



CITY OF KIRKLAND
Kirkland Municipal Court
11515 NE 118th Street 98033 · 425.587.3160
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: John Olson, Municipal Court Judge
Date: December 18, 2020
Subject: Kirkland Municipal Court Update

RECOMMENDATION:

Council receives an overview of the structure of the Kirkland Municipal Court ("Municipal Court" or "Court"), discussion of the impacts of the pandemic on operations, and information on the upcoming implementation of a Community Court.

BACKGROUND DISCUSSION:

Overview

The Municipal Court is a court of limited jurisdiction (see Attachment A – General Rule 29) and an independent branch of government which is authorized by the laws of the State of Washington to preside over all criminal misdemeanors and gross misdemeanors, as well as traffic, non-traffic and parking infractions, and select civil matters occurring within the city limits of Kirkland. All cases filed are processed in accordance with court rules and the laws of the State of Washington, under the direction of the presiding judge.

The Municipal Court's mission is to establish and maintain public trust and confidence in the judicial system. The Court proudly serves the citizens of Kirkland and the general public by providing access to justice and ensuring that all individuals are afforded due process of law as recognized by the Constitution of the United States and the State of Washington. It is the Municipal Court's mission to continually seek excellence in providing fair, accessible, and timely resolution of alleged violations of the law in an atmosphere of respect for all parties, including members of the public, defendants, lawyers, witnesses, jurors and all Court and City employees.

While the Municipal Court is a separate branch of government, it is contributing partner of the City of Kirkland, working toward a safe and vital community.

The Municipal Court Judge is an elected position. The Court adjudicates misdemeanor and gross misdemeanor cases, including:

- DUI/Physical Control
- Reckless Driving/Negligent Driving
- DV Assaults/Assaults/Harassment
- Theft/Criminal Trespass
- Park Violations – Minor In Possession (MIP)/Park after hours

In addition, the Court hears violations including traffic, animal control, parking and moorage, and other City ordinances, as well as School Zone Speed Camera violations.

Staffing

The Court has 18.75 FTEs authorized in the 2021-2022 budget as follows:

- Kirkland Municipal Court Judge (1)
- Court Administrator (1)
- Assistant Court Administrator (1)
- Probation Supervisor (1)
- Probation Officers (2)
- Judicial Support Associate (JSA) II Leads (2, supplemented with 3 JSA IIs working as leads out of class due to COVID)
- JSA II (10.75, including 3 working out of class above)

In addition, these resources are supplemented by 3 one-time on-call JSA II positions to backfill some vacant regular positions or where the incumbent is currently on extended leave.

The Judge is assisted by contract resources that can serve as Court Commissioner & Judge Pro Tempore ("Pro Tem") Judges. There are currently 10 Pro Tem judges, an expanded pool to increase the experience and diversity available to the Court. More information about the Pro Tem Judges will be part of the January 5 presentation.

Caseload

The Municipal Court provides services within Kirkland's boundary and to five cities via contract: Clyde Hill, Hunts Point, Medina, Woodinville and Yarrow Point.

The table that follows summarizes the Court's caseload from 2018 to the present by each jurisdiction. The impacts of COVID-19 on caseload are apparent from these figures, however, adapting the Court to provide most services virtually has required all available staff, as described below.

MONTH/YEAR	Infraction Traffic	Infraction NonTraffic	Parking	DUI	Criminal Traffic	Criminal NonTraffic	Total	School *Zone
Kirkland								
Total 2018	3,896	45	14,378	174	544	606	19,643	
Total 2019	3,397	77	21,415	261	497	559	26,206	4,090
Jan/Nov 2020	2,068	34	19,476	94	227	409	22,308	3,481
Kirkland Total	9,361	156	55,269	529	1,268	1,574	68,157	7,571
Clyde Hill								
Total 2018	397	0	24	2	31	5	459	
Total 2019	525	0	11	4	28	6	574	
Jan/Nov 2020	253	0	0	2	17	10	282	
Clyde Hill Total	1,175	0	35	8	76	21	1,315	
Hunts Point								
Total 2018	1	0	2	0	0	0	3	
Total 2019	1	0	0	0	1	0	2	
Jan/Nov 2020	3	0	0	0	0	1	4	
Hunts Point Total	5	0	2	0	1	1	9	
Medina								
Total 2018	45	2	37	4	14	8	110	
Total 2019	46	0	23	3	10	3	85	
Jan/Nov 2020	12	0	11	1	5	3	32	
Medina Total	103	2	71	8	29	14	227	
Woodinville								
Total 2018	434	9	129	9	51	70	702	
Total 2019	327	2	74	5	40	83	531	
Jan/Nov 2020	167	2	21	5	23	58	276	
Woodinville Total	928	13	224	19	114	211	1,509	
Yarrow Point								
Total 2018	13	0	46	0	1	3	63	
Total 2019	2	0	12	1	2	2	19	
Jan/Nov 2020	4	0	11	1	2	2	20	
Yarrow Point Total	19	0	69	2	5	7	102	
Total All Filings								
Total 2018	4,786	56	14,616	189	641	692	20,980	
Total 2019	4,298	79	21,535	274	578	653	27,417	
Jan/Nov 2020	2,507	36	19,519	103	274	483	22,922	
Total All Filings	11,591	171	55,670	566	1,493	1,828	71,319	7,571

*2020 stats are only through November month end.

** School stats are only from the start of the program in October 2019 to March 2020 when COVID hit.

COVID-19 Impacts

The stay-at-home orders and need to continue to provide access to the justice system have posed many day-to-day challenges due to COVID 19. Since the outbreak in March and the State Order to close the facility to in-person contact, the Court has been extremely busy formulating plans and putting applications and processes in place to provide on-line services and virtual hearings to court customers. While all staff has worked extraordinarily hard, the magnitude of the changes has necessitated working three Judicial Support Associate II's out of class to help manage the change.

The Court has had to reinvent the courthouse wheel due to COVID, with implementation of new systems generating increased workload and the need to learn these new ways of doing business. While the virtual hearings have been beneficial and convenient for attorneys and defendants in that they can ZOOM in for their hearings, they have resulted in lengthier court hearings and additional workload for court staff. The Court has reduced the case numbers set

on the court calendars and scheduled a second courtroom in order to handle the workload and get through everyone. Before virtual hearings, one court clerk worked in the courtroom with the Judge and attorneys, now a second court clerk is needed in order to host the ZOOM hearings and manage the breakout rooms. There is also additional paperwork requirements the clerks are managing. These changes will also result in an enhanced quality of service that we may not have realized if not for COVID forcing the change of the way we do business.

In November the Court went live with OCourt, a new court document management system. The Court will also be going live in the coming month with Laserfiche, a new paperless document storage system. The learning curve for these two systems has been steep and quick. All new court forms are in the process of being created and edited. The Court is continuing to explore ideas and work on streamlining and developing additional on-line services for the public.

Court staff are essential workers and are primarily working on-site. The Court has many months ahead training staff and to continue to develop and improve virtual hearings, paperless court system and workflow. The Court is also working with the City and court attorneys to explore offering a Community Court in the coming months as described further below.

DVMRT Program

The Court currently has a number of innovative programs, one of which is the Domestic Violence Moral Reconciliation Therapy (MRT) Program which is administered by the Probation Division. As background, Judges report two main reasons to order DV offenders to treatment¹:

- To hold offenders accountable for the crime for which they were convicted; and
- To reduce the likelihood of future crime through the anticipated rehabilitative effects of DV treatment.

The MRT model is a cognitive - behavioral program designed to change how batterers think (belief systems) therefore leading to changing the batterers' behaviors from any types of abuse whether it is physical, emotional, or financial to behaviors which include equality and acceptance.

One of the major goals of the program is to increase the oral reasoning levels of participants based on Lawrence Kohlberg 's theory of moral development. Conation is closely associated with the use of will or the freedom to make choices about what to do. It is critical if an individual is to successfully engage in self-direction, self-regulation, and possess intentionality in behavior.

The Moral Reconciliation Therapy Batterer Program, *Bringing Peace to Relationships*:

- is a power and control program designed to conform to the required minimum state standards;
- is operationalized in an open-ended group and workbook driven format which can be formatted to be completed in 26 or 52 sessions;

¹ Labriola, M., Rempe, M ., O'Sullivan, C. & Frank P.B. (2007). Court Responses to batterer's program noncompliance: A national perspective. New York: Center for Court Innovation

- all groups are facilitated by a trained facilitator (all Facilitators attend a required 32-hour training in the model);
- the workbook, *Bringing Peace to Relationships*, contains cognitive behavioral exercises which have a specific format and purpose;
- all exercises are prepared by the participant prior to the group and then presented and processed during the group in compliance with the underlying issue of the exercise by a trained facilitator;
- is psycho-educational;
- confronts power & control tactics such as male privilege, coercion, minimizing behavior, and isolation;
- defines domestic violence;
- assists the batterer in taking responsibility;
- challenges role expectations;
- teaches stress management skills;
- teaches about the cycle of violence and requires the participant to identify any cycles within their relationships;
- teaches the participant tools to interrupt any violence such as learning to take a time-out;
- explores the socio-cultural basis for domestic violence.

Since the beginning of the program in December 2018, the probation staff have successfully hosted this program for 74 participants. Of the 74 participants, 16 are currently on the program and 41 have successfully completed the program. The primary reason for not completing the program, is not due to another violation, but the inability to comply with the program conditions.

Community Court

Community Court is an alternative problem-solving court that seeks to go beyond punitive actions to identify and address the underlying challenges of court participants that may contribute to further criminal activity.

The program addresses low-level, non-violent offenses like theft, shoplifting and trespassing. Traditionally, punitive action is taken against crimes like these, which does not address the reasons behind the crime. Community Court participants have the opportunity to sign up at the community resource center for needed services such as drug and alcohol treatment, financial and housing assistance and employment/educational services. This approach allows people to get the services to address the underlying issues. Participants are often required to perform community service, which fosters community engagement.

Community Courts are collaborative, supportive, restorative and problem solving, whereas traditional courts are primarily adversarial, directive, punitive and treat the symptoms not the underlying cause.

The Court has convened a Community Court formation committee consisting of the following individuals: Tracey Dunlap (Deputy City Manager), Kevin Raymond (City Attorney), Tracy Jeffries (Court Administrator), Jeff MacNichols (Stewart, MacNichols, Harmell – Public Defenders), Sarah Roberts (Moberly, Roberts - Prosecutors), Lynn Moberly, (Moberly Roberts -

Prosecutors), Garrett Rutherford (Moberly Roberts - Prosecutors), Whitney Gardner (Valley Defenders), Marilyn Littlejohn (Community Court Coordinator), John Olson (Presiding Judge).

The first meeting was held in January 2020, but with the onset of the COVID pandemic, meetings were put on hold until September 2020. The committee is currently meeting every other Monday and the Kirkland Community Court is expected to begin operation in March 2021.

Forming a Community Court requires collaboration by a variety of parties and some of the key elements include effective roles for volunteers, a resource center providing easy access to needed services, and support of the prosecutors, public defenders, and Court and City administration. The City contracted with Marilyn Littlejohn, former Community Court Administrator in Burien, to help create the infrastructure for the Kirkland program and serve as the initial Community Court Coordinator. Marilyn will be presenting additional background on Community Courts and Kirkland's preparation as part of the Study Session. The draft presentation is included as Attachment H and more in-depth information on the Community Court begins on slide 13. Outreach to the community is expected to begin in mid-January.

In preparation for implementation, the Court has prepared a number of the supporting documents which are included as attachments for reference in advance of the Study Session:

- Attachment B – Volunteer Job Descriptions
- Attachment C – Eligible Offenses
- Attachment D – Draft Intake Form
- Attachment E – Draft Intake Recommendations
- Attachment F – Draft Participant's Service Plan
- Attachment G - Virtual Resource Center
- Attachment H – Draft Presentation for Study Session

These materials and the presentation are intended to provide background information for the study session. Judge Olson is looking forward to the dialog with the City Council and hopes to answer questions and gather feedback to help inform the Court's course in 2021.

[Forms](#)[Court Directory](#)[Opinions](#)[Rules](#)[Courts](#)[Programs & Organizat](#)[Courts Home](#) > [Court Rules](#)

General Rules

General Rule 29

PRESIDING JUDGE IN SUPERIOR COURT DISTRICT AND LIMITED JURISDICTION COURT DISTRICT

(a) Election, Term, Vacancies, Removal and Selection Criteria - Multiple Judge Courts.

(1) Election. Each superior court district and each limited jurisdiction court district (including municipalities operating municipal courts) having more than one judge shall establish a procedure, by local court rule, for election, by the judges of the district, of a Presiding Judge, who shall supervise the judicial business of the district. In the same manner, the judges shall elect an Assistant Presiding Judge of the district who shall serve as Acting Presiding Judge during the absence or upon the request of the Presiding Judge and who shall perform such further duties as the Presiding Judge, the Executive Committee, if any, or the majority of the judges shall direct. If the judges of a district fail or refuse to elect a Presiding Judge, the Supreme Court shall appoint the Presiding Judge and Assistant Presiding Judge.

(2) Term. The Presiding Judge shall be elected for a term of not less than two years, subject to reelection. The term of the Presiding Judge shall commence on January 1 of the year in which the Presiding Judge's term begins.

(3) Vacancies. Interim vacancies of the office of Presiding Judge or Acting Presiding Judge shall be filled as provided in the local court rule in (a)(1).

(4) Removal. The Presiding Judge may be removed by a majority vote of the judges of the district unless otherwise provided by local court rule.

(5) Selection Criteria. Selection of a Presiding Judge should be based on the judge's 1) management and administrative ability, 2) interest in serving in the position, 3) experience and familiarity with a variety of trial court assignments, and 4) ability to motivate and educate other judicial officers and court personnel. A Presiding Judge must have at least four years of experience as a judge, unless this requirement is waived by a majority vote of the judges of the court.

Commentary

It is the view of the committee that the selection and duties of a presiding

judge should be enumerated in a court rule rather than in a statute. It is also our view that one rule should apply to all levels of court and include single judge courts. Therefore, the rule should be a GR (General Rule). The proposed rule addresses the process of selection/removal of a presiding judge and an executive committee. It was the intent of the committee to provide some flexibility to local courts wherein they could establish, by local rule, a removal process. Additionally, by delineating the selection criteria for the presiding judge, the committee intends that a rotational system of selecting a presiding judge is not advisable.

(b) Selection and Term - Single Judge Courts. In court districts or municipalities having only one judge, that judge shall serve as the Presiding Judge for the judge's term of office.

(c) Notification of Chief Justice. The Presiding Judge so elected shall send notice of the election of the Presiding Judge and Assistant Presiding Judge to the Chief Justice of the Supreme Court within 30 days of election.

(d) Caseload Adjustment. To the extent possible, the judicial caseload should be adjusted to provide the Presiding Judge with sufficient time and resources to devote to the management and administrative duties of the office.

Commentary

Whether caseload adjustments need to be made depends on the size and workload of the court. A recognition of the additional duties of the Presiding Judge by some workload adjustment should be made by larger courts. For example, the Presiding Judge could be assigned a smaller share of civil cases or a block of time every week could be set aside with no cases scheduled so the Presiding Judge could attend to administrative matters.

(e) General Responsibilities. The Presiding Judge is responsible for leading the management and administration of the court's business, recommending policies and procedures that improve the court's effectiveness, and allocating resources in a way that maximizes the court's ability to resolve disputes fairly and expeditiously.

(f) Duties and Authority. The judicial and administrative duties set forth in this rule cannot be delegated to persons in either the legislative or executive branches of government. A Presiding Judge may delegate the performance of ministerial duties to court employees; however, it is still the Presiding Judge's responsibility to ensure they are performed in accordance with this rule. In addition to exercising general administrative supervision over the court, except those duties assigned to clerks of the superior court pursuant to law, the Presiding Judge shall:

(1) Supervise the business of the judicial district and judicial officers in such manner as to ensure the expeditious and efficient processing of all cases and equitable distribution of the workload among judicial officers;

(2) Assign judicial officers to hear cases pursuant to statute or rule.

The court may establish general policies governing the assignment of judges;

- (3) Coordinate judicial officers' vacations, attendance at education programs, and similar matters;
- (4) Develop and coordinate statistical and management information;
- (5) Supervise the daily operation of the court including:
 - (a) All personnel assigned to perform court functions; and
 - (b) All personnel employed under the judicial branch of government, including but not limited to working conditions, hiring, discipline, and termination decisions except wages, or benefits directly related to wages; and
 - (c) The court administrator, or equivalent employee, who shall report directly to the Presiding Judge.

Commentary

The trial courts must maintain control of the working conditions for their employees. For some courts this includes control over some wage-related benefits such as vacation time. While the executive branch maintains control of wage issues, the courts must assert their control in all other areas of employee relations.

With respect to the function of the court clerk, generally the courts of limited jurisdiction have direct responsibility for the administration of their clerk's office as well as the supervision of the court clerks who work in the courtroom. In the superior courts, the clerk's office may be under the direction of a separate elected official or someone appointed by the local judges or local legislative or executive authority. In those cases where the superior court is not responsible for the management of the clerk's office, the presiding judge should communicate to the county clerk any concerns regarding the performance of statutory court duties by county clerk personnel.

A model job description, including qualification and experience criteria, for the court administrator position shall be established by the Board for Judicial Administration. A model job description that generally describes the knowledge, skills, and abilities of a court administrator would provide guidance to Presiding Judges in modifying current job duties/responsibilities or for courts initially hiring a court administrator or replacing a court administrator.

(6) Supervise the court's accounts and auditing the procurement and disbursement of appropriations and preparation of the judicial district's annual budget request;

(7) Appoint standing and special committees of judicial officers necessary for the proper performance of the duties of the judicial district;

(8) Promulgate local rules as a majority of the judges may approve or as the Supreme Court shall direct;

(9) Supervise the preparation and filing of reports required by statute and court rule;

(10) Act as the official spokesperson for the court in all matters with the executive or legislative branches of state and local government and the community unless the Presiding Judge shall designate another judge to serve in this capacity;

Commentary

This provision recognizes the Presiding Judge as the official spokesperson for the court. It is not the intent of this provision to preclude other judges from speaking to community groups or executive or legislative branches of state or local government.

(11) Preside at meetings of the judicial officers of the district;

(12) Determine the qualifications of and establish a training program for pro tem judges and pro tem court commissioners; and

(13) Perform other duties as may be assigned by statute or court rule.

Commentary

The proposed rule also addresses the duties and general responsibilities of the presiding judge. The language in subsection (d), (e), (f) and (g) was intended to be broad in order that the presiding judge may carry out his/her responsibilities. There has been some comment that individual courts should have the ability to change the "duties and general responsibilities" subsections by local rule. While our committee has not had an opportunity to discuss this fully, this approach has a number of difficulties:

- . It would create many "Presiding Judge Rules" all of which are different.
- . It could subject some municipal and district court judges to pressure from their executive and/or legislative authority to relinquish authority over areas such as budget and personnel.
- . It would impede the ability of the BJA through AOC to offer consistent training to incoming presiding judges.

The Unified Family Court subgroup of the Domestic Relations Committee suggested the presiding judge is given specific authority to appoint judges to the family court for long periods of time. Again the committee has not addressed the proposal; however, subsections (e) and (f) do give the presiding judge broad powers to manage the judicial resources of the court, including the assignment of judges to various departments.

(g) Executive Committee. The judges of a court may elect an executive committee consisting of other judicial officers in the court to advise the

Presiding Judge. By local rule, the judges may provide that any or all of the responsibilities of the Presiding Judge be shared with the Executive Committee and may establish additional functions and responsibilities of the Executive Committee.

Commentary

Subsection (g) provides an option for an executive committee if the presiding judge and/or other members of the bench want an executive committee.

(h) Oversight of judicial officers. It shall be the duty of the Presiding Judge to supervise judicial officers to the extent necessary to ensure the timely and efficient processing of cases. The Presiding Judge shall have the authority to address a judicial officer's failure to perform judicial duties and to propose remedial action. If remedial action is not successful, the Presiding Judge shall notify the Commission on Judicial Conduct of a judge's substantial failure to perform judicial duties, which includes habitual neglect of duty or persistent refusal to carry out assignments or directives made by the Presiding Judge, as authorized by this rule.

(i) Multiple Court Districts. In counties that have multiple court districts, the judges may, by majority vote of each court, elect to conduct the judicial business collectively under the provisions of this rule.

(j) Multiple Court Level Agreement. The judges of the superior, district, and municipal courts or any combination thereof in a superior court judicial district may, by majority vote of each court, elect to conduct the judicial business collectively under the provisions of this rule.

(k) Employment Contracts. A part-time judicial officer may contract with a municipal or county authority for salary and benefits. The employment contract shall not contain provisions which conflict with this rule, the Code of Judicial Conduct or statutory judicial authority, or which would create an impropriety or the appearance of impropriety concerning the judge's activities. The employment contract should acknowledge the court is a part of an independent branch of government and that the judicial officer or court employees are bound to act in accordance with the provisions of the Code of Judicial Conduct and Washington State Court rules.

[Adopted effective April 30, 2002; amended effective May 5, 2009.]

[Click here](#) to view in a PDF.

RECORDS

Case Records
Caseload Reports
Court Dates

RESOURCES

Civic Learning
Court News
Court Program Accessibility
Jury Duty

QUICK LINKS

Court Closures and
Emergency Modifications
to Operations
Court Forms

TRANSLATIONS

中文形式/Chinese
한국어서류/Korean
Русский/Russian
Español/Spanish

Judicial Information System (JIS)
JIS LINK
Odyssey Portal
Records Requests

Procurement Opportunities
Resources, Publications, and Reports
Self Help
State Law Library
Whistleblower Policy

Court Opinions
Court Rules
Domestic Violence Forms
Emergency Procedures
eService Center
Pattern Jury Instructions



[Privacy and Disclaimer Notices](#) [Sitemap](#)

© Copyright 2020. Washington State Administrative Office of the Courts.





Volunteer Position Description

Title: Community Court Administrative Assistants: Court Room Note Taker (Virtual) Resource Center Moderator (Virtual)

Department: Kirkland Municipal Court

Reports to: TBD, Community Court Coordinator

Purpose: To support accurate record-keeping of Community Court and Resource Center activities.

Duties (All duties are performed virtually via zoom, phone or email):

For Court Room Note Taker

- Prior to each court hearing, obtain from Court Coordinator and review weekly the Community Court Calendar
- For each court participant, note the court actions taken, as well as what is required of the court participant
- After each court hearing, turn notes into the Court Coordinator

For Resource Center Moderator

- Provide a warm welcome to whomever visits the Resource Center.
- When providers check in at the Resource Center, make a note of their presence and assign them to their break out room. Turn in the attendance sheet to the Court Coordinator when the Resource Center closes for the day.
- As visitors to the Resource Center arrive, tally the number of visitors. Turn in the tally sheet to the Court Coordinator when the Center closes for the day.
- When visitors arrive ask how you can assist them.
 - If they know the name of the provider (person or organization) and the provider is available, send them to the provider's break out room.
 - If don't know the name of the provider (person or organization) who can assist them, send them to the break out room of an available Resource Center Navigator.

Required Qualifications:

- Must be available Wednesday afternoons (1:00 p.m. to 4:00 pm) on a weekly basis
- Project a professional image/positive attitude
- Enjoy working with the public
- Good oral and written communication skills in English; yet, bi-lingual skills welcomed.
- Commitment/experience in providing customer service
- Ability to maintain calm in stressful situations
- Willingness to learn all procedures/protocols
- Comfortable with interactions occurring virtually via zoom, phone or email.
- Must have access to a computer, the Internet and Basic Microsoft Office and Zoom software products
- Must be minimum of age 21
- Ability to successfully complete criminal history/background check, interview(s) and reference checks

**Proposed
-for HR review-**

Physical Requirements:

- Must be able to sit or stand during assigned duties

Time Required:

- 3-hour weekly shift
- Able to commit to at least 12 months

>> Training and coaching will be provided, including the use of Zoom

Position Description reviewed and understood

Volunteer Signature: _____

Volunteer Name: _____

Date: _____



Volunteer Position Description

Title: Community Court Navigators – Court Room & Resource Center (Virtual)

Department: Kirkland Municipal Court

Reports to: TBD, Community Court Coordinator

Purpose: To help court participants and resource center visitors identify and access the service providers that can help them address their concerns for service.

Duties (All duties are performed virtually via zoom, phone or email):

For Court Room Navigator

- Conduct orientation about the community court weekly for defendants on court calendar observing community court for the first time
- Meet with defendants after they have opted into community court / signed their Stipulated Order of Continuance (SOC) to
 - Provide them with and review a Participant's Packet
 - Review with them their options for the service requirements identified in the SOC
 - Help them develop an action plan to fulfil the service requirements
 - Touch bases with them weekly thereafter to help monitor their progress, provide them encourage and offer additional assistance, as need.
- Report back to the Court staff / Coordinator about the progress the participant is making.
- Attend monthly operations team meetings, which occur, generally, an hour before Community Court.
- Attend weekly pre-court briefings, which occur, generally, 30 minutes before Community Court.

For Resource Center Navigator

- Check in with providers to know who is present each week.
- Greet Center visitors when they enter the center
 - If the visitors are court participants and not accompanied by a court navigator, ask them if you can look at their SOC or their Participant's Packet to help them identify the providers that can help them.
 - If the visitors are non-court participants, ask them how you might help them and provide the guidance and / or direct them to the appropriate providers
 - If possible, introduce the participants to each provider they want to see
 - Weekly, thereafter, touch bases with returning visitors to offer encouragement and guidance
- Assist visitors with completing applications for services or benefits, as appropriate.
- Attend monthly operations team meetings which occur, generally, an hour before Community Court.

**Proposed
-for HR review-**

Required Qualifications:

- Must be available Wednesday afternoons (1:00 p.m. to 4:00 pm) on a weekly basis
- Project a professional image/positive attitude
- Enjoy working with the public
- Good oral and written communication skills in English; yet, bi-lingual skills welcomed.
- Commitment/experience in providing customer service
- Ability to maintain calm in stressful situations
- Willingness to learn all procedures/protocols
- Comfortable with interactions occurring virtually via zoom, phone or email.
- Must have access to a computer, the Internet and Basic Microsoft Office and Zoom software products
- Must be minimum of age 21
- Ability to successfully complete criminal history/background check, interview(s) and reference checks

Other Qualifications:

- Human or social services background helpful, though not necessary

Physical Requirements:

- Must be able to sit or stand during assigned duties

Time Required:

- 3-hour weekly shift
- Able to commit to at least 12 months

>>Training and coaching will be provided, including the use of Zoom

Position Description reviewed and understood

Volunteer Signature: _____

Volunteer Name: _____

Date: _____

Kirkland Community Court: Eligible Offenses

Revision 10/19/20

General Eligibility – participant cannot have any violent felony convictions within the last 5 years or pending violent felony charges; no sexual offense convictions.

Eligible	Possibly Eligible	Not Eligible
Theft 3	Assault 4 DV	Any DV-Intimate Partners
Possession of Stolen Property	Malicious Mischief DV	Assault 4-Sexual Motivation
Criminal Trespass 1 & 2	Indecent Exposure	Hit & Run
Assault 4	Reckless Endangerment	Animal Cruelty
Resisting Arrest	Urinating in Public	DUI
Disorderly Conduct	Possession of Firearms/Dangerous Weapons	Physical Control
Possession of Drug Paraphernalia	Minor in Possession	DWLS 1 st & 2 nd Degree
Malicious Mischief		Reckless Driving
Park Charges -KMC 11.80.140 (camping areas) - KMC 11.80.250 (in park after hours)		Negligent Driving
Vehicle Prowl		DWLS 3 rd Degree
Making or Having Burglary Tools		
Anti-Harassment Violations		
Obstruction of a Law Enforcement Officer		
Making False Statement		
Resisting Arrest		
Prostitution		
Reckless Burning		
Urinating in Public		
Possession of Firearms/Dangerous Weapons		
Reckless Endangerment		
DWLS 3 rd Degree		
Minor in Possession		

Process:

- Community Court cases are identified at filing by prosecution at filing and communicated with defense. Defense can also request for a case to be considered for Community Court at arraignment.
- Arraignment will continue to happen in mainstream court. Defense will explain Community Court model to participant and reiterate change in location (location listed on hearing notice).
- 1st hearing in Community Court is coded as a courtesy hearing. Defense will speak with defendant and see if they are interested in returning for screening. If so, this this needs to be communicated with Coordinator and/or Screener. Screening appointment can also be made directly for the following calendar.
- 2nd hearing will be opt-in/opt-out where an SOC is signed or the person is returned to the mainstream.

Section 1: Basic Information

Today's Date: ___/___/___		Language: _____	Interpreter: Y N
Name: _____		Gender: Male Female Other	Military/Former: Y N
Marital Status: - Married/ Living as Married - Divorced - Separated - Widowed - Never Married - Chose Not to Respond		Race: - Black - White - Asian - Native American/Alaskan Native - Other - Chose Not to Respond	Ethnicity: - Hispanic - Non- Hispanic
Number Children Under 18 Years Living with You _____		DOB: _____	
Mailing Address: _____ City _____ State _____ Zip Code _____			
Email: _____			
Phone Number: _____ Work/Personal? _____			
Does this line call, text, or both? _____ Smart Phone? _____			
Preferred Method of Contact: EMAIL / TEXT / PHONE CALL			

Section 2: Housing Information

<p>Where do you live?</p> <ul style="list-style-type: none"> - House / Apartment – Own or Rent or Permanent Supportive - Subsidized Housing – Section 8 - Adult / Group Home - Homeless <ul style="list-style-type: none"> ○ Transitional Housing ○ Emergency Shelter / Hotel / Motel ○ Staying with others (not paying rent) ○ Car 	<p>Length of Residence</p> <ul style="list-style-type: none"> - Less than a month - 1-3 months - 3 months -1 year - Longer than a year <p>Any Landlord / Tenant Issues?</p> <p>Do you have challenges paying rent?</p>
---	---

Section 3: Education & Employment

Highest Level of Education Completed (Circle)

- Some High School
- High School Diploma / GED
- Some College
- Technical Degree / Certificate _____
- AA Degree _____
- Bachelor’s Degree _____
- Graduate / Professional Degree _____

Current Employment Situation:

FT PT Self Retired Not Working

For How Long:

- Less than a month - 3 months to a year
- 1 – 3 months - More than a year

What type of work do you do or in what industry do you work?

Would you like to continue to work in this area?

If given the opportunity to work in another field, what would you do?

Section 4: Transportation

- **What is your primary form of transportation? Transit, Private Auto....**
- **Do you have an ORCA Card? Would you like one?**
- **Do you have concerns with:**
 - **Auto Insurance**
 - **Driver’s License (expired)**
 - **Other**

Section 5: Health

Health Insurance:
 Medicaid Private Medicare None

Do you have a primary care doctor? Y N DK

Who/Where? _____

When did you last see your doctor? _____

Do you have a disability or other health concerns for yourself or family that you might like to have help with?

Section 6: Behavioral Health

Have you ever been diagnosed with a Mental Health condition? Y N

Did you receive care for that diagnosis? Y N

Are you in the care of a mental health professional now?

No

Yes: Case Mgmt Medication Both

Do you feel you could possibly benefit from mental health care? Y N

What is your drug of chose?

When was the last time you consumed drugs or alcohol?

Have you ever received care for SUD? Y N

What kind of care? When?

Inpatient _____

Outpatient:

Group Mtgs/Counseling _____

MAT _____

Have you had a traumatic brain injury? Y N

Do you gamble, if yes, how often? _____

Do you have a family history of Alcohol /Drug Use/ Mental Illness? Y N

Who?

Notes:

Section 7: Other

Would you like some help with any of the following?

- Food
- Immigration
- Credit
- Legal Issues
- Child Support (Receiving or Owing)
- Family/Domestic Violence
- ID Card
- Child Care
- Other _____

What reasons do you feel contributed to the offense you are here for?

Primary Source of Income (Circle All That Apply):

Wages/Salary Public Assistance Disability /SSDI SSI Unemployment Benefits
Retirement/ Pension VA Alimony Child Support Worker' Comp

Estimated Gross Monthly Household Income: _____

DRAFT

Kirkland Community Court

Intake Recommendations

	Service Areas	Description of Service Areas
	Special Population Services	Check into additional services support based on your population group. <ul style="list-style-type: none"> <input type="checkbox"/> Veterans <input type="checkbox"/> Disability <input type="checkbox"/> Senior <input type="checkbox"/> Young Adults (18-24)
	Housing / Emergency Services	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Housing Assistance/Programs</u>: Access to longer term housing and housing subsidies, including rental assistance <input type="checkbox"/> <u>Emergency Services, Food, Shelter</u>: Access to help with immediate needs such as housing and food. <input type="checkbox"/> <u>DSHS Cash Assistance for</u>: Access to ID replacement, child care, medical care, refugees, disabled persons, seniors <input type="checkbox"/> <u>DSHS Programs</u>: Access to HEN, SNAP, TANF, BFET, PWA, Child Support Services
	Education Services	Assistance with finishing/furthering your education and funding opportunities. E.g. GED/HS/college completion
	Work Training Services	Access to trade training, internships or work programs
	Employment Readiness Services	<ul style="list-style-type: none"> <input type="checkbox"/> Access to help with resumes, interviewing, job searching and/or job placement. <input type="checkbox"/> Access to TANF and BFET readiness programs
	Transportation Services	Access to Orca Lift, shuttles, transportation planning assistance.

	Health / Medical Services	Access to help with health insurance, transportation to medical appointments, and/or medical/dental care.
	Behavioral Health Services	<p><u>Substance Use Disorder Treatment:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Get a substance use disorder assessment and follow treatment recommendations. <input type="checkbox"/> Currently in Treatment: Sign an ROI for current treatment provider to report to Community Court. <p><u>Mental Health Care:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently in Treatment/Counseling: Sign an ROI for current treatment provider to report to Community Court through IKRON. <input type="checkbox"/> Get a mental health assessment and follow treatment recommendations. (Apple Health or no health insurance) <input type="checkbox"/> Find a counselor/therapist and provide proof of attendance. (Private health insurance)
	\ Other Services	<ul style="list-style-type: none"> <input type="checkbox"/> <u>DSHS/Cash Assistance for:</u> ID replacement, child care, medical care, refugees, disabled persons, seniors <input type="checkbox"/> <u>DSHS Programs:</u> HEN, SNAP, TANF, BFET, PWA, Child Support Services <input type="checkbox"/> <u>Legal and Dispute Resolution:</u> Inquire about civil legal matters: renting contracts, debts, and non-criminal legal issues.

COMMUNITY COURT PARTICIPANT'S SERVICE PLAN

Note: this will be a part of the agreement the court participant signs.

Required	Services to Access:	
○	<p>Special Population Services: Check into additional services support based on your population group.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Veterans <input type="checkbox"/> Disability <input type="checkbox"/> Senior <input type="checkbox"/> Young Adults (18-24) 	
○	<p>Housing / Emergency Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Housing Assistance/Programs</u>: Access to longer term housing and housing subsidies, including rental assistance <input type="checkbox"/> <u>Emergency Services, Food, Shelter</u>: Access to help with immediate needs such as housing and food. <input type="checkbox"/> <u>DSHS Cash Assistance for</u>: Access to ID replacement, child care, medical care, refugees, disabled persons, seniors <input type="checkbox"/> <u>DSHS Programs</u>: Access to HEN, SNAP, TANF, BFET, PWA, Child Support Services 	
○	<p><u>Education Services</u>: Assistance with finishing/furthering your education and funding opportunities. E.g. GED/HS/college completion</p>	
○	<p><u>Work Training Services</u>: Access to trade training, internships or work programs</p>	
○	<p><u>Employment</u>: Inquire about help with resumes, interviewing, job searching and/or job placement.</p>	
○	<p><u>Transportation Services</u>: Access to Orca Lift, shuttles, transportation planning assistance.</p>	
○	<p><u>Health/Medical Care</u>: Inquire about health insurance, transportation to medical appointments, and/or medical/dental care.</p>	
○	<p><u>Mental Health Care</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently in Treatment/Counseling: Sign an ROI for current treatment provider to report to Community Court through IKRON. <input type="checkbox"/> Get a mental health assessment and follow treatment recommendations. <i>(Apple Health or no health insurance)</i> <input type="checkbox"/> Find a counselor/therapist and provide proof of attendance. <i>(Private health insurance)</i> 	
○	<p><u>Substance Use Disorder Treatment</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get a substance use disorder assessment and follow treatment recommendations. <input type="checkbox"/> Currently in Treatment: Sign an ROI for current treatment provider to report to Community Court. 	
○	<p><u>Other Services</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Legal and Dispute Resolution</u>: Inquire about civil legal matters: renting contracts, debts, and non-criminal legal issues. 	

	<ul style="list-style-type: none"><input type="checkbox"/> <u>DSHS/Cash Assistance for:</u> ID replacement, child care, medical care, refugees, disabled persons, seniors<input type="checkbox"/> <u>DSHS Programs:</u> HEN, SNAP, TANF, BFET, PWA, Child Support Services	
<input type="radio"/>	<p><u>Specialized Services:</u> Check into additional services support based on your status.</p> <ul style="list-style-type: none"><input type="checkbox"/> Veterans<input type="checkbox"/> Disability<input type="checkbox"/> Senior<input type="checkbox"/> Young Adults (18-24)	
<input type="radio"/>	<p><u>Other Services:</u></p> <hr/> <hr/> <hr/> <hr/>	

King County Community Court Virtual Resource Centers: Agencies, Services and Schedule
Tuesdays 1:30-3pm & Wednesdays 2-4pm
[HTTPS://TINYURL.COM/VIRTUALRESOURCECENTER](https://tinyurl.com/virtualresourcecenter)

ATTACHMENT G

Type of Service	Agency	Programs/Services	Contact	VRC Day/Time:
Employment and Education	Shoreline Community College	Info/Aid for College and Professional/Technical Courses, GED, ESL, Workforce Education program, United Way benefits hub	Laura Drake: Community Resource Navigator for Able-Bodied Adults Without Dependents & Workforce Education 206-705-8737 ldrake@shoreline.edu	Tuesdays 1:30-3pm
	Lake Washington Technical College	Professional/Technical Programs, Workforce Funding Programs	Hamza Abdulrahman: Workforce Funding Outreach Specialist 425-739-8100 x8671 Hamza.Abdulrahman@lwtech.edu	Tuesdays 1:30-3pm Wednesdays 2-4pm
	Bellevue College	Workforce Education Program: Info/Aid for College and Professional/Technical Courses.	Steven Will, Workforce Education 425-564-4108 stephen.will@bellevuecollege.edu	Wednesdays 2-4pm
	Cascadia Community College	Workforce Education Program: Info/Aid for College and Professional/Technical Courses. Basic Ed for adults (ESL, GED, HS21+).	Katie Rousso, Program Specialist, Workforce Education (425)-352-8472 krousso@cascadia.edu	Wednesdays 2-4pm
	Reconnect to Opportunity (youth 16-25)	Re-Opp works to get youth back on track towards high school completion, college and career.	Malcolm Lee, Outreach and Recruitment Manager (206) 409-6775 mallee@kingcounty.gov	1 st /3 rd Tuesdays 1:30-3pm 2 nd /4 th Wednesdays 2-4pm
	Pioneer Human Services	Roadmap to Success is our job-readiness program for individuals who are formerly justice involved, and are seeking gainful employment.	Rudy Community Outreach Coordinator 206-538-2666 Rudy@p-h-s.com	Tuesdays 1:30-3pm Wednesdays 2-4pm
	YWCA's Employment Program	YWCA Basic Food Employment and Training Program and Homeless Employment Program both serve individuals in need of job search assistance, resource allocation, and financial stability.	Ed Smith esmith@ywcaworks.org	Wednesdays 2-4pm
	King Co Library System	Help with online library cards, info about free educational and work training/info resources available online.	Jill Morrison morrison@kcls.org	Tuesdays 1:30-3pm Wednesdays 2-4pm

King County Community Court Virtual Resource Centers: Agencies, Services and Schedule
Tuesdays 1:30-3pm & Wednesdays 2-4pm
[HTTPS://TINYURL.COM/VIRTUALRESOURCECENTER](https://tinyurl.com/virtualresourcecenter)

ATTACHMENT G

Type of Service	Agency	Programs/Services	Contact	VRC Day/Time:
Food, Cash, Shelter, Transportation and Emergency Services	DSHS	Can answer questions regarding cash, food and some medical benefits. Applications at www.washingtonconnection.org	Eastside: Aminata Salisbury aminata.salisbury@dshs.wa.gov North Seattle: Michael Lee LeeMQ@dshs.wa.gov	1 st / 4 th Tuesday 1:30-3pm Wednesdays 2-4pm
	Public Health	Apple/Medicaid Health Insurance, ORCA LIFT card, Basic Food, and information on other community resources.	Eastside: Ben Huh bhuh@kingcounty.gov North Seattle: Claudia Sierra Claudia.Sierra@kingcounty.gov	Tuesdays 1:30-3pm Wednesdays 2-4pm
	hopelink	Info and possibly screening/referrals for financial assistance, food boxes and energy assistance, Family Development Case Management, Adult Education, Employment and Financial Capabilities programs.	Eastside: Jade Cooper JCooper@hopelink.org Shoreline: Jill Lehman jlehman@hopelink.org	2 nd / 4 th Tuesdays 1:30-3pm 1 st / 3 rd / 5 th Wednesdays 2-4
	Catholic Community Services	Housing Diversion counseling and Coordinated Entry for All Assessments.	Peno Mclean-Riggs JustineMR@ccsww.org	2 nd / 4 th Tuesdays 1:30-3pm
	Hopelink Transportation Services	Access to and help with OrcaLift and various transportation assistance programs.	North Seattle: Maggie Harger MHarger@hopelink.org Eastside: Camille Heatherly CHeatherly@hopelink.org	2 nd / 4 th Tuesdays 1:30-3pm 1 st / 3 rd / 5 th Wednesdays 2-4pm
	Hospitality House	Hospitality House is a 90-day shelter program providing onsite case management. We serve single, adult women who are: Clean and sober 30+ days, not currently fleeing domestic violence and physically able to perform light chores. Potential participants can complete a screening at the VRC and then discuss next steps.	Kim Baggione kim.hospitalityhouse@gmail.com	2 nd / 4 th Wednesdays 2-4pm

King County Community Court Virtual Resource Centers: Agencies, Services and Schedule
Tuesdays 1:30-3pm & Wednesdays 2-4pm
[HTTPS://TINYURL.COM/VIRTUALRESOURCECENTER](https://tinyurl.com/virtualresourcecenter)

ATTACHMENT G

Type of Service	Agency	Programs/Services	Contact	VRC Day/Time:
Local Redmond/ Eastside Services	Redmond Homeless Outreach	Help for Eastside folks experiencing homelessness to find services and housing.	Tisza Rutherford trutherford@redmond.gov 425-553-7093	Wednesdays 2-4pm
	Eastside Legal Assistance	Referrals to free legal advice and counsel at legal clinics to low-income residents of East King County. Legal services to victims of crime and domestic violence survivors; Know Your Rights Workshops and a quarterly Wills Clinic on the Eastside.	Christopher Lovings chris@elap.org	1 st /3 rd Wednesdays 2-4pm
	Friends of Youth (youth 16 to 25)	Friends of Youth Redmond Youth Service Center partners with youth (ages 16-25) to provide the resources and skills they need to attain success. This includes street-based outreach, emergency shelter, mental health and substance use counseling, case management, employment and education programs.	Kelli Lovins (Kelli@friendsofyouth.org), Veronica Escalante (Veronicae@friendsofyouth.org)	Every Wednesday
	Youth Eastside Services	Mental health counseling, substance use with co-occurring disorder counseling/treatment, early childhood behavioral health services, psychiatric services, school-based services, and education/prevention programs for children and youth, ages birth to 22, and their families in East King County.	Tina Hurtado TinaH@youtheastideservices.org	Every Wednesday
Local Shoreline Services	Shoreline Community Care	Help with rent and utility bills including move in for residents of Shoreline. We can also help anyone with referrals to other local resources.	Bill Bear flyingbear2@gmail.com	Tuesdays 1:30-3pm
	Lake City Partners	Advice and help for folks facing homelessness. Based at Seattle Mennonite Church 3120 NE 125th St. Seattle WA 98125 206-361-4630	Stanley Machokoto stanley@lakecitypartners.org	Tuesdays 1:30-3pm

King County Community Court Virtual Resource Centers: Agencies, Services and Schedule
Tuesdays 1:30-3pm & Wednesdays 2-4pm
[HTTPS://TINYURL.COM/VIRTUALRESOURCECENTER](https://tinyurl.com/virtualresourcecenter)

ATTACHMENT G

Type of Service	Agency	Programs/Services	Contact	VRC Day/Time:
Legal Resources	King Co Bar Association Records Project	Advice regarding previous convictions, legal financial obligations (LFOs) related to convictions, and assistance in vacating convictions.	Maria Jouravleva MariaJ@kcba.org	Tuesdays 1:30-3pm Wednesdays 2-4pm
	Northwest Justice Project	Access to many kinds of free civil legal aid.	Deborah Espinosa deborah.espinosa@nwjustice.org	2 nd /4 th Wednesdays 2-4pm
	DSHS Division of Child Support	Help both custodial and non-custodial parents with support around payments, including negotiation, suspension and enforcement as well as legal matters.	Jennifer Carlson Jennifer.Carlson2@dshs.wa.gov	Tuesdays 1:30-3:00 Wednesdays 2:00-3:30
Behavioral Health Services/ Treatment	IKRON Behavioral Health	Substance Use and Mental Health treatment and recovery programs. for folks on AppleCare/Medicaid.	North Seattle: Sarah Klein smelfi_klein@ikron.org Eastside: Lindey Ginther lginther@ikron.org	Tuesdays 1:30-3pm Wednesdays 2-4pm
	Ideal Option	Medication Assisted Treatment services for Substance Use Disorder.	Rose Symotiuk rosesymotiuk@idealooption.net	Tuesdays 1:30-3pm Wednesdays 2-4pm
	Therapeutic Health Services (THS)	Substance Use and Mental Health treatment and recovery programs.	Paula Wolf PaulaW@ths-wa.org Kathy Miller KathyM@ths-wa.org Bellevue Office #: (425) 747-7892	Tuesdays 1:30-3:00
	Pioneer Human Services	Addiction services and recovery Detox, Residential Treatment and Outpatient https://pioneerhumanservices.org/treatment/centers?tid=18 206-470-3856	Rudy Rudy@p-h-s.com	Wednesdays 2-4pm
Parenting/ Early Childhood Support	Kindering	Developmental screenings for children 0-5, connection to Early Intervention services, and resources for children and families.	Connie Weber Connie.Weber@kinding.org , Andrea Dickstein andrea.dickstein@kinding.org	Wednesdays 2-4pm
	DSHS	Cash, food and some medical benefits for families.	Eastside: Aminata Salisbury aminata.salisbury@dshs.wa.gov North Seattle: Michael Lee LeeMQ@dshs.wa.gov	1 st /4 th Tuesday 1:30-3pm Wednesdays 2-4pm

King County Community Court Virtual Resource Centers: Agencies, Services and Schedule

ATTACHMENT G

Tuesdays 1:30-3pm & Wednesdays 2-4pm
[HTTPS://TINYURL.COM/VIRTUALRESOURCECENTER](https://tinyurl.com/virtualresourcecenter)

Type of Service	Agency	Programs/Services	Contact	VRC Day/Time:
Health / Medical Care Services	Public Health	Food programs, medical care and health insurance for families.	Eastside: Ben Huh bhuh@kingcounty.gov North Seattle: Claudia Sierra Claudia.Sierra@kingcounty.gov	Tuesdays 1:30-3pm Wednesdays 2-4pm
	International Community Health Services	Information about ICHC medical/dental services, Wa Health Benefit Exchange enrollment and assistance, WA Connection applications.	Sabina Bagirova sabinab@ichs.com	Tuesdays 1:30-3pm
	Community Health Plan of Washington	CHPW is managed care for Apple Health. Can help with Apple Health eligibility and applications, and advise on CHPW benefits.	Ismahan Ali Ismahan.Ali@chpw.org	Tuesdays 1:30-3pm Wednesdays 2-4pm
	United Healthcare	Managed Care for Medicare/Medicaid: Find out about our Special Needs Plan that is for people who have Medicare Parts A & B and Medicaid with more benefits and features than original Medicare.	Melissa Anderson melissa_a_anderson@uhc.com	2 nd / 4 th Tuesdays 1:30-3pm 1 st / 3 rd Wednesdays 2-4pm
Veteran's Services	Washington State Dept of Veteran's Affairs	Veteran's Services: -connections to shelter and housing resources -ordering VA docs / checking healthcare eligibility -free PTSD counseling for veterans and their families -help with VA benefits- applying or appealing -advocacy in connecting with other programs -outreach to recently or currently incarcerated veterans - re-entry services for veterans who have been released from incarceration within the last 120 days.	Cathi Geisler Cathi.Geisler@DVA.WA.GOV	2 nd / 4 th Tuesdays 1:30-3pm 1 st / 3 rd Wednesdays 3-4pm
Recovery Support	Celebrate Recovery	Christian based 12 step program for any hang-up, habit, or hurt. Recovery from chemical dependency but also from multiple issues including mental health and trauma.	Bill Bear flyingbear2@gmail.com	Tuesdays 1:30-3pm
	AA/NA	Info about in-person and online AA/NA recovery groups.	Ernest Alston 206-578-1803	Wednesdays 2-4pm

Kirkland Municipal Court Update

Presentation to the Kirkland City Council
John Olson, Municipal Court Judge
Marilyn Littlejohn, Consultant
January 5, 2021

DRAFT

Municipal Court Overview

- ▶ Court of Limited Jurisdiction Elected position
- ▶ Adjudicates misdemeanor and gross misdemeanor cases
- ▶ Traffic
- ▶ Animal Control
- ▶ Parking/Moorage
- ▶ Misc. City ordinances
- ▶ School Zone
- ▶ Standard Probation Services and related programs

Municipal Court Case Types

- ▶ Misdemeanor and gross misdemeanor cases include:
 - ▶ DUI/Physical Control
 - ▶ Reckless Driving/Negligent Driving
 - ▶ DV Assaults/Assaults/Harassment
 - ▶ Theft/Criminal Trespass
 - ▶ Park Violations - MIP/Park after hours

Municipal Court Structure and Staffing

- ▶ Court has 18.75 budgeted FTEs:
 - ▶ Kirkland Municipal Court Judge (1): Elected presiding judge
 - ▶ Court Administrator (1): Tracy Jeffries - Oversees day-to-day operations
 - ▶ Assistant Court Administrator (1)
 - ▶ Probation Supervisor (1)
 - ▶ Probation Officers (2)
 - ▶ JSA II Leads (2, supplemented with 3 JSA IIs working as leads out of class due to COVID)
 - ▶ JSA II (10.75, including the 3 working out of class as leads)
- ▶ These positions are supplemented by the following one-time/contract resources:
 - ▶ 3 On-call JSA II due to vacancies/extended leave
 - ▶ Court Commissioner & Judge Pro Tem Judges (10)

Pro Tems: Current Judges

Valerie Shapiro



Scott Greer



Pro Tems: Newly Appointed

Jennifer Cruz



Risa Woo



Jeff Gregory



Renee Walls



Mali Barber



Jessica Giner



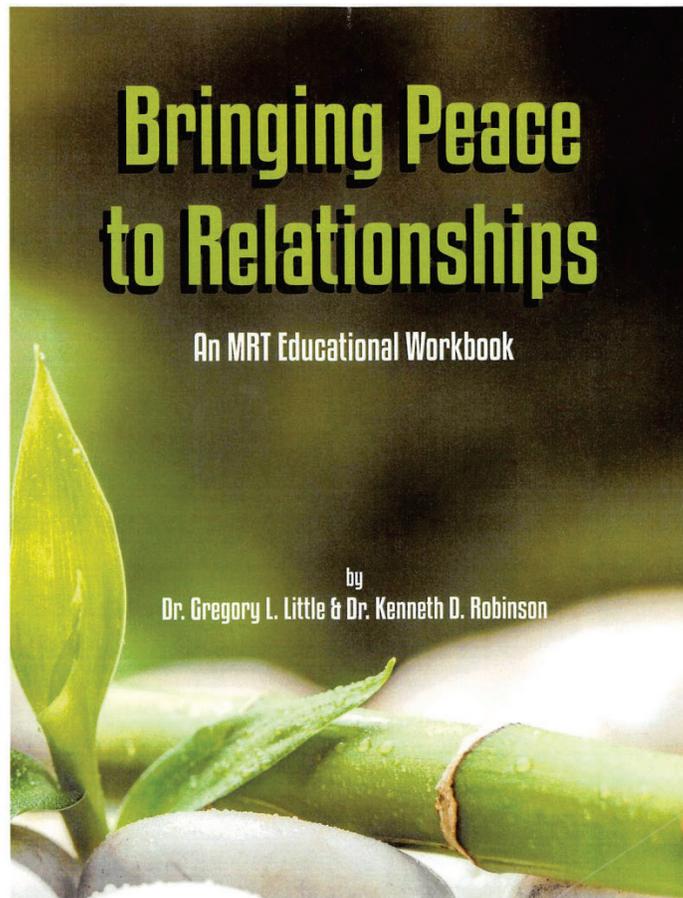
Kirkland Municipal Court Caseload Statistics from 2018-Present

MONTH/YEAR	Infraction Traffic	Infraction NonTraffic	Parking	DUI	Criminal Traffic	Criminal NonTraffic	Total	School *Zone
Kirkland								
Total 2018	3,896	45	14,378	174	344	606	19,643	
Total 2019	3,397	77	21,415	261	497	559	26,206	4,090
Jan/Nov 2020	2,068	34	19,476	94	227	409	22,308	3,481
Kirkland Total	9,361	156	55,269	529	1,268	1,574	68,157	7,571
Clyde Hill								
Total 2018	397	0	24	2	31	5	459	
Total 2019	525	0	11	4	28	6	574	
Jan/Nov 2020	253	0	0	2	17	10	282	
Clyde Hill Total	1,175	0	35	8	76	21	1,315	
Hunts Point								
Total 2018	1	0	2	0	0	0	3	
Total 2019	1	0	0	0	1	0	2	
Jan/Nov 2020	3	0	0	0	0	0	4	
Hunts Point Total	5	0	2	0	1	1	9	
Medina								
Total 2018	45	2	37	4	14	8	110	
Total 2019	46	0	23	3	10	3	85	
Jan/Nov 2020	12	0	11	1	5	3	32	
Medina Total	103	2	71	8	29	14	227	
Woodinville								
Total 2018	434	9	129	9	51	70	702	
Total 2019	327	2	74	5	40	83	531	
Jan/Nov 2020	167	2	21	5	23	58	276	
Woodinville Total	928	13	224	19	114	211	1,509	
Yarrow Point								
Total 2018	13	0	46	0	1	3	63	
Total 2019	2	0	12	1	2	2	19	
Jan/Nov 2020	4	0	11	1	2	2	20	
Yarrow Point Total	19	0	69	2	5	7	102	
Total All Filings								
Total 2018	4,786	56	14,616	189	641	692	20,980	
Total 2019	4,298	79	21,535	274	578	653	27,417	
Jan/Nov 2020	2,507	36	19,519	103	274	483	22,922	
Total All Filings	11,591	171	55,670	566	1,493	1,828	71,319	7,571

*2020 stats are only through November month end.

** School stats are only from the start of the program in October 2019 to March 2020 when COVID hit.

Example of
Current
Innovative
Programs



MRT Domestic Violence Program

Moral Reconciliation Therapy - MRT Domestic Violence Program

- ▶ MRT is a cognitive - behavioral program designed to change how batterers think (belief systems) therefore leading to changing the batterers' behaviors from any types of abuse whether it is physical, emotional, or financial to behaviors which include equality and acceptance.
- ▶ One of the major goals of the program is to increase the oral reasoning levels of participants
- ▶ Conation is closely associated with the use of will or the freedom to make choices about what to do. It is critical if an individual is to successfully engage in self-direction, self-regulation, and possess intentionality in behavior.

The Moral Reconciliation Therapy Batterer Program, *Bringing Peace to Relationships:*

- ▶ is a power and control program designed to conform to the required minimum state standards
- ▶ is operationalized in an open-ended group and workbook driven format which can be formatted to be completed in 26 or 52 sessions
- ▶ all groups are facilitated by a trained facilitator (all Facilitators attend a required 32-hour training in the model)

COVID-19 Impacts

- ▶ Shutdown mid-March when the Governor enacted his stay-at-home Order
- ▶ Closed lobby to the public
- ▶ At the beginning of the pandemic, the court staff was divided into two teams to prevent chance of exposure that could close the court
- ▶ Initially handled only in custody cases and new DV/DUI arrests



COVID-19 Impacts

- ▶ ZOOM - Requirement that courts must be open to the public, court went to broadcasting hearings via Zoom
 - ▶ Mid-April began expanding calendars through Zoom
 - ▶ Mid-May returned to normal in-office staffing
 - ▶ Able to conduct all hearings via Zoom with the exception of jury trials and complicated motions
 - ▶ With the assistance of Facilities and Emergency Management team, the Court was able to schedule the first jury trial in October
- ▶ With the significant spike in COVID cases, all jury trials were continued in November and December



COVID-19 Impacts

- ▶ OCourt
 - ▶ Electronic document case management system and court scheduling system
 - ▶ Started in Mid-October
- ▶ Laserfiche - Document management system
 - ▶ Projected to be installed and running by the end of January 2021



Community Court

- ▶ Concept: An alternative problem-solving court that seeks to go beyond punitive actions to identify and address the underlying challenges of court participants that may contribute to further criminal activity
- ▶ Community Courts are collaborative, supportive, restorative and problem solvers, whereas traditional courts are adversarial, directive, punitive and treat the symptoms not the underlying cause
- ▶ Formation Committee
 - ▶ Tracey Dunlap, Kevin Raymond, Tracy Jeffries, Jeff MacNichols (Stewart, MacNichols, Harmell), Sarah Roberts (Moberly, Roberts), Lynn Moberly (Moberly Roberts), Garrett Rutherford (Moberly Roberts), Whitney Gardner (Valley Defenders), Marilyn Littlejohn (Community Court Coordinator), John Olson
- ▶ First meeting held in January 2020, but with the onset of the COVID pandemic, meetings were put on hold until September 2020. Committee is currently meeting every other Monday

What Is a Community Court

- ▶ Similar to Mental Health or Drug Courts, a Community Court is a problem-solving court that offers alternatives to incarceration.
- ▶ It promotes public safety by identifying and addressing the underlying quality of life challenges court participants face that may contributed to their misdemeanor criminal activity.
- ▶ It offers compassionate accountability.
- ▶ Its goals include building stronger and safer neighborhoods and reducing recidivism.

Key Principles of Community Courts

- ▶ **Accountability (to Community & Court)**
 - ▶ Service Projects
 - ▶ Stipulated Order of Continuance
 - ▶ Weekly Check-in
 - ▶ Incentives & Sanctions
- ▶ **Individualized Justice (Compassion)**
 - ▶ Shift from jail & fines to services (that deal with underlying quality of life issues)
- ▶ **Community Involvement**
 - ▶ Location of Court & Resource Center
 - ▶ Service Projects
 - ▶ Service Providers
 - ▶ Volunteers
 - ▶ General Public - Court Visitors / Impact Panels
- ▶ **Collaboration**
- ▶ **Stability & Progress (not Perfection)**

DRAFT



What Types of Crimes Will Be Heard in the City of Kirkland Community Court

Non-Violent, Misdemeanor Crimes, examples:

- ▶ Theft 3
- ▶ Possession of Stolen Property
- ▶ Criminal Trespass 1 & 2
- ▶ Resisting Arrest
- ▶ Disorderly Conduct
- ▶ Possession of Drug Paraphernalia
- ▶ Camping in Park / In Park after Hours
- ▶ Vehicle Prowl
- ▶ Making or Having Burglary Tools
- ▶ Prostitution

DRAFT

Eligibility Criteria for the Kirkland Community Court?

Community court participants must not have any violent felony convictions in the last five years; any pending violent felony charges; or a sex offender history.

DRAFT

How Will the City of Kirkland Community Courts Work?

- ▶ During arraignment in traditional court, eligible defendants will be offered an opportunity to participate in Community Court
- ▶ After observing Community Court, the eligible defendants may volunteer to opt-into or participate in Community Court.
- ▶ To opt-in, the participants must complete three actions
 - ▶ Complete a needs assessment
 - ▶ Sign an Stipulated Order of Continuance (SOC)
- ▶ When participants fully comply with the SOC, the charges against them will be dismissed with prejudice.
- ▶ When participants do not comply with the SOC, the judge will review the case reports as filed, without testimony or witnesses, and make determination of

DRAFT

guilt or innocence.

Key Elements of SOC's in Community Court

- ▶ Agreements Made by the Court Participant
 - ▶ Weekly attendance at Community Court
 - ▶ Refraining from any additional violations of law
 - ▶ Completion of specified hours of community service
 - ▶ Compliance with the treatment and social services plan
- ▶ Agreement by City to Dismiss the Case(s) with Prejudice Upon Fulfilment of the SOC
- ▶ Acknowledgement by Court Participant of Certain Constitutional Rights and How the Case Would Be Disposed Were the SOC Violated
- DRAFT ▶ Waiver of Rights Acknowledge by the Court Participant



Community Resource Center

DRAFT

Community Resource Center Models

In-Person, Co-located with the Community Court

Virtual, via Zoom and Phone

Hybrid: In- Person + Virtual

What Services Will Be Available at the Community Resource Center

- ▶ Employment & Education
- ▶ Food, Cash, Transportation & Other Emergency Services
- ▶ Health and Medical Care
- ▶ Legal Resources
- ▶ Behavioral Health Services
- ▶ Veterans Services
- ▶ Local Eastside Services

DRAFT

Community Resource Center Operations

- ▶ Opens March 2021
- ▶ Open to any person in the community. Court-involvement is not a requirement
- ▶ Open one afternoon a week for two hours
- ▶ Volunteers (Moderator and / or Navigator) will be available to assist visitors

DRAFT

Community Courts Provide Opportunity

They Treat Me Like A Person

(1:06 to 4:56)

Participants Do the Work

DRAFT