

Philadelphia Community Court Manual

Overview

Memorandum of Understanding & Operational Plan

Attachment “A” – Map of Boundaries
Map of Boundaries (Revised)

Attachment “B” – CODAAP Proposal for Community Court Social Services Unit
Memorandum of Understanding: Center City District and CODAAP

Misdemeanors: Narrative and Flow Chart

Summary Offenses: Narrative and Flow Chart

Amendment to Section D (7) of the Operational Plan (1/4/05)

Operational Procedures (Expanding/Revising the Operational Plan)

- 001 Payment of Restitution Orders
- 002 Non-Reporting ARD Cases [Deleted]
- 003 Surrender Procedure for Community Court Bench Warrants
- 004 Procedure for Community Court Bench Warrants When Defendants Are Transported to the Court in Custody
- 005 Stipulated Trials and Appellate Rights
- 006 Trial Commissioner: First Listing Scheduling Protocol
- 007 Transportation to and from the Philadelphia Community Court for Defendants Who Are Detained on Community Court Warrants Only
- 008 Removing a Defendant from the Building
- 009 Procedures for Defendants with Behavioral Health Issues: Voluntary Commitments: 201
- 010 Procedures for Defendants with Behavioral Health Issues: Involuntary Commitments: 302
- 011 Judge Same-Day Notification When Defendant Requests Community Service Be Put on Hold or Waived
- 012 Community Service for Defendants with Physical or Mental Disabilities
- 013 Defendants Sentenced to Probation
- 014 Community Court Completion Program

Safety Procedures

- Fire Evacuation Procedures for APPD and PSD (also applicable to Community Court)
- Fire Evacuation Procedures Addendum: Community Court Police Holding Area
- Emergency Response Protocol: Bomb Threat
- Shelter in Place

Standard Forms

Courtroom

- Philadelphia Community Court Tear Sheet
- Community Court Prisoner Transportation Order
- Certification of Probation
- Philadelphia Municipal Court Bench Warrant
- Philadelphia Community Court: Defendants Apprehended & Scheduled for Bench Warrant Hearings
- Community Court Restitution Order
- Community Court Restitution Letter to Victim
- Letter to Misdemeanor Defendants Who Failed to Appear (NPT)
- Community Court Completion List
- Letter to Defendants Advising of Waiver of Appearance Requirements
- Philadelphia Municipal Court Notice of Appellate Rights

Police Holding Area

- Philadelphia Police Department Directive 60: Philadelphia Community Court
- Philadelphia Police Department Directive 136: Severely Mentally Disabled Persons
- Philadelphia Community Court Dispositions
- Philadelphia Community Court Bench Warrants

Social Services

- Philadelphia Community Court Program Descriptions
- Philadelphia Community Court Screening Tool
- Philadelphia Community Court Clinical Progress Report
- Philadelphia Community Court Social Service Assessment
- Twelve Step Meeting List
- First Judicial District – Community Court: Behavioral Health System: STAY Assessment Form
- F.I.R. C.E.U. Chemical Dependency Evaluation
- Addiction Severity Index 5th Edition
- BHSI Forensic PCPC Summary Sheet
- PHMC – FIR Release of Information
- CBH – FIR Treatment History
- Consent to Disclosure of Confidential HIV-Related Information
- Notice of Class Assignment

- SSA Application for a Social Security Card (English)
- SSA Application for a Social Security Card (Spanish)
- PA Department of Health Application for Certified Copy of Birth Record
- PA Voter Registration Application

Community Service

- Philadelphia Community Court: Community Service Department (personal data sheet)
- Philadelphia Community Court: Court Ordered Community Service Appointment Card 03-124M (pink – used for misdemeanors)
- Philadelphia Community Court: Court Ordered Community Service Appointment Card 03-124S (green – used for summary offenses)
- Community Service Information & Regulations (to be used with Appointment Cards)
- Community Service Information & Regulations (with community service assignment information in lieu of Appointment Cards)
- Community Service Letter for Assignment to Non-Approved Sites
- Community Service Docket

Health Care

- Source of Referrals to Nurse
- Collaboration within Court
- Referrals to Outside Agencies
- PHMC HCH Client Acknowledgement and Consent
- Family Planning Visit and Consent
- HCH HIV Antibody Test – Consent Form
- Contact Form – Adult (Shelter)