



# CARING COURT

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POLICIES AND PROCEDURES  
MANUAL

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## 1. Overview

The Oregon City Caring Court (OCCC) is a problem-solving, community-based court designed to address low-level offenses through restorative practices, social services, and meaningful accountability. OCCC emphasizes dignity, rehabilitation, and community healing while reducing recidivism and enhancing public safety.

This problem-solving approach helps to solve quality of life concerns in the community by using evidence-based practices including: (1) conducting an assessment of the participant's needs and risk of re-offending, (2) promoting sanctions that increase participant accountability and (3) immediately engaging participants in treatment or connecting them to needed social services.

## 2. Mission Statement, Goals, & Objectives

### **Oregon City Caring Court Mission Statement:**

Oregon City Caring Court provides an alternative, compassionate approach to justice that prioritizes treatment, accountability, and community service over punitive sanctions.

### **Oregon City Caring Court Goals:**

1. Reduce recidivism by addressing underlying causes of criminal behavior.
2. Connect participants with needed social services.
3. Strengthen community trust in the justice system.
4. Promote long-term stability for participants.

### **Oregon City Caring Court Objectives:**

1. *Immediacy:* Reduce time from cite/arrest to first appearance and from first appearance to engagement.
2. *Court Engagement:* Participants will have a voice throughout the Caring Court process. All interactions will work towards participants' success.
3. *Accountability:* Court operations staff, attorneys and judge will assist participants with responsible program participation through an individualized service plan and problem solve with participants on any obstacles they may face.
4. *Problem Solving Focus:* Use evidence-based practices to determine the most appropriate level of supervision by identifying participants' risk of reoffending and individual needs. Foster collaboration between justice stakeholders and service providers.
5. *Partnership and Collaboration:* Build and foster a network of community partners, and justice stakeholders who are essential to participant success.

### **3. Location, Hours & Court Schedule**

Address: 695 Warner Parrott Rd, Oregon City, OR 97045

Court Sessions: 2nd and 4th Monday of each month from 3:00PM–5:00 PM

#### **Court Schedule**

- 3:00 PM: Check-in & intake
- 3:30 PM: Court convenes
- 3:30–3:45 PM: First appearances & case reviews
- 3:45–4:45 PM: Status hearings & progress reports
- 4:45–5:00 PM: Case resolutions & graduations

### **4. Roles and Responsibilities**

The Oregon City Municipal Court and justice system partners are first committed to the protection of due process rights, and secondly, committed to an individualized problem-solving approach for all court participants. Filtered throughout the court process is a commitment to procedural fairness.

All participating agencies agree to:

- Assist in the design and ongoing development of the Oregon City Caring Court, including providing all necessary data for evaluation purposes
- Respect other agencies' role(s) and responsibilities to ensure the integrity of the judicial and the therapeutic processes; and
- Observe the participant's right to confidentiality in accordance with Federal and State laws and regulations governing treatment and criminal justice information.

**Judge:** Oversees hearings, ensures fairness, imposes sanctions/incentives.

**Prosecutor:** Reviews cases for eligibility, makes recommendations.

**Defense Counsel:** Advises participants, safeguards legal rights.

**Court Manager:** Manages intake, data, and service referrals.

**Outreach Specialists:** Tracks compliance, connects participants with providers.

**Social Service Providers:** Offer treatment, housing, employment, counseling, basic needs or other services based on organizations purview.

**Oregon City Police Department:** identify cases eligible for Caring Court for the City  
Prosecutor

**Volunteers:** Provide mentorship, peer support, and community assistance.

### **5. Eligibility**

Eligibility for participation in Oregon City Caring Court is limited to people who:

- Are charged with an eligible offense within the Oregon City city limits,
- Submit to and complete a risk/needs assessment (OC-CARE),
- Fully engage and comply with all aspects of their case plan, and
- Agree to give back to the community through community service.

Eligibility standards are verified by a review of the participant's computerized criminal history and a short risk/needs assessment. Enrollment in Caring Court requires the consent of the participant, defense counsel, city prosecutor and the judge. All objections to entry are heard by the judge.

**Eligible Offenses:** Low-level, non-violent Class B & C misdemeanors and ordinance violations. Nonperson crimes, including Theft II, Criminal Trespass I, Criminal Mischief II, and unlawful entry into a motor vehicle will also be considered but only if the victim does not object.

**Exclusions:** Felonies, domestic violence, and serious public safety threats.

**Referral Sources:** Police, prosecutor, defense, court, or voluntary walk-ins.

## 6. Caring Court Case Flow

1. Arrest, citation, or voluntary referral.
2. Prosecutor review for eligibility.
3. First appearance before the court.
4. Referred to Caring Court
5. Development of an individualized service plan.
6. Biweekly status hearings to monitor compliance.
7. Graduation and case resolution.

### Intake and First Appearance

- Participants are welcome to Caring Court.
- Participants meet with court staff or case managers for assessment.
- Defense counsel explains rights and program expectations.
- Judge outlines conditions and participation, including community service.
- Participants are connected to Service Providers.
- Judge schedules next return to court date.

The process begins when an individual is cited by an office for an eligible offense within the Oregon City city limits. The individual is arraigned at court and assigned to appear at the next Caring Court session. When they arrive, they will proceed through a security station before entering the Community Development Room. Once they have completed the security screening, they are greeted by a volunteer who will check them into the

courtroom. The court staff will conduct a short risk/needs assessment and develop a case plan based on these assessments. The short screener used for the risk/needs assessment is the Oregon City Comprehensive Assessment for Recovery and Engagement (OC-CARE).

Once the court manager has developed recommendations for a case plan, he/she provides copies of the recommendations and petition to the defense attorney to review with his/her client. The case plan will focus on criminogenic needs and other needs important to accessing services such as identification, treatment, housing needs and health insurance.

The defense attorney and client meet at a table to discuss the client's legal options, including the pros and cons of the Caring Court in their case. This is where the client typically decides whether to participate in the program or to go through the traditional court process. In cases where the individual would like time to think about the options, he/she, along with the attorney and city prosecutor, will go before the Judge to set the case over to the next Caring Court session. The client may also choose to opt out of the program, at which point the case is set on the traditional court docket at the Municipal Court site to resolve his or her case.

If an individual decides to participate in the program, the defense attorney will obtain the individual's signature on the agreement and release of information forms. The defense attorney, individual and city prosecutor then go before the Judge to enter the program, entering a plea of either "Guilty" or "No-contest" to the eligible charge(s). This plea of Guilty or No Contest is held in abeyance during the program. Both the individual and the city prosecutor have the right to object to participation in the program.

Once a participant chooses to join the program, the participant meets with a case manager who will explain the bi-weekly process and review program requirements. After reviewing program requirements with the case manager, the participant is introduced to the providers on their case plan.

*Providers may administer an assessment on-site, initiate a follow-up appointment for further screening and assessment, or give some instructions to meet or pick-up items (clothing, food, medication, etc.) at another location. These next steps are indicated on the case plan or a supplemental document.*

### **Community Service and Social Services**

As part of the requirements of the program, each participant completes eight hours of community service. Activities will be facilitated through The Father's Heart or the assigned case manager. There is a variety of community service programs that will meet the needs of the program. Hours are reported back to the court through the case manager or community service provider.

## **Biweekly Status Hearings**

Status hearings are held every 2nd and 4th Monday from 3:00-5pm for participants. A participant will automatically appear in front of the judge once every four weeks to review their progress. However, the participant may be required to appear for a status hearing(s) more often if he/she is having trouble completing the program, has failed to appear for court or community service, or is otherwise non-compliant with their case plan. A status hearing will provide the opportunity for the court to address incentives or sanctions if either are appropriate.

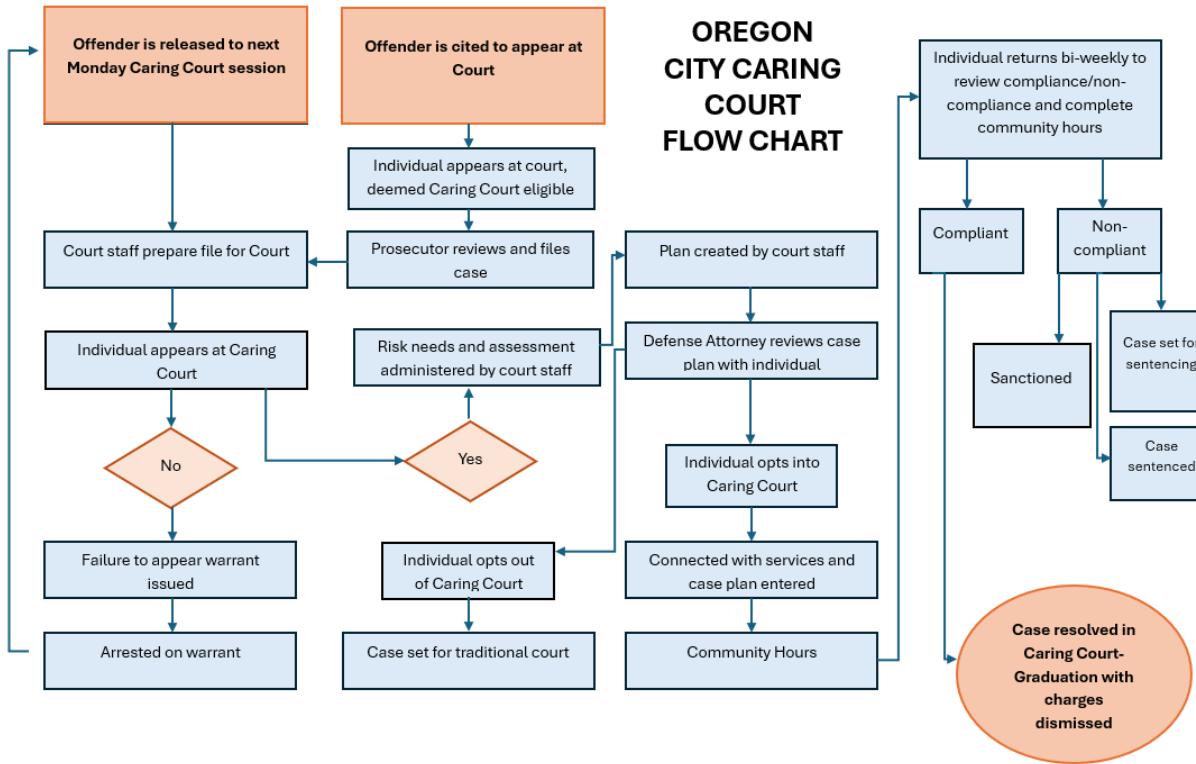
## **Courtroom Behavior**

Individuals who appear in court under the influence of a substance or exhibit behaviors that may cause harm to self or others will meet with their attorney and their appearance will be set over until the next Caring Court session. Individuals are expected to behave in a manner appropriate for a courtroom.

## **Compliance Monitoring and Staffing Meetings**

Appearances are required on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays by each participant. Appearances may be waived with prior approval from a judge; however, best practices include consistent contact with the Caring Court team, so this option will be used only with cause. Some examples of waivers are participants working full time jobs, engaged in inpatient treatment or living out of the area. The frequency of appearances will be assessed based on the risk score of the participant and their individual circumstance. In some cases, a participant may be low risk and as such could have the appearance rate reduced.

Bi-weekly, the court manager communicates with the service providers to (1) provide new participant information (case-mandated referrals, Release of Information forms); and (2) to follow up on the status of current participants with their respective services and/or community service hours. The manager sends a current list of participants and the services to which they were referred to each service provider to help track the participant's progress. Compliance is tracked through attendance, service engagement, and testing if applicable.



## Legal Dispositions

When a participant has completed their program and complies with all the requirements of the program, the case will be dismissed at the time of graduation. If the participant fails to remain in compliance and is ultimately revoked, the Guilty or No Contest plea will be entered, the person shall be convicted of the offense, and the person will be sentenced.

## Case Resolution & Graduation

When a participant has completed their program and is in compliance with all of the requirements of the program, a graduation ceremony will commence around 4:30pm in the Community Development Room. The graduation ceremony includes verbal recognition, applause, a certificate of completion, and a small token. Graduations are usually a significant and positive experience for the participant as well as others who are present. Often the service providers are invited into the courtroom to attend the graduation.

The Caring Court graduation is set up to honor the work each participant puts into his or her program. All present staff members are called into the courtroom. The participant is given a certificate, the order of dismissal for their case and a small gift.

The Judge, attorney, city prosecutor, officer and/or Supervisor may speak about their experience with the participant in the program and the participant is given an opportunity

to speak as well. When holding this ceremony with other community court participants in attendance, it serves as a reminder of the Caring Court's goals.

## **7. Courtroom Procedures**

### **Arrest Release & Citation**

The initial contact begins with the Oregon City Police Department. The officer arrests or cites the individual for an eligible crime within Oregon City city limits. The officer expedites the filing of the case by turning in the citation and police report right away to police records.

### **Prosecutor Review**

The city prosecutor obtains a copy of the citation and police report or probable cause statement. He/she will review the case and criminal history of the individual for Caring Court eligibility. If eligible, the case is created and filed with the court by Monday morning, not later than 11AM before each court date. The prosecutor includes a memo if there is any objection to entry in the program. Discovery is made available at filing for the defense attorney through electronic means.

### **Case Preparation**

Court staff enter the new charge filed and prepare the file for court. He/she will review the criminal history and any notations from the prosecutor in regard to eligibility. The defense attorney is appointed at case entry, as per the judicial delegation order, without an affidavit of financial status. When the file is prepared and the LEDS (criminal history) report has been retrieved, the court manager prepares the first part of the OC-CARE (the portion of the OC-CARE dealing with criminal record review).

### **Defense Review**

The defense attorney will receive discovery at or shortly after the time of filing and will review the materials prior to the scheduled court appearance on Monday. This timeline is subject to change.

### **In-Custody Release**

When an individual charged with a Caring Court eligible offense appears at the jail, he/she may be released to appear the following 2<sup>nd</sup> or 4<sup>th</sup> Monday by a judge or by jail staff. If the jail does a capacity- based release, jail staff will know of the Caring Court status by the book-in sheet the police officer fills out or by the "CC" in the warrant number if the case is currently a Caring Court case.

## **Participation Incentives**

The following, when available, are provided to all Caring Court participants to encourage participation in the program.

- To-go meal provided after court
- Atmosphere of respect and support
- Voluntary referrals to social services
- Gift cards (limited)
- Snacks (limited)
- Pocket Calendar (for individuals with more than three services in case plan)

## **Tiers of Program Participation**

Tier 1: (risk factor 0-20) is best suited for individuals who are reported to be at low risk of reoffending and self-report low needs and who commit behavioral offenses without exhibiting any needs to be addressed by formal treatment for substance abuse or mental health. They are required to enter a 4-week program, complete eight community service hours, and commit no criminal offenses during the program period. This participant will check in with their case manager weekly. Unless there are noncompliance or other complicating factors, the participant will see the judge at arraignment, upon entering their agreement, and at the graduation celebration, once all requirements are completed.

Tier 2: (risk factor 21-29) is appropriate for participants who are reported to be at moderate risk of reoffending and self-report moderate to high needs and who do not exhibit substantial needs to be addressed by formal treatment for substance abuse or mental health. They follow an individualized case plan with mandated services and are required to enter an 8-week program, complete eight community service hours, and commit no criminal offenses during the program period. This participant will check in with the case manager weekly. Unless noncompliance or other complicating factors arise, the participant will see the Judge at arraignment, upon entering their agreement, at the mid-point of their program, and again at the graduation celebration.

Tier 3: (risk factor 30 to 35) is appropriate for participants who are at moderate to high risk of reoffending and self-report a high level of need. These participants may exhibit some level of need for formal treatment. They follow an individualized case plan with mandated services, are required to enter a 12-week program, complete eight community service hours, and commit no criminal offenses during program period. This participant will check in with their case manager weekly. Unless noncompliance or other complicating factors arise, the participant will see the Judge at arraignment, upon entering their agreement, once a month for the duration of the program, and again at the graduation celebration.

Tier 4 (risk factor 36 or higher) is appropriate for participants who experience chronic service needs and may have significant health, substance abuse, and/or mental health challenges, and are at high risk of reoffending. They are often over-utilizers of hospital emergency departments and have a history of repeated incarceration for behavioral offenses. These participants may require in-patient treatment. They follow an individualized case plan with mandated services and are required to enter into a 6-month program, complete eight community service hours, and commit no criminal offenses during their program period.

This participant will check in with their case manager weekly, unless otherwise recommended by the service provider. Unless noncompliance or other complicating factors arise, the participant will see the Judge at arraignment, at a schedule set in collaboration with the court manager, attorneys, Judge, and service providers, and again at graduation celebration.

### **Staffing Meetings**

Staffing meetings are facilitated by the Court Manager to review each participant's status in the program. Typically, the prosecutor, defense attorney or paralegal, judge, court manager, court clerk, treatment provider, and courtroom check-in volunteer are all in attendance. Staffing meetings are held on the day of Caring Court. The team also reviews the list of individuals scheduled for a first appearance. Recommendations are made to the judge regarding incentives/sanctions.

### **Incentives and Sanctions**

Incentives and sanctions are motivational tools to promote or discourage certain behaviors by Caring Court participants. The Caring Court should apply incentives and sanctions with certainty, immediacy, in a graduated fashion, and fairly. There should be a response to every target behavior or progress report with an incentive (for compliance) or a sanction (for noncompliance). They should be applied as soon as possible following the positive or negative behavior with increasing escalation.

Finally, incentives and sanctions should be administered fairly: the response should be proportional to the behavior, participants should have advance notice of potential interventions, their application should be explained, and the participant should have the opportunity to be heard (procedural justice), and incentives and sanctions should be applied consistently across participants in similar circumstances.

Sanctions are used to hold participants accountable for misconduct during the program period and to bring participants back into compliance with the rules and requirements of the court. Incarceration should be considered a last resort and infrequent.

The court has defined four distinct levels of graduated sanctions. These sanctions are defined as follows:

**Level 1:**

Indications: Undesired behavior either seen in early stages of program participation or newly seen in participant's profile

Goals: Early engagement in program

Level 1	
Behavior	Intervention (Sanction)
One failure to appear in court	<ul style="list-style-type: none"><li>-Outreach to client</li><li>-Refer to defense attorney for understanding of legal consequences</li><li>-Discussion with judge re: engagement with program</li></ul>
Failure to engage in mandated treatment services	Discussion with judge re: engagement with program
First report of positive toxicology	Discussion with judge re: engagement with program
Courtroom misconduct	Discussion with judge re: Behavior

**Level 2:**

Indications: Undesired behavior or lack of engagement indicative of disregard or miscomprehension of prior interventions

Goals: Strengthening engagement; identifying and problem-solving barriers to engagement

Level 2	
Behavior	Intervention (Sanction)
Two failures to appear in court	<ul style="list-style-type: none"><li>-Write an essay on the importance of making a change (becoming clean, housing, etc.)</li><li>-Increased community service hours or other added program requirements</li></ul>
Continued failure to engage in mandated treatment services	<ul style="list-style-type: none"><li>-Write an essay on the importance of making a change (becoming clean, housing, etc.)</li><li>-Increased community service hours or other added program requirements</li><li>-Require calendar with written appointments and signatures for attendance</li></ul>

Repeated reports of positive toxicology	-Increased community service hours or other added program requirements -More frequent appearances with the judge -Mandatory detox
Courtroom misconduct	-Letter of apology -Court observation hour
Re-arrest for community court eligible misdemeanor offense	-Increased community service hours or other added program requirements

### Level 3

Indications: Continued non-engagement; significant decompensation

Goals: Re-engagement; stabilization; preventing re-arrest

Level 3	
Behavior	Intervention (Sanction)
Three failures to appear in court	-Increased meetings with case manager -Increased appearances before judge
Failure to engage in mandated treatment services	-Increased community service hours or other added program requirements - Require calendar with written appointments and signatures for attendance
Consistent reports of positive toxicology	Mandatory detox
Re-arrest for community court ineligible misdemeanor offense	-Increased community service hours or other added program requirements

### Level 4

Indications: Continued non-engagement; continued decompensation; used in exceptional circumstances

Goals: Re-engagement; stabilization; preventing re-arrest

Level 4	
Behavior	Intervention (Sanction)
Continued non-compliance in multiple areas	-Revocation from program -Require calendar with written appointments and signatures for attendance

The following incentives are provided for individuals who accomplish a milestone in their program or have a high level of program compliance:

- Praise from core team members
- Fulfilling a volunteer role for their community service hours (requires approval from Court Team and staffing team members)
- Praise and encouragement from the judge
- Early graduation
- Seen first in court
- Public recognition, such as applause
- 100% list on the board
- Certificate
- Gift cards – drawing of those who are on the 100% list
- Candy bars – provided to those whose name is not drawn for the gift card. May also be used as a ‘high-five’ or recognition of good behavior by a member of the court staff on-site.
- Pocket calendar

Caring Court celebrates milestones such as new employment, new housing, birthdays, and length of sobriety.

#### **Revocation Hearing:**

The participant may be revoked from the program if they have committed new crimes and/or failed to comply with their case plan despite several attempts to bring them into compliance with incentives and sanctions. The court may sentence at Caring Court or set over sentencing at a traditional court session. Individuals may also be sentenced at the jail.

#### **Post Graduation Assistance**

Participants who graduate may also have the opportunity to perform community service hours in lieu of fines assessed on prior cases. The judge will determine the number of hours and credit given based on individual circumstances.

## **8. VOLUNTEERS**

The goal for Caring Court is to have a pool of 5-8 volunteers working on a rotating basis, performing various functions. Volunteers are utilized in the following ways:

Greeter and check-in:

- Act as first point-of-contact for all people checking in to Caring Court.
- Maintain personable attitude to uphold welcoming atmosphere.

Courtroom Guide:

- Walk with participant/walk-in to direct them where to sit.

Check-in/ Whiteboard:

- Receive participant/walk-in from greeter and update whiteboard with name and status.
- Maintain updated whiteboard chart with check-in times and if participant has seen judge/attorney.

Provider Liaison:

- Help participants transition from the judge to the service providers and ensure they meet each provider, as required on their individualized case plan.
- Intercept courtroom documents and make copies of case plans.

Room Attendant:

- Be aware of who needs to see which providers.
- Direct participants/walk-ins to providers.

Meals/snacks:

- Monitor that meals/snacks are only given out to individuals who go through the check-in process (walk-ins or court participants).
- Report number of on-hand meals at start and end of court to Court Manager.

Community Service:

- Work alongside participants doing community service projects such as raking debris, picking up trash, cleaning up flower beds, making sack lunches, etc.

Set Up (2:45pm):

- Set out chairs and tables according to Caring Court layout.
- Place signage outside doors.
- Set up whiteboard charts.

Clean up:

- Wipe down all chairs, stack them up on side of courtroom.
- Put away tables.
- Collect and store signs.

## 9. Data Collection

Oregon City Caring Court has identified performance measures to gauge its success over time in meeting its mission. To this end, the court collects data which it uses to streamline the decision making on treatment needs and monitoring of participants and program evaluation as well as its funding needs.

The data will be collected by using the Court's current case management system and Microsoft Office products. Data collection is the responsibility of the court manager and is reviewed and submitted quarterly. The court's performance measures will help the team make decisions, set goals, and understand the flow of the cases.

The data being collected is listed below:

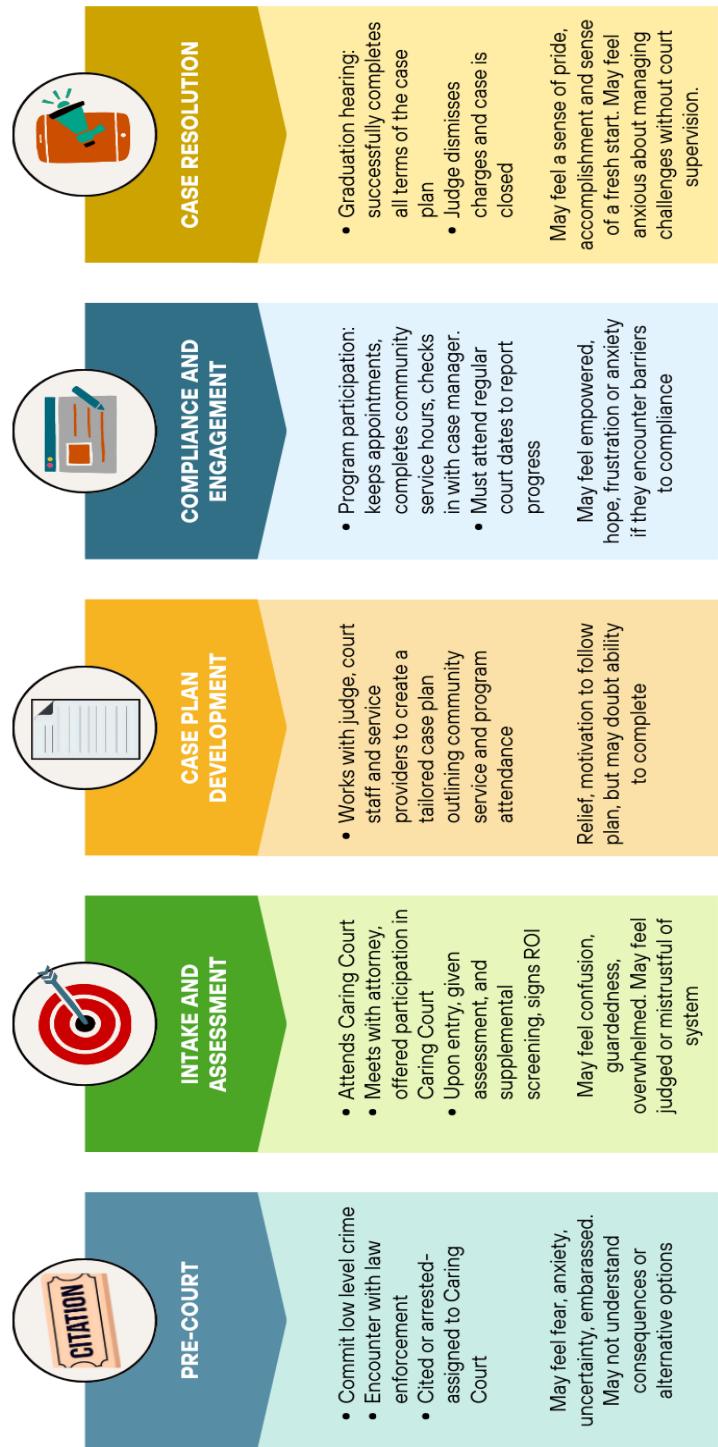
1. Community service dollar value
2. Number of community service hours completed
3. Number of citations; by offense and individuals
4. Average days from incident to entry into the program
5. Number of walk-in referrals
6. Number of meals provided
7. Number of hygiene kits given
8. Number of volunteer hours
9. Number of eligible cases (if available)
10. Number of cases initiated/enrolled
11. Number of cases mandated/sentenced
12. Number of cases with community service agreement only
13. Number of cases with social service agreement only
14. Number of cases with combined community service and social service agreement
15. Number of cases with other sentence types
16. Total number of cases closed
17. Number of cases closed upon successful completion
18. Number of cases closed upon failure
19. Number of cases closed for other reasons
20. Number of cases with non-criminal disposition
21. Warrants issued per court date

## **Appendices**

Participant Journey  
Release of Information  
Court Screening Questionnaire  
Referral Interview for Law Enforcement  
Supplemental Needs Assessment  
Graduation Certificate  
MOU

# Oregon City Caring Court

## Participant Journey



OREGON CITY MUNICIPAL COURT



## Oregon City Municipal Court

### Consent for Release of Confidential Information

I, \_\_\_\_\_ have agreed to participate in Oregon City Caring Court.  
(Please print last name, first name & MI) \_\_\_\_\_ Date of Birth \_\_\_\_\_

I understand that I am required to accept services that may include community service and/or housing, case management, drug treatment and mental health treatment and/or other services to participate in this program, as described in the Court-mandated plan.

I understand information regarding my attendance and progress in mandated programs/treatment, as well as my alcohol and drug treatment records, are or may be protected by federal and state law regulations.\* As a condition of participating in the program, I consent to release these records as provided in this release.

This information includes:

- School records/Transcript/Attendance/IEP/Class Behavior and/or Student Discipline Files
- Community Based Agency Programs (including community service intake/completion, health/mental health evaluation/attendance/treatment/progress and/or discharge information)
- Substance Abuse Programs (including admissions/treatment/progress/attendance and/or discharge information)
- Job Training Programs and Educational Support Services
- Housing services and support services, including housing assessments
- Mental Health Services (including admissions/treatment/progress/attendance and/or discharge information)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Furthermore, by signing this consent form, I freely and voluntarily am authorizing the foregoing information to be released to, and disclosed among, representatives of the following:

- The Judge and Oregon City Municipal Caring Court Staff
- The City Prosecutor's Office
- The Defense Attorney's Office
- Oregon City PD Behavioral Health
- Local Community-Based Organizations
- Clackamas County: \_\_\_\_\_
- Other: \_\_\_\_\_

The express purpose for this release and re-disclosure of the listed information is to appropriately and effectively plan and manage services and to apprise the listed parties of my current conditions, treatment progress and ongoing prognosis and is limited to these purposes. If any providers of treatment or other services described in my Court-mandated treatment plan request that I sign additional consents, waivers or releases authorizing them to disclose or share any information related to the treatment plan or my participation in the Court Program, I will do so.

The reasons this information needs to be released and shared are:

- ✓ To allow staff of Oregon City Municipal Caring Court, providers of treatment and other services described in my treatment plan to coordinate treatment and services with each other;

- ✓ To enable the Judge and staff of the Oregon City Municipal Caring Court, my attorney, the Oregon City Prosecutor's Office and the case manager to monitor whether I am in compliance with all of the terms of the order issued by the Oregon City Municipal Caring Court Judge, the contract between the Caring Court team and myself, if any, and the mandated program's participation guidelines;
- ✓ To enable the staff and Judge of the Caring Court to make informed decisions regarding ongoing treatment planning, community service, my continuing participation in the Court Program and the outcome of my criminal case.

\*These laws and regulations include 42 U.S.C. 290dd-2; 42 C.F.R. Part 2; The Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Parts 160 & 164

I hereby consent to the release of my CCH (Computerized Criminal History) for identification purposes only.

I understand that my consent will remain in effect until revoked by me or until there has been a formal and effective termination or revocation of my release from confinement, probation, or completion of the court order under which I was mandated into treatment.

I understand that, generally, the Court cannot condition my treatment on whether I sign a consent to release information form but in certain limited circumstances I may be denied treatment or participation in this program if I revoke or do not sign a consent to release information form.

This release expires 180 days past last contact.

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(Date)

---

(Signature of Participant)

---

(Date)

---

(Signature of Authorized Court Representative, if required)

## Oregon City Caring Court Screening Questionnaire

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Sex:  M  F  Other

1. Do you currently live in Oregon City or spend most of your time here?  Yes  No  
If not, do you have access to transportation?  Yes  No
2. Do you currently have stable housing?  Yes  No – experiencing homelessness, staying in a shelter, couch-surfing, temporary housing or subsidized housing
3. Do you have trouble meeting basic needs such as food, clothing, or hygiene?  Yes  No  
Would you like help with these needs?  Yes  No
4. Are you currently dealing with untreated health concerns (physical or mental)?  Yes  No
5. Do you have health insurance through OHP or receive SNAP benefits?  Yes  No
6. Do you need help accessing healthcare, mental health support, or substance use treatment?  
 Yes  No
7. Are you currently employed?  Yes  No  
If yes, do you work full time or part time? \_\_\_\_\_
8. Do you have open felony charges, pending violent offenses, or current restraining orders that would make you ineligible for Caring Court?  Yes  No
9. Are you interested in working with Caring Court to connect with services and resolve your case?  Yes  No

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## **CARING COURT REFERRAL INTERVIEW FOR OFFICERS**

1. **Are you currently experiencing homelessness or housing instability?**  
*(For example, are you living in a shelter, on the street, couch-surfing, or in temporary housing?)*
  - Yes
  - No
2. **Do you have any unresolved legal issues such as citations, warrants, or fines related to non-violent offenses (e.g., trespassing, loitering, theft, or public nuisance)?**
  - Yes
  - No
  - Not Sure
3. **Would you be interested in working with a supportive court program that connects people to housing, treatment, or other services?**
  - Yes
  - No
  - Not Sure
4. **Do you have challenges that make court difficult to attend?**
  - Yes
  - No
  - Not Sure
5. **Are you currently connected with or seeking help from any service providers (such as outreach teams, shelters, addiction recovery, or case managers)?**
  - Yes
  - No
  - Not Sure

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### **Guidance for Officers:**

- If the individual answers “Yes” to **questions 1 and 2**, they may be a **strong candidate** for Caring Court.
- A “Yes” to questions 3 and 4 supports the likelihood they would **benefit from and engage with** the program.
- If question 5 is “Yes,” officers could document services or individuals that the person is connected to.

**Eligible Offenses: Low-level, non-violent misdemeanor and ordinance violations.**

**Exclusions: Felonies, domestic violence, and serious public safety threats.**

**Referral Sources: Police, prosecutor, defense, or voluntary walk-ins.**

## Supplemental Needs Assessment

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

<b>1. Is English your first language?</b> a. If not, would you like an interpreter? What language?	Yes/No	Comments
<b>2. Have you served in the military?</b>	Yes/No	
<b>3. Do you need help getting ID?</b>	Yes/No	
<b>4. Have you applied for SSI/disability income?</b>	Yes/No	
<b>5. Do you have medical/health insurance?</b>	Yes/No	
<b>6. Are you unhoused, housed, or have housing insecurity?</b>		
<b>7. Are you currently working with a mental health provider?</b> a. If so, what provider are you working with? b. Are you currently taking any medication for emotional or mental health? c. If yes, who is your current prescriber? d. Do you ever hear or see things others can't hear or see? e. Are you currently having thoughts of harming yourself or harming others? f. If interested in mental health assistance, what are you looking for with treatment?	Yes/No	
<b>8. Do you have a parole or probation officer assigned to you?</b> a. If so, what is their name? b. Are you engaged in other services assigned by your probation officer? If yes, what services?	Yes/No Yes/No	
<b>9. Do you have children under 18 years of age?</b> a. Do your children need assistance? If so, what kind of assistance?	Yes/No Yes/No	
<b>10. Are you in need of any of the following services:</b> a. Food insecurity? b. Clothing, shoes, hygiene items? c. Dentist?	Yes/No Yes/No Yes/No	
<b>11. Do you need medical assistance?</b> a. Are you currently working with a medical provider? b. If so, who is your provider?	Yes/No Yes/No	
<b>12. Are you restricted from any City locations or service providers?</b>	Yes/No	

Is there anything that you were hoping for assistance with that wasn't covered in this screening?

# CARING COURT GRADUATION CERTIFICATE

THIS CERTIFIES THAT

XXXXXX

Has successfully completed the program requirements of  
Oregon City Caring Court and demonstrated commitment  
to positive change.

JUNE 4, 20XX



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Aubrey Sorensen, Caring  
Court Manager

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Amy Lindgren, Judge

## MEMORANDUM OF UNDERSTANDING

### BETWEEN OREGON CITY CARING COURT AND **XXXXXX**

#### RECITALS

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Oregon City (City), through its Oregon City Municipal Court (Court) and **XXXX** (“Service Provider”), collectively referred to herein as “the Parties.”

The Court provides a community-based problem-solving court model (Caring Court) designed to address underlying causes of criminal behavior through accountability, treatment, and supportive services. This collaborative model has been successfully used in other communities to help participants with complex social needs by providing increased supervision and connection to social services.

Service Provider is willing to provide certain services to Oregon City Municipal Caring Court participants.

The City, Court, and Service Provider respect the other’s roles and responsibilities to endure the integrity of the judicial and the therapeutic processes.

The parties intend this memorandum of understanding to set forth the conditions under which Service Provider will provide services to Caring Court.

NOW, THEREFORE, in consideration of the mutual promises and undertakings contained herein, the Parties agree as follows:

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#### PART ONE: SCOPE OF SERVICES AND SERVICE PROVIDER OBLIGATIONS

- **Referrals:** The Court shall identify and refer eligible participants to Service Provider.
- **Service Provider** will render services in accordance with the provider’s program guidelines and procedures.
- **Reporting:** Service Provider shall provide regular progress updates to the Court on participant engagement and outcomes, subject to applicable confidentiality requirements and participant consent. Service Provider will exchange client progress and compliance beginning on the date of client’s acceptance into Caring Court. This includes recommendations for continuing care and additional service needs.
- **Participation:** Service Provider will participate in court case conferences and will attend meetings with Caring Court staff as needed to discuss program implementation issues.
- **Attendance:** Service Provider will participate from 2:30-5:00pm on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at the Caring Court site. Upon mutual agreement, the parties may subsequently agree to alter this schedule.
- **Notification:** Service Provider will promptly notify Oregon City Municipal Court in writing of any changes in program services offered. This notification will occur prior to the change or as soon as possible thereafter.

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#### PART TWO: PROVISION OF WORKSPACE AND EQUIPMENT BY THE COURT

City will provide Service Provider with the following: Workspace at Community Development Building, 695 Warner Parrot Rd. Oregon City, OR which will include a table, chair, printer, and public wi-fi. The workspace is available the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month from 2:30pm-5:00pm

Service Provider will be responsible for providing a computer, cell phone and other appropriate tools needed for their staff.

If modifications to this schedule are necessary, the City will provide notice to Service Provider.

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### **PART THREE: SCOPE OF RELATIONSHIP**

1. This MOU creates a cooperative relationship between the Parties for the provision of services.
2. Nothing in this MOU shall be construed as creating a partnership, joint venture, or employment relationship.
3. This MOU does not authorize either party to act as the agent or legal representative of the other for any purpose

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### **PART FOUR: ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS**

All notices, correspondence, and deliverable materials shall be directed to the following addresses:

#### **For Oregon City Caring Court:**

Attn: Aubrey Sorensen  
Oregon City Municipal Court  
1234 Linn Ave  
Oregon City, OR 97045

#### **Service Provider**

Attn:  
Address:  
Email:

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### **PART FIVE: TERMINATION**

This MOU may be terminated by either Party, for any reason, by written notice to the other party. Such termination will be effective 30 days from the date of notice, unless a later date is specified in the notice of termination. The City may terminate this MOU at any time, effective on the date of the City's choosing if City determines termination is in the public interest.

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### **PART SIX: EQUAL PARTICIPANT OPPORTUNITY**

The Parties agree that all services will be provided without discrimination on the basis of race, color, national origin, gender, religion, disability, sexual orientation, age, or any other status protected under applicable law.

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### **PART SEVEN: INDEMNIFICATION**

To the extent permitted by law, each Party shall be responsible for its own acts and omissions and those of its officers, employees, and agents. Nothing in this MOU shall be construed as a waiver of the limits of liability or defenses available under the **Oregon Tort Claims Act (ORS 30.260–30.300)**. Each party agrees to defend, indemnify, and save the other party harmless from any claim, liability or damage, including attorney fees, resulting in any error, omission, or act of negligence on the part of the indemnifying party, its officers or employees, and agents in the performance of its responsibilities under this MOU.

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### **PART EIGHT: INTERPRETATION**

This MOU is governed by Oregon law, and any dispute arising out of this MOU shall be in Clackamas County, Oregon

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### **PART NINE: AGREEMENT AND SIGNATURES**

This MOU constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior discussions or agreements, whether written or oral.

IN WITNESS WHEREOF, the undersigned have executed this Memorandum of Understanding as of the Effective Date written below.

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**Oregon City Caring Court**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Service Provider Name:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_