

CITY OF KEENE, NEW HAMPSHIRE
ADMINISTRATIVE DIRECTIVE

No.: 1.11
Date Issued: 09-18-2019
Effective Date: 09-18-2019
Supersedes: xx

I. SUBJECT

Juvenile Conference Committee

II. AUTHORITY

Section 2-111 and 2-112 of Chapter 2, Article III, Division 2, City Manager, of the City Code, which states that the City Manager shall prescribe such rules and regulations ... he or she may deem necessary for the conduct of the various departments.

III. PURPOSE

The purpose of this policy is to establish, and to set guidelines for the Juvenile Conference Committee (“JCC”) operation of the JCC diversion program with the assistance of the Juvenile Diversion Program Coordinator (“JCC Coordinator”). The JCC is intended to be a juvenile diversion program as defined by RSA 169-B:2, IV-a, and B:10, and is subject to the procedural and confidentiality requirements of RSA 169-B:1, et seq. Participating law enforcement agencies may refer youth for participation in the juvenile diversion program. All records prepared, or obtained by, the JCC or by the JCC Coordinator in connection with the diversion program shall remain confidential, and shall not be subject to public disclosure under RSA 91-A.

IV. POLICY

This Administrative Directive sets forth:

- A. The role of the Committee;
- B. The membership of the Committee;
- C. The operations of the Committee.

V. RESPONSIBILITY.

Parks and Recreation Director and Youth Services Manager.

VI. PROCEDURE

A. Role of the Committee:

1. The role of the JCC Committee is to review assist the JCC Coordinator and youth participating in JCC. The Youth Services Manager is designated as the JCC Coordinator. Committee members shall advocate for youth and promote resources for youth and families. Members are to attend diversion meetings at least monthly and provide positive feedback and adult mentoring. The members will attend yearly training in order to stay up to date with juvenile justice, mental health and substance misuse and other relevant trainings.

B. Membership and Meetings:

1. The membership shall consist of no fewer than 8 voluntary members, up to a maximum of 10. Members shall be required to pass a criminal background check and sign the City Volunteer Waiver Form prior to assuming membership. New members to the Committee shall first be recommended by the JCC Committee membership, on consultation with the Parks and Recreation Director and the JCC Coordinator, and subject to appointment by the City Manager. Members of the JCC may not be employees of the City. Members are not required to be residents of the City, but may include members from communities served by the JCC. Each member shall have a three-year term. However, due to the expertise required for membership on the Committee, member terms shall be continuing from year to year until resignation or removal. The City Manager may remove a member for failure to attend to the duties of the Committee.

2. The Committee shall meet monthly or as otherwise necessary and determined by the number of referrals to the Committee. If required by caseload, Committee members may be divided into two equal panels for the conduct of hearings on a rotating bi-weekly basis. Participation at these hearings will include the JCC Coordinator, the members, the youth and family members, and other parties requested by the Coordinator or by the family. All juvenile hearings will be in a closed non-public session in accordance with RSA 169 B:34, 35.

C. Operations:

1. The Committee purpose is to provide a community-based alternative to the formal criminal court process that integrate restorative justice practices, promote positive youth development, and reduce juvenile crime and recidivism. Youth and family will meet with a JCC membership team to discuss their eligibility for participation in the program, and to develop a written contract with the youth after admission into the program. The contract will contain specific achievement goals with provisions tailored to the unique strengths and needs of the youth, and containing consequences for inappropriate action or non-achievement. Examples of contract terms may include, but not be limited to, requirements to attend educational classes, programs or workshops, to prepare an apology or personal reflection letters, to participate in community service programs and/or to pay restitution. Youth will participate in an assessment to identify specific areas of personal strength, and areas requiring assistance. The results of the personal assessment will be shared with parents/guardians in discussions about the well-being of the youth. Youth will spend approximately three to six months working on the goals outlined in their contract.

2. The JCC is a strictly voluntary diversion program. No prejudice to the youth shall result from the refusal to participate in the diversion opportunity by the youth, parents/guardians, or attorney, or by any decision by the Juvenile Conference Committee with respect to the youth's enrollment or continued participation in the program. In the event that the diversion program is not commenced, or is not successfully completed for any reason, the JCC Coordinator will return the matter to the referring law enforcement agency for further action and stating the reason for the return.

The JCC shall possess the authority to recommend to the law enforcement agency to dismiss the juvenile delinquency petitions of those minors who have successfully and timely complied with the recommended conditions of their diversion contract as set forth by the Committee. The Committee may also recommend further action by the law enforcement agency for youth determined to be ineligible for diversion, those failing to meet the conditions of their diversion contract, and those who commit a second offense while participating in the program.

3. The JCC Coordinator will provide periodic updates to the City Manager of the JCC Committee membership, activities and statistical analysis of the diversion program.

Approved:

Elizabeth Dragon, City Manager