



# Juvenile Justice Commission Contra Costa County

## Policies & Procedures Proposed - February 5, 2020

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# Juvenile Justice Commission Contra Costa County

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# Juvenile Justice Commission Contra Costa County

## **Article I Purpose**

### Section 1.1 **Statement of Purpose**

The policies and procedures of the Juvenile Justice Commission serve as a guide and set of enduring practices, standards, and actions that all commissioners are expected to understand and follow when conducting themselves. The Policies and Procedures are a 'living document' that will endeavor to codify policies and procedures as they become standardized or institutionalized in their application. They are meant to supplement or explicate matters addressed in the Bylaws of the Commission.

## **Article II Amendment & Conflicts**

### Section 2.1 **Amendment**

They may be amended as needed upon a majority vote of the Commission.

### Section 2.2 **Conflicts with Bylaws of the Commission**

In the event that there are conflicts between the Bylaws of the Commission, the Bylaws shall always take precedence.

### Section 2.3 **Conflicts with State or Federal Law**

In the event that there is a conflict between either the Policies and Procedures of the Bylaws of the Commission with any federal or state law, the relevant federal or state law shall take precedence.

## **Article III Standards of Conduct**

### Section 3.1 **Professionalism**

Commissioners, advisors, and emeritus members are required to exhibit a high degree of professionalism while conducting Commission business or representing the Commission.





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### Section 3.1.1 **Examples of Unprofessional Conduct**

Unprofessional conduct shall consist of:

- repeated failure to complete assigned and agreed upon work for the Commission,
- violation of the Commission's oath,
- violation of the prohibitions against absenteeism,
- conviction of a criminal act involving moral turpitude,
- violation of any of the foregoing standards of conduct,
- failure to work collaboratively and professionally with other members of the Commission, public, community based organizations, or county agencies, or,
- any other behavior which compromises or impedes the mission, integrity, or professional character of the Commission.

### Section 3.2 **Confidential Information**

Recognizing that all Juvenile Court matters are confidential, each member shall hold all personally identifiable information relating to minors in strict confidence. No commissioner shall violate any ethical or legal duty regarding confidential information received as part of their association with the Juvenile Justice Commission.

### Section 3.3 **Conflicts of Interest**

No commissioner shall participate where a conflict of interest exists or where a reasonable person would perceive a conflict of interest. Instances such as receiving gifts, services, participating in matters where commissioners have a personal or professional interest, or where an acquaintance or relative is involved are some examples of a conflict of interest. All commissioners are expected to exercise good judgment, have a duty to disclose, and must recuse themselves if there is a direct or indirect conflict of interest or the appearance thereof.





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### Section 3.4 **Violations of Duties; Removal from Office**

In the event that a Commissioner violates any of the aforementioned duties above, the Commission may make a motion to remove the Commissioner for good cause. Such a motion shall be placed on the Commission's agenda at least 72 hours prior to the meeting at which it shall be discussed. After discussion, the Commission shall take a roll-call vote to remove the Commissioner in question and the votes of all Commissioners shall be recorded in the minutes.

#### Section 3.4.1 **Successful Motion for Removal Referred to Presiding Judge of the Juvenile Court**

In the event that the vote is successful, the Chair of the Commission shall sign the motion and refer it to the Presiding Judge of the Juvenile Court who shall, upon the concurrence of the Presiding Judge, sign the motion. Upon the signatures of the Presiding Judge of the Juvenile Court and the Presiding Judge of the Contra Costa Superior Court, the Commissioner shall immediately be removed from office.

#### Section 3.4.1.1 **Successful Motion for Removal of Chair**

In the event that the motion to remove is in reference to the Chair, the Chair shall immediately be removed from their position as Chair, and the Vice-Chair shall become the Acting Chair. If the request for removal is rejected by the Presiding Judge of the Juvenile Court or the Presiding Judge of the Contra Costa Superior Court, the Chair shall resume his or her duties as Chair until further action is taken by the Commission.

#### Section 3.4.2 **Removal of Chair, Vice Chair Shall Preside**

In the event that a motion is placed to remove the Chair of the Commission, then the Chair shall be required to recuse themselves from presiding over the Commission's proceedings during discussion and vote. The Vice Chair, if present, shall preside over such proceedings. In the event that the Vice Chair is unable to attend the Commission session, the Commission shall reach a consensus decision on who shall preside.





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## Section 3.4.3 **Effect of Removal From Office**

In the event that a Commissioner is removed from the Commission, they shall be ineligible to be returned to the Commission for a period not less than five years.

## **Article IV Annual Planning**

### Section 4.1 **Statement of Annual Goals**

At a special meeting held between May and June of each year the Commission shall formulate its goals and objectives for the subsequent fiscal year which begins in July of the same calendar year (Bylaws §6.3).

### Section 4.2 **Goal Planning by Committees and Subcommittees**

Thereafter, each committee and subcommittee shall develop annual goals and specific objectives in support of the Commission's overall annual goals. Chairpersons of the various subcommittees shall present these goals and objectives for discussion and agreement at the annual June meeting.

## **Article V Nominations, Recruitment and Training**

### Section 5.1 **Recruitment of Commissioners**

The announcement for Juvenile Justice Commissioners will remain open.

Applications must be submitted electronically to the Commission in care of the Chair of the Membership Subcommittee or via the Commission website. All members may nominate individuals for Commission positions as well.

### **Section 5.2 Processing of Commissioner Candidates**

All applications will be forwarded to the Chair of the Membership Subcommittee as soon as received.





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### Section 5.2.1 **Event of Applicant Receipt When No Vacancies**

If there are no vacancies, a standardized form letter will be sent to the applicant and applicants will be encouraged to reapply when vacancies occur.

### Section 5.3 **Review of Candidates**

Once one or more vacancies occur the Chair of the Membership Subcommittee will forward pending applications to the Membership subcommittee members for review. A majority of subcommittee members may agree not to interview any candidate who lacks basic qualifications.

#### Section 5.3.1 **Non-Discrimination Policy**

The Commission shall not discriminate against any potential applicant based upon their age, race, ethnicity, national origin, religion, gender, sexual orientation, gender identity or expression, or previous involvement with the juvenile justice system in Contra Costa County or any other county.

#### Section 5.3.2 **Diversity Initiative**

In considering applicants, the Commission shall place an emphasis on ensuring a diverse Commission membership that represents the full range of the Contra Costa Community. This will include, but not be limited to, the racial, ethnic, geographic, gender, gender identities, gender expressions, and sexual orientations of the larger community. The Commission also recognizes the experience of professionals with previous experience in juvenile justice systems, as well as individuals who have been justice involved during their youth.

#### Section 5.3.3 **Conducting Interviews**

The Membership Subcommittee may exercise its discretion in conducting interviews until there are either sufficient applicants or sufficient vacancies to warrant the conduct of interviews, or both conditions occur. Prospective commissioners should be strongly encouraged to attend at least one Commission meeting before finalizing their candidacy.





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## Section 5.3.3.1 **Discretion To Exclude Candidates**

The Membership Subcommittee may exercise its discretion to exclude applicants that it determines lack the qualifications to serve on the Commission.

## Section 5.3.4 **Requiring Membership Subcommittee to Conduct Interviews**

The Commission can, by majority vote, require the Membership subcommittee to conduct interviews and use due diligence in forwarding qualified applicants to the Presiding Judge of the Juvenile Court for his or her consideration for appointment.

## Section 5.3.5 **Selection of Interview Dates**

The Chair of the Membership Subcommittee shall contact all subcommittee members via phone or email to discuss applicants and identify available dates for interviews.

## Section 5.4 **Interviewing Candidates**

A majority of the Membership Subcommittee, to always include the Chair, shall conduct interviews.

### Section 5.4.1 **Coordination with Court for Interviews**

The Chair of the Membership Subcommittee, or her designee, shall contact the Juvenile Court to ensure the availability of a conference room for interviews on the specified date.

### Section 5.4.2 **Interview Letters**

When candidates are notified that they have been selected for an interview, the Chair of the Membership Subcommittee will notify the candidate electronically. The letter shall contain the following content:

1. The date and time of the interview.
2. The location of the interview.





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3. A notice of the date and time of the next regularly scheduled public Commission meeting and a statement encouraging the candidate to attend.
4. A notice stating the general selection criteria for candidates, including statements about the diversity policies of the Commission.

### Section 5.4.3 **Standard Interview Questions**

Standard interview questions will be reviewed annually and revised as necessary.

### Section 5.4.4 **Interview Materials**

The Chair of the Membership Subcommittee shall collect all application materials, including any notes taken by the interview panel, and shall forward those materials to the whole Commission.

### Section 5.4.5 **Recommendation of Candidates**

After the Membership Subcommittee has interviewed candidates to fill available vacancies, the interview panel shall hold a vote on each candidate.

### Section 5.5 **Approving Recommended Candidates**

The Membership Subcommittee shall present the Commission with the names and application materials of all recommended candidates. The Subcommittee shall also provide a recommendation on each nominated candidate, regarding whether they believe the Commission should nominate or reject the candidate.

### Section 5.5.1 **Majority Vote To Nominate Candidate**

The Commission shall hold a vote on each candidate recommended to it by the Membership Subcommittee. A majority vote shall be required to nominate a candidate.

### Section 5.5.2 **Ranked-Choice Ballot When Nominated Candidates Exceed Vacancies**

In the event that the Commission shall vote to nominate more candidates than there are available vacancies, the Commission shall hold a ranked-choice runoff vote. Each





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Commissioner shall cast a single ballot, on which they shall indicate their ranked preference for each candidate that previously received a majority nomination vote.

The Chair, or her designee, shall count each first-preference ballot. In the event that a single candidate garners a majority, they shall be considered nominated. If no candidate receives a majority, the lowest ranked candidate shall be eliminated. The remaining candidates shall have their second preference votes added to their vote total. This process shall repeat until one or more candidates have received a majority of votes and all vacancies have been filled.

### Section 5.5.2.1 **Ranked-Choice Candidates With Majority Exceed Vacancies**

If a candidate has a majority of votes, then they shall be considered nominated. If more candidates receive a majority vote than there are vacancies to fill, the candidate(s) with the highest vote totals shall be considered nominated.

### Section 5.6 **Judicial Review of Nominated Candidates**

Upon the nomination of a candidate, the Chair of the Commission shall forward the nominated candidate's application and any notes on the nomination to the Presiding Judge of the Juvenile Court.

#### Section 5.6.1 **Judicial Questions Regarding Nominations**

In the event that the Presiding Judge of the Juvenile Court, or the Presiding Judge of Contra Costa Superior Court, has questions or concerns regarding a candidate, the applicable Judge shall reach out to the Chair of the Commission. The Judge shall copy the Chair and the Vice-Chair of the Commission on any correspondence.

### Section 5.7 **Commissioner-Designates**

The Presiding Judge of the Juvenile Court shall notify the Chair of the Commission when a nominated candidate has been approved. Upon receipt of such notification, the nominated candidate shall be considered a Commissioner-Designate.







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### Section 5.7.1 **Notification to Commission**

The Chair of the Commission shall promptly notify the Commission at large of the designation of a new Commissioner-Designate,

### Section 5.7.2 **Notification to Commissioner-Designate**

The Chair of the Membership Subcommittee shall promptly send an electronic communication to the new Commissioner-Designate informing them of their appointment and notifying them of the date of their swearing in which, unless otherwise required by circumstance, shall be at the next regularly scheduled public meeting of the Commission.

#### Section 5.7.2.1 **Notification to the Presiding Judge of the Juvenile Court**

The Chair of the Commission shall notify the Presiding Judge of the Juvenile Court as to the proposed date for swearing in any new Commissioner-Designates, to ensure that that the Presiding Judge, or her judicial designee, may be present to take the Commissioner-Designee's oath of office.

In the event that the Presiding Judge of the Juvenile Court, or his or her designee, is not available within a reasonable time, the Chair of the Commission shall work with the judge and the Commissioner-Designate(s) to find a mutually acceptable time to schedule taking the oath.

#### Section 5.7.3 **Notification to the Commissioner-Designate by Clerk of the Court**

Pursuant to California Welfare and Institutions Code § 227, the Clerk of the appointing Court shall notify a Commissioner-Designate of their appointment.

#### Section 5.7.3 **Privileges of Commissioner-Designates**

Commissioner-Designates shall have the privilege to attend all closed and executive Commission meetings and participate in discussion, with the exception of sessions closed for the purpose of dealing with confidential matters pertaining to juveniles.





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## Section 5.7.4 **Non-Voting Restrictions**

Commissioner-Designates shall not have the power or privilege to vote on any matter before the Commission.

## Section 5.8 **Substantive Votes Delayed for Commissioner-Designates**

With limited exceptions, the Commission shall hold over all votes until any Commissioner-Designate has been sworn in as a Commissioner.

### Section 5.8.1 **Routine/Housekeeping Vote Exception**

Votes that pertain to routine or house-keeping matters shall be considered an exception to the Policies and Procedures § 5.8. These matters shall include, but not be limited to:

- Approving records of action,
- Approving minutes of meetings,
- Moving the Commission into closed or executive session.

### Section 5.8.2 **Emergency Matter Exception**

Votes that pertain to emergency matters shall be considered an exception to the Policies and Procedures § 5.8. These matters shall include, but not be limited to:

- Motions to hold a hearing regarding an emergency dealing with the physical or emotional well-being of one or more juveniles in Contra Costa County,
- Motions or votes related to any such hearing,
- Motions or votes related to time-sensitive matters, such as scheduled meetings or presentations.

## Section 5.9 **Swearing In New Commissioners**

Each Commissioner-Designate shall appear before the appointing judge or his/her judicial designee and qualify by taking an oath to faithfully perform the duties of a member of the Commission. **The qualification of each member shall be entered in the**





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records of the Commission and into the record of the juvenile court pursuant to California Welfare and Institutions Code § 227.

## Section 5.10 **Administrative Tasks Associated with New Commissioners**

The \_\_\_\_ shall ensure that the following administrative tasks are handled after new Commissioners are sworn into the Commission.

### Section 5.10.1 **Name Badge and Business Cards**

New Commissioners will be provided with name badges and business cards in a timely fashion.

### Section 5.10.2 **Access to Commission Records**

New Commissioners will be granted access to the Commission's shared document repository by the Chair of the Technology Subcommittee in a timely fashion.

### Section 5.10.3 **Commissioner Handbooks**

New Commissioners shall receive a handbook containing materials related to the commission of their duties.

## Section 5.11 **Orientation and Training**

Orientation will be provided for each new Commissioner within six months of taking the oath. Training will be provided via one-on-one or group sessions (either in-person or via phone) by an orientation coordinator or his/her designee. If there is more than one new commissioner then new commissioners may receive orientation via a group orientation session.

### Section 5.11.1 **Duties of Orientation Coordinator**

The orientation coordinator shall:

- Communicate with each new member to welcome and brief on upcoming orientation protocols/procedures/timelines immediately after the new Commissioner has taken oath,





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- Assign each new Commissioner a mentor within 30 days of taking the oath, and,
- Provide orientation for new Commissioners to include an overview of Commission history; roles and responsibilities; review of inspection policies; protocols and forms; committees; mentor roles within 30 days of taking oath.

### Section 5.11.2 **New Commissioner Duty to Undergo Orientation and Training**

Understanding the history, role, and procedures of the Commission is vital to the successful execution of the oath and duties of the role of Commissioner. To that end, new Commissioners are strongly encouraged to read the materials in the Commissioner Handbook, the Bylaws of the Commission, and the Policies and Procedures of the Commission in advance of any orientation session.

### Section 5.11.3 **Certification of Training Completion**

Commissioners shall certify that they have read all applicable Commission documents and completed training within six months. Failure to do so shall be addressed by the Commission pursuant to Article III of these Policies and Procedures.

### Section 5.11.4 **Mentors**

Each new Commissioner shall be assigned a mentor who shall, at a minimum:

- Ensure the new Commissioner(s) visit Juvenile Hall and the Orin Allen Ranch to become familiar with the facilities and operations within the first year after taking the oath,
- Ensure each new Commissioner has the opportunity to observe/participate in an inspection from scheduling through final report submission within 180 days of taking the oath.

### Section 5.12 **Emeritus Commissioners and Advisors to the Commission**

Commissioners may nominate individuals to the role of Emeritus Commissioner or Advisor to the Commission. Nominations for the position of either position are handled under the procedures outlined for Motions under § 6.7 of these Policies and Procedures.





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### Section 5.12.1 **Definition of Emeritus Commissioner**

An Emeritus Commissioner is an individual who is no longer an active Commissioner, but has previously served as a Commissioner. The Commission may honor their service by granting them the honorary position of Emeritus Commissioner.

### Section 5.12.2 **Definition of Advisor to the Commission**

An Advisor to the Commission is generally any individual who has subject matter expertise on any issue that is related to the work of the Commission and from whom the Commission seeks advice or assistance in the execution of their duties.

### Section 5.12.3 **Responsibilities**

An Advisor to the Commission or Emeritus Commissioner may be appointed for a specific purpose and assigned any such tasks that the Commission may require. Their appointments may be for a specific term of time, until the completion of an investigation, hearing, or other initiative by the Commission, or may be indefinite. The motion confirming their nomination shall state the duration of their position. In the event that the Commission shall fail to state the duration of their position, the default assumption shall be that they were appointed indefinitely.

### Section 5.12.4 **Effect on Quorum**

Neither an Advisor to the Commission nor an Emeritus Commissioner shall count towards either the total number required for a quorum, nor shall they be included in the count on whether a quorum shall be constituted in any particular instance.

## **Article VI Attendance, Participation and Leaves of Absence**

### Section 6.1 **Commission Meetings**

Commissioners are expected to attend all meetings; however, when unable to attend, commissioners shall contact the Chair of the Commission via email or telephone in a timely manner regarding the date and reason for non-attendance.





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### Section 6.1.1 **Hearings, Inspections, Subcommittee Meetings, and Special Events**

Commissioners are expected to attend all hearings, inspections, and subcommittee meetings. In the event that a Commissioner is unable to attend such a meeting, they shall notify the appropriate Commissioner in charge of the event in a timely fashion, or as soon as possible after the event to notify them of the reason. The Commissioner in charge of the event shall notify the Chair of the Membership Subcommittee of their failure to attend, as well as the Chair of the Commission.

### Section 6.1.2 **Advance Notice**

All required meetings shall be announced to Commissioners within 7 calendar days of the event, except in case of emergency.

### Section 6.2 **Participation**

Each Commissioner is expected to participate on at least two scheduled juvenile institution inspections during each fiscal year. In addition, each Commissioner is expected to serve on at least one standing subcommittee.

### Section 6.2.1 **Chair and Vice-Chair Not Required to Join Subcommittees**

The Chair of the Commission and the Vice-Chair of the Commission, or the Co-Chairs of the Commission when the Commission decides to have Co-Chairs, are not required to serve on subcommittees due to their administrative responsibilities to the Commission.

### Section 6.3 **Absences**

The Chair of the Commission shall determine if any absence is excusable.

### Section 6.3.1 **Grounds for Good-Cause Removal**

Commissioners may be removed for good cause, pursuant to the Bylaws § 2.12, for failing to attend Commission meetings. Minimum attendance standards are set according to these Policies and Procedures in §§ 6.3.1.1 and 6.3.1.2.





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### Section 6.3.1.1 **Non-Excused Absences**

If a Commissioner has non-excused absences from two consecutive meetings, his/her status may be reviewed by the Membership subcommittee or the Commission as a whole.

### Section 6.3.1.2 **Extended Absences**

Additionally, if a Commissioner misses five Commission meetings during any rolling 12-month period, regardless of whether such absences are excused or not, the Membership subcommittee, the Chair of the Commission, or the Commission as a whole (by majority vote) shall request a review of his/her status.

### Section 6.3.2 **Required Notice for Absence to be Counted**

If a meeting is not properly noticed to Commissioners, failure to attend shall not be counted towards Commissioners attendance requirements.

### Section 6.3.3 **Absence Tracking**

The Membership Subcommittee shall maintain a spreadsheet tracking the attendance of all members at meetings. The Membership Subcommittee shall, by consensus, appoint an individual to have the primary responsibility for ensuring that the spreadsheet is kept up-to-date.

### Section 6.4 **Leaves of Absence**

Commissioners may request and be granted leaves of absence from the Commission when they are temporarily unable to discharge the duties of their office. Such requests shall be made in writing.

#### Section 6.4.1 **Reasons for Leave of Absence**

Reasons for a leave of absence include, but are not limited to:

- pregnancy/childbirth





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- adoption
- work sabbatical
- secondment or change of job
- medical necessity of the Commissioner or someone under the care of the Commissioner.

### Section 6.4.2 **Privacy**

At no time shall the Commission require a Commissioner to provide private health information about themselves or any family member in order to request a leave of absence. An affirmation by the Commissioner of the medical necessity for the leave shall be sufficient evidence of such necessity.

### Section 6.4.3 **Chair Has Power to Grant Leaves of Absence**

The Chair of the Commission shall have the power to grant leaves of absence. The Chair shall issue such leaves of absence in writing.

### Section 6.4.4 **Effect of Leave of Absence**

When a Commissioner is granted a leave of absence, she shall not be required or expected to attend Commission meetings. She may, if she is able, attend Commission meetings during her leave of absence and participate in discussion.

#### Section 6.4.4.1 **Quorum**

Commissioners who have been granted a leave of absence shall not be considered “active” members of the Commission when calculating the necessary number of Commissioners required for a quorum.

#### Section 6.4.4.2 **Ineligible to Vote on Commission Business**

Commissioners who are on a leave of absence will have their voting privileges suspended on all matters. The reason for this is that it is in the best interest of the Commission that voting members attend regularly and are fully informed of the effect and import of their votes. In addition, since the number of Commissioners required to







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form a quorum has been decreased by effect of the leave of absence, it would call into question the validity of Commission votes that are decided by bare quorum majorities.

### Section 6.4.5 **Retroactive Leave of Absence**

Leaves of absence may be granted to a reasonable amount of retroactivity.

### Section 6.4.6 **Length of Leaves of Absence**

Leaves of Absence shall be granted for between three months and one year.

### Section 6.4.7 **Limited Number of Leaves of Absence; Waiver**

No Commissioner shall be granted more than 2 leaves of absence per Commissioner term, without a waiver. Such a waiver shall be granted by a majority vote of the Commission.

### Section 6.4.8 **Consecutive Leaves of Absence**

Commissioners may be granted consecutive leaves of absence if the circumstances warrant it.

### Section 6.5 **Agendas**

The Chair of the Commission shall solicit the Commissioners, as well as any relevant partners from County departments or agencies for agenda items that they may wish to add to the Agenda.

### Section 6.5.1 **Publication of Agenda**

The Chair of the Commission shall publish the Agenda for any meeting at least 48 hours in advance of the meeting, and shall attach to that Agenda any material that Commissioners, interested parties, or the public may require to follow the Commission's business.





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### Section 6.5.1.1 **Agenda Available on Website**

The Agenda for any public Commission meeting shall be made available, along with any public attached material, on the Commission's website.

### Section 6.5.2 **Public Comment**

The Agenda for any Commission meeting open to the public shall always have an item allowing public comment on any business before the Commission.

### Section 6.5.3 **Solicitation of Agenda Items**

The Chair of the Commission shall solicit agenda items from all Commissioners and representatives from county agencies and shall use his or her discretion to add those items that are appropriate to the Agenda. The Chair shall also prioritize the Agenda to ensure that the most time sensitive and urgent items are addressed.

### Section 6.6 **Motions**

Motions may be made during Commission meetings by any Commissioner. A motion must be seconded before it may be voted upon.

#### Section 6.6.1 **Verbal Motions Reduced to Writing**

Motions made verbally by Commissioners shall be reduced to writing and confirmed in the subsequent regular Commission meeting.

#### Section 6.6.1.1 **Vote Counts Recorded May Not Be Changed**

Votes recorded in the minutes of meetings on verbal motions may not be changed after voting on the motion has been completed.

#### Section 6.6.2 **Unanimous Consent**

After a vote has been seconded, the Chair of the Commission, or the Commissioner introducing the motion, may seek to pass the motion by unanimous consent. In such





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an event, the motion shall succeed unless any Commissioner present shall raise objection and request a roll-call vote.

### Section 6.6.2.1

#### **Votes Ineligible for Unanimous Consent**

All motions are eligible for unanimous consent with the exception of those votes, identified in the Bylaws or these Policies and Procedures, which explicitly call for a *roll-call* vote.

### Section 6.6.3

#### **Motions Signed by Chair**

Motions that are passed by the requisite number of Commissioners shall be signed by the Chair of the Commission.

### Section 6.6.4

#### **Motions Entered into Commission Files**

All motions that are introduced shall be recorded in the minutes of the meeting. All motions that are passed shall be separately entered into the Commission's files.

### Section 6.6.5

#### **Motions To Ratify Proposed Documents or Positions**

Any change to the Bylaws shall be available for review by the Commission and the public for at least 48 hours prior to ratification.

*Note:* This has the effect that if any change to these documents is proposed at a Commission meeting, that change may not be voted upon unless the public has been able to review the final version of the document for at least 48 hours. This has the practical impact of requiring proposed changes to the Bylaws to be held over for the next public meeting.

### Section 6.7

#### **Minutes**

The Chair of the Information/Technology Subcommittee, or designee, shall be responsible for taking minutes of each meeting.





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### Section 6.7.1 **Contents of Minutes**

The minutes of each meeting shall record:

- The Commissioners who attended the meeting,
- Any motions that were proposed or voted on during the meeting, including:
  - whether the motion passed by unanimous consent, or,
  - in the event that the vote was by roll-call, who voted in favor of the motion and who voted in opposition,
  - who proposed the motion,
  - who seconded the motion,
- The names of any other public officials who attended the meeting, as recorded in the sign-in sheet for the meeting,
- If the meeting was held or moved into executive session,
- Whether public comment was solicited,
- Any items that the Commission needs to take further action on,
- The number of youth involved in programming offered by Probation Departments.

### Section 6.7.2 **Minutes Publicly Available**

The minutes of any meeting shall be made publicly available, save if the Commission votes by a two-thirds majority vote to keep the minutes confidential due to discussion of confidential topics related to specific minors. The minutes shall be posted on the Commission website.

### Section 6.7.3 **Dissemination of Minutes**

The minutes shall be disseminated to the Commission prior to the next regularly scheduled meeting so that any Commissioner may suggest revisions or corrections to the minutes prior to voting to approve them at the next Commission meeting.





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## Section 6.7.4 **Approval of Minutes**

At each regularly Commission meeting, the Commission shall vote to approve the record of action (minutes) of the previous meeting.

## **Article VII Resignation**

### Section 7.1 **Voluntary Resignation**

A Commissioner may resign at any time he or she feels they are unable to perform the duties of a Commissioner.

### Section 7.2 **Contents of Resignation**

Letters of resignation should contain the following:

- The name of the Commissioner,
- The effective date of the resignation,
- The signature of the Commissioner.

### Section 7.3 **Resignation Statement**

Commissioners may, at their discretion, may make a statement regarding their resignation in the contents of their resignation letter. However, such a statement is voluntary and not required.

### Section 7.4 **Letters of Resignation Delivered to Chair**

Letters of resignation should be delivered, physically or electronically, to the Chair of the Commission.

### Section 7.5 **Duty of Chair to Notify Commission**

The Chair of the Commission shall notify the whole Commission of the resignation in a timely fashion, as well as the Presiding Judge of the Juvenile Court.





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### Section 7.6 **Recordkeeping of Resignation**

The Chair of the Commission shall forward the letter of resignation to the Chair of the Membership Subcommittee who shall place the resignation letter in the Commission's files.

### Section 7.7 **Commissioners Emeritus or Advisors to the Commission**

An Emeritus Commissioner or Advisor to the Commission may tender their resignation to the Chair of the Commission at any time.

## **Article VIII Liaisons to County Departments and Community Organizations**

### Section 8.1 **Rationale**

A wide array of county departments and organizations touch youth who are involved in the juvenile justice system. By working closely with these entities, the Commission may assist in expanding or enhancing services for justice-involved youth. In addition, the Commission may assist these entities in communicating with each other.

### Section 8.2 **Liaisons**

Each organization identified in § 8.4 of these Policies and Procedures \_\_ shall be assigned two Commissioners to serve as a Liaison, ideally a "seasoned" Commissioner who has existing familiarity with the juvenile justice system and/or the assigned entity, and a new Commissioner who may be able to learn.

### Section 8.3 **Duties of Liaisons**

Liaisons will have the following duties:

- Meet with their assigned entity at least twice per year,
- Develop a clearer idea of the entity's work with and for youth,
- Maintain current knowledge about issues or concerns affecting youth that pertain to the entity,





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- Ensure appropriate management and safety of youth in their interactions with the entity,
- Enhance the Commission's working relationship with the entity.

### Section 8.4 **Identified Entities**

The following entities should have liaisons assigned:

- County Board of Education
- County Children and Family Services
- Juvenile Courts
- Delta Project
- County Health Services
- Probation Department
- Police Departments
- RYSE
- Public Defender's Office
- District Attorney's Office
- Juvenile Justice Coordinating Council and Delinquency Prevention Commission

### Section 8.5 **Assignment of Liaisons**

In consultation with the Commission as a whole, and the specific affected Commissioners, the Chair of the Commission shall assign Commissioners as liaisons.

### Section 8.6 **Notification of Liaisons**

The Chair of the Commission shall issue a letter on Commission letterhead to each organization, providing the name and contact information of their assigned liaisons, and requesting the organization's cooperation with the Commission.





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## **Article IX            Inspections**

### Section 9.1            **Jurisdiction**

Per §209(b) of the California Welfare and Institutions Code, a judge of the juvenile court shall conduct an annual inspection, either in person or through a delegated member of the appropriate county juvenile justice commission, of any law enforcement facility that contains a lockup for adults which, in the preceding year, was used for the secure detention of any minor. By practice, the Contra Costa County Juvenile Justice Commission conducts annual inspection of any of these facilities relying principally on the data provided by the Board of State and Community Corrections as to which adult lockups were used for secure detention.

Under §229 of the California Welfare and Institutions Code it shall be the duty of a juvenile justice commission to inquire into the administration of the juvenile court law in the county in which the Commission serves. For this purpose the Commission shall have access to all publicly administered institutions authorized or whose use is authorized situated in the county and shall inspect such institutions no less frequently than once a year, and may hold hearings.

Further, the county juvenile justice commission must annually inspect any jail or lockup within the county which in the preceding calendar year was used for confinement for more than 24 hours of any minor. It shall report the results of such inspection together with its recommendations based thereon, in writing, to the juvenile court and to Board of State and Community Corrections.

### Section 9.2            **Interpretation of Statutory Jurisdiction**

For the purposes of understanding which facilities fall into the category of conferment, the Commission interprets secure detention facility to mean:







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- any public or private residential facility which includes construction fixtures designed to physically restrict the movements and activities of juveniles or other individuals held in lawful custody, and,
- in the preceding year a minor was locked in any room or locked to any fixture.

### Section 9.2.1 **Schedule of Inspections**

The Commission therefore has established that it shall inspect the following types of facilities at these intervals:

- The Contra Costa Juvenile Hall and the Orin Allen Juvenile Ranch shall be inspected at least once per year,
- Any detention or lockup in Contra Costa County that is used to detain adults and where the Board of State and Community Corrections has identified children were also detained in the preceding calendar year shall be inspected at least once per year,
- Any group home located in Contra Costa County used to house youth who are involved with the juvenile justice system shall be inspected at least once every two years.

### Section 9.3 **Inspection Subcommittee**

The Inspection Subcommittee shall be responsible for:

- Ensuring that the Commission completes all required inspections in a timely fashion,
- Assisting the Chair and Inspection Assignment Member in the exercise of their duties, and,
- Updating and maintaining the template forms and questionnaires used during inspections,
- Articulating standards for each category of facility inspected by the Commission.





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### Section 9.3.1 **Inspection Chair**

The Chair of the Inspection Subcommittee shall be responsible for:

- Maintaining all files and correspondence related to inspections,
- Developing the annual inspection report,
- Assisting Commissioners with any problems that arise during the completion of their assigned inspections,

### Section 9.3.2 **Inspection Assignment Member**

The Chair of the Inspection Subcommittee, in consultation with the subcommittee and the Chair of the Commission, shall appoint a member to assist the Chair by acting as the Inspection Assignment Member.

#### Section 9.3.2.1 **Duties of the Inspection Assignment Member**

The Inspection Assignment Member shall be responsible for:

- Developing the annual inspection spreadsheet, listing each facility due to be visited during the year,
- The appropriate target date based on the date of the previous inspection,
- Ensuring assigned Commissioners perform their assigned inspections,
- Reporting progress to the Commission of completed inspections at least semi-annually, or as needed.

### Section 9.4 **Conducting Inspections**

Inspections will be conducted by teams of two or more Commissioners. One of the Commissioners will be considered the Lead Inspector for the inspection.

#### Section 9.4.1 **Scheduling the Inspection**

The Lead Inspector will discuss scheduling with the assigned inspection team and will decide on the best available time.





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*Suggestion:* There are a few simple tools that can be used to find times that work for groups of people. For example: [Doodle](#) has a free tool that can be used to suggest and find agreement on time slots.

### Section 9.4.1.1 **Scheduling the Inspection with the Facility**

After the Commission inspection team has agreed on timing, the Lead Inspector will call the facility and discuss scheduling with the facility.

*Suggestion:* It is generally advisable to get the inspection team to agree on two or three date/times on different days to suggest before reaching out to the facility, in order to reduce the back-and-forth conversation.

### Section 9.4.1.2 **Confirm the Inspection Time with Standard Letter**

After the Lead Inspector has agreed on a date and time for the inspection with the inspection team and the facility, the Lead Inspector will send a confirmatory letter to the facility and all inspection team members. The Lead Inspector will attach to the letter a *blank* copy of the current form approved for use by that type of facility.

*Suggestion:* A standard template can be found in the [Commission's Google Drive](#). The use of the standard letter is strongly recommended.

*Note:* If a Commissioner is not certain which inspection form to use, please contact the Inspection Chair for clarification.

### Section 9.4.1.3 **Update Google Calendar**

The Lead Inspector will add the inspection to the Commission's *internal* Google Calendar and will invite each Commissioner as an attendee, to facilitate ensuring that every Commissioner has a copy of the event on their personal calendar.





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### Section 9.4.1.4 **Notify Inspection Chair and Inspection Assignment Member**

The Lead Inspector will additionally notify the Inspection Chair and the Inspection Assignment member that the inspection has been scheduled. This may be achieved by copying these individuals on the electronic notification of the letter specified in § 9.4.1.2.

### Section 9.4.2 **Preparing for the Inspection**

The Lead Inspector shall take the following actions to prepare for the inspection:

- Locate the previous year's inspection,
- Send a copy of the previous year's inspection to all inspection team members,

All Commissioners who are to take part in the inspection should take the following actions to prepare for the inspection:

- Review the previous year's inspection for any notes or concerns, and if there are any serious conditions, review multiple years of inspection reports to determine whether there are ongoing patterns of concern about the facility.

### Section 9.4.2.1 **Courtesy Reminder of Inspection**

The Lead Inspector will, within 48 hours prior to the inspection, send a courtesy reminder to the facility. This reminder may be delivered electronically or telephonically. In addition, the Lead Inspector will send a courtesy reminder to all other inspection team members.

If the inspection is scheduled for a Monday, or the first day following a holiday, the Lead Inspector will use discretion to send the reminder earlier to ensure that it is received with sufficient advance notice.





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### Section 9.4.3 **Performing the Inspection**

On the date of the inspection, the inspection team will work to arrive together and present themselves to the facility. They will perform the inspection and, if possible, have private discussion with the youth in the facility.

#### Section 9.4.3.1 **Providing Youth With Contact Information**

Because youth may be reluctant in the moment to provide negative feedback or to be candid with Commissioners, Commissioners are encouraged to provide the youth with some contact mechanism for the youth to contact them later if the youth decide they have something they need to relay to the Commission.

### Section 9.4.4 **Inspection Reports**

The initial draft of the inspection report may be performed by any member of the inspection team, generally by completing the associated form associated with the type of facility visited. Within 48 hours after the inspection, the person chosen by the team to draft the inspection report will circulate the report to the other members of the inspection team for their feedback.

All team members must participate in reviewing the inspection report, and each inspection member must approve the report.

#### Section 9.4.4.1 **Failure To Reach Agreement on Report**

In the event that the inspection team is unable to agree on the contents or findings in a report, the inspection team will vote on the different versions of the report. The version of the report with the most votes from the inspection team shall be adopted as the official version of the report.

#### Section 9.4.4.2 **Minority Report**

In the event that a member of the inspection team significantly disagrees with the official report adopted by the inspection team, the Commissioner may attach a minority





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report to the official report. Minority reports do not reflect the official view of the inspection team but may be used by the Commission to address concerns and may provide valuable insights or notes for the inspection team in the future.

### Section 9.4.4.3 **Duty of Lead Inspector to Ensure Report Completion**

It shall be the duty of the Lead Inspector to ensure that all portions of the Inspection Report are completed.

### Section 9.4.4.4 **Form of Report**

The final report shall be issued as a single electronic document in order to ease filing.

### Section 9.4.4.5 **Courtesy Copy to Facility**

In order to prevent the final report from containing inaccuracies, the lead inspector will submit a copy of the report, once the inspection team believes it is final, to the facility. The facility will have 48 hours to notify the inspection team of any inaccuracies in the report or to dispute any of the report's findings.

### Section 9.4.4.6 **Submission of Report**

Within 30 days after the inspection, the final report will be submitted to the following:

- The Chair of the Inspection Subcommittee,
- The Inspection Assignment Member,
- All members of the inspection team,
- The Department of Probations,
- The Chair of the Technology Subcommittee,
- The facility in question.

### Section 9.4.4.7 **Inspection Summaries**

In addition to the full inspection report issued by the inspection team, the inspection shall also provide a brief summary of the inspection that shall be included in the annual report that is sent to the Board of State and Community Corrections, the Chief





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Probation Officer, the Presiding Judge of the Juvenile Court, and any other institutions, persons, or agencies that the Commission deems appropriate.

### Section 9.4.4.8 **Verbal Report**

The inspection team shall provide a brief verbal report to the Commission at the first regularly scheduled Commission meeting after the inspection about the inspection. The inspection team shall notify the Chair of the Commission and the Chair of the Inspection Subcommittee of their need to place this report on the meeting agenda.

### Section 9.5 **Critical Deficiencies**

After completion of any inspection that has critical findings of non-compliance, significant concerns related to the safety, security, health, or welfare of the facility or any persons in its care or custody or its staff, the agency or facility shall be told in writing within five business days of such findings after consultation with the Chair of the Inspection Subcommittee and the Chair of the Commission.

#### Section 9.5.1 **Commission and Judicial Notification**

Upon any finding of critical deficiency pursuant to § 9.5 of these Policies and Procedures, the Lead Inspector shall immediately notify the Chair of the Commission. The Chair of the Commission will, in a timely fashion, notify the whole Commission and the Presiding Judge of the Juvenile Court of the nature of the findings.

#### Section 9.5.2 **Facility Notification**

The facility shall be notified of its finding using the standardized letter provided for that purpose. That letter shall be filled in with concrete details of the nature of the deficiency(ies) found in the facility, and shall be copied to the Presiding Judge of the Juvenile Court.

#### Section 9.5.3 **Facility Has Thirty Days To Supply Action Plan**

After the facility has been notified of any critical deficiencies, the facility will have thirty calendar days to formulate a written action plan which shall be submitted to the





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Commission. That action plan will list, in detail, the efforts and timelines of all required efforts to remediate the deficiencies that have been identified.

### Section 9.5.3.1 **Failure to Supply Action Plan; Impanel Hearing**

In the event that a facility fails to supply an action plan by the required date, the Commission shall convene a hearing pursuant to Article X of these Policies and Procedures.

### Section 9.5.4 **Review of Action Plan**

After the submission of the action plan by the facility, the inspection team, the Chair of the Inspections Subcommittee, and the Chair of the Commission shall review the action plan and assess whether it is sufficient to address the identified deficiencies.

#### Section 9.5.4.1 **Addressing Insufficient Action Plan**

In the event that the team assigned to review the inspection plan does not believe that the action plan is sufficient to address any identified deficiencies, the team shall determine the best course of action, which may include:

- issuing a letter requesting revisions to the action plan,
- forwarding the matter to the whole Commission to impanel a hearing, or,
- scheduling an immediate follow up inspection and on-site visit to discuss the deficiencies and action plan with the facility.

### Section 9.5.5 **Action Plan Follow Up**

After the action plan has been accepted by the Commission, the inspection team will schedule any appropriate follow ups with the facility to ensure compliance, and will perform a full follow up inspection no later than six months after the initial inspection.

### Section 9.5.6 **Coordination with Associated Agencies**

At any time during the Commission's efforts to address critical deficiencies with a facility, the Commission may coordinate with any associated agency that the







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Commission deems appropriate. The inspection team tasked with overseeing the deficiencies shall notify the Chair of the Commission when they seek to work with such associated agencies, and any Commissioner assigned as a liaison to that agency.

### Section 9.5.6.1 **Compelling Cooperation of Associated Agencies**

If an agency that the Commission deems to be necessary to the resolution of any critical deficiencies fails to work cooperatively with the Commission after reasonable effort under the circumstances, the Commission shall notify the Presiding Judge of the Juvenile Court.

In the event that a Commission shall impanel a hearing to investigate any critical deficiency, the Commission interprets its jurisdiction to request the issuance of subpoenas to include such agencies and may request the Presiding Judge issue subpoenas to all reasonably necessary parties.

### Section 9.5.7 **Group Homes**

California Welfare and Institutions Code § 229.5 requires that the Commission to take appropriate action (listed below) when the Commission believes any of the following conditions are met when inspecting a group home:

- There is a serious violation of applicable licensing laws or regulations,
- Residents of a group home are in danger of physical or mental abuse,
- Residents of a group home are in danger of abandonment,
- Residents of a group home have any other substantial threat to their health and safety.

### Section 9.5.7.1 **Required Actions**

When any one of the conditions stated in § 9.5.7 of these Policies and Procedures are met, the Commission must take all of the following actions:

- Notify the Community Care Licensing Division of the State Department of Social Services for appropriate action,





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- Consult with the Presiding Judge of the Juvenile Court and the Chief Probation Officer as to whether a visit is appropriate, and,
- Notify other juvenile justice commissions of its actions, as appropriate,
- Send written confirmation of the Commission's findings to the group home manager within 14 days.

### Section 9.5.7.2 **Other Juvenile Justice Commissions**

When taking action under § 9.5.7 of these Policies and Procedures, the following “juvenile justice commissions” are considered relevant:

- The Juvenile Justice Coordinating Council of Contra Costa County,
- The Delinquency Prevention Commission of Contra Costa County,
- Any Juvenile Justice Commission in any other California county that has residents located within the group home in question,
- Any other equivalent governmental-sponsored commission, agency, or oversight body outside of the state of California that may be appropriate given the composition of the group home's residents.
  - NOTE: This is meant to apply if the group home is housing residents that are placed in the home from outside the State of California.

### Section 9.5.7.3 **Verbal Advisement**

When the Commission finds any condition in the group home that poses a danger to its residents or otherwise violates any applicable law, ordinance or regulation, the Commission shall verbally advise the group home manager of its findings.

### Section 9.5.7.4 **Detriment of Youth Exception to Verbal Advisement**

If the inspection team assigned to inspect a group home facility has a good faith belief that a verbal advisement of any condition identified under § 9.5.7 could be detrimental to the youth place in the facility, they may withhold the verbal advisement.





# Juvenile Justice Commission Contra Costa County

## **Article X                      Hearings**

### Section 10.1                      **Authority**

California Welfare and Institutions Code § 229 provides that juvenile justice commissions “may hold hearings...”.

California Welfare and Institutions Code

### Section 10.2                      **Purpose**

The Commission may hold hearings in order to more deeply investigate specific matters involving the juvenile law in Contra Costa County, which may include:

- Critical deficiencies in any facility that the Commission inspects,
- Problems in the smooth administration of the juvenile court law in Contra Costa County,
- Failure to provide adequate services to youth involved in the juvenile court law are entitled,
- Any other initiative, program, or condition which affects the execution, administration or function of the juvenile court law.

### Section 10.3                      **Limitations on Scope**

The Commission has no jurisdiction to review the personnel records of any County employee or group home employee.

In addition, the Commission may not investigate the records concerning specific donors or financial contributors to group homes.

#### Section 10.3.1                      **No Bar on Independent Investigation for Safety of Youth**

Where the Commission has independent and credible information that concerns the physical or emotional safety of any youth that is justice involved, the Commission may investigate that matter. It must honor the statutory restrictions on records.





# Juvenile Justice Commission

## Contra Costa County

### Section 10.4 **Confidentiality & Privacy**

The Commission shall ensure the confidentiality of any records of minors. It shall take, at a minimum, the following actions to ensure the privacy of any minor:

- Any testimony taken from, or about, a minor shall be taken in closed session,
- Any report issued publicly shall redact the names, contact information, or any other personally identifiable information about any minors,
- All investigatory materials obtained by the Commission shall be kept strictly confidential and shared only with other Commissioners, the Presiding Judge of the Juvenile Court, and any other party with a statutory or constitutional right to the material:
  - agency files,
  - court records,
  - letters,
  - transcripts, or,
  - statements,

### Section 10.5 **Impaneling a Hearing**

When a matter comes to the attention of the Commission that warrants a hearing, the Commission shall hold a vote on whether to impanel a hearing. The motion placed before the Commission shall, at a minimum, specify:

- The scope of the inquiry,
- Any parties or witnesses that the Commission wishes to request the attendance of,
- The date and time of the first hearing,
- The names of the Commissioners who shall be assigned to hearing,
- The name of the Commissioner who shall preside at all proceedings.





# Juvenile Justice Commission

## Contra Costa County

### Section 10.5.1 **Judicial Referral**

Any judge who sits on the Juvenile Court of Contra Costa County may refer a matter to the Commission for investigation.

### Section 10.6 **Hearing Procedure**

#### Section 10.6.1 **Quorum**

Any meeting of a hearing shall be attended by at least two-thirds of all Commissioners assigned to the hearing. This is the minimum number necessary to constitute a quorum. No statements, testimony, or questions may be conducted without a quorum.

#### Section 10.6.2 **Open To All Commissioners**

All Commissioners may attend any meeting of a hearing unless the motion which forms the hearing shall bar or limit the Commissioners to the assigned panel.

#### Section 10.6.3 **Representation**

Any party called to testify or otherwise provide evidence shall have the absolute right to legal counsel before the Commission.

#### Section 10.6.4 **Evidence**

The Commission shall have the power to admit testimony, documents, statements, records and other evidence into the record of the hearing.

##### Section 10.6.4.1 **Evidence Submitted Upon Request of Party**

Any party to a hearing may request that the Commission enter any evidence that is relevant to the scope of the inquiry into the record of the hearing. When evidence is not admitted by unanimous consent, the Commissioners assigned to the proceeding shall vote on the relevance of the evidence.





## Juvenile Justice Commission Contra Costa County

### Section 10.6.4.2 **Confidentiality**

When evidence is admitted to the record, the Commission shall determine whether the evidence contains information that can reasonably be used to identify a specific minor. In the event that the evidence has such information, the Commission shall seal such evidence from public release.

### Section 10.6.4.3 **Confidential Information Review by Parties**

The Commission shall work closely with all parties to a hearing to ensure that confidential material is kept confidential while also providing due process to any parties. In the event that the Commission is concerned about ensuring the confidentiality of documents, records, statements or other information about minors, the Commission may, by a roll-call vote, vote to:

- allow a party to review materials under affirmative affirmation that they shall ensure the confidentiality of the material,
- allow a party to review materials, under the supervision of one or more Commissioners,
- where the Commission fears retaliation to a minor, preclude a party from reviewing materials entirely.

### Section 10.6.5 **Presentation of Evidence; Questions**

The Presiding Commissioner shall establish the order of the presentation of evidence, and shall provide parties with a reasonable and adequate time to present evidence that they believe is reasonably necessary for the Commission to understand the full context of the matter involved in the scope of the inquiry.

The Presiding Commissioner shall provide adequate time for Commissioners to ask questions of all parties.





# Juvenile Justice Commission

## Contra Costa County

### Section 10.7 **Report**

At the conclusion of a hearing, the Commission shall issue a written report, which shall include:

- a restatement of the scope of the inquiry,
- any findings of fact established by the Commission,
- any recommendations issued by the Commission.

#### Section 10.7.1 **Majority Vote Required for Issuance of Report**

Hearing reports shall be issued only upon a roll-call majority vote of all Commissioners assigned to the hearing.

#### Section 10.7.2 **Signature by Presiding Officer and Chair of the Commission**

The hearing report shall be signed by the Presiding Officer assigned to the hearing and by the Chair of the Commission.

#### Section 10.7.3 **Redacted Report Versions**

Prior to releasing the report to the entire Commission and to any parties, the Commission shall redact any information that might be reasonably used to identify the identity of any minor involved.

#### Section 10.7.4 **Issuance of the Report**

The redacted version of the report shall be issued to all direct parties to the proceeding. The unredacted version of the report shall be issued to all Commissioners and the Presiding Judge of the Juvenile Court.

#### Section 10.7.5 **Public Issuance of the Report**

The redacted version of a hearing reports shall generally be made available to the public within 30 days of their issuance, unless the Commission votes, by a roll-call vote of a two-thirds majority, that the report is of such a sensitive nature that it shall be closed to the public.





# Juvenile Justice Commission

## Contra Costa County

### **Article XI            Public, Intergovernmental, and Media Relations**

#### Section 11.1            **Chair Solely Authorized To Communicate Official Positions**

The Chair of the Commission, or her designee, shall be the sole Commissioner authorized to communicate policy positions once the content or position has been adopted by a majority vote of the properly constituted meeting of the Commission.

#### Section 11.2            **Definition of Media Relations**

This may take the form of testimony, reports, or contact with the news media, or having received general inquiries about the Commission's position on a topic.

#### Section 11.3            **Liaisons**

Liaisons shall be considered the designee of the Chair when they are acting in their capacity of liaisons to county departments or community organizations. They shall take care to ensure that their statements in their capacity shall conform to the approved positions of the Commission.

#### Section 11.4            **Media Contact with Individual Commissioners**

Contact from reporters or those seeking the Commission's position on an issue should be referred to the Chair of the Commission, unless the Chair has designated the specific Commissioner as her designee in that instance.

#### Section 11.5            **Personal Views of Commissioners**

Nothing in these Policies and Procedures shall be interpreted to prohibit individual Commissioners from expressing their private or individual views. However, when a Commissioner does so communicate his or her personal views on a topic or matter over which the Commission may potentially take a position, the Commissioner shall *explicitly* make clear that he or she is speaking in a *personal capacity* and not as an official representative of the Commission. This policy requires Commissioners not portray themselves or any of their comments in a way that could reasonably confuse







# Juvenile Justice Commission Contra Costa County

the intended audience into thinking that the Commissioner is speaking in an official capacity on behalf of the Commission.

## Section 11.6                    **Scope of Designation to Speak for Commission**

When the Chair shall delegate a Commissioner to represent the official views of the Commission

## Section 11.7                    **Chair Bound to Represent Only Ratified Views of the Commission**

The Chair of the Commission shall take care to distinguish her private and individual views from the official views of the Commission. When the Chair is expressing a view that has not been ratified by the entire Commission, the Chair shall take especial care to explicitly make that distinction clear to the audience.

## **Article XII                    Definitions**

### Section 11.1                    **Gender Neutrality**

Any articles in these Policies and Procedures (he, she) shall be read and interpreted in a gender-neutral way. This shall apply to the Bylaws of the Commission as well.

