

**STANDARDS GOVERNING THE
ADMINISTRATION OF JUVENILE COURT**

- I. In each judicial district, the President Judge shall designate one judge as the Administrative Judge of the Juvenile Court.**

This is designed to establish one person through whom all administrative direction will be channelled, and does not mean that other judges should not conduct juvenile proceedings.

This standard is designed to meet the probation department's need for one source of administrative authority and should therefore be implemented in all judicial districts, regardless of size or other factors.

- II. The Administrative Judge of the Juvenile Court shall develop and/or review all policy matters regarding the Juvenile Court.**

It is recommended that, where practical, the Administrative Judge of the Juvenile Court involve other judges in the judicial district in the review of these policy matters.

It is not necessary for the Administrative Judge of the Juvenile Court to personally develop policies, but the judge must provide for the development of such policies, oversee the development, and review and approve the final product.

- III. The Administrative Judge of the Juvenile Court shall be concerned with the adequacy of services provided to the Court by outside agencies.**

In any community, the Juvenile Court is the only agency which has the power to order juveniles to accept services. Along with this power is the duty to ensure that the community provide adequate services for use by the Court.

This standard calls for the judge to become an advocate for children and to insist that the community develop appropriate services according to its means for the use of the Court in its rehabilitative work.

- IV. If the services provided to the Court by outside agencies are not adequate, the Administrative Judge of the Juvenile Court shall inform the public.**

This shall be accomplished by press conferences, news releases, announcements at public meetings, or by other means.

The public shall be informed on a regular basis regarding the adequacy of services.

- V. The Administrative Judge of the Juvenile Court shall appoint a Juvenile Court Advisory Committee of interested citizens from within the judicial district to help the judge ensure the availability of adequate services.**

It is not intended that such an advisory committee be involved in the day-to-day operations of the Court, but be available to the Judge and to the Chief Probation Officer to help them understand how the Court is perceived in the community, and to generate citizen support for Court programs.

- VI. The Administrative Judge of the Juvenile Court shall appoint a Chief Juvenile Probation Officer to see that staff carry out the policies and procedures of the Court.**

- VII. The Administrative Judge shall ensure that the Chief Juvenile Probation Officer completes at least twenty hours of approved training each year.**

This training may be related graduate education, and training programs offered or approved by the Center for Juvenile Justice Training and Research.

- VIII. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall provide for the development of a manual which describes the duties of each Court employee, shows the flow of work and responsibility, contains personnel practices of the Court, rules of Court governing legal processes, policies of the Court regarding the maintenance and control of records, and procedures for the conduct of hearings.**

An operations manual is essential to the effectiveness of all probation departments, regardless of size.

- IX. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall ensure that each juvenile probation officer completes at least forty hours of approved training each year.**

The forty hours of approved training may be accomplished through related graduate education and training programs offered or approved by the Center for Juvenile Justice Training and Research.

- X. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall ensure that the juvenile probation department is adequately staffed to fulfill assigned duties.**
- XI. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall ensure that the county provides adequate waiting space at the juvenile probation office and in the area where the Juvenile Court hearings are held.**
- XII. Juvenile probation officers shall have individual offices whenever possible. If individual offices are not possible, additional private interview space shall be provided.**
- XIII. Juvenile probation departments shall include adequate space for support staff and record maintenance which is not to be accessible to the general public.**
- XIV. Probation officers shall be required to attend Court hearings involving children assigned to them.**
- XV. If a child is committed to a residential program, the probation officer shall keep the parents of the child apprised as to the child's progress, and shall prepare them for the child's return to the community.**
- XVI. The probation office shall have a written policy regarding aftercare planning for children in placement.**
- XVII. Where a language or literacy problem exists which may affect a client's understanding of Court rules, regulations, procedures, or dispositions, special assistance shall be provided by the probation office.**
- XVIII. The Administrative Judge of the Juvenile Court shall provide for the development of and adherence to a policy which assures that minorities have a full opportunity for employment.**

It is an important rehabilitative technique for children to see members of minority groups performing in responsible authoritative roles and it is, therefore, incumbent on the Juvenile Court in the provision of its services to make every effort that fair opportunity exists for this to occur.