

RESOLUTION NO. 2024-

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 FOR JUVENILE CASE MANAGERS EMPLOYED BY THE CITY OF LEAGUE CITY, PROVIDING IMPLEMENTATION OF THE SAME, AND PROVIDING FOR PERIODIC REVIEW TO ENSURE IMPLEMENTATION OF THESE STANDARDS

WHEREAS, Article 45.056 of the Texas Code of Criminal Procedure provides that on approval of the city council, a municipal court may employ a juvenile case manager to provide services in cases involving youth diversion, children who are before a court consistent with the court's statutory powers, and children who are referred to a court by a school administrator for misconduct; and

WHEREAS, Article 45.056 of the Texas Code of Criminal Procedure also authorizes the City to apply to the Criminal Justice Division of the Governor's Office for reimbursement of all or part of the costs of employing the juvenile case manager by presenting to the Governor's Office a comprehensive plan to reduce juvenile crimes in the City that addresses the role of the juvenile case manager in that effort; and

WHEREAS, The City Council herein finds it in the public interest to designate a juvenile case manager for the purpose of allowing the Municipal Court to process and handle cases involving juveniles; and

WHEREAS, The City Council herein reclassifies the Lead Deputy Court Clerk to Juvenile Case Manager; and

WHEREAS, pursuant to Texas Code of Criminal Procedure article 45.056, the City will employ a juvenile case manager to provide services in cases involving juvenile offenders before the court; and

WHEREAS, The City seeks to ensure its juvenile case managers adhere to the highest ethical, training, and professional standards in serving juveniles who appear in municipal court,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAGUE CITY, TEXAS, as follows:

- Section 1. The City Council authorizes the reclassification of the Lead Deputy Court Clerk to Juvenile Case Manager whose role will include providing the following services:
- a. Serve as the Youth Diversion Coordinator and manage the Youth Diversion Plan

of the municipal court;

- b. Responsible for scheduling and conducting juvenile case intakes to determine case plans for juvenile defendant's case resolution;
- c. Maintain contact with defendants, parents, officers, and/or other interested parties in person, by telephone, or via email and educate and inform juvenile defendants and their parents with referrals for needed services such as counseling or treatment centers;
- d. Prepare reports, logs or other business correspondence related to juvenile defendants as requests by the judges;
- e. Process driver's license suspensions and clearance for juvenile and minor defendants;
- f. Process juvenile case expunctions;
- g. Train court staff on procedures for juvenile cases, including legislative updates;
- h. Serve as courtroom clerk during juvenile case proceedings.

Section 2. The City 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 managers shall be held.

Section 2. The City hereby adopts the educational pre-service and in-service training standards attached hereto as Exhibit "B", as the appropriate educational standards for its juvenile case managers.

Section 3. The City hereby requires that its juvenile case managers 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 and services for juveniles and methods by which juveniles may access those programs and services, and the detection and prevention of abuse, exploitation, and neglect of juveniles. Such training shall be completed at appropriate times and as opportunities for training in those areas may be reasonably accessible, as outlined in Exhibit "B".

Section 4. The City hereby directs that the rules and standards adopted herein be implemented by the appropriate personnel.

Section 5. The City hereby requires annual review of its juvenile case managers to ensure implementation of the rules and standards adopted herein.

Section 6. This Resolution shall take effect immediately from and after the date of passage and is so resolved.

PASSED AND APPROVED the _____ day of _____, 2024.

NICK LONG
Mayor

ATTEST:

DIANA STAPP
City Secretary

APPROVED AS TO FORM:

MICHELLE L. VILLARREAL
City Attorney