



# City of League City, TX

300 West Walker  
League City TX 77573

## Text File

File Number: 24-0596

**Agenda Date:** 12/17/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

**Agenda Number:** 6D.

**Title:**

Consider and take action on a resolution authorizing the reclassification of the Lead Deputy Court Clerk to a Juvenile Case Manager and adoption of a code of ethics and minimum training standards (Director of Finance)

**..Background:**

If approved, this item reclassifies the Lead Deputy Court Clerk to Juvenile Case Manager in the Municipal Court to be partially funded from the Local Youth Diversion Fund.

The Texas Youth Diversion and Early Intervention Act (H.B. 3186) requires a Juvenile Case Manager be appointed by City Council to provide manpower (employee or contract) for the duties of maintaining a Youth Diversion Plan that is required by January 1, 2025.

Article 45.056 of the Texas Code of Criminal Procedure provides that on approval of the employment of a juvenile case manager, City Council shall adopt reasonable rules for juvenile case managers that provide a code of ethics and for enforcement of that code and appropriate training standards, including 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
- Detecting and Preventing Abuse, Exploitation, and Neglect of Juveniles
- Local programs and services for Juveniles

The Juvenile Case Manager will provide services in cases involving youth diversion, children who are before a court, and children who are referred to a court by a school administrator for misconduct.

Services provided by the Juvenile Case Manager include:

- Serves as the Youth Diversion Coordinator and manage the Youth Diversion Plan of the municipal court.
- Responsible for scheduling and conducting juvenile case intakes to determine case plans for juvenile defendant's case resolution.
- Maintain contact with defendants, parents, officers, and/or other interested parties in person, by telephone, or via email. Educates and informs juvenile defendants and their parents with referrals for needed services such as counseling or treatment centers.
- Prepare a variety of reports, logs or other business correspondence related to juvenile defendants as requests by the judges.

- Process driver's license suspensions and clearance for juvenile and minor defendants.
- Process juvenile case expunctions.
- Train court staff on procedures for juvenile cases, including legislative updates.
- Serve as courtroom clerk during juvenile case proceedings.

The Texas Youth Diversion and Early Intervention Act (H.B. 3186) increases opportunities for early identification of at-risk youth and for redirecting children accused of certain Class C misdemeanors. Currently, municipal and justice courts can only order diversion strategies after a case has resulted in a conviction or deferral of disposition. H.B. 3186 makes these strategies available at the front end of a case where they can be more effective. This aligns municipal and justice court practices with those used by juvenile probation and juvenile courts. The bill also recalibrates and expands opportunities for collaboration and financial resources in both rural and urban parts of Texas. The Texas Youth Diversion and Early Intervention Act (H.B. 3186) requires the adoption of a youth diversion plan for every municipal and justice court no later than January 1, 2025.

Revenue collected through the \$5 Local Youth Diversion Fee is estimated to generate \$40,000 per year and can be used to fund the salary, benefits, training and travel, supplies and all expenses related to the Juvenile Case Manager and juvenile case services.

#### ATTACHMENTS

- 1) Proposed Resolution
- 2) Exhibit A - Code of Ethics
- 3) Exhibit B - Training Standards

#### FUNDING

{X} If approved, a budget amendment will be required to establish a budget for the Local Youth Diversion Fund. A portion of this special revenue budget will be funded from court fees to finance the salary, benefits, training and travel, supplies and all expenses related to the Juvenile Case Manager and juvenile case services.

#### STRATEGIC PLANNING

{X} NOT APPLICABLE

**APPROVED**

**DEC 17 2024**

**CITY COUNCIL**

### **RESOLUTION NO. 2024-221**