

AN ORDINANCE 2011-12-15-1067

ADOPTING RULES OF CONDUCT AND TRAINING STANDARDS FOR
MUNICIPAL COURT JUVENILE CASE MANAGERS.

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WHEREAS, the 82nd Texas Legislature, through Senate Bill 61, requires that a code of ethics and appropriate training standards be adopted by the applicable governing body that employs juvenile case managers by December 1, 2011; and

WHEREAS, the San Antonio City Council created the Juvenile Case Manager Fund in 2009 and Municipal Court currently employs eight juvenile case managers who hear truancy cases from three local school districts, in addition to being responsible for other juvenile Class C misdemeanor cases; and

WHEREAS, the City Council previously adopted a Code of Ethics in 1992, most recently amended in June 2009 by Ordinance No. 2009-06-25-0553, which is applicable to these juvenile case managers, but desires to adopt additional rules; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Council adopts the Juvenile Case Manager Rules of Conduct and Training Standards in Attachment I.

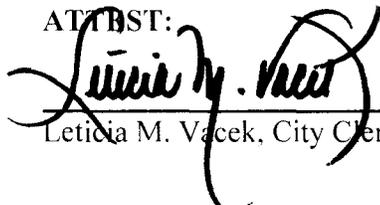
SECTION 2. Expenses associated with this Ordinance will be in accordance with the FY 2012 Budget for Fund 29098000 as approved by City Council.

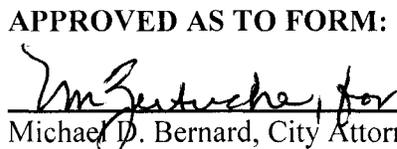
SECTION 3. The financial allocations in this Ordinance are subject to approval by the Chief Financial Officer (CFO), City of San Antonio. The CFO may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 4. This Ordinance shall be effective immediately upon the receipt of eight affirmative votes. If less than eight affirmative votes are received, then this Ordinance shall be effective on the tenth day after passage.

PASSED AND APPROVED this 15th day of December, 2011.


M A Y O R
Julián Castro

ATTEST:

Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:

Michael D. Bernard, City Attorney



Request for
COUNCIL
ACTION

City of San Antonio



Agenda Voting Results - 48

Name:	6, 7, 8, 10, 11, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30A, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 48						
Date:	12/15/2011						
Time:	10:36:06 AM						
Vote Type:	Motion to Approve						
Description:	An Ordinance adopting rules of conduct and training standards for Municipal Court Juvenile Case Managers. [Presiding Judge John W. Bull]						
Result:	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Julián Castro	Mayor		x				
Diego Bernal	District 1		x				
Ivy R. Taylor	District 2	x					
Jennifer V. Ramos	District 3		x			x	
Rey Saldaña	District 4		x				x
David Medina Jr.	District 5		x				
Ray Lopez	District 6		x				
Cris Medina	District 7		x				
W. Reed Williams	District 8		x				
Elisa Chan	District 9		x				
Carlton Soules	District 10		x				

ATTACHMENT I

JUVENILE CASE MANAGER RULES OF CONDUCT AND TRAINING STANDARDS

Rules of Conduct

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 the City's Code of Ethics and these Rules of Conduct, 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 shall avoid soliciting or accepting improper gifts, gratuities, or loans, and shall 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 hiring entity's designated non-judicial department or supervisor.

JUVENILE CASE MANAGER RULES OF CONDUCT AND TRAINING STANDARDS

Training Standards [Pre-Service and In-Service]

Recommendations for Applicants:

The requirements for a Juvenile Case Manager applicant will possess the following:

- Valid Texas drivers license with an acceptable driving record.
- Bachelors degree in relevant social sciences field such as social work, psychology, sociology or other related field preferred.
- Minimum of 2 years customer service.
- Minimum of 1 year data entry experience.
- One to three years experience in a municipal or justice court setting preferred.
- Two years of professional experience in juvenile court programs, case management, or related social services work preferred.

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:

Within one year from the date of hire, and prior to the commencement of full duties, the Juvenile Case Manager must obtain a minimum of twenty-four (24) hours of education and training that covers any or all of the following areas, to wit:

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

JUVENILE CASE MANAGER RULES OF CONDUCT AND TRAINING STANDARDS

ANNUAL IN-SERVICE Training Requirements:

The Juvenile Case Manager must obtain a minimum of twelve (12) hours of municipal court related education and training each fiscal year. Eight (8) of those hours must be in any one or a combination of juvenile related areas, including but not limited to the following, to wit:

- The role of the juvenile case manager
- Case Planning and Management
- Applicable Law
- Courtroom proceedings and presentation
- Legislative updates
- Juvenile mental health
- Services to At-Risk Youth (Subchapter D, Charter 264, Family Code)
- Local programs and services for juveniles
- Detecting and preventing abuse, exploitation, and neglect of juveniles
- 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