

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 channeled 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 should take an active and ongoing role in reviewing the juvenile probation department's annual Juvenile Probation Services Grant and the county's Needs-Based Plan and Budget to ensure funding for the adequacy of services for delinquent youth.**

- IV. The Administrative Judge of the Juvenile Court shall be cognizant of 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.

Whenever possible, evidence-based practices should be employed, while using the least restrictive intervention consistent with the protection of the community, the

imposition of accountability for offenses committed, and the rehabilitation, supervision and treatment needs of the child.

The public shall be informed by the juvenile court judge regarding the adequacy of services.

If 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.

V. The Administrative Judge of the Juvenile Court shall ensure the adequacy of high-quality legal representation.

Juveniles are entitled to effective assistance of counsel in delinquency proceedings.

VI. The Administrative Judge of the Juvenile Court shall appoint a Juvenile Court Advisory Committee of interested citizens and stakeholders 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 Juvenile Probation Officer to help them understand how the court is perceived in the community, and to generate support for court programs.

VII. The Administrative Judge of the Juvenile Court shall appoint a Chief Juvenile Probation Officer to ensure staff execute the policies and procedures of the court.

VIII. The Administrative Judge of the Juvenile Court shall ensure that all continuing education/professional development requirements are met.

Well educated juvenile justice professionals are essential to the fair and impartial administration of justice.

All judges conducting juvenile proceedings shall complete a minimum of 3 hours of continuing education in judicial ethics and 9 hours of continuing education in judicial practice or related areas each year.

All juvenile court hearing officers conducting juvenile court proceedings shall initially complete six hours of instruction approved by the Pennsylvania Continuing Legal Education Board prior to hearing cases and must complete an additional six hours of instruction designed by the Juvenile Court Judges' Commission (JCJC), in juvenile delinquency law, policy, or related social science research every two years.

The Chief Juvenile Probation Officer and all juvenile probation officers shall complete a minimum of 40 hours of approved training each year. This training requirement may be

achieved through related graduate education and training programs offered or approved by JCJC's Center for Juvenile Justice Training and Research.

- IX. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall provide for the development of an operations and policy manual for the Juvenile Probation Department which describes the duties of each court employee of that department, shows the flow of work and responsibility within that department, contains personnel practices applicable to that department, and outlines the responsibilities of the department pursuant to The Juvenile Act and The Rules of Juvenile Court Procedure governing all legal processes, the maintenance and control of records, and procedures for the conduct of hearings.**

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

- X. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall ensure the juvenile probation department is adequately staffed to fulfill assigned duties. In jurisdictions where adult and juvenile probation departments are combined it is critical to ensure juvenile probation maintains its unique mission.**

- XI. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall ensure the county provides adequate waiting space at the juvenile probation office and in the area where the juvenile court hearings are held.**

The confidential nature of juvenile proceedings shall be considered when assigning waiting space.

As provided in the Crime Victims Act, a secure waiting area for victims shall be provided during court proceedings which removes them from proximity to the juvenile, the juvenile's family, and the friends of the juvenile.

- XII. Juvenile probation officers and support staff shall be provided adequate office space, including the availability of private meeting rooms.**

- XIII. Adequate office space shall be provided for juvenile probation files which ensures confidentiality and security, as applicable.**

- XIV. Juvenile probation officers shall be required to attend all court hearings involving juveniles under their supervision.**

- XV. All judges conducting juvenile court proceedings shall become familiar with and employ best practices as established and/or endorsed by the Juvenile Court Judges' Commission (JCJC).**

- XVI. The Administrative Judge of the Juvenile Court shall ensure fair treatment of applicants and employees in all aspects of personnel administration without regard**

to political affiliation, race, color, national origin, gender, sexual orientation, religious creed, age, or disability and with proper regard for their privacy and constitutional rights as citizens.

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