

San Francisco City and County - BSCC JAG 2014
March 1, 2015 – December 31, 2017

OPERATIONAL AGREEMENT

This agreement is made and entered into this 2nd day of December, 2014 by and between the San Francisco Police Department, the San Francisco District Attorney's Office, the San Francisco Office of Public Defender, San Francisco Sheriff Department, San Francisco Juvenile Probation Department, Superior Court of California, County of San Francisco, the San Francisco Adult Probation Department, the San Francisco Department of Public Health, and the Department of Children, Youth & Their Families (DCYF).

This Operational Agreement stands as evidence that the Justice Assistance Grant (JAG) Steering Committee agencies intend to work together toward the mutual goal of reducing recidivism of young adults and decreasing the school to prison pipeline. It is the belief of the JAG Steering Committee that a comprehensive and coordinated effort between these Departments is necessary to successfully address the escalating recidivism rates for young adults and the increasing rate of juvenile delinquency in San Francisco; and

The listed departments above of the City and County of San Francisco have jointly prepared a grant proposal for continuation of the San Francisco JAG program activities—initiated in 1998 with JAG funding allocated through the Office of Emergency Services (OES), formerly Cal EMA, which is now the Board of State and Community Corrections (BSCC). The 2014 JAG Steering Committee will lead activities for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program led by Board of State and Community Corrections' 2014 JAG program which includes a three year strategy that supports the project's proposed budget and includes supporting two program objectives identified by the JAG Steering Committee to fund a prevention and intervention strategy that aims to reduce recidivism for San Francisco's disconnected Transitional Age Youth (TAY) and will provide a framework for preventing the school-to-prison pipeline.

The JAG Steering Committee has enhanced activities and collaborative programs aimed at assisting local government in prevention and education programs and courts, prosecution, defense and indigent defense; it is therefore,

Agreed, that for purposes of implementing the 2014 JAG program activities the JAG Steering Committee will maintain a cooperative approach aimed at reducing recidivism and juvenile delinquency in San Francisco, the involved agencies agree to participate in quarterly meetings to ensure ongoing coordination and implementation of the Young Adult Court model and Juvenile Suspension Alternative model programs; and

Further agreed, that the participating agencies approve the following roles and responsibilities in implementing the San Francisco JAG program for the grant year March 1, 2015-December 31, 2017:

Department of Children, Youth & Their Families (DCYF) will continue to supervise the JAG and convene partners to address ongoing issues. DCYF will collect all relevant data from the JAG partners and will make all reports to BSCC, including expenditure and progress reports detailing the process and outcomes resulting from this project. Additionally DCYF will facilitate pre-planning meetings for design, monitor progress, ensure lines of communication are affective and collect data. DCYF will also work with the Data and Evaluation department to affirm outcome measures are designed and partners are knowledgeable of outcome measures. DCYF Staff will leverage existing funding portfolio to identify appropriate CBO to participate in the framework design project. DCYF will facilitate the hiring and monitoring of an independent evaluator.

San Francisco Juvenile Probation Department (JPD) will provide a 0.85 FTE Deputy Probation Officer who will participate in the planning process for design and implementation of prevention model framework. Support probation and non-probation youth in implementation of assigned behavioral plans. Assist systems in coordination and provide direct services to youth and their families in collaboration with SFUSD and CBO's. DPO will also keep partners informed of trends of youth entering Juvenile Justice System. JPD will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

San Francisco Sheriff's Department (SFSD) will provide staff for a 0.85 FTE Master's level Therapist that will work within the Jail Behavioral Health and Reentry Services (JBHRS) and utilize evidence-based practices to guide in-custody treatment for TAY including conducting comprehensive mental health, substance use, risk and needs, and trauma assessments to evaluate the behavioral health needs, and develop individualized in-custody and reentry treatment plans. Linking participants to community-based services as clinically indicated, providing discharge medications and prescriptions as needed; assessing for benefits eligibility and providing enrollment support and assistance and; providing reports to the court as needed on participants' progress in treatment both in custody and in the community. The SFSD will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

Superior Court of California, County of San Francisco (Courts) will provide staffing for three positions. A 0.85 FTE Court Analyst will implement a COMPAS risk/needs assessment (RNA) tool to assess non-probation collaborative court TAY clients' likelihood of reoffending. This position will serve as an added resource for the two identified collaborative court programs whose clients are similarly challenged by substance abuse and, in many cases, co-occurring conditions. A 0.05 FTE Court Reporter will make verbatim official records of proceedings, often of a technical nature and at a high rate of speed. A .05 FTE Courtroom Clerk will provide a wide variety of court support functions including entering and retrieving data from computer systems; prepares, coordinates, develops, and maintains calendars; records dispositions;

accepts legal documents; establishes, maintains and closes case files; generates computer reports; opens, time stamps, sorts and distributes incoming documents and mail according to routing procedures. The Courts will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

San Francisco Police Department (SFPD) will provide OT hours for various existing officers to provide increased patrols in the most vulnerable areas prone to violence and respond quickly to suppress violence and avert retaliation. Additionally a designated Police Commander and Captain will serve as collaborative partners conducting joint operations, including probation checks and compliance checks. Designated Sergeant or Lieutenant Supervisor will meet regularly with task force partners to develop joint strategies and protocols for referring TAY to specialized diversionary programs and specialized Young Adult Court, and increase collaboration and communication between departments. The SFPD will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

San Francisco District Attorney's Office (SFDA) will provide 0.5 FTE Youth Adult Court (YAC) Prosecutor and a 1.0 FTE Alternative Sentencing Planner staff. The YAC Prosecutor will work with members of the JAG Steering Committee to develop and implement the Young Adult Court (YAC) model, including development of YAC eligibility and suitability requirements, programming, sanctions and incentives, completion requirements, policies and procedures, and other program design elements. Once the court becomes operational, the prosecutor will review all cases referred by SFDA prosecutors to the YAC for final eligibility determination and plea negotiations; staff the YAC on behalf of the SFDA; participate in YAC case conferencing as a member of the collaborative team; make court appearances on behalf of the SFDA; maintain data on YAC cases in the SFDA's case management system; and engage in ongoing program assessment and improvement with JAG Steering Committee members. The ASP, an individual with a background in social work/social service, will assess cases involving TAY defendants to determine if those defendants are appropriate for Young Adult Court, or whether other alternatives to incarceration may be appropriate. This process includes in-depth case reviews to assess a variety of criminogenic risk and strength factors, and written recommendations to the case-carrying prosecutor, including length and type of supervision, education requirements vocational training requirements, and rehabilitation and behavioral adjustment programs. The ASP funded through this grant will work with members of the JAG Steering Committee to develop and implement the Young Adult Court (YAC) model. Funded staff's duties and time commitments support the proposed objectives and activities of developing, implementing and operating a problem solving court model for a specific population (young adult offenders). The SFDA will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

San Francisco Public Defender's Office (Public Defender) will provide a 0.85 FTE attorney specializing in civil legal remedies. This attorney will also provide direct representation in Young Adult Court. The Clean Slate component of the San Francisco Public Defender's Office, Reentry Unit will provide civil legal assistance to the individuals participating in the Young Adult Court and to individuals in this age cohort,

generally, who are involved in the criminal justice system. The dedicated staff attorney with expertise in this area will work exclusively with individuals between the ages of 18-24 and provide legal services that help individuals and families achieve stability. This position is important for the Young Adult Court model's success. The Public Defender's Office will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

San Francisco Adult Probation Department (APD) will provide staffing for a 0.50 FTE Clinical Case Manager and 1.0 FTE Deputy Probation Officer. The Deputy Probation Officer will conduct risk/needs assessments at intake and periodic reassessments, participate in collaborative case conferences, broker services as called for by the clients' individualized treatment and rehabilitation plan, communicate intensively with case-carrying DPOs assigned to the clients, and carry a caseload and have a minimum of a Bachelor's Degree and the Clinical Case Manager will provide therapy, behavioral health assessments, and clinical service brokerage, in addition to participating in case conferences with Court partners. APD will prepare quarterly and year-end progress reports and quarterly and year-end financial reports for DCYF.

We, the undersigned, as authorized representatives of the San Francisco Department of Children, Youth & Their Families, San Francisco Police Department, the San Francisco District Attorney's Office, the San Francisco Office of Public Defender, San Francisco Sheriff Department, San Francisco Juvenile Probation Department, Superior Court of California, County of San Francisco, the San Francisco Adult Probation Department.

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**Project Director,
DCYF Signature**
Tanita Jasmine Dawson, Manager

**Project Finance Officer,
DCYF Signature**
Leo Chyi, Director of Budget, Operations, and
Grant Support (CFO)

District Attorney Signature
District Attorney George Gascón

San Francisco Police Signature
Commander Robert Moser

Adult Probation Signature
Chief Adult Probation Officer Wendy S. Still

Public Defender Signature
Jeff Adachi, Public Defender

Juvenile Probation Signature
Chief Probation Officer Allen Nance

Sheriff Department Signature
Sheriff Ross Mirkarimi

Superior Court Signature
Court Executive Officer T. Michael Yuen