

ORDINANCE NO. 135-2014

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONE OAK, TEXAS AUTHORIZING THE IMPLEMENTATION OF A JUVENILE CASE MANAGER FUND FOR THE MUNICIPAL COURT; AUTHORIZING THE ADOPTION OF A CODE OF ETHICS AND MINIMUM TRAINING STANDARDS FOR A JUVENILE CASE MANAGER/COURT CLERK EMPLOYED BY THE LONE OAK MUNICIPAL COURT; PROVIDING FOR PERIODIC REVIEW TO ENSURE IMPLEMENTATION OF THESE STANDARDS; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires, as authorized under Texas Code of Criminal Procedure Section 102.0174, to implement a Juvenile Case Manager Fund supported by additional costs assessed and collected in municipal court; and

WHEREAS, the City Council intends to, pursuant to Code of Criminal Procedure 45.056, employ a Juvenile Case Manager to provide services in cases involving juvenile offenders before the municipal court, and to perform other administrative functions as assigned; and

WHEREAS, the City Council wishes to ensure that the Juvenile Case Manager receives the requisite training and are held to the highest ethical standards;

WHEREAS, the City Council finds that a Juvenile Case Manager Code of Ethics is the most appropriate means to ensure that the Juvenile Case Manager is adhering to the highest possible ethical standards.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONE OAK, TEXAS, AS FOLLOWS:

**SECTION 1. Incorporation of Premises.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2. Code of Ethics.** The City Council 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 3. Continuing Education Requirements.** The City Council hereby requires that the Juvenile Case Manager receive training in the role of a juvenile case manager, case planning and management, applicable procedural and substantive law, courtroom proceedings and presentations, 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 as opportunities for training in those areas may be reasonably accessible.

**SECTION 4. Administration.** The City Council hereby directs that the rules adopted herein be implemented by the Municipal Court Judge.

**SECTION 5. Annual Review.** The City Council hereby requires annual review of the Juvenile Case Manager by the Municipal Court Judge to ensure implementation of the rules and standards adopted herein.

# EXHIBIT "A"

# CITY OF LONE OAK

## 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 Court 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, and 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, the Court 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.

SECTION 6. **Savings.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 7. **Effective Date.** This Ordinance shall take effect immediately from and after its passage, and publication of the caption, as the law and charter in such cases provide.

PASSED AND APPROVED ON THIS THE 13<sup>th</sup> DAY OF JANUARY, 2014.

*Shirley Stegmaier*  
MAYOR

ATTEST:

*Kathy Voss*

CITY SECRETARY