

RESOLUTION NO. 20111110-

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

WHEREAS, the City has, pursuant to Section 45.056 of the Texas Code of Criminal Procedure, employed juvenile case managers to provide services in cases involving juvenile offenders before the 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, educational pre-service and in-service training standards, and training in relevant substantive areas; and

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

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

1. The City Council adopts the Juvenile Case Manager Code of Ethics, attached as Exhibit “A”, as the ethical standard to which the City’s juvenile case managers shall be held.
2. The City Council adopts the Educational Pre-service and In-service Training Standards, attached as Exhibit “B”, as the appropriate educational standards for its juvenile case managers.
3. The City Council directs the clerk of the municipal court to ensure that municipal court 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 Council directs the clerk of the municipal court to implement the rules and to conduct an annual review of the court’s juvenile case managers to ensure implementation of the rules.

ADOPTED: _____, 2011

ATTEST: _____

Shirley A. Gentry
City Clerk

EXHIBIT A

CODE OF ETHICS FOR JUVENILE CASE MANAGERS

PREAMBLE

The goal of the juvenile case manager is to assist Municipal Court (“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. Juvenile case managers shall comply with this Code of Ethics, applicable state law, and Chapter 2-7 of the Austin City Code. When applying this Code of Ethics, one should keep 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, unless the disclosure is ordinary and necessary to complete the duties and responsibilities associated with the position and is authorized by law.

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 the manager’s 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 as authorized by the Austin City Code.

EXHIBIT B

Pre-Service and In-Service Qualifications and Training Requirements For Municipal Court Juvenile Case Managers

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 the juvenile case manager's full duties.

Minimum Qualifications for Juvenile Case Manager Applicants:

Two years of higher education or court experience plus two (2) years of related experience, preferably with youth services. A combination of equivalent education and/or experience may substitute for the minimum qualifications

Recommendations for Existing Juvenile Case Managers:

Existing juvenile case managers that lack suggested areas of in-service training should begin obtaining said requirements within 6 months of the approval of this resolution or within 6 months of beginning employment.

Pre-Service Training Requirements:

(Minimum recommendation of 24 hours in following topics prior to starting case work)

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

In-Service Training Requirements:

(Minimum recommendation of 8 hours per year)

- Mental health
- Legal updates
- Recognizing and Reporting Abuse & Neglect
- Substance Abuse
- Special Topics
- Juvenile Gangs
- Family Violence
- Bullying
- Sex offenders
- Juveniles with Learning, Psychological, and Physical Disabilities
- Upgrades in Documentation and Technology

EXHIBIT C

Juvenile Case Manager Training Requirements Pursuant to State Law

Pursuant to Section 45.056 (f) of the Texas Criminal Code of Procedure, City municipal juvenile case managers must receive training in the following areas:

- The role of juvenile case managers;
- Case planning and management;
- Procedural and substantive law;
- Courtroom proceedings and presentation;
- Services to at-risk youth under Subchapter D, Chapter 264 of the Texas Family Code;
- Local programs and services for juveniles and methods by which juveniles may access those programs and services;
- Detecting and preventing abuse, exploitation, and neglect of juveniles.

To obtain the above training, municipal court juvenile case managers may attend yearly training with the Texas Municipal Courts Educational Center, obtain court clerk certification levels, and attend either Texas Court Clerk Association local chapter meetings or Juvenile Case Managers Association meetings to establish contacts with other juvenile case managers. In addition, the municipal court clerk may approve or arrange for in-house training sessions to meet some or all of the training requirements.