

# **City of McKinney Juvenile Case Manager Pre-Service and In-Service Training Standards**

## **Definitions**

Pre-Service Training refers to training a juvenile case manager receives after hire, but before beginning work as a juvenile case manager.

In-Service Training refers to regular training a juvenile case manager receives after beginning work as a juvenile case manager.

## **Pre-Service Training Requirements**

A juvenile case manager will receive no less than eight (8) and no more than forty (40) hours of pre-service training from reasonably accessible in-house sources, educational institutions, applicable professional associations, the Texas Municipal Courts Education Center, or other similar resources.

Pre-Service Training should include, but not necessarily be limited to:

- The Role of the Juvenile Case Manager
- Ethics
- Case Planning and Management
- Applicable Procedural and Substantive Law in Municipal Court
- Courtroom Proceedings and Presentation
- Case Reporting
- Interagency Collaboration

## **In-Service Training Requirements**

A juvenile case manager must become a Certified Court Clerk Level 1 within the first year of service.

A juvenile case manager must annually complete no less than twelve (12) hours of in-service training from reasonably accessible in-house sources, educational institutions, applicable professional associations, the Texas Municipal Courts Education Center, or other similar resources.

In-Service Training should include, but not necessarily be limited to:

- Legislative Updates
- Juvenile Mental Health and Development
- Services to At-Risk Youth under Subchapter D, Chapter 264, Texas Family Code (as amended)
- Detecting and Preventing Abuse, Exploitation, and Neglect of Juveniles
- Substance Abuse
- Gangs and Gang Activity
- Family and Domestic Violence
- Bullying
- Sex Offenders
- Local Programs and Services for Juveniles
- Advances in Court Technology