



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		October 24, 2011		
Department:		Municipal Court Judge		
Department Head		Don Stevenson		
Agenda Coordinator (include phone #): Don Stevenson x2495				
CAPTION				
A Resolution of the City Council of the City of Plano, Texas, adopting rules for juvenile case managers employed by the City of Plano; and providing for an effective date.				
FINANCIAL SUMMARY				
<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: 2011-12	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
BALANCE	0	0	0	0
FUND(S):				
COMMENTS: This item has no fiscal impact.				
STRATEGIC PLAN GOAL: Approval of the rules relates to the City's goal of "Partnering for Community Benefit."				
SUMMARY OF ITEM				
A resolution to adopt reasonable rules for juvenile case managers employed by the city, pursuant to the requirements of Senate Bill 61 enacted by the 82 nd Texas legislature, and providing for an effective date of December 1, 2011.				
List of Supporting Documents: Resolution Juvenile Case Manager Rules		Other Departments, Boards, Commissions or Agencies		

A Resolution of the City Council of the City of Plano, Texas, adopting rules for juvenile case managers employed by the City of Plano; and providing an effective date.

WHEREAS, the City of Plano has, pursuant to the Code of Criminal Procedure Article 45.056, employed a juvenile case manager to provide services in cases involving juvenile offenders before the municipal court; and

WHEREAS, the City of Plano has, pursuant to the Code of Criminal Procedure Article 102.0174 authorized a juvenile case manager fund supported by additional court costs assessed and collected by the municipal court; and

WHEREAS, the 82nd Texas Legislature enacted Senate Bill 61 which requires a governing body employing a juvenile case manager to adopt, by December 1, 2011, reasonable rules for juvenile case managers that provide for a code of ethics and training standards; and

WHEREAS, the City wishes to ensure that its juvenile case managers receive the requisite training and abide by certain ethical standards.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS THAT:

Section I. The City Council hereby adopts the Juvenile Case Manager Rules "Rules" attached hereto and made a part hereof as Exhibit "A" and the City Council hereby directs that the Rules adopted herein be implemented by the appropriate personnel; and

Section II. This Resolution and the Rules shall become effective December 1, 2011.

DULY PASSED AND APPROVED this the 24th day of October, 2011.

Phil Dyer, MAYOR

ATTEST:

Diane Zucco, CITY SECRETARY

APPROVED AS TO FORM:

Diane C. Wetherbee, CITY ATTORNEY

PLANO MUNICIPAL COURT

JUVENILE CASE MANAGER RULES

PURPOSE: These Rules have been adopted by the Plano City Council pursuant to the requirements of Article 45.056, Texas Code of Criminal Procedure as amended by Senate Bill 61, 82nd Regular Session, Texas Legislature.

DEFINITIONS;

“*Municipal Court*” or “*Court*” shall mean the Plano Municipal Court, the Chief Presiding and Associate Judges, clerks, prosecutors and administrative staff employed by the City of Plano, Texas.

“*Juvenile*” shall mean any person under the age of 17 years who is charged with the commission of a criminal offense over which the Municipal Court has jurisdiction. The term also shall include any person under the age of 21 years charged with the commission of a criminal offense under the Alcoholic Beverage Code.

“*Juvenile Case Manager,*” whether singular or plural, shall mean the person or persons employed by the City of Plano to assist the Court in administering the Court’s juvenile docket and in supervising the Court’s orders in juvenile cases.

ETHICS: The Code of Ethics for the Juvenile Case Managers is attached to these Rules as Appendix A. Violations of the Code of Ethics shall be disciplined in accordance with the City of Plano Human Resources policies and procedures.

EDUCATION AND TRAINING STANDARDS: A candidate for the position of Juvenile Case Manager must have at least one (1) year previous experience involving court programs or social service programs for adolescents, or a combination of court and social service experience with adolescents totaling not less than one (1) year. After employment, a Juvenile Case Manager must attend or participate through electronic media not less than eight (8) hours of continuing education each year. Educational courses and subjects must be approved by the Judges.

DUTIES:

A. The Role of the Juvenile Case Manager.

The Juvenile Case Manager shall manage the cases involving juvenile defendants in the Municipal Court. Such management shall include, but not be

limited to, screening and assessment of cases filed against juveniles, docket assignment and preparation of juvenile cases, audits of and reports on compliance with the Court's orders, preparation and filing of reports to government agencies, and marshalling of data and estimates for the preparation of budgets. The Judges shall inform the Juvenile Case Manager of his/her duties and responsibilities during the new employee orientation, during each performance evaluation, and at other such times as needed.

B. Case Planning and Management.

The Juvenile Case Manager shall coordinate with the Judges and other personnel to see that cases with juvenile defendants are scheduled and heard by the court in a timely manner. The Juvenile Case Manager shall propose appropriate changes to docket schedules, case loads and alternative programs to be made available to juvenile defendants.

C. Applicable Procedural and Substantive Law.

The Juvenile Case Manager shall be fully knowledgeable with the provisions of Article 45, Texas Code of Criminal Procedure, and with other statutes, codes, ordinances, and regulations affecting the operations of the Court with respect to Juvenile defendants.

D. Courtroom Proceedings and Presentation.

The Juvenile Case Manager shall prepare dockets and documentation for all cases set to courtrooms. The Juvenile Case Manager may review the juvenile justice information system for available records of juvenile defendants scheduled to appear in Court. The Juvenile Case Manager shall provide directions to appropriate courts, classes, counselors, and meeting locations as necessary to aid juveniles in making appearances and attending classes ordered by the Court. The Juvenile Case Manager shall participate in presentations to civic groups and in Teen Court training as necessary.

E. Services to At-Risk Youth in Subchapter D, Chapter 264, Family Code.

The Juvenile Case Manager shall be fully knowledgeable with the orders that the Court may enter under Article 45.057 and the method by which the Court may refer cases to the Texas Department of Family and Protective Services. The Juvenile Case Manager shall assist the Department as needed in civil actions commenced in the Collin County district courts or county courts at law to determine that a child referred from the Municipal Court is an at-risk child.

F. Local Programs and Services for Juveniles.

The Juvenile Case Manager shall establish contact with and maintain referral lists for agencies and programs to which juveniles may be referred for counseling and rehabilitative training.

G. Detecting and Preventing Abuse, Exploitation and Neglect of Juveniles.

The Juvenile Case Manager shall establish and maintain contact with the Collin County Children's Advocacy Center and the Plano Police Department in order to refer juveniles that may be the victims of abuse, exploitation and neglect. The Juvenile Case Manager shall attend annual training, as the same is made available, in detecting and reporting suspected abuse, exploitation and neglect.

POLICIES AND PROCEDURES: The Judges, in consultation with the Juvenile Case Manager and Court personnel, shall adopt such policies and procedures as they deem appropriate to give effect to these Rules and for the fair and efficient operation of the Court.

EFFECTIVE DATE: These Rules and the enforcement thereof shall be effective as of December 1, 2011.

REPORTS: The Chief Municipal Judge, in conjunction with the Associate Judges, shall supervise and conduct performance reviews of the Juvenile Case Manager employed by the City. The Chief Municipal Judge shall include the performance evaluation of the Juvenile Case Manager in the Chief Judge's annual report to the City Council. One of the evaluation criteria shall be the Juvenile Case Manager's implementation of these Rules.

Appendix A

JUVENILE CASE MANAGERS CODE OF ETHICS

The role of the Juvenile Case Manager is to assist the Court in administering the Court's juvenile docket and in supervising its court orders in juvenile cases. The mission of the Juvenile Case Manager is to assist judges in providing juveniles the resources to shape their futures, connect with the community and become law abiding citizens. When applying the Code of Ethics, keep foremost in mind that the City is guided at all times by the values of integrity, excellence, compassion and respect for the dignity of every person.

Standards of Behavior

Confidentiality. A Juvenile Case Manager shall not disclose to any unauthorized person any confidential information acquired in the course of employment. A Juvenile Case Manager shall not violate the confidentiality of juvenile clients, unless it is to seek consultation services from within the case management program, school campus, or the juvenile has threatened to harm himself, herself or others, or to provide details of any criminal activity or enterprise.

Conflicts of Interest. A Juvenile Case Manager shall be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. In order to maintain the community's trust in the judicial system, a Juvenile Case Manager shall not solicit or accept improper gifts, gratuities, or loans, and should avoid engaging in business relationships that give rise to an appearance of impropriety.

Competence. A Juvenile Case Manager shall endeavor at all times to perform official duties properly and with courtesy and diligence. A Juvenile Case Manager shall fulfill his or her duty and represent himself or herself only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

Respect for the Law. A Juvenile Case Manager shall abide by all federal, state, county and municipal laws including but not limited to the City's Code of Conduct, guidelines, ordinances, policies and rules. A Juvenile Case Manager shall be familiar with the Texas Code of Judicial Conduct and the basic standards to which members of the judiciary are held.

Abuse of Position. A Juvenile Case Manager shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or any other person. A Juvenile Case Manager shall always maintain an appropriate relationship with juveniles coming under the jurisdiction of the Court. A Juvenile Case Manager shall not discriminate against any person on the basis of age, sex, creed, sexual preference, disability or national origin. A Juvenile Case Manager shall not condone such acts by any other person.

Private Life. A Juvenile Case Manager will behave in a manner that does not bring discredit to the City or themselves. A Juvenile Case Manager's character and conduct outside the court must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves.

Enforcement. Any alleged violation of applicable ethical standards shall be reported to the Chief Municipal Judge or to such other supervisor as may be appropriate. Every alleged violation shall be subject to investigation and discipline.