

HARFORD COUNTY TEEN COURT

Youth Volunteer Training Packet
&
Youth Application

2019-2020



KEEP THIS PACKET FOR YOUR RECORDS

Teen Court Coordinator Contact Information:
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HARFORD COUNTY TEEN COURT

Training Agenda

1. Teen Court Overview
2. Court Room Dress Code and Conduct
3. Confidentiality Agreement
4. Volunteer Requirements
5. Job Descriptions
 - Bailiff
 - Clerk of the Court
 - Jury Members
6. Jury Guidelines
7. Disposition options and descriptions
8. Teen Court Date and Announcement Information
9. Applications
 - Youth Juror
 - Adult Guide

TEEN COURT OVERVIEW

Teen Court is a program that offers teenage offenders (defined as respondents) an important second chance to learn from their mistake without the high cost of a criminal record.

It is a real justice program run by teens for teens; i.e., juveniles aged 11 through 17 who have committed a crime (generally a misdemeanor) appear before a jury of their peers. The crime is usually a first offense, and the respondent must admit involvement (guilt) since this is a disposition (sentencing) hearing only.

Teen Court is offered as a positive experience to divert a first-time teen offender away from a pattern of criminal behavior. Offenses generally include theft, vandalism, possession of alcohol, assault, etc.

In Teen court, volunteer teens perform the roles of the clerk and jury.

After hearing the case, the teen jury determines a disposition for the offense based upon sentencing guidelines. After careful consideration of the facts, the jury deliberates and decides upon a constructive disposition, including a minimum number of community service hours and serving on a teen jury. Also, the respondent may be assigned educational programs, essays and/or apology letters. Restorative justice principles are followed-what is best for the respondent, the victim, and the community at large.

The offender then has the chance to complete the disposition within 45 days and have the original charge dismissed. If the disposition is not completed, the case is sent back to the referring agency.

HARFORD COUNTY TEEN COURT

DRESS CODE, CONDUCT, and BEHAVIOR

These rules and guidelines apply to respondents as well as all volunteer participants in the courtroom. It is important to remember that you are participating in a court of law and that your manner of dress and your conduct must display the proper respect for the court.

DRESS CODE – *Strictly Enforced! Please adhere to avoid being sent home.*

<i>YOU CAN WEAR.....</i>	<i>YOU CANNOT WEAR</i>
<ul style="list-style-type: none"> • Dress pants. • Blouses and sweaters. • Collared shirts – button-up, polo or golf type shirt. • Ladies may wear dresses or skirts of acceptable length. • Appropriate shoes. <p>Note: Coats/jackets/sweatshirts must be left in your seat in the courtroom gallery. They cannot be worn when you are in the jury box.</p>	<ul style="list-style-type: none"> • No jeans. • No T-shirts. • No hats. • No shorts or cut-offs. • No pool type flip-flop shoes. <p><u>LADIES</u></p> <ul style="list-style-type: none"> • NO TANK TOPS/SPAGHETTI STRAP shirts or other sleeveless spandex shirts. • No bare midriffs – shirt and pants/skirts must meet. • No spandex leggings unless worn with skirt of proper length.

CONDUCT and BEHAVIOR

<i>YOU MUST....</i>	<i>YOU CANNOT</i>
<ul style="list-style-type: none"> • Arrive at the 4:30P start time. • Be courteous and respectful to all participants. • Always pay attention to the court proceedings. • Speak clearly and loudly. • Keep your voices down in the jury deliberation room. • Always address the judge as “Judge _____” or “Your Honor”. • Remain in the courtroom once a hearing has begun. • Refrain from facial expressions, nodding/shaking your head or conduct that might indicate your agreement/disagreement with the court proceedings. 	<ul style="list-style-type: none"> • No cell phones on in the courtroom or the jury deliberation room. No photographing, recording or text-messaging at any time. Cell phones will be taken. • Cannot do homework or other work in the courtroom or jury deliberation room. • Cannot carry on private conversations in the courtroom or deliberation room. • Cannot display anger or lose your temper. • Cannot bring food or drinks to court. • Cannot chew gum in court.

HARFORD COUNTY TEEN COURT

CONFIDENTIALITY AGREEMENT

The importance of honoring the Confidentiality Agreement cannot be overstated. The business of appearing in any court is a personal matter. All aspects of a Teen Court session should be considered **CONFIDENTIAL**. Failure to respect this Agreement can result in dismissal from participation in the program.

At the beginning of each court session, the judge will ask everyone to stand and declare under oath the following statement.

I solemnly declare that I shall keep confidential any information that comes to my knowledge in the course of a Teen Court case presentation, and I shall not identify, directly or indirectly, either audibly or in writing, any person participating as a respondent in the Teen Court program.

HARFORD COUNTY TEEN COURT STUDENT VOLUNTEER REQUIREMENTS

1. Attend a minimum of 5 out of the 10 scheduled court sessions. Sessions run from September through June. Attend a new volunteer training once and then attend the mid-year mandatory training for all volunteers.
2. Honor confidentiality for all Teen Court sessions.
3. Participate with other Teen Court members in determining fair consequences for the respondent.
4. You must demonstrate the ability to treat each case individually with objectivity and without prejudice. You must have the ability to communicate with others and have the desire to work in a group process. You must understand your responsibility for mature behavior during all phases of your participation.
5. Participants must be a resident of, or attend school in Harford County, Maryland, and must be in grades 8 through 12.
6. A minimum time commitment for each session will be set by the Coordinator.
7. You must abide by the Conduct, Behavior, and Dress Code instructions.

JOB DESCRIPTION FOR BAILIFFS

The primary duty of the court bailiff in Teen Court is to assist the Judge and Teen Court Coordinator in maintaining order in the courtroom at all times.

Specifically, the bailiff's duties are:

Before Court Begins:

1. Arrive to Teen Court 15 minutes early to meet with the coordinator and get respondent information.
2. Ask security to unlock Court Room 1, 2, 3, 4 and Office, once an adult for each room arrives.
3. Prepare courtroom for court session by moving chairs to create jury box.
4. Greet and sign in the respondents' and their families upon arrival. Direct respondent and families where to wait/take seat.
5. Promptly at 4:55 - after checking with the Teen Court staff – check to make sure that the judge is ready.

During Court Session:

6. When the judge enters the courtroom, start the proceedings by announcing the judge and calling the court to order and follow Bailiff script provided.

End of Case:

7. Bailiff must pick up the jury findings form after each case, then escort the respondent and Parent(s) to the Teen Court Staff and give them the jury findings form.

End of Evening:

8. Check both courtrooms for order. Return chairs and straighten up if needed. Check to make sure nothing is left behind. Ask security to lock courtrooms.

JOB DESCRIPTION FOR CLERK OF COURT

The primary duty of the court clerk in Teen Court is to assist the Judge and the Teen Court Coordinator.

Specifically, the clerk's duties are:

Before Court Begins:

1. Arrive to Teen Court 15 minutes early to meet with the coordinator.
2. Prepare clerk of the court paperwork and become familiar with cases before the session begins.
3. Help check in all youth and adult volunteers.
4. Help distribute materials to jury forepersons and jury questions to jury members.

During Court Session:

5. Follow Clerk's script during court session.

End of Case:

6. Transcribe sanctions on completed Jury Findings Form to the Sanction Agreement Form and give completed forms to Bailiff to be given Teen Court staff.

End of Evening:

7. After court assist Teen Court staff as needed & collect jury materials and return to storage box.

REMINDER: Every time you address the judge, you address him or her as "Your Honor."

JOB DESCRIPTION FOR JURY MEMBERS

As a juror on the Teen Court, you will have an opportunity to participate in a very important part of our democracy. Jury duty is a privilege and a serious responsibility. Jurors must arrive 30 minutes before court starts and check in with the Teen Court Staff. You must listen to the case without prejudice and render a fair disposition. You are required to base your disposition upon the evidence as you hear it in court, the judge's instructions, and the Disposition Guidelines.

Remember, offenders have admitted to being involved in the offense; therefore, this procedure is for the purpose of hearing the facts and assigning a fair consequence.

You are obligated to perform honestly and conscientiously, without fear or favor. If you are acquainted with the respondent, please advise a Teen Court Staff member or the judge to excuse you from the proceeding. Inform the Teen Court Staff that you are available to serve on another jury.

Generally, the jury shall consist of a maximum of twelve jurors. If there are six jurors, four jurors shall agree or two less than the total number of jurors shall agree.

Jurors must be residents of or enrolled in school in Harford County, Maryland, and be in grades 8 through 12.

For cases involving a Peer Jury, the jurors will direct questions to the respondents rather than using teen attorneys.

Teen court should focus on restorative justice. This means that instead of thinking in terms of punitive action (punishing the respondent) you should consider how you can hold the offender accountable for their offense. Think about how the offender has harmed the victims and how they can repair the harm. Think about what the offender needs to become a more productive member of society and involve the community in the disposition.

HARFORD COUNTY TEEN COURT

JURY GUIDELINES

Serving as a juror is a serious matter. As a juror, you have the duty and obligation to maintain yourself in a professional and responsible manner. It is by your judgment alone that another person will have to serve his or her disposition for an act of delinquency.

1. When the judge asks if you know the respondent you ***must*** be truthful.
2. Proper decorum for a juror includes sitting up straight, attentiveness to the proceedings, and maintaining the dignity of the courtroom. Control your emotions (facial expressions, etc.). Do not talk during court sessions.
3. Do not talk during court sessions. Be mindful of creating other distractions such as movements, shuffling papers, etc.
4. Before court begins, the jury members will appoint a foreperson. This individual acts as a spokesperson for the jury.
5. Once in the jury room, the foreperson will lead the discussion in determining the appropriate disposition for the respondent.
6. Please keep in mind when constructing any disposition that the respondent has forty-five (45) days for completion.
7. During deliberations if any questions arise, the jury foreperson should write the question(s) down on a piece of paper, knock on the door, and give the paper to the bailiff who will pass the question(s) to the judge. The judge will answer the question(s), and the bailiff will bring back the answer.
8. Discuss the aggravating and mitigating circumstances of the case. For example, the seriousness of the offense, was anyone injured, what was the amount of property damage, etc.
9. Foreperson should then begin by asking for disposition suggestions based upon the facts presented. All jurors should remain in his or her seat, pay attention, and not talk about anything else until agreement has been reached. Each juror should be consulted and freely give his or her opinion. Listen to other's opinions with an open mind. Continue to deliberate until an agreement or compromise has been reached.
10. Remember not to compare dispositions from one case to another, whether it is a case heard earlier in the evening, or (if you are a respondent serving jury duty) a case you were involved in.
11. Please keep restorative justice principles in mind. Instead of being punitive, think of the best interest of the offender, the victim, and the community and how the harm can be repaired? Think about how the respondent can become a more productive member of society and involve the community in the disposition.
12. After deliberation, return to the same seat in the jury box as you sat during the hearing.

DISPOSITION OPTIONS

TEEN COURT JURY DUTY – maximum of 3

ABOVE THE INFLUENCE DRUG & ALCOHOL EDUCATION – A 6-hour class to include education, interaction with police, victim impact panel and interview with a recovering addict/alcoholic

COMMUNITY SERVICE HOURS – maximum of 20 hours

COUNSELING SERVICES-Attend an evaluation with a therapist and follow recommendations as needed.

DRUG TESTING – Additional drug screens to monitor sobriety.

FORWARD THINKING-ANGER MANAGEMENT AND HEALTHY CHOICES CLASS -Two 2-hour classes (separate classes for girls and boys) where participants explore the consequences of their past decisions and learn to apply skills for controlling anger, handling negative peer, pressure, working with authority figures, and strengthening family ties.

OPIATE RECOVERY COURT-Observe a session of Opiate Recovery Court with a parent or guardian and speak to the presiding judge following court

SHOPLIFTING ABATEMENT CLASS- 2-hour class that focuses on restorative justice, education, and impact on the community.

TOBACCO EDUCATION-Attend a class held by the Harford County Health Department on the dangers of tobacco and nicotine, as well and the dangers of e-cigarettes, vapes, and JUULs.

VICTIM AWARENESS-A class held by the Department of Juvenile Services that focuses on the impact of destructive behaviors on victims.

Handwritten Apology letter (possibly to victim or parent)

Written essay: **Suggestions for essay topics:**

- Why I should choose my friends more carefully
- How peer pressure has affected my life
- Ways to avoid peer pressure in the future
- Three goals I have for myself
- The effects of drugs/alcohol on the body
- How my actions have affected other people in my life/or the community
- What I need to do to make my family/friends/community trust me again
- 5/10/15 Year Life Plan
- A reaction paper on the Teen Court experience
- How I will refuse drugs/alcohol in the future

BOOK OR MOVIE REFLECTION - Assign a book to read or a movie to watch and require respondent to reflect and compare to their own experience or situation.

Other appropriate options – This can be anything that the jury would suggest for the respondent to complete using his or her talents; i.e. painting a picture, writing poetry or a story, etc. This must be approved by the judge or teen court coordinator.

HARFORD COUNTY TEEN COURT

LOCATION, DATES AND ANNOUNCEMENT INFORMATION

KEEP THIS PAGE FOR YOUR RECORDS

COURT SESSIONS ARE SCHEDULED FOR THE FIRST THURSDAY OF EACH MONTH SEPTEMBER THROUGH JUNE

**LOCATION:
BEL AIR DISTRICT COURT
2 SOUTH BOND STREET**

Additional dates can be added, as needed based on caseload. We will announce any additional dates via email, text and Facebook

Please refer to the Harford County Teen Court Website
<https://www.harfordcountymd.gov/498/Teen-Court>
and Facebook page to confirm dates.

Get Teen Court reminders on your cell by texting:
@HARCOTEEN to 81010

CHECK-IN TIME IS 4:30 P.M.

PICK-UP TIME IS 7:30 UNLESS OTHERWISE INFORMED

Please ask a staff member at check-in if you have questions regarding dismissal. Cell phones are allowed in the jury room only and can be used before and after court to call for rides in the event of early dismissal.

IN CASE OF INCLEMENT WEATHER

WE FOLLOW THE HARFORD COUNTY PUBLIC SCHOOL'S POLICY FOR CANCELLATION OF SCHOOL AND COMMUNITY ACTIVITIES/ EVENTS.

IF HARFORD COUNTY SCHOOLS ARE CLOSED FOR THE DAY, OR HAVE EARLY DISMISSAL DUE TO WEATHER,

COURT IS CANCELLED FOR THAT EVENING.

THERE WILL BE AN ANNOUNCEMENT REGARDING A RESCHEDULED DATE

2019-2020 TEEN COURT DATES

September 5
October 3
November 7
December 5
January 2
February 6
March 5
April 2
May 7
June 4

*Additional nights added as needed

Teen Court Coordinator Contact Information:
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HARFORD COUNTY TEEN COURT YOUTH VOLUNTEER APPLICATION FORM

When completed:

Mail: Teen Court 125 North Main Street Bel Air, MD 21014

Fax: 410-638-3329

Scan and email: teckstein@harfordcountymd.gov.

Volunteers meet at 4:30 pm in Courtroom 2 Bel Air District Courthouse, 2 South Bond St.

PLEASE PRINT LEGIBLY:

Date of Application: _____ Graduation Year: _____

Last Name _____ First Name: _____

Race _____ Sex _____ Date of Birth _____ Age _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____

(For Teen Court communications)

Telephone (Home) _____ Cell _____

School you attend _____ Current Grade _____

Parent(s)/Guardian(s) Name: _____

Parent Phone: _____ Parent Email: _____

School activities: _____

Activities Outside of School (church, job, community, etc.): _____

How did you hear about Teen Court? _____

Application Page 1

Volunteer Name: _____

Students and Parents please carefully read all of the information provided in your Volunteer Packet. By signing this Volunteer Application, you agree to the following:

- I have read and agree to abide by the Teen Court Dress, Conduct and Behavior Code. I understand that I will not be permitted to participate in court for the evening if my attire does not comply with the Dress Code.
- I understand that Teen Court volunteers are responsible for their own transportation.
- I understand that I must keep the details of Teen Court confidential.
- I understand that I must meet the minimum attendance requirements of 5 sessions.
- I understand that Teen Court starts promptly at 4:30 pm and may run as late as 7:30 p.m., and I am required to attend the whole session, unless excused by Teen Court staff.
- I understand that this signed application can be used to participate in all future activities and sessions of teen court.
- I will keep teen court advised of any change in school or contact information.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Parent Contact Information

Phone: _____ Email: _____

PARENTS:

“I consent to the photographing of my child during sessions of the Harford County Teen Court and its release to be used for education and research by the Harford County Government or Harford County Sheriff’s Office. I release the Harford County Government or Harford County Sheriff’s Office and the District Court of Maryland and each and all persons involved from any liability connected with the taking, recording or publication of said court session.

I waive all rights I may have to any claims for payments or royalties in connection with use of these materials regardless of the purpose of such broadcasting. I have fully informed myself of this consent, waiver of liability, and release before signing it.”

() **I consent to the photographing of my child:**

Parent/Guardian Signature _____ Date _____

() **I do not consent to the photographing of my child:**

Parent/Guardian Signature _____ Date _____

Application Page 2