 62.38%
ADP	389 37.62%
Total Cases	4000
Present	643 63.42%
DT	1208 62.77%
DT Call	190 19.24%

Active Cases vs. Further Proceedings

Client Participation

Case Results	
Dismiss	1078 42.26%
HCP	31 0.78%
Warrant Recalled	2676 66.24%
DMV	472 11.82%
Warrants	369 9.31%
Evictions	127 2.48%
DMV Holds	714 17.61%
DT Only	64 1.60%

Branch Distribution

Case Dispositions

52

- 937 Total Clients Referred. ~5000 cases handled
- 120+ Warrants Recalled. 200+ DMV Holds Lifted
- Assuming \$400 fine → ~ \$2 Million saved

52

Keep it up!

53

- **HCP Calendar**
 - <https://www.homelesscourtprogram.org/calendar>
- **Contact Info for Clients**
 - SanDiego@homelesscourtprogram.org
 - 619.717.6101 – Google Voice
 - Client Calls/Text

53

THANK YOU

To all of the wonderful people who helped make this training and guidebook possible:

Kelley Gebbie	Matt Wechter
Manny Bedard	Whitney Antrim
Raymond Saigh	Amy Hoffman
Glenn Porter	Naomi Latada
Stephanie Morehead	
Earl Childress	
Rob Smith	

54

54