

NOTICE OF SPECIAL MEETING (RETREAT) of the JUVENILE PROBATION COMMISSION

To be held at 1305 Evans St.

San Francisco, CA 94124

11:00 AM Saturday , July 9, 2005

RETREAT AGENDA

1. (ACTION) Roll Call
2. Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission
3. (DISCUSSION/ACTION) City Attorney's review of protocols, procedures, roles and responsibilities of the Commission, in regards to:
 - conducting commission meetings
 - Interaction with the Chief Probation Officer and the probation dept
 - Internal and external communications
 - Roles and relationships with external govt and non govt agencies.(public comments)
4. (DISCUSSION) short term and long term goals for the commission:
 - Protocols, functions of commission standing committees.
 - District based planning.
 - Scheduling of District Commission meetings.
 - Log Cabin Ranch School/Hidden Valley Ranch(public comments)
5. Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission
6. (ACTION) Adjournment

Commission Rules and Regulations

SEC. 7.102. JUVENILE PROBATION.

The Juvenile Probation Commission shall consist of seven members who shall be appointed by the Mayor, pursuant to Section 3.100, for staggered four-year terms. Two of the members shall be appointed from lists of eligibles submitted to the Mayor by the Superior Court. The Juvenile Probation Department shall be a part of the executive branch.

Members may be removed by the Mayor only pursuant to Section 15.105.

Any member may serve concurrently as a member of the Juvenile Justice Commission created by state law and as a member of the Juvenile Probation Commission herein created.

The Chief Juvenile Probation Officer, assistants and deputies shall have the powers and duties conferred upon such Chief Juvenile Probation Officers, assistants and deputies by state law; and they shall perform all of the duties prescribed by such laws, and such additional duties as may be prescribed by ordinances of the Board of Supervisors.

BOARDS AND COMMISSIONS-COMPOSITION.

Unless otherwise provided in this Charter, the composition of each appointive board, commission or advisory body of any kind established by this Charter or legislative act of the United States of America, the State of California or the Board of Supervisors shall:

1. Be broadly representative of the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, and sexual orientation of the City and County and have representation of both sexes; and
2. Consist of electors of the City and County at all times during the term of their respective offices, unless otherwise specifically provided in this Charter; or in the case of boards, commissions or advisory bodies established by legislative act the position is (a) designated by ordinance for a person under legal voting age, or (b) unless specifically exempt from the provisions, or waived by the appointing officer or entity upon a finding that an elector with specific experience, skills or qualifications willing to serve could not be located within the City and County.

Vacancies on appointive boards, commissions or other units of government shall be filled for the balance of the unexpired term in the manner prescribed by this Charter or ordinance for initial appointments.

Terms of office shall continue as they existed on the effective date of this Charter.

SEC. 4.102. BOARDS AND COMMISSIONS-POWERS AND DUTIES.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;
2. Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;
3. After public hearing, approve applicable departmental budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors, subject to the Mayor's final authority to initiate, prepare and submit the annual proposed budget on behalf of the executive branch and the Board of Supervisors' authority under Section 9.103;
4. Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar charges with respect to appropriate items coming within their respective jurisdictions;
5. Unless otherwise specifically provided, submit to the Mayor at least three qualified applicants, and if rejected, to make additional nominations in the same manner, for the position of department head, subject to appointment by the Mayor;
6. Remove a department head; the Mayor may recommend removal of a department head to the commission, and it shall be the commission's duty to act on the Mayor's recommendation by removing or retaining the department head within 30 days; failure to act on the Mayor's recommendation shall constitute official misconduct;
7. Conduct investigations into any aspect of governmental operations within its jurisdiction through the power of inquiry, and make recommendations to the Mayor or the Board of Supervisors;

8. Exercise such other powers and duties as shall be prescribed by the Board of Supervisors; and
9. Appoint an executive secretary to manage the affairs and operations of the board or commission.

In furtherance of the discharge of its responsibilities, an appointive board, commission or other unit of government may:

10. Hold hearings and take testimony; and
11. Retain temporary counsel for specific purposes, subject to the consent of the Mayor and the City Attorney.

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's powers of hearing and inquiry as provided in this Charter.

BOARDS AND COMMISSIONS RULES AND REGULATIONS.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Adopt rules and regulations consistent with this Charter and ordinances of the City and County. No rule or regulation shall be adopted, amended or repealed, without a public hearing. At least ten days' public notice shall be given for such public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.
2. Hold meetings open to the public and encourage the participation of interested persons. Except for the actions taken at closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.
3. Keep a record of the proceedings of each regular or special meeting. Such record shall indicate how each member voted on each question. These records, except as may be limited by state law or ordinance, shall be available for public inspection.

The presence of a majority of the members of an appointive board, commission or other unit of government shall constitute a quorum for the transaction of business by such body. Unless otherwise required by this Charter, the affirmative vote of a majority of the members shall be required for the approval of any matter, except that the rules and regulations of the body may provide that, with respect to matters of procedure the body may act by the affirmative vote of a majority of the members present, so long as the members present constitute a quorum. All appointive boards, commissions or other units of government shall act by a majority, two-thirds, three-fourths or other vote of all members. Each member present at a regular or special meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present.

Each elective officer in charge of an administrative office, the chief executive under a board or commission, the Controller, the City Administrator and each department head appointed by the Mayor shall have the powers and duties of a department head, except as otherwise specifically provided in the Charter.

Each department head shall be immediately responsible for the administration of his or her department, and shall file an annual report and make such other reports, estimates and recommendations at the time and in the manner required by law, or as required by the Mayor, board or commission.

The department head shall act as the "appointing officer" under the civil service provisions of the Charter for the appointing, disciplining and removal of such officers, assistants and employees as may be authorized. On the written direction of the department head concerned, the head of any utility, institution, bureau or other subdivision of such department may be designated as the "appointing officer" for such utility, institution, bureau or other subdivision. Non-civil service appointments and any temporary appointments in any department or subdivision thereof, and all removals therefrom shall be made by the department head, bureau head or other subdivision head designated as the appointing officer.

The department head shall issue or authorize all requisitions for the purchase of materials, supplies and equipment required by such department, provided that, on the written direction of the department head concerned, the head of any utility, institution, bureau or other subdivision of a department may likewise be vested with such power. Each department head or the head of a utility, institution, bureau or other subdivision of each department shall be responsible for the proper checking of all materials, supplies and equipment ordered for its purposes, and for the approval or disapproval of bills for claims rendered for such materials, supplies or equipment.

The head of any department, through the Mayor if part of the Executive Branch under the Charter, shall recommend to the Board of Supervisors such ordinances as may be required to carry out the powers vested and the duties imposed, and to establish or readjust fees or charges for permits issued to or work performed for persons, firms or corporations when these are subject to the department's jurisdiction.

Each department head, through the Mayor if part of the Executive Branch under the Charter, may suggest the creation of positions subject to the provisions of the Charter, and may reduce the forces under his or her jurisdiction to conform to the needs of the work for which he or she is responsible. (Added by Ord. 277-96, App. 7/3/96; amended by Ord. 204-04, File No. 040754, App. 8/5/2004)

City Strategic Planning Ordinance

CHAPTER 88: PERFORMANCE AND REVIEW ORDINANCE OF 1999

Sec. 88.1.	Title.
Sec. 88.2.	Findings and Purposes.
Sec. 88.3.	Definitions.
Sec. 88.4.	Efficiency Plans.
Sec. 88.5.	Customer Service Element; Contents.
Sec. 88.6.	Strategic Planning Element; Contents.
Sec. 88.7.	Annual Performance Element; Contents.
Sec. 88.8.	Annual Performance Evaluation Element; Contents.
Sec. 88.9.	Pilot Projects.
Sec. 88.10.	Board of Supervisors' Oversight and Legislation.
Sec. 88.11.	Training.

SEC. 88.1. TITLE.

This Chapter shall be known and may be cited as the "San Francisco Performance and Review Ordinance of 1999." (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.2. FINDINGS AND PURPOSES.

(a) **Findings.** Waste and inefficiency in City programs undermine the confidence of San Francisco residents and reduce the City's ability to adequately address vital public needs. The City is seriously disadvantaged in its efforts to improve program efficiency and effectiveness because of insufficient articulation of program vision, mission and goals, including inadequate information on program performance. And the Board of Supervisors' policy making, spending decisions, and program oversight are seriously handicapped by insufficient attention to program performance and results.

(b) **Purposes.** This ordinance is adopted to implement the mandate of Charter Section 16.120, requiring each department of the City and County to adopt an annual Customer Service Plan, in a format to be determined by the Board of Supervisors by ordinance.

The purposes of this ordinance are to:

1. Improve program effectiveness and public accountability by promoting a new focus on fiscal management, capital management, human resources, managing for results, information technology, service quality, and customer satisfaction;

2. Help the City improve service delivery by requiring that it identify program objectives and by providing it with management tools to evaluate service quality; and,

3. Assist Board of Supervisors' decision-making by providing more objective information on performance and customer satisfaction and on the relative effectiveness and efficiency of City programs and spending. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.3. DEFINITIONS.

For the purposes of this Chapter:

(a) "Performance goal" means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate;

(b) "Performance indicator" means a particular value or characteristic used to measure output or outcome;

(c) "Program activity" means a specific activity or project as listed in the program and financing schedules of the annual budget of the City and County of San Francisco;

(d) "Program evaluation" means an assessment through objective measurement and systematic analysis of the manner and extent to which city programs achieve intended objectives; and

(e) "Department" means an executive department, which does not include offices within departments. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.4. EFFICIENCY PLANS.

(a) Beginning 2003 and each year thereafter, the head of each department shall prepare and submit to the Mayor by October 1st and to the Board of Supervisors by November 1st a departmental efficiency plan. Each plan shall include a customer service element, a strategic planning element, an annual performance element, and a performance evaluation element for the previous fiscal year, as set forth more fully below. The plan shall cover a period of not less than three years forward from the fiscal year in which it is submitted.

(b) In developing its efficiency plan, the department shall solicit and consider the views and suggestions of those persons and entities potentially affected by or interested in the plan. Departments are encouraged to conduct town meetings, open houses, or other public forums during the development of the plan to solicit public comments and information.

(c) The Board of Supervisors may, with the concurrence of the Director of the Mayor's Budget Office, excuse a department from particular requirements of this Chapter where compliance would be inappropriate or impractical.

(d) If a department determines that it is not feasible to express any information required by this Chapter in the format called for in the ordinance, the Director of the Mayor's Budget Office may authorize use of an alternative format. Such alternative format shall include separate descriptive statements of a minimally effective program and a successful program, or such other alternative expressed with sufficient precision and in such terms that would allow for an accurate and independent determination of whether the program activities' performance meets the criteria of the description. If the Director of the Mayor's Budget Office concurs that no such alternative format is practical or feasible to express a performance goal for the program activity, the department shall note that determination as part of the annual performance element of its efficiency plan. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.5. CUSTOMER SERVICE ELEMENT; CONTENTS.

The customer service element of each departmental efficiency plan shall:

(a) Establish customer service definitions that identify both external as well as internal customers;

(b) Establish a complaint/request for services resolution procedure with time frames;

(c) Establish a public survey/comment process for measuring general customer satisfaction;

(d) Establish training objectives for departmental work force, including but not limited to resolving complaints and participation in improving service quality;

(e) Establish benchmarks of quality service;

(f) Establish objectives for multiple modes of public access, including internet strategy, electronic commerce, phone and mail;

(g) Briefly describe the operational processes, skills, and human capital, information, or other resources required to meet the objectives set forth in this section; and,

(h) Provide a basis for comparison with similar customer services provided by comparable cities and departments. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.6. STRATEGIC PLANNING ELEMENT; CONTENTS.

The strategic planning element of each departmental efficiency plan shall include:

(a) A comprehensive mission statement, as required by Section 3.5 of the San Francisco Administrative Code, covering the major functions and operations of the Department;

(b) General goals and objectives, including outcome-related goals and objectives for the major functions and operations of the Department;

(c) A description of how the goals and objectives are to be achieved, including a description of operational processes, skills, and technology, and the human capital, information, and other resources required to meet those goals and objectives;

(d) A description of how the performance goals included in the annual performance element are related to the general goals and objectives in the strategic planning element;

(e) An identification of factors external to the department and beyond its control that could significantly affect the achievement of the general goals and objectives; and

1603

Performance and Review Ordinance of 1999

Sec. 88.9.

(f) A description of the program evaluations used in establishing or revising general goals and objectives, with a schedule for future program evaluations. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.7. ANNUAL PERFORMANCE ELEMENT; CONTENTS.

The annual performance element of each departmental efficiency plan shall include the following information for each program activity set forth in the department's budget:

(a) Establish performance goals to define the level of performance to be achieved by a program activity;

(b) Express such goals in an objective quantifiable and measurable form with outcome and results focusing on customer service unless authorized to be in an alternative form under Section 88.4(d);

(c) Briefly describe the operational processes, skills or technology, and the human capital, information, or other resources required to meet the performance goals;

(d) Establish performance indicators to be used in measuring or assessing the relevant outputs, service levels, and outcomes of each program activity;

(e) Provide a basis for comparing actual program results with the established performance goals; and

(f) Describe the means to be used to verify and validate measured standards. For the purpose of complying with this section a department may aggregate, disaggregate or consolidate program activities, except that any aggregation or consolidation may not omit or minimize the significance of any program activity constituting a major function or operation for the department. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.8. ANNUAL PERFORMANCE EVALUATION ELEMENT; CONTENTS.

(a) The annual performance evaluation element of each departmental efficiency plan shall include the following information for each program activity set forth in the department's budget:

1. Review of the success of achieving the performance goals of the fiscal year;

2. Evaluation of the performance plan for the current fiscal year relative to the performance achieved toward the performance goals in the fiscal year covered by the report;

3. Explanation and description where a performance goal has not been met, including when a program activities' performance is determined not to have met the criteria of a successful program activity or a corresponding level of achievement if another alternative form is used, including:

(A) Why the goal was not met;

(B) Those plans and schedules for achieving the established performance goal; and

(C) If the performance goal is impractical or infeasible, why that is the case and what action is recommended;

4. Summary findings of these program evaluations completed during the fiscal year covered by the report.

(b) Each performance evaluation report shall set forth the performance indicators established in the annual performance element, along with the actual program performance achieved compared with performance goals expressed in the plan for that fiscal year.

(c) If performance goals are specified in an alternative form, the results of such programs shall be described in relation to such specifications including whether the performance failed to meet the criteria of a minimally effective or successful program.

(d) The report for fiscal year 2001-2002 shall include actual results for the preceding fiscal year, the report for fiscal year 2002-2003 shall include actual results for the two preceding fiscal years, and the report for fiscal year 2003-2004 and all subsequent reports shall include actual results for the three preceding fiscal years. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.9. PILOT PROJECTS.

(a) **Performance Plans and Reports.**

1. The Director of the Mayor's Budget Office, after consultation with the head of each department, shall designate not less than six departments to participate in pilot projects in performance measurement for fiscal years 2000-2001 and 2001-2002. This group of six shall reflect a representative range of government

functions and capabilities in measuring and reporting program performance. The reports prepared as part of the pilot program shall serve as models for other City departments when this Chapter is fully implemented.

2. Pilot projects in the designated departments shall undertake the preparation of annual performance plans under Section 88.7 and performance evaluation reports under Section 88.8 for one or more of the major functions and operations of the agency. A strategic plan under Section 88.6 shall be used when preparing department performance plans during one or more years of the pilot period.

3. No later than March 1, 2001, the Director of the Mayor's Budget Office shall submit a report to the Mayor and to the Board of Supervisors which shall:

(A) Assess the benefits, costs, and usefulness of the plans and reports prepared by the pilot departments in meeting the purposes of the San Francisco Performance and Review Ordinance of 1999;

(B) Identify any significant difficulties experienced by the pilot department in preparing plans and reports; and

(C) Set forth any recommended changes in the requirements of the provisions of the San Francisco Performance and Review Ordinance of 1999.

(b) Performance Budgeting.

1. The Director of the Mayor's Budget Office, after consultation with the head of each department shall designate not less than three departments as pilot projects in performance budgeting for fiscal years 2000-2001 and 2001-2002. The departments shall be selected from those previously designated to participate in the pilot program under Section 88.9(a), and shall reflect a representative range of government functions and capabilities in measuring and reporting program performance. The budgets prepared as part of the pilot program shall serve as models for other City departments when this Chapter is fully implemented.

2. Pilot projects in the designated departments shall cover the preparation of performance budgets. Such budgets shall present, for one or more of the major functions and operations of the department, the varying levels of performance, including outcome-related performance, that would result from different budgeted amounts.

3. For the fiscal year 2001-2002, the Director of the Mayor's Budget Office and the Controller shall include the performance budgets of the designated departments as attachments to the proposed budget, as well as the regular budget information for the designated departments.

4. No later than March 1, 2002, the Director of the Mayor's Budget Office shall transmit a report to the Mayor and to the Board of Supervisors on the performance budgeting pilot projects which shall:

(A) Assess the feasibility and advisability of including a performance budget as part of the annual budget;

(B) Describe any difficulties encountered by the pilot departments in preparing a performance budget;

(C) Recommend whether legislation requiring performance budgets should be proposed and the general provisions of any legislation; and

(D) Set forth any recommended changes in the other requirements of the San Francisco Performance and Review Ordinance of 1999.

5. After receipt of the report required under subsection (b)(4), the Board of Supervisors may specify that a performance budget be submitted as part of the annual budget. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.10. BOARD OF SUPERVISORS' OVERSIGHT AND LEGISLATION.

(a) **In general.** Nothing in this ordinance shall be construed as limiting the ability of the Board of Supervisors to establish, amend, suspend, or annul a performance goal.

(b) **Controller's Report.** No later than July 1st, 2001, the Controller of the City and County of San Francisco shall report to the Board of Supervisors on the implementation of this ordinance, including the prospects for compliance by City departments beyond those participating as pilot projects. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

SEC. 88.11. TRAINING.

The Civil Service Commission shall, in consultation with the Director of the Mayor's Budget Office and the Controller of the City and County of San Francisco, develop a strategic planning and

1605

Performance and Review Ordinance of 1999**Sec. 88.11.**

performance measurement training component for its management training program and otherwise provide managers with an orientation on the development and use of strategic planning and program performance measurement. (Added by Ord. 1-00, File No. 991879, App. 1/13/2000)

District Based Planning Model

District Based Planning & Violence Intervention Strategies

Purpose:

To develop a community driven district based strategic planning infrastructure and process that:

- Involves all stakeholders; Consumers, policy makers, public, private ,non-profit, faith based providers of service
- Creates a coordinated, integrated strategy of programs, staffs and funds by all providers to address the crisis of murder, violence and its underlying causes for at risk youth/adults in districts 5, 6,7,9,10,11.

Planning Principles:

Mandated participation in planning process:

- All public departments and related private, non-profit and faith based providers of social and economic services ***as a condition of funding*** must participate in the strategic planning process and demonstrate how their programs, staff and budgets are integrated into a coherent strategy for their activity.

Integrate organizations, programs, services:

- Create decentralized district based plan to blend programs, staff, budgets, and funding strategies of public, private ,non-profit and faith based agencies, providing social and economic activities. Standardize forms, program criteria, evaluation and reporting processes.

Accountability for use of resources/funds:

- Use monthly, quarterly, and annual performance data, consumer quality questionnaires, and random sample surveys to measure performance in implementing strategic plans.

Ensure sustainability/ Most effective service (s) receive funds

- **The city's general fund and other sources of funding should be available** to the most effective system (s) of service, public departments, private, non-profit agencies or a blending of these.
- The city should develop civil service or prevailing wages classifications for staff of community based agencies providing critically needed services not provided by public agencies..

District Planning Infrastructure:

The proposed committee infrastructure integrates the numerous disconnected planning activities of all stakeholder groups into a seamless process that coordinates planning of programs/ budgets and delivery of services, sharing of information within and between policy makers/government, systems that provide services and the consumers they serve, **and emphasizes participation and leadership of the recipient of services in the planning process. The District Supervisor and staff should sponsor/ participate in and use the planning process as a basis for recommending programs and funds for the district.**

Staffing:

The Mayors Office of Neighborhood Services (MONS) along with designated planners from community based organizations, the Mayors and public departments should be assigned to assist the community led district planning bodies in developing strategic plans. The CCC will be staffed by existing public, private, community based agencies, supplemented by public policy masters candidates from UC and SFSU.

District strategic planning committees:

A district strategic planning committee will be formed to develop strategic plans for the district. The committee will be co-chaired by a consumer and provider of services. The committees will include representatives from all stakeholders groups: Consumers, youth, parents, labor, civic organizations, public, private, non-profit and faith based providers of services,

The committees will:

- Act as the central clearinghouse for all public, private, community based planning activities
- Identify: Type of services needed by residents at various stages of risk; existing public, private, nonprofit programs and funds in the district; additional programs and funds needed to address the crisis.
- Analyze the effectiveness of existing legislation, policies, plans, programs and use of funds by all providers of services
- Use the analysis to set priorities and develop strategic plans, for the use of programs and funds for the district.
- Use the strategic plans as the foundation for developing district budget

The district committees will use the following bodies to assist in developing strategic plans

Provider cluster groups :

Public departments, related private, non-profit and faith based agencies providing the same types of services will form provider cluster groups to develop integrated strategic cluster plans for the use of funds and programs for their activity ie health, public safety education- within districts. *Each cluster should develop priorities for programs and funding, all members of the cluster public, private, community based agencies should be committed to ensuring that the priorities are funded jointly through the overall budgets available to all members of the cluster, and were relevant between clusters*

Subject area Focus groups :

- The district strategic planning committees will form focus groups that address specific subject areas health/public safety employment etc. The groups will be made up all stakeholders and be chaired by a consumer and the primary providers of services for that activity.

District Violence Intervention Strategies**Continuum of Care Consortium:**

Establish an official district Continuum of Care Consortium (CCC) involving public, private, non-profit providers of services, consumers, policy makers. *The CCC will coordinate and integrate implementation strategies, developed by the planning committees, to address the social and economic issues of residents in the district.* The CCC will be staffed by existing public, private, community based agencies.

CCC Headquarters:

- A headquarters for the CCC should be established - a safe haven, clean, accessible, one stop ***Community Resource Center (CRC)*** that is staffed by public, private, community based agencies (JPD,DPH,HSA, SFPD, SFUSD, SFHA, CBOs). The CRC will provide intake, assessment, direct and referral services to a broad network of CCC programs.A district computerized ***Crit-Stat System will be established to continuously track and link all programs, funds and measure performance/accountability in meeting proposed strategies.***

Intervention Strategies:

1: Homicide, Crime and Violence:

Make the Office of Community Policing (OCP) fully operational

- The Office of Community Policing established through a MOU between the SFPD, Mayors Office, and the AACPRB, is designed to change the culture of how policing is conducted. The OCP must be given the necessary authority, police personnel and resources to deal with the crisis.
- The OCP, under the direction of Lt. Con Johnson, will select, train, superviseand certify peace officers in the principles of community policing. The OCP officers will be assigned to walk the streets in all high impact areas through out the city. They will work to develop mutual respect and trust between the OCP and the residents' in the district (s).

Establish community street workers /mobile street patrol:

Place well disciplined and trained street workers, who are familiar with and not afraid of interacting with at risk youth/adults at all hot points in districts. The street workers will be supervised and trained by the Center for Self Improvement and Community Development. The street workers will wear special insignia jackets that identify them.

The Street workers will:

- Be on the streets in high impact areas in the neighborhood, on a twenty four hour rotating basis. Use vans to do a roving street patrol, transport residents to safe areas, CCC services.
- Establish a policy of zero tolerance for violence and homicide, establish and patrol violence free zones.
- Interact with residents, intervene and mediate individual and group conflicts, hold ongoing meetings between rival factions, advocate violence prevention, guide individuals to alternatives to anti-social behavior
- Be at targeted school sites, working in coordination with: school staff, school resource officers, truancy programs, and on targeted buses before and after school.
- Go door to door to access youth/family needs and refer them to CRC and CCC comprehensive support services.
- Act as role models, mentors, surrogate family for youth/adults who have no or little family support or guidance, ***teach personal responsibility, discipline, morals, code of ethics, values, and self esteem.***

Give Public Employees release time to mentor

- Give public department employees specific hours of release time to work with the outreach workers in mentoring at risk residents.
- Request that military personnel in area be given a set number of release hours to mentor at risk residents.

2:1 Disproportionate involvement with the criminal justice system

Develop criminal justice infrastructure

- The OCP, DA, PD, JPD, SD, MCJC, SFA, OFJ, OCC and CCC should develop a formal coordinated, integrated staffed infrastructure to plan and coordinate crime prevention/intervention/diversion strategies.

Develop protocols

- Develop risk assessment criteria, with graduated sanctions, to act as policy guidelines for police officers to divert residents to the CRC and CCC support programs instead of the criminal justice system

Develop basic services

- Develop CCC community liaisons at Youth Guidance Center and Hall of Justice to assist clients and their families navigate the system, and provide the court with CCC alternative plans to divert residents from the criminal justice system..
- Establish Evening Reporting Center at CRC with the capacity to serve residents (7days a week) who are eligible to be diverted from detention
- Expand home detention, intensive case management programs (DDAP), electric monitoring services.
- Develop comprehensive transitional and integration after care programs for individuals transitioning from Log Cabin, California Youth Authority, County Jail , prison.

2:2 High percentage rate of out of home placement

Increase family unification services

- Strengthen comprehensive family reunification programs for males and females to attempt to keep residents and family together whenever possible.
- Develop alternative family structures for youth- foster care, group homes, mentor families, peer support groups.
- Develop corp of block parents who will work with street workers to interact, mentor, teach personal responsibility, discipline, morals, code of ethics, values, and self esteem to children and young adults who live on their block
- Expand comprehensive parenting program

Develop Housing/ increase case management

- Develop: Male transitional housing programs, including intensive case management and mental health services; Develop transitional housing program for females and pregnant parenting program each lasting six months to one year. Provide intensive case management and mental health services..
- Renovate and develop alternative housing and a wide range of multi-disciplinary support programs for males and females at Log Cabin/Hidden Valley Ranches. To include: A residential education program, vocational training, substance abuse, health, mental health services (residential treatment), leadership development, cultural awareness.

3: Improve Academic Achievement:

Develop Education Corps

- Develop highly trained/ motivated Education Corp (EC) made up of college, high school students who will act as tutors and mentors to improve the academic and life skills of under achieving students. Special emphasis will be placed on insuring that elementary school students are at the level of proficiency they are supposed to be at, as this is an indicator of future academic performance, and middle, high school and individuals out of school.. Concentrate on STAR and County Community Schools.
- EC staff will be paid stipends to tutor students during and after school. The SFSU College of Education will train Corp members.
- EC staff will wear special insignia jackets and berets that identify them as Corp members.

Mandate public, private, non-profit agencies provide on-site support for schools.

- The Mayor and District Supervisor should instruct the CCC 'S public, private, non-profit providers to develop memorandums of understanding with targeted schools to provide multi-service support resources: tutoring, mentoring, health, mental health, counseling, youth leadership development, conflict resolution, anti-truancy, training in morals, ethics, personal responsibility, culturally relevant history, art, music programs.

Release time for public employees to tutor students

- Give staff from public departments a set number of hours per month of release time to provide tutoring and mentoring services to students.
- Request military personnel in area be given a set number of hours of release time to act as tutors and mentors in targeted schools.

Involve culturally relevant artists

- Involve artists such as JT the Bigga Figga , Loco Bloco, Youth Speaks, and other culturally relevant groups in an anti-truancy and achieving educational excellence campaign at targeted schools.

4:1 Employment:

Expand opportunities

- MOCD, PIC and private, non-profit employment agencies within the district should develop a coordinated job development strategy to include: use of reverse phone directory to identify all businesses within districts; campaign to have businesses adopt a neighborhood employment first policy, have businesses define job skills, establish training program with relevant employment agency; tax credits to businesses employing residents.
- Expand MYEP and EDEP programs. Place EDD and ATP staff at CRC offices, target all major developments to hire this target population - Shipyard, Laguna Honda, etc.

4:2 Economic Development

Expand Opportunities

- MOCD MOED/ RDA, City's and Ethnic Chamber of Commerce's should develop coordinated strategies to: expand opportunities for business ownership; provide training and support services that will assist residents to become entrepreneurs; establish entrepreneurial programs in targeted schools, develop curriculum, and instruct students about how to start and run a business.
- **Encourage joint ventures:**
- Provide business tax credits and other incentives to encourage established businesses wanting to or doing business in the district to develop joint venture projects with interested district entrepreneurs.

African American Police Community Relations Board prepared by :Jim Queen ,Center for Strategic Planning Jim_queen@msn.com (2/04),e Juvenile Probation Commission passed resolution in support of the plan on 6/23/04

Commission Committee's Function & Protocols

Commission Committee's Functions & Protocols

Background

Juvenile Probation Commission (JPC) mandate:

Formulate, evaluate and approve goals, objectives, plans and programs, and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors.

Process for carrying out JPC mandate:

Each public department is mandated by city ordinance, starting in August of each year, to develop a strategic plan for use of programs and funds in developing its annual budget (see attachment 2).

The Commission's responsibility is to help guide and direct the process, working in coordination with the Chief Probation Officer, through the Commission's program, finance, facilities and other ad hoc committees.

Recommended Program Committee internal/ external process for developing program priorities:

Internal/JPD:

- Discussion with heads of department divisions, line staff, unions, incarcerated youth.
- Participation in JJCC.
- Participation in JDAI.
- Engage public safety cluster in discussions of program priorities.
- Engage Mayor's Office and public departments providing services to population in developing program priorities.

External/Community:

- Participate in District Based Planning (DBP) meetings led by community consortiums (attachment 2).
- As a condition of funding, ensure that all Community Based Organizations (CBOs) receiving funds through the Juvenile Probation Department, participate in the DBP process.
- Request that the JJCC CBO work groups be broken down by districts and participate in DBP to develop program strategies.
- Ensure that public safety clusters providing services in districts, participate in DBP to develop program priorities.
- Ensure Mayor's Office and public departments providing services in districts participate in DBP.

Recommended Finance Committee internal/external process to develop effective funding strategies.

Internal:

Based on program priorities developed by JPD and the DBP process, the finance committee, in coordination with the Chief Probation Officer, will hold monthly meetings with JPD finance staff, union representatives and the Budget Analyst Office to:

- Develop the department's annual budget.
- Address ongoing issues of workmen's comp. and overtime.
- Develop measurable objectives to continuously access the effectiveness of funds allocated to the department, and community based programs.
- Engage public safety cluster in discussions on how to finance program priorities identified by the cluster.
- Request the Mayor to create a juvenile justice fund in order to better coordinate and focus juvenile justice resources. Include monies allocated to MOCJ for juvenile justice and designate a percentage of monies from DOCYF to the fund. The fund to be placed within and controlled by the JPD and the JPC.

External:

- Use DBP to identify all sources of funds in district by all public, private, non-profit provider of services.
- Ensure all CBOs are participating in developing strategic plans for use of funds as outlined in the DBP.
- Use measurable objectives to continuously access the effectiveness of funds allocated to CBOs.

Committee Protocols:

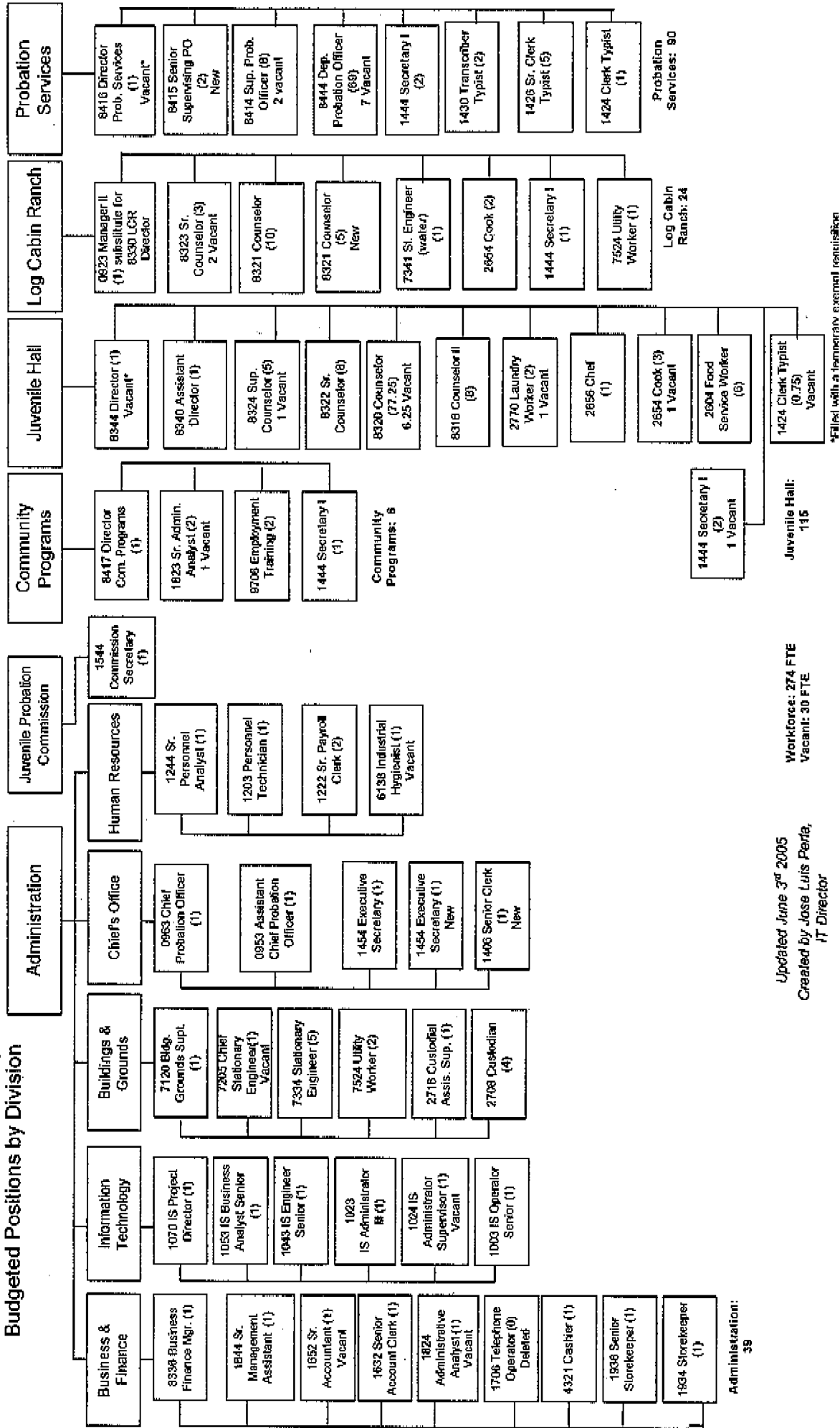
Internal

- The full commission sets and approves the direction of the Commission through monthly public meetings.
- President acts as official spokesperson for Commission.
- The President holds regularly scheduled meetings with committee chairpersons to discuss and set committee agenda, activities.
- Chairpersons of committees schedule monthly public meetings.

- All requests for scheduling meetings or getting information from the JPD should go through a committee chairperson, who will contact the President who will then request CPO to make staff or information available.

Organizational Chart and Department Functions

San Francisco Juvenile Probation Department Budgeted Positions by Division



Updated June 3rd 2005
Created by Jose Luis Pera,
IT Director

Juvenile Probation Department

Finance and Administration Division

The primary purpose of the Finance and Administration Division is to provide prudent management of the Department's financial, human, and technological resources in a customer service friendly environment. The Division is comprised of six (6) functional units. They are: the Accounting/Cashier, Building and Grounds, Information Services, Payroll, Personnel and purchasing units. Critical to the successful performance of each of these units, as well as the Department as a whole, is the Division's key role of strategic development, implementation and monitoring of the Department's annual budget.

In conjunction with the Division's primary purpose is the responsibility of developing and implementing the Department's administrative/fiscal policies and procedures consistent with mandates from local, state and federal governments. These administrative/fiscal policies are directly linked to and coordinated with the Department's vision, mission, goals and objectives.

Probation Services

The Welfare and Institutions Code (W&I) delineates the responsibilities of the Juvenile Probation Department. Probation Services provides services to youth who come within Section 601 W & I, specifically those who are alleged and have been found to be beyond their parents' control, runaway, or truant and those who come within Section 602 W & I, specifically those who are alleged and/or have been found to have committed law violations. Probation Services provides pre and post adjudication services to youth arrested in the City and County of San Francisco. After arrest, each youth is assigned a probation officer who investigates the circumstances of the arrest and all relevant social and family issues.

Pre-adjudication services include Intake and Prevention/Diversion services.

Intake Units' Probation Officers

...investigate each case and determine the most appropriate course of action. The Probation Officer's options are: to counsel the youth and dismiss the charges; to divert the youth to a community based agency, assign community service hours and restitution in lieu of filing a petition; or refer the case to the District Attorney for formal prosecution.

Prevention/Diversion Unit is responsible for pre-adjudication and post-adjudication supervision of youth under fourteen years of age. The Parenting Skills Program, Juvenile Sex Offender Program, Family Mosaic Project and the Liaison with Huckleberry House for 601 W & I Youth Services also operate as a part of the Prevention/Diversion Unit.

Post-adjudicated services

...include: Supervision, Serious Offender Program, Private Placement, County Placement, Court Officer and Special Services Units.

Supervision Unit provides ongoing supervision to youth placed on probation by the Court who

are still living at home or with a close relative. The Probation Officers supervise youth in the community by visiting the youth and their families in their homes, schools and/or community based organizations, refer to other agencies for a variety of supporting services and enforce court imposed conditions of probation.

Serious Offender Program Unit provides intensive supervision for repeat violent offenders who have sustained a felony petition for crimes involving a serious violent act or use of a firearm. These youth are referred to community based organizations and schools. Probation Officers maintain daily contact with these youth and regularly contact parents, teachers, employers and organizations working with the youth.

Private Placement Unit supervise youth removed from their homes by the Court and placed in non-secure facilities, such as foster homes, group homes and residential treatment programs primarily in California as well as Nevada, Colorado and Pennsylvania. The Probation Officers supervise the youth while in placement, monitor suitability of the placements and prepare aftercare plans for youth completing programs.

Court Officer Unit represent the Department at court hearings by transporting youth in custody to hearings, explaining the proceedings to youth & families and disseminating information to appropriate concerned parties. They are responsible for communication between the case carrying Probation Officers and the Court.

Special Services Unit provides a variety of services such as investigating and preparing reports for adoptions, termination of parental rights, and marriage requests for youth under eighteen years of age. The Unit also includes the Home Detention Program, which provides an alternative to secure detention, supervises the Community Service Program, Title IV-E, tracking and processing, and supervision of the Department's Record Room.

Juvenile Hall

Juvenile Hall is a short-term youth detention facility for the City and County of San Francisco. The facility has the capacity to provide residential services for 132 youth, in a secure setting, 24-hours a day, seven days a week. Youth at the facility fall into three categories:

- Youth in custody awaiting investigative action immediately after admission.
- Youth in custody per court order pending further court hearings.
- Youth in custody awaiting placement as per a court ordered disposition.

While youth are in custody, they receive educational, medical and mental health services. Additionally, they receive training in socialization skills and general counseling from staff.

Log Cabin Ranch School

Log Cabin Ranch (LCR) is the San Francisco Juvenile Probation Department post adjudication facility for delinquent male juveniles. The purpose of the facility is provide a twenty-four a day residential program for juveniles of San Francisco who have been adjudicated delinquent by the Juvenile Courts and sent to Log Cabin for treatment and rehabilitation.

The twelve-month open-ended program is a well-structured program that addresses the needs of juvenile delinquents and prepares them to become productive members of society.

Academic Program

The educational component of the Log Cabin Ranch program is provided by the San Francisco Unified School District. Areas of instruction include: math, social studies, language arts, woodshop, computer lab and GED. Additionally, college preparatory classes are offered to residents who are interested in continuing their education beyond high school.

Mental Health, Dental and Medical Services

The San Francisco Department of Public Health, Special Programs for Youth provides health care services for residents at LCR. Services include: seven days a week nursing coverage, medical and dental services and daily and weekly psychosocial counseling to assist residents with their adolescence adjustments.

The Ranch programs and services regime follows a holistic approach using two clinical licensed Social Workers and the Ranch Program Facilitator to conduct groups with residents and to oversee group process. The group sessions are comprehensive, intensive and structured in a manner to help each resident gain insight into changing his lifestyle. The programs and services are divided into three categories: Cognitive Behavior Base-Treatment, Vocational Training and Behavior Management.

Cognitive Behavior Base-Treatment

Therapeutic group sessions are designed to address the problems and needs of the residents court ordered commitment to Log Cabin Ranch. Cognitively, helps individual residents recognize errors and fallacies in thinking, and helps them deal with unresolved conflicts associated with interactions with others.

Group sessions include:

1. Anger Management	9. Social Skills
2. Conflict Resolution	10. Commitment of Offense
3. Grief and Loss	11. Family Reunification
4. Health Education	12. Paths to Success
5. Domestic Violence and Sensitivity	13. Omega/Peer Counseling
6. Meditation	14. Young Men as Fathers
7. Self Esteem	15. Parents Support Group
8. Problem Solving and Decision Making	16. Peer Leadership

Vocational Training

Log Cabin Ranch vocational program is geared toward preparing residents to receive pre-apprenticeship training, develop employability skills and/or employment. Vocational training includes:

1. Carpentry
2. Photo-Journalism
3. Horticulture and Landscaping
4. Entrepreneurship
5. Computer Literacy
6. Barbering and Hair Styling
7. Food Services
8. Poetry & Creative Writing

Behavior Management

The behavior management program helps residents develop skills for assisting them in the every life. Additionally, the behavior management program fosters positive behavior from residents and teaches them self-responsibility and self discipline. Residents are rewarded for demonstrating positive behavior and taking responsibility in the following areas:

1. Daily hygiene
2. Daily bed and locker responsibilities
3. Maintaining and dressing appropriately
4. Dining hall etiquette
5. Respectful to self and others
6. Following rules and instructions
7. Social etiquette

Substance Abuse Counseling

The Log Cabin Ranch substance abuse program is designed specially to help residents overcome drug and alcohol addiction and build a behavioral foundation that will prevent relapse. Two certified substance abuse counselors conduct daily and weekly sessions with residents to help them learn how to "close the door" on old habits while opening the doors to new growth and development.

In addition, members from narcotic and alcoholic anonymous conduct self help support groups and provide mentoring for individual residents who self identify as addicts.

Other Programs and Services

Tutorial Services:

To augment the educational program, specialized tutoring is provided to residents identified with very low academic skills, learning disabilities or needing assistance with subject matter.

Recreational Program:

During leisure time at the Ranch, residents enjoy an array of recreational activities. Daily

activities include: basketball, weightlifting, table games, hiking, and soccer. In addition, residents compete against other Ranches and Camps in the Northern California Ranch League. The Ranch League is comprised of four events: basketball, softball, volleyball and track.

Religious Services:

The interfaith network of San Mateo and Church of San Francisco provides weekly religious services. Services include: bible study, spiritual education, spiritual counseling, and Sunday services.

Aftercare Services:

Log Cabin Ranch aftercare services are provided to all residents graduating from the Ranch with a comprehensive after plan that includes: case management services, educational enrollment, vocational/job assignment, counseling, intensive supervision and family support services.

Community Programs

The Community Programs Division functions as the departmental liaison to public and private organizations serving youth and families, City departments and community programs serving youth on probation or at risk for involvement in the juvenile justice system.

- The Community Program Division contracts with community based agencies for the following services: Intensive Home Based Supervision in seven neighborhoods, Home Detention, two Mentorship Programs (one is for girls only), Peer Counseling, Status Offender Services, Preplacement shelter care and evaluation.
- The Focus Vocational Program works with youth on probation and in custody. The probation youth attend a three-month computer literacy and job readiness training and receive a stipend for the duration of the training program.
- The Community Programs Division is also actively involved in a number of on-going collaborations with other city departments and community agencies that serve at-risk youth.
- The Community Programs Division contracts with agencies to conduct outreach and recruitment of new artists and volunteers for Juvenile Hall programs. Detained youth are exposed to life-skills, visual arts, dance, drums, drama, cultural expression, spiritual and religious counseling, etc.

Auxiliary Services

Parenting Skills Program

...is an educational and support group for parents. The program is available to any parent, however some parent participation is ordered by the Court. Parents are also referred by the Department of Social Services. English language sessions are held Tuesday evenings and Saturday mornings. A Spanish language session is held Monday evenings in the Mission District and a Cantonese session is held Monday evenings in the Richmond District.

Volunteer Auxiliary

...continued its thirty-eight year tradition of providing special services for dependent and delinquent children. Volunteers expend considerable efforts through the year to secure and maintain a variety of donations for supplies, gifts, specialized services and funding for special programs. The Corner Store, Christmas giving, and recreational events are merely a few of the more visible examples of the auxiliary's hard work, and the important benefits which flow from their dedication to service.

Spiritual Life Program

Reverend Toni Dunbar, Chaplain and Director of the Spirit Life Center, is a minister of the United Church of Christ and has extensive experience in urban ministry and faith- and community-based program development.

The Spirit Life Center provides spiritual direction, and coordinates religious programs for youth at Juvenile Hall. Once released, the Center connects youth with clergy and other support networks from their own religious traditions and communities.

The Center is an innovative model of collaboration between faith-based organizations and public institutions: ecumenical, interfaith, and consistent with San Francisco's juvenile justice action plan and "Circle of Care." Its Vision Statement reads: "Spirit Life is a gathering of people of many faiths, working cooperatively to teach and model spiritual principles that will dramatically transform young peoples' lives. Our goal is to reduce recidivism among youth who have entered the juvenile justice system. We use our faith and resources to stage direct and indirect interventions, and to interrupt cycles of behavior among young people that are self-defeating. We do all in love, in faith, in the spirit of cooperation and inclusion, and with eternal optimism for the future of our youth."

Through the Spirit Life Center local congregations, schools, community and faith organizations have the opportunity to participate in training, volunteer, and internship programs, and in an emerging faith-based aftercare network, serving youth involved in San Francisco's juvenile justice system.

The Spirit Life Center is sponsored by the Center for Social Ministry, Inc. and the Ark of Refuge, Inc., in cooperation with the San Francisco Juvenile Probation Department.

Special Programs for Youth (SPY)

...is dedicated to the philosophy that young people have the right to confidential, comprehensive

health care in a safe, accessible setting. The goal of SPY's services is to promote well-being and health and to encourage family involvement and support when appropriate. SPY's four clinics serve San Francisco youth who are homeless, runaway, involved in the juvenile justice system, and are non- or underinsured.

The Breakout of Probation Services

Probation Services Unit 1

This is a supervision unit for light weight offenses, not necessarily first timers.. but the lines between this and Special Services for supervision of younger cases is blurred.

Probation Services Unit 2 FITS program

Criteria for FITS program: Mental health issues, School district reference (AB 3632), out of "control" Any DHS connection, Such youth are referred to this unit and have to voluntarily agree to participate in this program that involves the entire family in treatment.

Evaluation done at 2pm assessment mtg

Probation Services Unit 3 Serious Offenders Unit

This was originally created to deal with those serious repeat offenders, those with felony, violent records.. but now with the re organization the unit is taking in and supervising cases which are less than that level of seriousness. Caseloads are kept low intentionally so that there can be close attention to each individual.

Private Placement PS4

This unit takes care of finding appropriate out of home placement sites for court ordered youth, and provides the supervision of those youth till completion of ordered stay. This goes for those youth ordered to LCRS also.

(CSI) Custody, Screening and Investigation

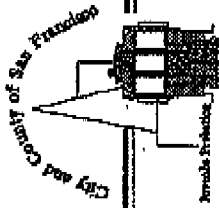
This unit develops the court reports for those youth held for hearings. All the background info, and assessments, with recommendations are done through this unit.

Special Services

In addition to all the special services, this unit is in charge of all un documented youth, and youth 14 yrs and under.

I understand that there is a re thinking of this structure going on and that it may well change again.

Juvenile Probation Handbook



San Francisco Juvenile Probation Department

The San Francisco Juvenile Court deals with children under the age of eighteen who come to the attention of law enforcement officials for alleged delinquent acts and status offenses (runaway, truancy).

The Department Consists of:

Administration
Juvenile Hall
Probation Services
Log Cabin Ranch School

Usual Times of Court Hearings:

Detention Hearing:
8:30 A.M. - 9:30 A.M.

J-1 & Dispositional Hearings:
9:30 A.M. - NOON

J-2 Hearings 1:30 P.M. - 5:00 P.M.

Juvenile Probation Handbook

Introduction

Your child has been referred to the Probation Department. This pamphlet is designed to help you understand the Juvenile Court process.

Juvenile Court Law in California is based upon providing protection and safety to everyone in the community. The Probation Officer assigned to your child will work with you and your child to accomplish this goal.

Every child referred to the Department assigned a Probation Officer.

A referral can be either a citation or booking. The Probation Officer will speak with you, your child, and anyone else involved in the incident. After all information is collected, the Probation Officer will determine whether a referral to the District Attorney is in order. If the District Attorney's Office files a petition, your child will go to court and attend various hearings. Public Defender will be assigned to you child's case, or you may choose to hire Private Attorney.

Office Hours and Phone Numbers

8:30 A.M. - 5:15 P.M.	753-7860	• Full Staff
5:15 P.M. - 12:00 A.M.	753-7500	• Duty Probation Officer (and) Juvenile Hall Staff
12:00 A.M. - 8:00 A.M. Weekends, Holidays	753-7500 753-7500	• Juvenile Hall Staff • Duty Probation Officer (and) Juvenile Hall Staff

Juvenile Hearing

Detention Hearing
1st Jurisdictional Hearing
2nd Jurisdictional Hearing
Disposition Hearing

similar to

Adult Hearing

Arraignment
Preliminary Trial
Sentencing



Definitions:

Citation:

A referral from a law enforcement officer to the Probation Department regarding a law violation by a minor in the community.

Booking:

A referral from a law enforcement officer regarding a law violation where the youth is placed into secure custody. (Juvenile Hall)

Probation Officer:

(P.O.) The person assigned to investigate the law violation and develop a plan to assist you and your child and serve the community.

District Attorney:

(D.A.) The lawyer who files the charges and prosecutes those charges in court representing the people of the community.

Public Defender:

(P.D.) The lawyer appointed to represent your child throughout the court process.

Petition:

The legal document describing the law violations your child is alleged to have committed.

Detention:

The housing of your child in secure custody at Youth Guidance Center/Juvenile Hall.

Home Supervision:

The supervision of your child in your home under strict guidelines provided by the Judge, i.e., house arrest.

Detention Hearing:

Determines whether or not your child is released, placed on Home Supervision in your home, or remains at Youth Guidance Center/Juvenile Hall.

J-1 Hearings: (Usually one week after the detention hearing)

Where your child will plead guilty or not guilty to the petition.

J-2 Hearing: (Usually 10) ten working days after the Detention Hearing).

This is the trial phase, where victims and witnesses may give sworn testimony regarding the charges on the petition.

Pre-Trial:

Can be ordered by the Judge to review the petition and negotiate the charges based on the evidence.

Disposition Hearing: (Usually (4-5) weeks after the Detention Hearing).

The conclusion of the Court Hearings, in which a Social Report is submitted by the Probation Officer detailing a specific plan for the youth.

Custody:

The youth is detained at Youth Guidance Center/Juvenile Hall during the court proceedings.

Social Report:

Presented at Disposition Hearing summarizing the incident, law violation, court proceedings, family history and Probation Officer's recommendations regarding future plan for the youth.

The Referral Process

