

Let's Get Started!

Bracket can help you better handle misdemeanors and low-end felonies and save you time and resources in the bargain.

We know you're busy, but a few minutes can save you hundreds of hours a year. There are two ways to get a diversion program started. The key is to simply get cases into the system. Everything flows from that point. You are in complete control every step of the way and Bracket will tailor the start-up process - and your entire Program - to fit your needs.

The final product will be a highly effective program that saves you enormous amounts of time and precious resources. No cost and no hassle. If, at any point, you would like some assistance, drop us a line or call. We can offer suggestions and explain any part of the program you wish.

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PROGRAM QUICK START –

If you don't have a complete knowledge of exactly how your program should work, use the accompanying *Program Quick Start*. You sacrifice nothing. We will take things a step-at-a time, to make sure your Program quickly functions at a high level.



FULL PROGRAM SETUP GUIDE –

If you have an active diversion program now or know exactly what you want, that's great. Bracket can implement a full-fledged program, in detail, all at once. If that's your preference, use the full **Program Set-up Guide**, starting on the next page.



Program Set-up Guide

A Three-Step Procedure to establish your Program, in full detail, from the start

If you already know the parameters for your Diversion Program, Bracket can accelerate the startup process for you. The following pages contain that process and will take only a small amount of time.

Don't worry if there are some details about your program you have yet to decide. You can always modify your Program.

After all, it is your Program. We don't require a contract (or any costs to your office or ordinary taxpayers) and we help you continue to refine the policies and procedures to make your Program the most effective way to handle misdemeanors or low-end felonies.

In this packet, you will find two forms that give Bracket everything we need to set up our systems and manage each offense. The forms are interactive PDF forms so you can complete them on your computer. FAX, e-mail or U.S.P.S. mail the completed submission forms.

We will take it from there.

May we Offer Suggestions?

Bracket administers diversion programs in several states. We handle a wide variety of offenses and administer equally diverse conditions. We know the standards and practices from many other jurisdictions and can offer suggestions for how you can structure your diversion program.

To that end, we have provided some examples as part of this guide. See what other prosecutors and judges are doing or call us for ideas about what works well.

Step One - Decide on the Qualifying Offenses

You probably already know the offenses that could best be handled through diversion. Chose some of the most obvious ones to get started. (Five to ten makes a good beginning group.) This allows your staff to get comfortable with your Diversion Program and makes sure everyone understands the procedures. Once we have developed a bit of a routine, you can add more types of cases.

Don't worry that you might choose something Bracket can't handle. We administer hundreds of different offenses. We have included a representative sample below. We have also provided summary sheets from other prosecutors' programs to see what your peers have chosen.

Misdemeanor Offenses

Abuse of a child
Aiding and abetting
Aggravated operation of motor vehicle
Alcoholic beverage violations
Allowing unlicensed person to operate vehicle
Altered driver's license
Animal neglect/abuse
Arson 3rd degree
Assault 3rd degree
Assault on an officer
Assault/battery
Assist suicide
Attempt to escape
Attempted interfering
Battery of a spouse
Brandishing a weapon
Burglary
Burglary tools/possession
Carrying a concealed weapon
Concealment
Conspiracy to commit bank fraud
Conspiracy to traffic
Contempt of court
Contributing alcohol to a minor
Controlled substance acquired by fraud
Criminal contempt
Criminal mischief
Defrauding an innkeeper
Delivery of marijuana (incidental)
Disorderly conduct
Disorderly jostling
Disturbing the peace
Domestic battery- low end
Domestic violence
Driving under the influence
Driving while impaired
Driving while license suspended (1st, 2nd offense)
Driving with no registration
Driving with no valid insurance
Driving with no valid license
Driving without/revoked license
Educational neglect
Embezzlement (misdemeanor)
Endangering the welfare of a child
Ex Parte violation
Failure to appear in court
Failure to comply with ignition interlock
Failure to conduct a criminal history
Failure to stop at an accident
False impersonation
False statement under oath

False tax return
Filing a false police report
Firearm charge
Forgery
Furnishing tobacco to a minor
Graffiti
Grand larceny
Harassing phone calls
Harassment 2nd degree
Harboring
Housing code violations
Illegal entry
Insurance fraud
Interference with custody
Introduction of contraband in prison
Issuing a bad check
Larceny \$200
Littering
Loitering or prowling
Malicious destruction of police property
Malicious destruction of property
Manufacturing marijuana (personal use)
Minor attempting to purchase alcohol
Minor in possession of alcohol
Minor in possession of tobacco
Misdemeanor drug offense
Nuisance violations
Obstructing justice
Open container in vehicle
Passing a bad check
Patronizing post 3rd degree
Petty larceny
Possession of drugs
Possession of firearm
Possession of illegal bobcat
Possession of marijuana
Possession of paraphernalia
Possession of stolen check
Possession with intent to distribute
Property damage
Prostitution
Public drunkenness
Receiving and/or concealing stolen property
Reckless driving
Resisting arrest
Retail fraud
Retail fraud 3rd degree
Retail theft
Sexual misconduct
Shoplifting
Soliciting prostitution
Speeding
Stalking

Tampering
Theft by unlawful taking
Theft of a controlled substance
Theft or stealing
Tobacco on school property
Trespassing
Unauthorized use of financial transaction device
Unauthorized use of propelled vehicle
Underage drinking
Unemployment fraud
Unlawful assembling
Unlawful dealing with a child
Unlawful imprisonment
Vandalism
Violation of an order of protection
Violation of probation
Welfare fraud
Zoning violation

Felony-level Offenses

Accessory to a felony
Acquisition or possession of controlled substance by fraud
Attempted burglary
Burglary
Criminal conspiracy
Criminal Impersonation
Criminal mischief
Criminal possession of financial transaction device
Forgery
Forgery 1st degree
Fraud
Fraudulent Insurance
Identity theft
Issuing bad check
Marijuana delivery
Operation of vehicle to avoid arrest
Possession of controlled substance with intent to distribute
Possession of forged instrument
Possession of burglary tools
Possession of controlled substance
Possession of marijuana with intent to distribute
Possession of stolen firearm
Shoplifting
Theft
Theft by receiving
Unauthorized use of financial transaction device

Step Two - Decide on the Conditions of Diversion

If you can tell us the conditions that should apply to the initial offenses you have chosen, we will input those into your Program's database and complete virtually every document, form and report that will be used. We can begin your Program's website and send you a complete Program Approval Book.

Below are some tips for completing the forms (one for each offense). It takes only a few minutes. If you don't have everything completely decided, you can modify and refine your program at any time.

One - Which Offenses?

Bracket can handle virtually any offense - felony or misdemeanor.

Two - What Statute?

It helps to be able to refer to the governing statute so we can better communicate with you and the defendants.

Three - Misdemeanor or Felony?

Bracket handles both misdemeanors and felonies. Conditions may vary, depending on the level of the offense. Plus, this knowledge lets us better manage the cases.

Four - Term of Diversion?

You will want to establish a standard Term of Diversion or Probation, but you can also make that variable - depending on a particular case. You can decide those instances at the point you refer a case to Bracket, but please indicate the standard and if there will likely be exceptions.

Five - Standard Conditions

In addition to the standard conditions we have listed, you may wish to add conditions that will apply to all offenses in a category. For example, you will likely want to include random drug test for offenses related to controlled substances.

Note: You can start by setting conditions for each case when it is referred to the Program and, over time, decide which conditions should be standard.

Six - Offense-specific Conditions

List any conditions that might be specific to the particular offense. Examples might be: required counseling, completion of a GED or monthly confirmation of employment.

The image shows a screenshot of a web form titled "DIVERSION PROGRAM SETUP". The form includes several sections: "VIOLATION / OFFENSE" with a "JURISDICTION" field and a "Date:" field; "STATUTORY REFERENCE" with a checkbox for "Misdemeanor" and "Felony"; "Standard Conditions" with a list of checkboxes for requirements like "complete first call-in to the Program Services Office within 7 days", "pay Diversion Registration Fee (\$75.00)", "pay monthly program fee (\$35.00)", "report by phone to the Program Services Office monthly", "pay for and complete the Educational Course (\$145.00)", "notify the Program Services Office of any contact with law enforcement", and "notify the Program Services Office of address or phone number changes"; "Term of Diversion" with checkboxes for "6 Months", "9 Months", "12 Months", "18 Months", "24 Months", and "Other"; "Offense-Specific Conditions" with a note that certain offenses may require additional conditions and a list of five bullet points for listing them; and a "Submitted by:" field. At the bottom, there is contact information for Bracket Programs: "FAX to: Bracket Programs - 866-869-5108 or scan and e-mail to: bracket@bouncebk.com" and "Bracket • 7501 NW Tiffany Springs Pkwy - Suite 300 • Kansas City, MO 64153". A vertical red bar on the right side of the form is labeled "Diversion Program Setup".



You may wish to consider establishing a "default" set of conditions that apply to most or all misdemeanors or felony offenses (a set for each level). It helps to set up new offenses, in the future, if you can establish a baseline. We have included an example of a possible set of default conditions that you can modify as much as you wish.

Step Three - Fill out the Case Submission forms

Use one form per defendant. Please be as complete as possible and give Bracket special instructions or note anything we need to be aware of with the case. These first cases, with actual case information, are the best way to get things off to a good start.

We will go over everything in detail and call you if we have any questions. If you have questions about this, or any of the forms, please contact us. After one round of case submission, we will have a work routine.

Like the Diversion Program Setup Sheet, there is an interactive .pdf of the Case Submission form to make submitting a case easier.

BRACKET
Diversion Program Services

Case Submission and Defendant Registration

Case Information

Offense/Violation _____
Jurisdiction _____ Internal Case Reference _____ Agreement Date _____
Additional Case Information _____
 Case Documents accompany this Submission Form (See attached)

Defendant Information

First Name _____ Middle _____ Last Name _____
Primary Phone # _____ Secondary Phone # _____
E-mail Address _____
Physical Address _____
City _____ State _____ Zip Code _____
Mailing Address (if different) _____
City _____ State _____ Zip Code _____
Date of Birth _____ DL/Other State ID # (Denote type) _____ State _____

If under 18, Parent or Guardian

First Name _____ Middle _____ Last Name _____
Relationship to Defendant _____ Phone Number _____

Submitted by: _____ Date Submitted: _____
Title _____ Phone # _____
E-mail Address _____

Signed: _____

Victim 1 Information

(Individual) First Name _____ Middle _____ Last Name _____
Business Name (if Applicable) _____
Phone # _____ E-mail Address _____
Mailing Address _____
City _____ State _____ Zip Code _____
Restitution Amt. _____ Additional Victim Information _____

Victim 2 Information

(Individual) First Name _____ Middle _____ Last Name _____
Business Name (if Applicable) _____
Phone # _____ E-mail Address _____
Mailing Address _____
City _____ State _____ Zip Code _____
Restitution Amt. _____ Additional Victim Information _____

Term and Additional Conditions of Diversion

Term of Diversion _____ Months Other Conditions/Information _____

Community Service _____ Hours _____
 Drug Testing Breath Testing _____
Number of tests during term _____
 Complete a GED or HS diploma _____
 Counseling (Specify for any selected): _____
 Evaluation _____
 Treatment _____
 Other _____

For BRACKET Use Only
FAX to: Bracket Programs - 866-869-5108
or scan and e-mail to: bracket@bouncebk.com
Bracket • 7501 NW Tiffany Springs Pkwy • Suite 300 • Kansas City, MO 64153
rev 11/20/15

Case Submission Form

When you refer a case to your diversion program, simply complete and forward this form to Bracket. (It's easiest to use the interactive .pdf)

The fields include all information necessary for Bracket to enter the case into your Program database. If you wish to add to or modify the standard conditions for the person in question, use the *Additional Case Information* field.

! Be sure to save each completed form as a new document so you will always have a fresh, blank form available to use in the future.

Step Four - Send everything to Bracket

Just return this completed: Your List of Offenses, Diversion Program Setup Forms and Case Submissions. You can e-mail the documents or print everything and FAX/send us the hard copy. Keep a copy for yourself.

What's next?

Once we know the parameters of your Program, we will prepare a comprehensive Program Approval Booklet that contains all the standard notices, forms and reports for your Program as well as direct you to your Program's website. If you find anything that needs adjusting or if you think of something more, we will make the necessary changes and resubmit them to you for final approval.

Once we have that, your Program goes live. We are happy to assist with the first few cases you place in your program. After you have completed those first cases, you will be a veteran and your program will be running at full speed.

VIOLATION / OFFENSE

JURISDICTION

Bracket County

Felony "Template"

Date: 01/15/2015

STATUTORY REFERENCE

Various

Misdemeanor Felony

Standard Conditions

Standard conditions are typically used for all qualifying offenses. These conditions may be modified within certain limitations.

Defendant must:

- complete first call-in to the Program Services Office within 7 days
- pay Diversion Registration Fee (\$75.00)
- pay monthly program fee (\$35.00)
- report by phone to the Program Services Office monthly
- pay for and complete the Educational Course (\$145.00)
- notify the Program Services Office of any contact with law enforcement
- notify the Program Services Office of address or phone number changes

Term of Diversion

- 6 Months
- 9 Months
- 12 Months
- 18 Months
- 24 Months
- Other:

Standard = 24 months but can be reduced in special instances. Must complete at least 21 month term.

Note any addition to or modification of Standard Conditions.

Community Service will be a "standard" condition of diversion for essentially all cases. (60 - 200 hours standard) Can vary from case to case but this will be the standard.
 Defendant must waive certain constitutional rights.
 Sign an agreement that includes all terms and conditions of Program participation. (Handled at DA's office but on file with Bracket)

Offense-Specific Conditions

Certain offenses may require additional conditions - e.g. random drug testing, the completion of a GED, special counseling or other requirements to help the defendants avoid future offenses. List below the added conditions participants need to complete as part of satisfying diversion for this offense. **Please detail any exceptions or special handling that might be required.**

Will be established for each, individual offense or will be provided on the Case Submission Form

Submitted by:

John Doe

Title:

Assistant District Attorney

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 or scan and e-mail to: bracket@bouncebk.com
 Bracket • 7501 NW Tiffany Springs Pkwy - Suite 300 • Kansas City, MO 64153

VIOLATION / OFFENSE

JURISDICTION

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Misdemeanor "Template"

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Term of Diversion

- 6 Months
- 9 Months
- 12 Months
- 18 Months
- 24 Months
- Other:

Standard = 12 months but can be reduced in special instances. Must complete at least 10 month term.

Note any addition to or modification of Standard Conditions.

Community Service will be a "standard" condition of diversion for essentially all cases. (20 - 60 hours standard) Can vary from case to case but this will be the standard.
 Defendant must waive certain constitutional rights.
 Sign an agreement that includes all terms and conditions of Program participation. (Handled at DA's office but on file with Bracket)

Offense-Specific Conditions

Certain offenses may require additional conditions - e.g. random drug testing, the completion of a GED, special counseling or other requirements to help the defendants avoid future offenses. List below the added conditions participants need to complete as part of satisfying diversion for this offense. **Please detail any exceptions or special handling that might be required.**

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Contacts

You can contact Bracket at any time by phone or FAX, e-mail or USPS mail. We are available during normal business hours, Central Time.

Bracket:

Phone - 800-830-5255
FAX - 866-869-5108
www.bracketprograms.com
sales@bouncebk.com

BounceBack Bracket
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Kansas City, MO 64153

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