

TIME/TASK PLAN

PROJECT GOAL(S): NEEDS ASSESSMENT AND PLANNING

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Analyze defendant demographics/data	Access and analyze data regarding police service/arrests/defendant demographics/court operations	0-12 months	Either: PD Coordinator/Clerk OR Employ Resource Coordinator
Conduct a community survey	Draft Survey, distribution process, administer results, collect and summarize results	0-6 months	Either; PD Coordinator and various core team members
Conduct focus groups	Attend and participate in community meetings-first goal is the Community Care Center team involving-Interfaith, SideWalk, Capital Recovery Center, Olympia Free Clinic, SeaMar, Behavioral Health Resources, and DSHS.	0-3 months	Various core team members
Stakeholder Interviews	Focus on Mental Health Services, Drug and Alcohol Services, Veterans Services, and Department of Licensing Services	0-6 months	PD Coordinator and various core team members
Draft a needs assessment report	Summarize and analyze data collection, the community survey, community meetings, focus groups, and additional stakeholder interviews	0-12 months	PD Coordinator/various core team members OR Employ Resource Coordinator

PROJECT GOAL(S): ENGAGE IN COLLABORATIVE PARTNERSHIPS WITH COMMUNITY PROVIDERS AND FILL IN THE GAPS

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Formalize MOU with Drug and Alcohol/Mental Health/Department of Licensing/Veteran's Resources	Seek out providers in the community and develop policy/protocol to report participant progress to community court	0-12 months	PD Coordinator and various core team members OR Employ Resource Coordinator
Seek out partnerships with basic needs resources –ie bus passes, transportation, additional housing resources	Seek out providers in the community	0-12 months	PD Coordinator and various core team members OR Employ Resource Coordinator
Explore a potential partnership with the future Community Care Center	Attend meetings with the Community Care Center team	0-24 months	Various core team members

PROJECT GOAL(S): CLEARLY DEFINE INTAKE PROCESS

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Develop a risk assessment tool-new intake form	Review tools provided by Center for Court Innovation and Draft	0-3 months	Probation Supervisor and various core team members
Develop a protocol for in-custody defendants	Draft policy	0-3 months	Various core team members
Develop a protocol for walk-in defendants not on cc calendar	Draft policy	0-3 months	Various core team members
Develop a protocol for non-defendant participants who need services	Draft policy and work with Olympia Police Department to identify those in need in the community	0-3 months	City Prosecutor and various core team members

PROJECT GOAL(S): CREATE CLEAR GUIDELINES FOR COMPLIANCE AND SANCTIONS

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Develop progress reports to utilize during court and staffings	Draft report and conduct meetings for input	0-6 months	Various core team members
Develop clear policies on incentives and sanctions for consistent response	Conduct meetings for input and draft policies. Develop clear timelines for rewards if jurisdiction is lengthy. Seek incentive and reward ideas	0-6 months	Various core team members
Create a graduation certificate	Draft certificate	0-3 months	Public defense coordinator

PROJECT GOAL(S): DEVELOP TRAINING MODULES AND OPPORTUNITIES FOR CORE STAFF AND ON-SITE PROVIDERS FOR APPROPRIATE INTERACTION /CORE PROBLEM SOLVING/ONGOING ENGAGEMENT

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Develop protocol for participant interaction	Develop and hold training sessions	0-12 months	Various core team members
Conduct monthly trainings for core staff and providers	Develop and hold training sessions	0-12 months	Various core team members

PROJECT GOAL(S): DEVELOP RELATIONSHIPS WITH LOCAL COLLEGES/UNIVERSITIES FOR INTERN OPPORTUNITIES

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Develop a core list of resources for interns from local colleges/universities	Draft emails seeking interest and draft intern description-submit to schools	0-12 months	Public Defense Coordinator

PROJECT GOAL(S): HARD LAUNCH COMMUNITY COURT

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Formalize a fully functional community court	Publicly announce hard launch and celebrate with the community	0-4 months	Judge Ahlf

PROJECT GOAL(S): SOLICIT FUNDING

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Obtain funding in order to sustain our current partnerships and expand/support the entire community court program	Submit budget proposal to the City/ Speak to City Council/ Establish connection with local funding organizations/seek out additional grants	0-24 months	Various core team members

PROJECT GOAL(S): DATA COLLECTION PROGRAM/TECHNICAL ASSISTANCE

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Develop a concise data collection program and formalize statistics	Revise the shell provided by Seattle Community Court and seek out a long term program solution	0-24 months	Various core team members

PROJECT GOAL(S): EMPLOY RESOURCE COORDINATOR/SOCIAL WORKER/DATA SPECIALIST

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Employ staff to sustain community court	Continue to assess needs of court and how these positions can be clearly defined	0-24 months	Court

PROJECT GOAL(S): IMPROVE PUBLIC RELATIONS

OBJECTIVES	ACTIVITIES/TASKS	TIMEFRAME	PERSON(S) RESPONSIBLE
Create trust and public perception of the criminal justice system	Reach out to local groups and invite them to attend court. Engage in their group discussions and "listen"	0-24 months	Various core team members