

**JUVENILE JUSTICE COMMISSION
OF SANTA CLARA COUNTY**



**ANNUAL REPORT
2003-2004**

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MISSION STATEMENT

The Juvenile Justice Commission of Santa Clara County is a state-mandated, court-appointed authority. The general purpose of the Commission is to inquire into the administration of the juvenile law in this County. The Commission is dedicated to the promotion of an effective juvenile justice system operated in an environment of credibility, dignity, fairness, and respect for the youth of Santa Clara County.

The Commission's responsibilities include:

- Inspecting juvenile facilities including shelters, Detention facilities and group homes used for the Placement of any minor in Santa Clara County
- Conducting public or closed hearings on matters Relating to juvenile law in the County
- Advocating for needed services for youth in the Justice system

COMMISSIONERS

Scott Ewbank
Charles Fikes
Nancy S. Freeman
Victor Garza, Resigned 10/03
Nancy B. Greene
Patricia A. Khan
Arthur Knopf
Nora Manchester
Carol Petersen
William J. Scilacci
Susan Sullivan
Louis Towner
Paddy Wray
Jenapher E. Toller, Youth Commissioner

COMMITTEE & INSPECTION PARTICIPATION

Executive Committee

Nancy S. Freeman, Chair
Louis Towner, Vice Chair
William J Scilacci, Secretary
Nora Manchester, Past Chair

Membership Committee

Louis Towner, Chair
Scott Ewbank
Nancy S. Freeman

Nominating Committee

Nora Manchester, Chair
Arthur Knopf
Carol Petersen

Education Committee

Louis Towner, Chair
Carol Petersen
Jenapher Toller

Ad Hoc By-Laws

Nancy S. Freeman, Chair
All Commissioners

Commendations

Paddy Wray, Chair

Juvenile Detention Reform

Nancy S. Freeman
Arthur Knopf
Nora Manchester

Group Homes

Paddy Wray, Chair
Nora Manchester

Special Investigations

Charles Fikes
Nora Manchester
Carol Petersen
William J. Scilacci

Juvenile Hall Inspection

Nora Manchester, Chair
Charles Fikes, Chair Emeritus
Scott Ewbank
Arthur Knopf
Carol Petersen
William J. Scilacci
Susan Sullivan

William F. James Boys' Ranch Inspection

Patricia A. Khan, Chair
Scott Ewbank
Charles Fikes
Carol Petersen
Jenapher Toller

Murtel Wright Residential Center Inspection

William J. Scilacci, Chair
Charles Fikes
Nancy S. Freeman

Children's Shelter Inspection

Carol Petersen, Chair
Susan Sullivan
Nancy S. Freeman
William J. Scilacci
Paddy Wray

Police Facilities Inspection

Arthur Knopf, Chair
Charles Fikes
Nancy S. Freeman

GOALS AND OBJECTIVES FOR 2003-04

The Juvenile Justice Commission approved the following Goals and Objectives on August 5, 2003:

1. Conduct mandated inspections and, within two months of the inspection, submit written reports for Commission approval.
2. Ensure that a quality education, including GED and Vocational Education, is available to minors in facilities inspected by the JJC.
3. Continue to focus on Juvenile Detention Reform by membership on relevant task forces.
4. Participate in the November 6, 2003 Beyond the Bench Conference.
5. Complete the revision of the JJC By-Laws and re-affirm the Mission Statement.
6. Revise Procedures to ensure that they reflect current practice.
7. Prepare a flyer describing the JJC, including contact information, for youth in institutions and their parents.
8. Revise the worksheet and other documents used during mandated inspections.
9. Maintain full membership and, through the Membership Chair, develop an Orientation Program and materials for members.
10. Schedule a JJC Retreat.
11. Schedule speakers occasionally for monthly Commission meetings.
12. Recognize, by means of commendation certificates, the efforts and contributions of various leaders.

ACTIVITIES TOWARD GOAL ACHIEVEMENT

Conduct mandated inspections and, within two months of the inspection, submit written reports for Commission approval.

All mandated inspections took place by the end of the year, although the Children's Shelter and William F. James Ranch Reports were not completed as the inspections took place during May and June. Approved reports include:

1. Juvenile Hall-- seven visits from October to January. Report approved on February 3, 2004.

2. Muriel Wright Residential Center-- two visits during December and January. Report approved on February 3, 2004.

3. Open Arms, Inc. Group Home inspected in April. Report approved on June 1, 2004.

4. Temporary Detention of Minors in Law Enforcement Facilities were inspected during November and December. Included were Campbell, Los Altos, Los Gatos/Monte Sereno, Mountain View, Palo Alto, San Jose, Sunnyvale and the SCC Sheriff Department. Report approved on January 6, 2004.

Ensure that a quality education, including GED and Vocational Education, is available to minors in facilities inspected by the JJC.

During the inspections emphasis was placed on each school including but not limited to: the programs, meeting the requirements of Special Education for girls, Minimum Day time, and class size. Reports included detailed information on those points as well as others. Commissioners attended meetings of the Alternative Schools Collaborative as well as participated in the sub committee dealing with program recommendations. COE Board of Trustees Meetings regarding the Collaborative were attended. Commissioners attended the monthly meetings of the Special Committee for the Education of Children of Juvenile Court. The Commission was represented on the interview panel for the new Director of the SCCOE Alternative School Department.

Continue to focus on Juvenile Detention Reform by membership on relevant task forces.

Commissioners continue active roles in the Juvenile Detention Reform Movement, Graduated Sanctions Training, the Ombudsperson Task Force, Juvenile Hall Task Force, Juvenile Justice Coordinating Council. Also, several Commissioners participated in the North County Public Forum held over the past year to solicit public opinion concerning the handling of youth in the Juvenile Justice system. In addition to the JDR program the JJC was represented on the following committees: Juvenile Justice Coordinating Council, Monthly Juvenile Delinquency Court Meetings, Shelter Multi-Agency Team Meetings, Juvenile Hall Task Force, Community Stakeholder Session regarding the Characteristics for the new Chief of Probation, and the Community Stakeholder Group Interview Panel of Chief of Probation interviewees.

Participate in the November 6, 2003 Beyond the Bench Conference.

Five Commissioners attended the Beyond the Bench Conference. The JJC hosted a Roundtable Discussion for Juvenile Justice Commissions.

Complete the revision of the JJC By-Laws and re-affirm the Mission Statement.

Revision of the JJC Bylaws was completed and the document was approved by the Commission on October 7, 2003. County Counsel reviewed the document. The Mission Statement was reaffirmed on November 4, 2003.

Revise Procedures to ensure that they reflect current practice.

The Procedure Guideline document was not updated although consistency was maintained in carrying out the process for meetings, reports and other Commission activities.

Prepare a flyer describing the JJC, including contact information, for youth in institutions and their parents.

The final revision of the JJC Brochure was approved on September 2, 2003. Copies are available in the Juvenile Hall entry area, James Ranch, Wright Center, the Children's Shelter, and the Holden Ranch until its closing July, 2004. Brochures are also available at the Juvenile Hall Open House programs. A community volunteer prepared the design and lay-out. A copy is attached as Appendix A.

Revise the worksheet and other documents used during mandated inspections.

The Surveys used during inspections of the Ranches and Group Home were revised based on the results from 2002-03 inspection cycle. The Ranch Survey was also translated into Spanish, pro bono, by a certified translator. The revised instruments were used during the current inspections. Report format was edited for various inspections.

Maintain full membership and, through the Membership Chair, develop an Orientation Program and materials for members.

One Commissioner resigned, as his residence is in another county and one youth member completed his two year term. The Commission works with the Court to solicit applications. The orientation program was not developed.

Schedule a JJC Retreat.

Scheduling a retreat has long been a challenge for the Commission. This year Executive Sessions were held after monthly meetings from December through May in order to discuss topics of interest, activities, membership issues and other related matters. It was easier to have members stay after the regular meeting rather than scheduling a convenient day-long session.

Schedule speakers occasionally for Commission meetings.

Three speakers were scheduled during the year: 1. Dr. Jerry Klein, Medical Director for Juvenile Institutions 2. Probation Placement Alternatives and Process presented by three members of the Placement Unit 3. Mr. Dennis Handis, Chair of the Probation Department Transition Team.

Recognize, by means of commendation certificates, the efforts and contributions of various leaders.

Commendations were given to three individuals: Hon. Eugene Hyman for his service as a Juvenile Court Judge and SJPD Officers Kurt Niemeyer and Michael Trudeau for their volunteer work with children at the Children's Shelter.

SPECIAL MEETINGS

Two Special Open Meetings were convened during the year. The first was held on December 12, 2003 with presentations by Supervisor Blanca Alvarado and County Executive Peter Kutras, Jr. regarding their position regarding Measure A on the March 4, 2004 Ballot. Then two Superior Court Judges, The Hon. Leonard Edwards and The Hon. Raymond J. Davilla, Jr. spoke on the Court's position on the same issue.

The second was held on June 1, 2004 with Kurt Kumli of the District Attorney's Office presenting the State of Missouri's Division of Youth Services programs for in custody youths.

CORRESPONDANCE

During the course of the year several issues were discussed and letters of concern or support were approved by the Commission for sending to appropriate officials. Included are:

1. Letter regarding the State Department of Mental Health Children's System of Care Budget sent to the Governor and State officials representing SCC. April 16, 2004
2. Letter to the Transition Team Leader regarding characteristics for the Chief of Probation for the hiring materials. April 20, 2004
3. Letter to the Interim Chief of Probation regarding maintaining the position of the full time physician for the institutions. March 1, 2004
4. Letter regarding the Reduction and Proposed Elimination of the TANF Pass through to Juvenile Probation Services sent to the Governor and State officials representing SCC. March 23, 2004
5. Support letter for the DADS grant proposal for a program for youth returning to the community after being in a probation institution. June 3, 2004
6. Letter to the SCC Board of Supervisors and others regarding the Transfer of the Juvenile Traffic Court to the Adult Court. May 14, 2004
7. Letter to the SCC Board of Supervisors of Commission concern about possible cuts in DADS funding that would impact the Juvenile Treatment Court. May 14, 2004
8. OpEd Piece published in the Mercury News on the topic of Measure A and the Commission's position. February 11, 2004
9. Letter to Senator Gloria Romero and other officials about Judge Leonard Edwards Letter regarding the CYA. March 17, 2004.
10. Document Regarding Probation Officers and Process to the Interim CPO. June 7, 2004.

SPECIAL EVENTS

Seven Commissioners participated in the Annual Juvenile Hall Holiday Party and Unit Decoration Competition judging. This is an annual program for the JJC. Each unit is visited and given "scores" for the decorations. Commissioners also attended the Foster Grandparent Holiday Party at Juvenile Hall. This is also an annual event whereby the wards thank foster grandparents for being part of their lives at the Hall. Commissioners

also attended the Holiday Parties at the Muriel Wright residential Center and the William F. James Boys' Ranch Holiday Party.

The March 14, 2004 Juvenile Hall Open House was attended by one member. It was a good opportunity to talk with parents of wards in the Hall and distribute Commission brochures.

TOURS

A total of four Commissioners participated in either the April 1st or April 29th tours of the California Youth Authority facilities in Stockton. They were part of the fact-finding contingents from SCC. Three Commissioners toured the Starlight Facility on April 30, 2004. Prior to the July, 2003 meeting eight Commissioners attended a special demonstration on Restraint Techniques that were being used at that time by probation counselors in dealings with wards. After each of these programs Commissioners shared experiences and information during a regular JJC meeting.

COMMUNICATION WITH THE PUBLIC

During December, January, and February the Commission spent considerable time and energy educating the public regarding the March 4, 2004 ballot Measure A. This was done in the form of attending meetings, writing letters, speaking to groups, participating in the Rebuttal to Argument in Favor of Measure A placed in the Voter Information Pamphlet published by the County's Registrar of Voters. In addition, several Letters to the Editors of regional newspapers were submitted, as were Opinion Pieces.

The Commission received a variety of telephone inquiries, complaints, requests for help or information from a broad spectrum of callers. The JJC phone is a secure land message line that is checked daily for messages. The message log total from July 1, 2003 to June 30, 2004 was 77 calls. Each caller received information and/or help. In the instances where the Commission could not help resolve the caller's concern, appropriate referral phone numbers were provided.

Members of the public also attended most of the JJC meetings. They expressed their opinions and concerns often during the Public Comment and Oral Petition part of the meetings. Based on the information given at those times, the Commission conducted at least two investigations.

Approved by the Juvenile Justice Commission on August 3, 2004

**YOUTHS,
PARENTS,
RELATIVES AND
GUARDIANS . . .**

If you are
experiencing
a problem,
CALL

**(408)
278-5993**

and someone from
the Juvenile Justice
Commission will
return your call.

The Commission's telephone is
automatically answered. Leave a
message and your call will be
returned.

Juvenile Justice Commission of Santa Clara County
iv. 9/03

Juvenile Justice Commission
840 Guadalupe Parkway
4th Floor, Training Room
San Jose, CA 95110

**JUVENILE
JUSTICE
COMMISSION**

*of
Santa Clara
County*



State of California

HOW THE JUVENILE JUSTICE COMMISSION CAN HELP YOU

It is the duty of the Juvenile Justice Commission to inquire into the administration of the juvenile court law in Santa Clara County.

The Juvenile Justice Commission has access to all juvenile facilities housing minors under the Court's supervision.



Please understand that:

The Juvenile Justice Commission does not have access to personnel files.

The Juvenile Justice Commission cannot use its position to influence the Court on behalf of any minor.

WHAT ARE THE RESPONSIBILITIES OF THE COMMISSION?

Within its statutory duty, the Commission includes the following responsibilities:

inspecting juvenile facilities including shelters, detention facilities and group homes used for the placement of any minor in Santa Clara County.



Conducting public or closed hearings on matters relating to juvenile law in the County.



Advocating for needed services for youths in the justice system.



Providing an opportunity for the public to present oral petitions and public comments concerning juvenile justice.

COMMISSION MEETINGS

Commission meetings are held the first Tuesday of each month at 12:15 p.m. at:

**JUVENILE CENTER, 4TH FLOOR
840 GUADALUPE PARKWAY
SAN JOSE, CALIFORNIA 95110**

WHAT IS THE JUVENILE JUSTICE COMMISSION OF SANTA CLARA COUNTY?

The Juvenile Justice Commission is established through the provisions of Section 225 to 231 of the California State Welfare and Institutions Code. The Juvenile Justice Commission of Santa Clara County is a State-mandated, Court-appointed authority.

THE GENERAL PURPOSE of the Commission is to inquire into the administration of the juvenile court law in this County. The Commission is dedicated to the promotion of an effective juvenile justice system operated in an environment of credibility, dignity, fairness and respect for the youths of Santa Clara County.

HOW ARE COMMISSIONERS APPOINTED?

All 13 adult and two youth Commissioners are community volunteers. They are appointed by the Presiding Judge of the Superior Court with the concurrence of the Supervising Judge of the Juvenile Court.