

**RESOLUTION NO. 2011-11-\_\_\_ (R)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, AUTHORIZING THE ADOPTION OF A CODE OF ETHICS AND MINIMUM TRAINING STANDARDS FOR JUVENILE CASE MANAGERS EMPLOYED BY THE CITY OF MCKINNEY, PROVIDING IMPLEMENTATION OF THE SAME, AND PROVIDING FOR PERIODIC REVIEW TO ENSURE IMPLEMENTATION OF THESE STANDARDS**

**WHEREAS**, pursuant to Texas Code of Criminal Procedure article 102.0174, the City Council of the City of McKinney, Texas, has authorized a juvenile case manager fund from a fee assessed and collected in municipal court; and

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

**WHEREAS**, the 82<sup>nd</sup> Texas Legislature enacted Senate Bill 61, which requires a governing body employing a juvenile case manager to adopt, by December 1, 2011, reasonable rules for juvenile case managers that provide a code of ethics and for the enforcement of the code of ethics; appropriate educational pre-service and in-service training standards; and 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 detecting and preventing abuse, exploitation, and neglect of juveniles.

**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 MCKINNEY, TEXAS, THAT:**

- Section 1. 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.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
McKINNEY, TEXAS ON THE 15th DAY OF NOVEMBER, 2011.**

CITY OF McKINNEY, TEXAS

---

BRIAN LOUGHMILLER  
Mayor

ATTEST:

---

SANDY HART, TRMC, MMC  
City Secretary  
BLANCA I. GARCIA  
Assistant City Secretary

APPROVED AS TO FORM:

---

MARK S. HOUSER  
City Attorney

**EXHIBIT A  
CITY OF MCKINNEY  
CODE OF ETHICS FOR JUVENILE CASE MANAGERS**

**PREAMBLE**

The goal of the juvenile case manager is to assist the Court in administering the Court's juvenile dockets, to supervise its orders in cases involving juvenile offenders, and to communicate with the Court regarding relevant life circumstances of juveniles appearing before the Court. The mission of the juvenile case manager is to assist judges in providing juveniles and their families with resources to shape the juvenile's future, and to help the juvenile connect with the community and develop into a law abiding citizen. Those persons applying this Code of Ethics shall keep foremost in mind that the City is guided at all times by the values of integrity, excellence, compassion, and respect for the dignity of every person.

**STANDARDS**

**Confidentiality.** A juvenile case manager shall not disclose to any unauthorized person any confidential information acquired in the course of employment. A juvenile case manager shall not violate the confidentiality of juvenile clients unless the juvenile case manager is seeking consultation services from within the case management program or a school campus, or if the juvenile has threatened to harm himself, herself, or others, or if the juvenile case manager is providing details of any criminal activity or enterprise.

**Conflicts of Interest.** A juvenile case manager shall be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. In order to maintain the community's trust in the judicial system, a juvenile case manager should avoid soliciting or accepting improper gifts, gratuities, or loans, and should avoid engaging in business relationships that give rise to an appearance of impropriety.

**Competence.** A juvenile case manager shall endeavor at all times to perform official duties properly and with courtesy and diligence. A juvenile case manager shall fulfill his or her duty and represent himself or herself only within the boundaries of his or her education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

**Respect for the Law.** A juvenile case manager shall abide by all federal, state, county, and municipal laws, guidelines, ordinances, and rules. A juvenile case manager shall be familiar with the Texas Code of Judicial Conduct and the basic standards to which members of the judiciary are held.

**Abuse of Position.** A juvenile case manager shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or any other person. A juvenile case manager shall always maintain appropriate relationships with juveniles and members of their family who have cases in the Court. A juvenile case manager shall not discriminate against any person on the basis of age, sex, creed, sexual preference, disability, or national origin.

**Private Life.** A juvenile case manager shall behave in a manner that does not bring discredit to the City or to them. A juvenile case manager's character and conduct outside the court must be exemplary so as to maintain a position of respect in the City and in the community where he or she lives.

**ENFORCEMENT**

Any alleged violation of applicable ethical standards shall be subject to investigation and discipline by the City's municipal court administrator in consultation with the City's human resources department.

**EXHIBIT B**  
**CITY OF MCKINNEY JUVENILE CASE MANAGER**  
**PRE-SERVICE AND IN-SERVICE TRAINING STANDARDS**

**Definitions**

Pre-Service Training refers to training a juvenile case manager receives after hire, but before beginning work as a juvenile case manager.

In-Service Training refers to regular training a juvenile case manager receives after beginning work as a juvenile case manager.

**Pre-Service Training Requirements**

A juvenile case manager will receive no less than eight (8) and no more than forty (40) hours of pre-service training from reasonably accessible in-house sources, educational institutions, applicable professional associations, the Texas Municipal Courts Education Center, or other similar resources.

Pre-Service Training should include, but not necessarily be limited to:

- The Role of the Juvenile Case Manager
- Ethics
- Case Planning and Management
- Applicable Procedural and Substantive Law in Municipal Court
- Courtroom Proceedings and Presentation
- Case Reporting
- Interagency Collaboration

**In-Service Training Requirements**

A juvenile case manager must become a Certified Court Clerk Level 1 within the first year of service.

A juvenile case manager must annually complete no less than twelve (12) hours of in-service training from reasonably accessible in-house sources, educational institutions, applicable professional associations, the Texas Municipal Courts Education Center, or other similar resources.

In-Service Training should include, but not necessarily be limited to:

- Legislative Updates
- Juvenile Mental Health and Development
- Services to At-Risk Youth under Subchapter D, Chapter 264, Texas Family Code (as amended)
- Detecting and Preventing Abuse, Exploitation, and Neglect of Juveniles
- Substance Abuse
- Gangs and Gang Activity
- Family and Domestic Violence
- Bullying
- Sex Offenders
- Local Programs and Services for Juveniles
- Advances in Court Technology