



# LEAD SF

## Policy Committee Charter

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LEAD SF is an innovative pre-booking diversion program that will refer repeat, low-level drug offenders, at the earliest contact with law enforcement to community-based health and social services as an alternative to jail and prosecution.

### Goals are to:

- 1) Reduce the recidivism rate for low-level drug and alcohol offenders in SF's Tenderloin and Mission districts;
- 2) Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug trafficking offenses by divert them from the criminal justice system and into harm reduction based services;
- 3) Improve LEAD participants' health and housing status.

LEAD SF is overseen by a Policy Committee (PC) and an Operational Workgroup (OW). The PC has overarching responsibility for the design and implementation of LEAD SF. The OW is distinguished from the PC with a focus on project implementation and service delivery and operationalizing PC policy decisions.

**Project Timeline:** April 2017-June 2019 (26 months)

### Membership

The PC is co-chaired by William Scott (Chief of Police, SF Police Department), George Gascón (District Attorney), and Barbara Garcia (Director, Department of Public Health).

PC is comprised of 16 high level representatives of each LEAD SF participating public agency, contracted service provider and community stakeholder who represent current local efforts and commissions. PC is charged with developing a shared vision and process for diverting LEAD SF participants from the criminal justice system, and to ensuring commitment to LEAD SF foundational principles of collaboration and shared decision making. To ensure representation of those most impacted by LEAD, two community representatives who serve on the Jail Workgroup, one community member each from the SF Sentencing Commission (which advises the city on sentence reform), and the Reentry Council (which coordinates local efforts to support adults exiting SF County Jail) will be nominated by their group's co-chairs to serve on the PC. Additional community representation will come from community organizations that advocate for homeless people, criminal justice system involved individuals, and substance users.

### PC Role and Responsibilities

The PC will oversee the design, implementation and evaluation of LEAD SF goals. During the 6 month ramp-up period, the PC will establish LEAD eligibility criteria, referral/case management protocol, service provision, data systems/data sharing, evaluation measures, and fiscal monitoring. Regular meetings over the 26-month pilot period will enable ongoing troubleshooting, refinement, reflection, and evaluation of project operations and policies.

Responsibilities include:

- # Establish LEAD SF eligibility criteria;
- # Develop referral/case management protocol;
- # Establish and monitor effective data sharing agreements and data collection protocols;
- # Fiscal monitoring;
- # Ensure implementation process is on track and grant goals and outcomes are being met;
- # Approve communication protocol for the project including keeping community informed about progress as appropriate.

### Meetings

For the first 3-4 month ramp up period (May-August) of this 26 month project (April 2017 – June 2019), the PC will meet monthly and then move to quarterly meetings. **The schedule to date is:**

Meeting Date	Topics
May 22	<ul style="list-style-type: none"><li>• Review Crime data</li><li>• Review Law Enforcement Workgroup eligibility and catchment area criteria considerations</li><li>• Discuss authority to transport</li></ul>
June 12	<ul style="list-style-type: none"><li>• Review Behavioral health data</li><li>• Present overview of existing service system</li></ul>
July 24	<ul style="list-style-type: none"><li>• Discuss operational workgroup recommendations</li><li>• Present overview CASC LEAD intake center</li><li>• Review draft diversion and referral protocol outline</li></ul>
August TBD	<ul style="list-style-type: none"><li>• Approve diversion and referral protocol</li><li>• Confirm information sharing protocol</li></ul>

### Decision-making

All decisions will be made using the modified consensus process to ensure shared decision making.