

## RESOLUTION NO. 11-1375

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

**WHEREAS**, the City of Euless 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 of Euless 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 of Euless wishes to ensure that its juvenile case manager 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 EULESS, TEXAS, THAT:**

#### **SECTION I**

The City of Euless 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 Manager shall be held.

#### **SECTION II**

The City of Euless hereby adopts the Educational Pre-Service and In-Service training standards, attached hereto as Exhibit "B", as the appropriate educational standards for the City's Juvenile Case Manager.

#### **SECTION III**

The City of Euless hereby requires that the City's Juvenile Case Manager 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".

#### **SECTION IV**

The City of Euless hereby directs that the rules adopted herein by implemented by the appropriate personnel.

#### **SECTION V**

The City of Euless hereby requires annual review of the City's Juvenile Case Manager to ensure implementation of the rules adopted herein.

**ADOPTED AND APPROVED** at the regular meeting of the Euless City Council on the 22<sup>nd</sup> day of November 2011, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

#### **APPROVED:**

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Mary Lib Saleh, Mayor

#### **ATTEST:**

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Kim Sutter, TRMC, City Secretary

## 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 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, 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.

**CITY OF EULESS JUVENILE CASE MANAGER  
PRE-SERVICE AND IN-SERVICE STANDARDS**

**1. Purpose:**

To establish Pre-Service and In-Service training standards for the City of Eules.

**2. 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.

**3. Pre-Service Training**

High School Diploma with a minimum of 2 years Municipal Court Experience. Must have Level I Clerk Certification with some knowledge of the role of the juvenile case manger, juvenile case manager ethics and juvenile law and introduction to court procedure.

**4. In-Service Training**

Obtain Level II Clerk Certification within 2 years of assuming position of Juvenile Case Manager. Obtain a minimum of 24 hours training per year including a minimum of 8 hours training in the following: Role of the juvenile case manager, applicable procedural and substantive law, courtroom proceedings and presentation, local programs for juveniles, and the detection and prevention of abuse, exploitation, and neglect of juveniles.