

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ADOPTING ETHICAL AND TRAINING STANDARDS FOR JUVENILE CASE MANAGERS EMPLOYED BY THE CITY OF HUNTSVILLE, PROVIDING FOR IMPLEMENTATION OF SAID STANDARDS, AND PROVIDING FOR PERIODIC REVIEW TO ENSURE IMPLEMENTATION OF THE REQUISITE STANDARDS**

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

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

WHEREAS, the 82<sup>nd</sup> 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, educational pre-service and in-service training standards, and training in relevant substantive areas; and

WHEREAS, the City wishes to ensure that its juvenile case managers receive the requisite training and are held to the highest ethical standards;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AS FOLLOWS:

1. The City hereby adopts the Juvenile Case Manager Code of Ethics, attached hereto as Exhibit "A", as the ethical standard to which the City's juvenile case managers shall be held.
2. The City hereby adopts the Educational Pre-service and In-service Training Standards, attached hereto as Exhibit "B".
3. The City hereby requires that its juvenile case managers receive training in the role of the juvenile case manager, case planning and management, applicable procedural and substantive law, courtroom proceedings and presentation, services to at-risk youth, local programs for juveniles, and the detection and prevention of abuse, exploitation, and neglect of juveniles, as set forth in Exhibit "C".
4. The City hereby directs that the rules adopted herein be implemented by the Court Administrator.
5. The City hereby requires an annual review of its juvenile case managers to ensure implementation of the rules adopted herein. The review shall be form a part of the employee annual performance evaluation that is conducted in accordance with the Employee Policies and Procedures of the City.

PASSED AND APPROVED ON THIS THE \_\_\_\_ DAY OF NOVEMBER, 2011.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

## CODE OF ETHICS FOR JUVENILE CASE MANAGERS

### PREAMBLE

The goal 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 this 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

**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 should avoid soliciting or accepting 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, guidelines, ordinances 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.

### ENFORCEMENT

Any alleged violation of applicable ethical standards shall be subject to investigation and discipline by the hiring entity's designated non-judicial department or supervisor.

## Training Standards

### Recommendations for Applicants:

The requirements for a Juvenile Case Manager applicant will possess the following:

- High School diploma/GED required.
- Valid Texas drivers license with an acceptable driving record.
- Bachelors degree in relevant social sciences field such as social work, psychology, sociology or other related field preferred.
- Minimum of 1 year money handling/receipting experience.
- Minimum of 2 years customer service.
- Minimum of 2 years clerical experience.
- Minimum of 1 year data entry experience.
- Must successfully complete Level I of the Municipal Court Clerk Certification Program within 18 months of hire.
- One to three years experience in a municipal or justice court setting preferred.
- Two years of professional experience in juvenile court programs, case management, or related social services work preferred.
- Ability to type 40 wpm preferred (documentation required).

### Definitions:

Pre-service Training refers to those skills, training, or certifications possessed at the time of hire or prior to the commencement of the juvenile case manager's full duties.

In-Service Training refers to additional skills, training, or certification hours obtained after commencement of juvenile case manager's full duties.

### Pre-Service Training Requirements:

Within one year from the date of hire, and prior to the commencement of full duties, the Juvenile Case Manager must obtain a minimum of twenty-four (24) hours of education and training that covers any or all of the following areas, to wit:

- The role of the juvenile case manager
- Ethics
- Juvenile law & introduction to court procedure
- Case planning and management
- Interagency collaboration
- Risk assessment
- Juvenile mental health
- Child psychology
- Report writing

## Exhibit B - Pre-Service and In-Service Training Standards (cont'd)

---

### **Annual In-Service Training Requirements:**

The Juvenile Case Manager must obtain a minimum of twelve (12) hours of municipal court related education and training each fiscal year. Eight (8) of those hours must be in any one or a combination of juvenile related areas, including but not limited to the following, to wit:

- The role of the juvenile case manager
- Case Planning and Management
- Procedural and substantive law
- Courtroom proceedings and presentation
- Legislative updates
- Juvenile mental health
- Services to At-Risk Youth (Subchapter D, Charter 264, Family Code)
- Local programs and services for juveniles
- Detecting and preventing abuse, exploitation, and neglect of juveniles
- Substance Abuse
- Special Topics
  - Juvenile Gangs
  - Family Violence
  - Bullying
  - Sex offenders
  - Juveniles with Learning, Psychological, and Physical Disabilities
- Upgrades in Documentation and Technology
- How to Be an Expert Witness

## Exhibit C – Training Requirements

---

### **Training Requirements**

Each calendar year, a Juvenile Case Manager is required to receive a minimum of eight (8) hours of training in any one or a combination of the following areas:

- Role of the juvenile case manager;
- Case planning and management;
- Applicable procedural and substantive law;
- Courtroom proceedings and presentation;
- Services to at-risk youth;
- Local programs for juveniles; and
- Detection and prevention of abuse, exploitation, and neglect of juveniles.