

## **ARTICLE I: REENTRY COUNCIL**

[Sec. 5.1-1. Reentry Council.](#)

[Sec. 5.1-2. Purpose.](#)

[Sec. 5.1-3. Membership and Organization.](#)

[Sec. 5.1-4. Powers and Duties.](#)

[Sec. 5.1-5. Attendance Requirement.](#)

[Sec. 5.1-6. Sunset Clause.](#)

### **SEC. 5.1-1. REENTRY COUNCIL.**

The City hereby establishes a Reentry Council ("Council"). Subject to the fiscal and budgetary provisions of the Charter, the Public Defender's Office, the District Attorney's Office, and the Mayor's Office shall each designate one staff member to provide administrative support to the Council.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

### **SEC. 5.1-2. PURPOSE.**

The purpose of the Council is to coordinate local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice system out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities. The Council shall provide the Mayor, the Board of Supervisors, the public, and any other appropriate agency with accurate and comprehensive information about programs that serve this population, barriers faced by this population, best practices to meet the needs of this population, and funding sources for programs and practices that address the needs of this population. The Council shall coordinate information sharing, planning, and engagement among all interested private and public stakeholders to the extent permissible under Federal and State law.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

### **SEC. 5.1-3. MEMBERSHIP AND ORGANIZATION.**

(a) Members. The Council shall consist of 21 members, seven of whom shall be former inmates in the San Francisco County Jail, a California Department of Corrections and Rehabilitation adult facility, and/or a United States Bureau of Prison facility. The Mayor, or his designee, shall serve as a member, and shall also appoint three of these seven members. The Board of Supervisors shall appoint the other four of these members. At least two of these seven members shall have expertise in providing services to individuals exiting the criminal justice system. At least one of these seven members must have been released from custody within two years of his or her appointment; at least one must have served multiple terms, and at least one must be between the ages of 18 to 24 at the time of appointment. All members of the Council shall be exempt from the Charter requirement that they be electors of the City and County of San Francisco.

The following City departments or agencies shall appoint one member each to the Council, the Public Defender's Office, the District Attorney's Office, the Sheriffs Department; the Police Department; the Adult Probation Department, the Juvenile Probation Department, the Department of Economic and Workforce Development; the Human Services Agency, and the Department of Public Health. In addition, Council co-chairs shall invite the San Francisco Superior Court, the Department of Child Support Services, the California Department of Corrections and Rehabilitation Division of Adult Parole Operations, and the United States Probation and Pretrial Services System to appoint one member each to the Council. If any of these four agencies does not appoint a representative, the Council co-chairs shall appoint an additional

member.

Members shall serve two-year terms and shall serve at the pleasure of the appointing authority. Members may serve multiple terms.

(b) Quorum. Seven members of the Council shall constitute a quorum, and the Council shall have the authority to act on the vote of the majority of the quorum.

(c) Officers. The three members appointed by the District Attorney's Office, the Public Defender's Office, and the Sheriffs Department respectively, as well as the Mayor or the Mayor's representative shall co-chair the Council.

(d) Subcommittees. The Council may establish subcommittees to be convened as directed by the Council. The Council's co-chairs shall appoint members to the subcommittees. Subcommittees shall report findings and make recommendations to the full Council for their consideration. The membership of these subcommittees shall be open to non-members of the Council who shall be drawn from a range of diverse experiences, identities, and interests related to the issue of reentry.

(e) Meeting Frequency. The Council shall meet in full at least three times per year.

(f) Roles of Council Members. Each member of the Council shall retain his or her official authority and duties granted under State law. In adopting this legislation, the Board of Supervisors recognizes that each member of the Council retains his or her authority and duties under State law and that where conflicts may arise out of members' dual roles. State powers and duties shall supersede the duties that the ordinance creating the council impose on Council members.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008; Ord. 26-09, File No. 081511, App. 2/13/2009)

#### **SEC. 5.1-4. POWERS AND DUTIES.**

The Council shall have the following powers and duties:

(a) Identifying Funding Streams. The Council shall identify funding at the local, State, and Federal level that is earmarked or available for services or programs designed to serve individuals exiting the criminal justice system. In addition, the Council shall identify conditions, restrictions, or limitations on each funding stream, and shall document these findings in its reports to the Mayor, the Board of Supervisors, and other appropriate entities consistent with subsection (d) below.

(b) Identifying Programs Serving Individuals Exiting the Criminal Justice System. The Council shall identify programs serving individuals exiting the criminal justice system who reside in San Francisco or who will be released to San Francisco, including program capacity.

(c) Identifying Needs of Reentry Population. The Council shall identify any unmet needs of this population, and propose ways to meet those needs based on existing research and best practices.

(d) Identifying Barriers. The Council shall also identify barriers to safe and successful reentry presented by local, State, and Federal law, and propose ways to reduce the impact of these barriers.

(e) Reports. At least once a year, the Council shall prepare and submit a report that shall include but not be limited to information required under subsections (a), (b), (c), and (d) above. City departments shall respond within 30 days to reasonable requests for information submitted by the Council relevant to its ability to discharge its powers and duties under this Chapter, provided that the disclosure of such information shall not be required where it would violate Federal or State law. The Council shall provide the reports to: 1) the Mayor, 2) the Board of Supervisors, 3) any City department or program identified by the

Council in a report: and 4) the public. These reports shall be public documents. Any City department identified in a report may provide a response, within 30 days of issuance of the report, for inclusion into the final report submitted to the Mayor and the Board of Supervisors, among others, consistent with this subsection.

(f) Retaliation Prohibited. No City officer or employee may retaliate against other City staff or the staff of programs identified by the Council for cooperating with the Council or for participating in any activity involving the Council. This section is not intended to create a private right of action against the City and County of San Francisco.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

#### **SEC. 5.1-5. ATTENDANCE REQUIREMENT.**

The Council shall monitor the attendance of Council members. In the event that any Council member misses two regularly scheduled Council meetings in a twelve-month period without prior notice to the Council, the Council shall certify that fact in writing to the appointing authority, and the member shall be deemed to have resigned from the Council on the date of such certification. The Council shall request the appointing authority to appoint a new member. The appointing authority shall appoint a successor to the resigned member not later than 60 days after the date of the certification of resignation.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

#### **SEC. 5.1-6. SUNSET CLAUSE.**

This legislation shall expire June 1, 2011, unless the Board of Supervisors adopts an ordinance continuing its existence. The Council shall submit a report to the Board of Supervisors no fewer than six months prior to the expiration date recommending whether the Council should continue to operate, and if so, whether the Board of Supervisors shall consider legislative changes that would enhance the capacity of the Council to achieve the goals that the ordinance creating the council identifies, amendments that further the Council's goals. The Council's recommendations shall include drafts of ordinances that would implement its recommendations.

(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)

**DRAFT By Laws**  
**Reentry Council**  
**City & County of San Francisco**  
(San Francisco Administrative Code 5.1)

**Article I – Name and Purpose**

Section 1. Name

The name of the Reentry Council shall be the Reentry Council of the City & County of San Francisco.

Section 2. Purpose

The Reentry Council is established by Chapter 5.1 of the San Francisco Administrative Code, and shall carry out duties enumerated therein. The purpose of the Reentry Council is to coordinate local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities.

**Article II – Officers and Duties**

Section 1. Officers

The Officers of this Reentry Council shall be four Co-Chairs. The Co-Chairs shall be the three members appointed by the District Attorney’s Office, the Public Defender’s Office, and the Sheriff’s Department, respectively, as well as the Mayor or the Mayor’s representative.

Section 2. Duties of the Co-Chairs

The Co-Chairs shall preside at all meetings of the full Reentry Council, with support of the Reentry Council staff. The Co-Chairs, working with other members of the Reentry Council and the Reentry Council staff, shall oversee the preparation and distribution of the agenda for the Reentry Council meetings. The Co-Chairs shall appoint members to any standing or ad hoc subcommittees that are established by a majority of the Reentry Council. Subcommittees shall be open to non-members of the Council, and the Co-Chairs shall direct Reentry Council staff to recruit potential subcommittee members from a range of diverse experiences, identities, and interests related to the issue of reentry.

**Article III – Staff**

Section 1. Staff

The Reentry Council shall be staffed by a collaborative team of four, composed of one staff person from each of the Co-Chairs’ departments. The staff person assigned from the Office of

the Public Defender shall serve as the Reentry Council staff contact for all requests for meeting notices and agendas, written public comment, public records requests, and requests for accommodations and translation services.

## Article IV – Meetings

### Section 1. Regular Meetings

Regular meetings of the Reentry Council shall be held at least three times a year. Regular meetings will be held on Tuesdays at 10:00 a.m. during the months of January, May, and September of each year at a publicly accessible location within the City & County of San Francisco.

### Section 2. Special Meetings

A Co-Chair or a majority of the members of the Reentry Council may call special meetings.

### Section 3. Notice of Meetings

The agendas of all regular meetings and notices and agendas of all special meetings shall be posted on the Reentry Council web site (<http://sfreentry.com>), at the meeting site, the San Francisco Main Library—Government Information Center and the Offices of the District Attorney, Mayor, Public Defender, and Sheriff. Agendas and notices shall be e-mailed to each Reentry Council member and any person who files a written request for such notice with the Reentry Council at [reentry.council@sfgov.org](mailto:reentry.council@sfgov.org).

### Section 4. Cancellation of Meetings

Co-Chairs may cancel a meeting if she or he is informed by Reentry Council staff that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Reentry Council members. Notices of cancellation shall be posted on the Reentry Council web site (<http://sfreentry.com>), at the meeting site, the San Francisco Main Library—Government Information Center and the Offices of the District Attorney, Mayor, Public Defender, and Sheriff. If time permits, notices of meeting cancellations shall be mailed to all members of the public who have requested, in writing, to receive notices and agendas of Reentry Council meetings.

### Section 5. Conduct of Meetings

(a) All Reentry Council meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) and the Reentry Council's By-laws. Except where state or local laws or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

(b) When a member of the Reentry Council desires to address the Reentry Council, she or he shall seek recognition by addressing a Co-Chair, and when recognized, shall proceed to speak. The member shall confine her or his comments or remarks to the question before the Reentry Council.

(d) Cell phones and pagers shall be turned off during meetings of the Reentry Council. Co-Chairs may issue a warning to any member of the public whose pager or cell phone disrupts the Reentry Council meeting. In the event of repeated disruptions caused by pagers and cell phones, the Co-Chairs shall direct the offending member of the public to leave the meeting.

(e) Reentry Council members have extraordinarily diverse life experiences, and unique responsibilities in their roles outside of their membership on the Reentry Council. All members of the Reentry Council shall treat each other with respect, and seek to understand the views and perspectives of fellow members.

#### Section 6. Setting Agendas

Reentry Council staff, at the direction of the Co-Chairs, shall prepare the agenda for meetings. The agenda for all regular meetings shall contain an item during which Reentry Council members may request items for the Reentry Council to consider at future meetings.

#### Section 7. Action at a Meeting; Quorum and Required Vote

The presence of seven members of the Reentry Council shall constitute a quorum for all purposes. If a quorum is not present, no official action may be taken, except roll call and adjournment.

#### Section 8. Voting and Abstention

Reentry Council members must be present to vote and participate. Teleconference participation is not permitted. Each member present at a Reentry Council meeting shall vote "Yes" or "No" when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest that legally precludes participation in the discussion and vote.

The Reentry Council shall take action on items on the agenda by roll call, voice vote or by show of hands. The minutes shall reflect how each Reentry Council member voted on each item.

#### Section 9. Public Comment

The Reentry Council and all subcommittees of the Reentry Council shall hold meetings open to the public in full compliance with state and local laws. The Reentry Council encourages the participation of all interested persons. Members of the public may address the Reentry Council on any matter within the subject matter jurisdiction of the Reentry Council for up to three

minutes during public comment. Co-Chairs may limit the time permitted for public comment consistent with state and local laws.

## Article V – Reentry Council Records

### Section 1. Minutes

Minutes shall be taken at every regular and special Reentry Council meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance, including the provisions that apply to Charter boards and commissions. (See San Francisco Administrative Code, Chapter 67.16) Minutes shall be approved by the majority vote of the Reentry Council.

### Section 2. Public Review File

The Reentry Council shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance. (See San Francisco Administrative Code, Section 67.23.)

### Section 3. Records Retention Policy

The Reentry Council shall prepare, maintain and adopt a records retention and destruction policy as provided in Section 8.3 of the San Francisco Administrative Code.

### Section 4. Tape Recordings

The Reentry Council shall audio or video record all regular and special meetings of the Reentry Council. The recordings shall be maintained in accordance with the San Francisco Sunshine Ordinance. (See San Francisco Administrative Code, Section 67.14(b).)

## Article VI – Attendance

Members of the Reentry Council shall notify the Reentry Council staff if she or he is unable to attend a regular or special meeting of the Reentry Council. If a member of the Reentry Council misses two regular meetings in any twelve-month period without prior notice to Council staff, the Co-Chairs shall request that that member's appointing authority appoint a new member.

## Article VII - Amendment of By Laws


The By Laws of the Reentry Council may be amended by a vote of a majority of the members of the Reentry Council after presentation of the proposed amendments as an agenda item at a meeting of the Reentry Council. The Reentry Council shall give ten days notice before considering any amendments to its by laws.

1

# REENTRY COUNCIL of the CITY & COUNTY of SAN FRANCISCO

An initial assessment of assets, gaps and opportunities

Completed by the  
National Council on Crime and Delinquency (NCCD)  
July 2009



## Reentry Council Purpose

2

- “to coordinate local efforts to support *adults* exiting San Francisco County Jail, San Francisco juvenile justice out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities.”

The Reentry Council was created by Ordinance 215-08, which was signed into law on September 19, 2008, and amended on February 13, 2009 by Ordinance 26-09.

## The Reentry Council shall...

3

- Identify funding sources for programs and practices that address the needs of the reentry population,
- ***Provide accurate and comprehensive information about programs that serve the reentry population,***
- Document best practices to meet the needs of the reentry population, and
- Describe barriers presented by federal, state, and local law faced by the reentry population.

## Goals of NCCD's Study

4

- Compile information about the services and programs currently in place to serve the reentry population by Reentry Council participating public agencies
- Identify and develop processes for collecting information on target populations, services, and capacities for development of a “program model matrix,” a compilation of all related services and programs, categorized by kind of program

## Methodology

5

- Developed key informant interviews by reviewing existing surveys and published literature from the reentry field
- Identified key staff from participating agency representatives to interview
- Conducted 15 interviews with 14 agencies from May through June 2009
- Interviews were most often face-to-face with some held via telephone
- All interviews were tape recorded, transcribed and analyzed for themes. Themes were validated by two independent research associates at NCCD
- Identify next steps to develop program model matrix

## Results: Review of Themes

6

- 1) Agency role in the community and with reentry population
- 2) Defining reentry
- 3) Screening and assessments used to identify and understand needs of reentry population
- 4) Services provided to reentry community
- 5) Challenges and Opportunities in working with reentry population

## Sample of Interview Questions

7

- What is your agency's purpose?
- What is your agency's role with formerly incarcerated people and with the Reentry Council?
- Does your agency specifically define reentry? Is this definition used in the process of providing services?
- What services do you provide? Multiple service provider or target service provider?

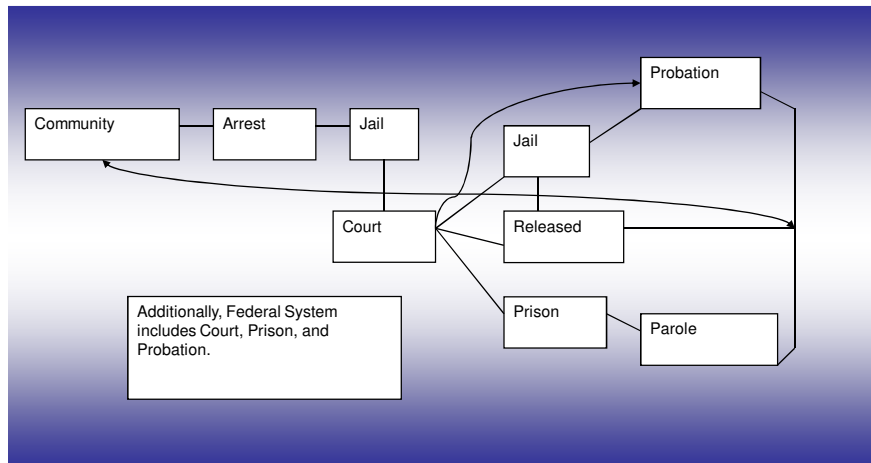
## T1. Participating Agencies

8

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>□ Adult Probation Department</li> <li>□ CDCR Division of Adult Parole</li> <li>□ Department of Child Support Services</li> <li>□ Department of Public Health                             <ul style="list-style-type: none"> <li>□ Jail Psychiatric Services</li> <li>□ Community Behavioral Health Services</li> </ul> </li> <li>□ District Attorney's Office</li> <li>□ Human Services Agency</li> <li>□ Juvenile Probation Department</li> </ul> | <ul style="list-style-type: none"> <li>□ Mayor's Office                             <ul style="list-style-type: none"> <li>□ Mayor's Office on Community Investment – Criminal Justice Program</li> </ul> </li> <li>□ Office of Economic and Workforce Development</li> <li>□ Police Department</li> <li>□ Public Defender's Office</li> <li>□ Sheriff's Department</li> <li>□ Superior Court                             <ul style="list-style-type: none"> <li>□ Office of Collaborative Justice Programs</li> </ul> </li> <li>□ US Federal Probation</li> </ul> |
|---|--|

## T2. Defining the Reentry Population

9



## Respondents' voices....

10

- “anyone who’s been separated from their community norm via the criminal justice system whether that’s time in County, or juvenile hall or Log Cabin Ranch.... And the reentry population is anyone within those groups who is re-integrating their community after a traumatic criminal justice separation.”

Respondent's definition

### T3. Screening and assessments

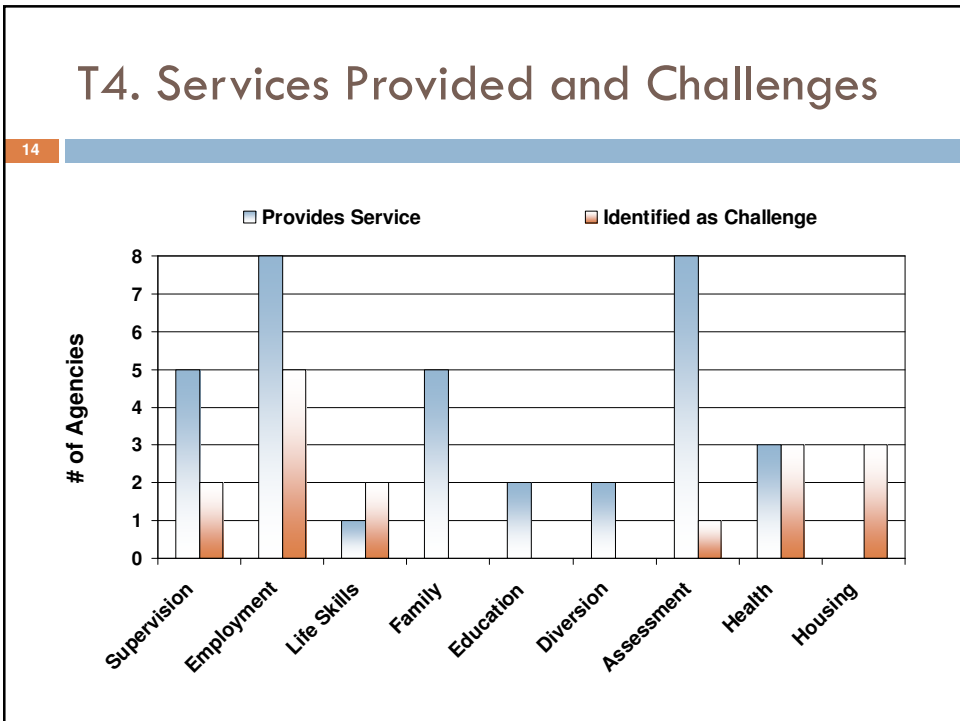
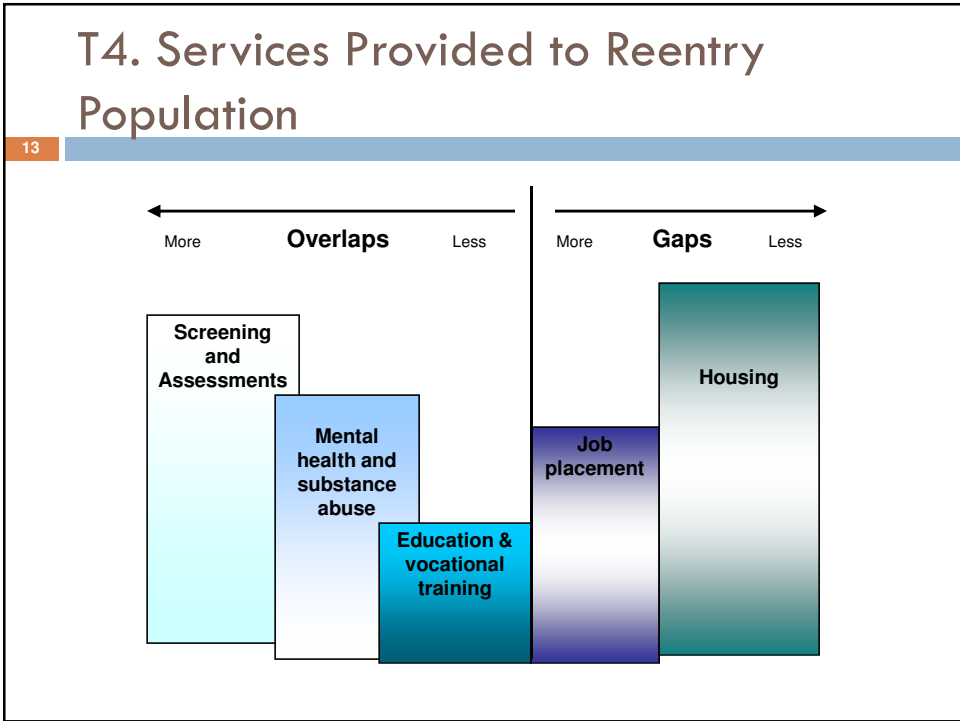
11

- Several screening and assessments utilized:
  - Jail Mental Health Tool (SFDPH)
  - Youth Assessment Screening Instrument (YASI) (Juvenile system)
  - CAIS (Probation)
  - The Addiction Severity Index (ASI) (DPH/Courts)
  - COMPAS (CDCR Institutions)
- Screening and assessments are not currently coordinated or systematically shared across agencies

### T4. Services provided: Targeted Populations

12

- Very young individuals (18 and 19) who may have none to limited history with the criminal justice system:
  - May not have juvenile contact
  - May be in for non-violent offense
- Middle of the road individuals who may have cycled into the system, with short term stays in jail and with non-violent offenses
  - Individuals with mental health conditions and other co-occurring conditions who may be drug users
- High end individuals who have been involved with criminal justice system for a long time and who have spent time in prison.
  - Individuals with juvenile justice contact, with a violent offense who are now back in the community- may have mental health or co-occurring conditions



## T4. What's Challenging?

15

- Developing formal mental health discharge planning with *direct linkage* to community providers
- Strengthening family support
- Establishing transitional housing units
- Augmenting gender-responsive models
- Addressing employability at the regional level (Bay Area)

## T5. Opportunities: What we heard

16

Respondents agreed they would like to see...

- Focus on common goals
- Sharing information between stakeholder agencies
- Continuity of care—medication, therapy
- Coordinated case management
- Common assessment tools
- Relevant and incremental outcome measures
- Establish an inter-departmental planning process

17

Next step:  
Develop Program Model Matrix  
&  
Outline of Program Model Matrix

## Components of Program Model Matrix

18

- Program Type
- Program Subtype
- Essential Program Elements
- Essential Program Goals and Values
- Time Limits, Costs, Voluntary/Mandated
- Eligible Population (mainstream or reentry specific)
- Outcomes, Indicators, and Self-Evaluation Practices
- Current List of Programs, including service capacity and funding sources. Final list will include all programs (government and community run) serving this population.

**Establishment of Subcommittees**  
**Reentry Council**  
**City & County of San Francisco**  
(San Francisco Administrative Code 5.1)

---

*From Admin Code Section 5.1-3*

The Council may establish subcommittees to be convened as directed by the Council. The Council's co-chairs shall appoint members to the subcommittees. Subcommittees shall report findings and make recommendations to the full Council for their consideration. The membership of these subcommittees shall be open to non-members of the Council who shall be drawn from a range of diverse experiences, identities, and interests related to the issue of reentry.

*Proposed Subcommittees for Discussion*

Possible subcommittees follow. Each topical subcommittee would be responsible for developing recommendations related to each of the four duties with which the Reentry Council is charged.

5 Subcommittees	Subject Areas	1 <sup>st</sup> Meeting
Community Justice & Alternatives to Incarceration	<ul style="list-style-type: none"> <li>○ Collaborative Courts &amp; Diversion</li> <li>○ Sentencing &amp; Early Release</li> <li>○ Probation &amp; Parole</li> </ul>	August 2009
Self-Sufficiency of Formerly Incarcerated People	<ul style="list-style-type: none"> <li>○ Education (all levels)</li> <li>○ Employment Training, Placement &amp; Retention</li> <li>○ Financial Obligations &amp; Public Benefits</li> </ul>	October 2009
Health & Well Being of Formerly Incarcerated People	<ul style="list-style-type: none"> <li>○ Temporary &amp; Permanent Housing</li> <li>○ Physical &amp; Behavioral Health</li> <li>○ Supportive Services</li> </ul>	August 2009
Welfare & Safety of Families, Victims, & Communities	<ul style="list-style-type: none"> <li>○ Children &amp; Families of Currently &amp; Formerly Incarcerated People</li> <li>○ Communities to which People are Returning</li> <li>○ Victims of Returning Offenders</li> </ul>	October 2009
Civil Rights & Civic Engagement of Formerly Incarcerated People	<ul style="list-style-type: none"> <li>○ Collateral Impacts of Criminal Records</li> <li>○ Accessing Government-Issued Identification</li> <li>○ Voting Rights &amp; Civic Participation</li> </ul>	November 2009