

**UNITED STATES DISTRICT COURT
NORTHERN OF CALIFORNIA**

REENTRY PROGRAM ONBOARDING CHECKLIST

Participant Name	_____
Case Number and Judge	_____
Length of Supervised Release Term	_____
Supervised Release Start Date	_____
Supervised Release End Date	_____
Reentry Program Start Date	_____
Expected Phase 1 Completion Date	_____
Expected Phase 2 Completion Date	_____
Expected Phase 3 Completion Date	_____
Expected Phase 4 Completion Date	_____
New Supervised Release End Date	_____

- Identify new participant
- Have participant attend a Reentry Court session as an observer
- Probation intake of participant
- Give participant a copy of the phase system
- Give participant Individualized Assessment Form to complete and return
- Complete one-on-one meeting with participant with Federal Public Defender
 - Review with participant the participant agreement and add have participant sign and scan copy
 - Review with participant release of information form and add have participant sign and scan copy
- Insert copy of participant's photograph into package
- Insert copy of participant's judgment and prior Form 12's into package
- Insert copy of participant's PSR into package
- Insert copy of participant's signed participant agreement into package

- Insert copy of participant's signed information release into package
- Send package to team with participant agreement, photograph, judgment, and PSR, release forms
 - Team members sign agreement and release form
- Begin Reentry Court
- Review Individualized Assessment Form with participant and receive portfolio

UNITED STATES DISTRICT COURT
NORTHERN OF CALIFORNIA

AGREEMENT TO PARTICIPATE IN REENTRY PROGRAM

Participant Name _____

Case Number and Judge _____

INTRODUCTION

You have been selected to participate in the Northern District of California's intensive reentry program. We believe you have the ability to succeed in this program which may have significant benefits to you as explained below. By signing this form, you agree voluntarily to participate.

The purpose of the program is to help you successfully reenter your community. You will have access to community-based resources, such as job training and placement, education, treatment, and counseling, and may have a member of the community as a mentor. You will report frequently to your federal probation officer, who will match your needs with available resources and help you take advantage of them. You will also appear regularly before a federal magistrate judge, who will talk with you, your family, and/or your mentor about your progress. Court appearances will be at least once a month and might be as frequently as every week.

The program lasts for at least one year. The year consists of four phases (approximately three months per phase). In order to move from one phase to the next, you will need to meet the minimum requirements as outlined in the attached Reentry Court Phase System. In order to be eligible to graduate from the program, you will need to have at least eight months consecutive clean time.

Read this form carefully before you sign it. If you have any questions, ask your probation representative.

HOW THE PROGRAM WORKS

The program is different from regular supervised release in two ways:

- a) Instead of reporting to an individual federal probation officer, and seeing a judge only if you commit a violation, you will have a group of people — your probation officer, a federal magistrate judge, an assistant federal public defender, an assistant United States attorney, and other service providers – working together to help you succeed. You will see your probation officer often and meet with the judge at least twice a month.
- b) After you successfully complete the four phases of the program, you will graduate and move to general probation supervision. At the time you graduate, the reentry court judge will make a recommendation to the sentencing judge to reduce your total term of supervised release by 12 months.

If you participate in this program, you will agree to have a federal magistrate judge monitor your progress and impose certain sanctions if you commit infractions of your supervised release. The sanctions will be designed to help you by encouraging you to reflect on your behavior, stay away from people and places that get you into trouble, and act responsibly. A Federal Public Defender will be available at the time of your court appearance for consultation throughout the duration of the program.

WHAT YOU CAN EXPECT FROM THE UNITED STATES PROBATION DEPARTMENT

- a) You will be thoroughly assessed and then make a plan with your probation officer for your activities during the first three to six months of your release, including employment, education, living situation, and treatment.
- b) Your probation officer will work with you to identify problems that you are facing and propose referrals and resources.

WHAT YOU CAN EXPECT FROM THE COURT

- a) The judge will give you personal attention at regular meetings. He or she will discuss your progress and address any concerns you or the probation officer have.
- b) The judge will encourage you when you are doing well.
- c) The judge will hold you accountable if you violate the terms of the program.

Some examples of violations are as follows:

- a) Unexcused absences from Court sessions;
- b) Unexcused absences from PO/office meetings or any scheduled

- treatment;
- c) Positive or missed alcohol/drug screens;
 - d) Attempt or submission of adulterated urinalysis.
 - e) Failure to maintain employment (excluding layoffs);
 - f) Failure to participate in employment, education or cognitive-behavioral programs or mental health treatment;
 - g) Failure to complete written assignments;
 - h) Failure to complete a sanction;
 - i) New arrest;
 - j) Failure to provide accurate contact information;
 - k) Other violations of conditions of supervision or court orders.

If you violate the terms of the program, the following list contains some of the sanctions that the judge may impose. Factors that influence the sanction imposed include the seriousness of the violation, the number of violations, and the amount of time you have remained compliant. In addition, an important factor will be whether you disclose the violation voluntarily. Dishonesty on your part will result in enhanced sanctions. As a general rule, when there are repeat violations, more serious sanctions will be applied.

- a) Judicial reprimand (a formal disapproval of your conduct);
- b) Curfew;
- c) Geographic and association restrictions limiting the places that you may go or persons you may associate with;
- d) Community service, if you make insufficient efforts to find employment or education;
- e) Home confinement with electronic monitoring or community corrections center placement, when your violation of the program's conditions is serious;
- f) Imprisonment for up to seven days for those who consistently violate the rules and are at risk of being expelled from the program;
- g) and
- h) Referral to the district court for revocation of supervised release, imprisonment, or suspension from the program.

WHAT WE WILL EXPECT FROM YOU

- a) You must adhere to the basic conditions of supervision;
- b) You must stay free of drugs and not abuse alcohol;
- c) You must stay in touch with your probation officer;
- d) You must show up for all meetings with the judge and be open and honest about your behavior. Your statements to the reentry court judge will not be used against you in a future revocation proceeding; (The probation officer may, however, conduct an independent investigation based on your admissions.)
- e) You must be employed full-time, enrolled in school full-time, or be productively

- involved with your community in some other way;
- f) You must make progress toward a stable residence and finances;
 - g) You must participate fully in any necessary training or treatment;
 - h) You must make restitution and fulfill other court-ordered financial obligation

SIGNATURES

I have read this form, and I understand it. I agree to participate in the Northern District of California's Reentry Program and abide by its rules.

Participant Name (Printed): _____

Participant Signature: _____

Date: _____

I agree that it is appropriate for the above individual to participate in the Northern District of California Reentry Program.

Probation Officer (Printed): _____

Probation Officer Signature: _____

Date: _____

Approved: Reentry Judge: _____

Assistant Federal Public Defender: _____

Assistant United States Attorney: _____

**UNITED STATES DISTRICT COURT
NORTHERN OF CALIFORNIA**

REENTRY PROGRAM PHASES

Participant Name	_____
Case Number and Judge	_____
Length of Supervised Release Term	_____
Supervised Release Start Date	_____
Supervised Release End Date	_____
Reentry Program Start Date	_____
Expected Phase 1 Completion Date	_____
Expected Phase 2 Completion Date	_____
Expected Phase 3 Completion Date	_____
Expected Phase 4 Completion Date	_____
New Supervised Release End Date	_____

PHASE ONE: EARLY RECOVERY

GOALS:

Participant will abstain from drug and alcohol use, engage in treatment and stabilize in the appropriate level of treatment services. During this phase, the participant develops an understanding of addiction, patterns of use and factors that influence use. Participant develops early recovery tools and a foundation of support for recovery.

GENERAL EXPECTATIONS:

- Participate in substance abuse treatment as directed, and attend all sessions;
- Complete a mental health screening, if deemed necessary, and participate in all mental health treatment as directed;
- Attend self-help meetings, (AA/NA/12 Step, etc.) 90 meetings in 90 days, or as directed;
- Submit verification of self-help attendance;
- Obtain a self-help sponsor, as directed;
- Begin a life skills, employment or education program as directed;
- Participate in a biweekly Reentry Court cognitive-behavioral group;

- Comply with all supervision conditions;
- Complete other goals as directed;
- Complete 45 days without a positive or unexcused missed test.

MEETINGS/TESTING:

- Meetings with the probation officer as directed;
- Bimonthly court appearances;
- Submit to drug testing as directed.

WRITTEN ASSIGNMENT:

- How has drug and/or alcohol use affected by life and what goals do I have for participation in the Reentry Court program?

PHASE TWO: UNDERSTANDING AND TAKING RESPONSIBILITY

GOALS:

Demonstrate a commitment to a life without substances. Begin to identify and understand adverse consequences of drug/alcohol use, and take responsibility for same. Become involved in a life skills, educational or employment program, or secure employment

GENERAL EXPECTATIONS:

- Participate in substance abuse treatment as directed, and attend all sessions;
- Complete a mental health screening, if deemed necessary, and participate in all mental health treatment as directed;
- Attend self-help meetings, (AA/NA/12 Step, etc.) as needed;
- Continue to participate in a life skills, employment, or education program as needed;
- Participate in a biweekly Reentry Court cognitive-behavioral group;
- Comply with all supervision conditions;
- Complete other goals as directed;
- Complete 60 days without a positive or unexcused missed test.

MEETINGS/TESTING:

- Meetings with the probation officer as directed;
- Bimonthly court appearances;
- Submit to drug testing as directed.

WRITTEN ASSIGNMENT:

- How has my drug use affected the significant others in my life or the community?

PHASE THREE: HEALTHY DECISION MAKING

GOALS:

Develop a sober support network to rely upon in making life decisions and dealing with life stress. Complete life skills, employment or educational program. Secure employment/education as needed.

GENERAL EXPECTATIONS:

- Participate in substance abuse treatment as directed, and attend all sessions;
- Complete a mental health screening, if deemed necessary, and participate in all mental health treatment as directed;
- Attend self-help meetings, (AA/NA/12 Step, etc.) as needed;
- Continue to participate in a life skills, employment, or education program as needed;
- Participate in a biweekly Reentry Court cognitive-behavioral group;
- Comply with all supervision conditions;
- Complete other goals as directed;
- Complete 90 days without a positive or unexcused missed test.

MEETINGS/TESTING:

- Meetings with the probation officer as directed;
- Bimonthly or monthly court appearances;
- Submit to drug testing as directed.

WRITTEN ASSIGNMENT:

- What tools and skills have I developed to maintain my sobriety and how do I plan to use those tools to strengthen my recovery during supervision and beyond.

PHASE ONE: EARLY RECOVERY

GOALS:

Develop a comprehensive relapse prevention plan and shore-up long-term recovery needs.

GENERAL EXPECTATIONS:

- Participate in substance abuse treatment as directed, and attend all sessions;
- Complete a mental health screening, if deemed necessary, and participate in all mental health treatment as directed;
- Attend self-help meetings, (AA/NA/12 Step, etc.) as needed;

- Continue to participate in a life skills, employment, or education program as needed;
- Participate in a biweekly Reentry Court cognitive-behavioral group;
- Comply with all supervision conditions;
- Complete other goals as directed;
- Complete a relapse prevention plan;
- Complete a Reentry Court exit interview;
- Complete 8 months without a positive or unexcused missed test.

MEETINGS/TESTING:

- Meetings with the probation officer as directed;
- Bimonthly or monthly court appearances;
- Submit to drug testing as directed.

WRITTEN ASSIGNMENT:

- ????

**UNITED STATES DISTRICT COURT
NORTHERN OF CALIFORNIA**

RECORD RELEASE

Participant Name	_____
Case Number and Judge	_____

Access to information about you cannot be given to unauthorized third parties without your written consent.

I consent to the release of my United States Probation records (including and not limited to pre-sentence reports, counseling reports, and other treatment reports and results) to the Alternative Court Coordinator and staff for the sole purpose of assisting with my progress in the Reentry Program. I additionally consent to the release of this information to a researcher for evaluation of the program.

I understand that I have the right to deny Alternative Court Coordinator, their staff, or a researcher access to these documents, but after speaking with counsel, I am waiving any rights to confidentiality I may have under state or federal law to the extent of this authorization.

Participant Name (Printed): _____

Participant Signature: _____

Date: _____

AFPD Signature: _____

Date: _____

Magistrate Judge Signature: _____

Date: _____

PSR

Judgment and Court Documents

Participant Photo

