

RESOLUTION No. _____

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

WHEREAS, in accordance with Article 102.0174 of the Texas Code of Criminal Procedure, the Fort Worth City Council adopted Ordinance No. 19274-2010 creating a juvenile case manager fund and requiring defendants to pay a juvenile case manager fee as a cost of court for offenses occurring on or after October 1, 2010; and

WHEREAS, a fund created under section 102.0174 may be used only to finance the salary, benefits, training, travel expenses, office supplies, and other expenses relating to the position of a juvenile case manager; 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 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 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 FORT WORTH, 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," as the appropriate educational standards for its juvenile case managers.
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 "B."

4. The City hereby directs that the rules adopted herein be implemented by the appropriate personnel.
5. The City hereby requires annual review of its juvenile case managers by the Municipal Court Director, or designee, to ensure implementation of the rules adopted herein.

PASSED AND APPROVED ON THIS THE ____ DAY OF DECEMBER, 2011.

MAYOR:

MAYOR BETSY PRICE

ATTEST

CITY SECRETARY

DATE: _____

M&C No. _____

EXHIBIT A

JUVENILE CASE MANAGER CODE OF ETHICS

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 of Fort Worth 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 any other person, 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 Municipal Court Director or designee.

EXHIBIT B

EDUCATIONAL PRE-SERVICE AND IN-SERVICE TRAINING STANDARDS

APPLICANTS' MINIMUM REQUIREMENTS FOR ELIGIBLE JUVENILE CASE MANAGER POSITIONS

Sr. Human Services Specialist: A four year degree in relevant social sciences field such as social work, psychology, sociology and two years relevant experience within the area of assignment

Sr. Customer Service Representative: A high school diploma/GED and three years relevant experience within the area of assignment

Customer Service Representative II: A high school diploma/GED and two years relevant (or applicable) experience within the area of assignment

RECOMMENDATIONS FOR EXISTING JUVENILE CASE MANAGERS

Existing juvenile case managers that lack suggested areas of training should begin obtaining said requirements outlined in the “in-service training requirements” to be completed within six months after the most current scheduled performance appraisal date. Appraisal periods are held according to the City of Fort Worth’s Personnel rules and Regulations.

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

(Minimum of 24 hours completed within six months of hire date)

- 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 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
- How to Be an Expert Witness