

## LEWISVILLE MUNICIPAL COURT - JUVENILE CASE MANAGER

### CODE OF ETHICS – EXHIBIT A

#### I. 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 with 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, or integrity, compassion and respect for the dignity of every individual while continuing to meet the overall goal of the judiciary through enhancing public trust and maintaining confidence in our legal system. \_\_\_\_\_.

#### II. Juvenile Case Manager Standards

- A. It is the primary duty and responsibility of every Juvenile Case Manager and all support personnel to faithfully serve the Court. A Juvenile Case Manager will abide by all federal, state, county and municipal laws, guidelines, ordinances and rules. As an employee of the municipal court, a juvenile case manager shall be familiar with and abide by the Texas Code of Judicial Conduct and the standards to which members of the judiciary are held. A Juvenile Case Manager shall maintain accurate records in accordance with the city of Lewisville records management polies and directives. All records shall be maintained and presented factually and never falsified.
- B. Juvenile Case Managers shall work diligently to preserve the integrity, efficiency, and equality of our judicial system A juvenile case manager shall always represent the court within the boundaries of their assigned role.
- C. A Juvenile Case Manager shall comply with the administrative procedures established by the court and during the performance of their duties, shall provide the Court with accurate, objective information. A Juvenile Case Manager shall not use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or any other person. A juvenile case manager shall not solicitor accept gifts, gratuities, loans, engaging in business relationships that give rise to an appearance of impropriety. A juvenile case manager shall always maintain professionally appropriate relationships with juveniles and minors. A juvenile case manager shall not discriminate against any person on the basis of socioeconomic status, religion, race, gender, creed, national origin, disability, health status or age.
- D. A Juvenile Case Manager shall not violate a defendant's civil and legal rights. A juvenile case manager shall not violate the confidentiality of juvenile defendants by disclosing information acquired during the course of their duties, unless it is to obtain or provide information to other juvenile service providers, or the juvenile has threatened to harm themself or others.
- E. A Juvenile Case Manager shall maintain professional credentials. A Juvenile Case Manager should seek to improve knowledge of the position, through professional organizations that provide best practices, training programs, seminars and the latest developments in the law regarding juveniles. A Juvenile Case Manager is encouraged to actively participate in professional organizations to improve the profession and develop contacts who provide a network of resources and ideas.

#### III. Enforcement

Alleged violations of these ethical standards shall be subject to investigation and discipline in accordance to the polices and directives of the City of Lewisville.