

Idaho Juvenile Justice Commission

2022 Resource Guide



IDAHO JUVENILE JUSTICE COMMISSION
Helping strengthen Idaho's youth and families

**For questions or inquires, contact:
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BACKGROUND OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT

Established in 1974 and most recently authorized in 2018 with bipartisan support, the [Juvenile Justice and Delinquency Prevention Act \(JJDP Act\)](#) is based on a broad consensus that children, youth, and families involved with the juvenile and criminal courts should be guarded by federal standards for care and custody, while also upholding the interests of community safety and the prevention of victimization.

The Juvenile Justice and Delinquency Prevention Act (JJDP Act) provides for:

- A nationwide juvenile justice planning and advisory system spanning all states, territories, and the District of Columbia;
- Federal funding for delinquency prevention and improvements in state and local juvenile justice programs and practices; and
- The operation of a federal agency, [the Office of Juvenile Justice and Delinquency Prevention](#), which is dedicated to training, technical assistance, model programs, and research and evaluation, to support state and local efforts.

The JJDP Act has four Core Requirements:

- Deinstitutionalization of Status Offenders
- Jail Removal
- Sight and Sound Separation
- Racial and Ethnic Disparities

Meeting the core protections is essential to creating a fair, consistent, and effective juvenile justice system that advances the important goals of the JJDP Act.

Each participating state must develop and implement a strategy for achieving and maintaining compliance with the four core protections as part of its annual Formula Grants State Plan. A state's level of compliance with each of the four core protections determines eligibility for its continued participation in the Formula Grants programs. For example, failure to achieve or maintain compliance, despite good faith efforts, reduces the Formula Grant to the state by 20 percent for each core requirement not met. In addition, the noncompliant state must agree to expend 50 percent of the state's allocation for that year to achieve compliance with the core requirement(s) with which it is not in compliance.

As part of the strategy for maintaining compliance, states must provide for an adequate system of monitoring to ensure that the core protections are met. States must visit and collect information from facilities to demonstrate compliance with the JJDP Act. On an annual basis, each state submits this information in the form of a compliance monitoring report to OJJDP. The report provides compliance data and a detailed description of how the state is meeting the core protections.

The following four sections contain information on each of the core protections.

Deinstitutionalization of Status Offenders

Status offenses are offenses that only apply to minors whose actions would not be considered offenses if they were adults. The most common are skipping school, running away, breaking curfew, and possession or use of alcohol. Under the JJDP, status offenders may not be held in secure detention or confinement.

There are, however, several exceptions to this rule, including allowing some status offenders to be detained for up to 24 hours. The DSO provision seeks to ensure that status offenders who have not committed a criminal offense are not held in secure juvenile facilities for extended periods of time or in secure adult facilities for any length of time. These children, instead, should receive community-based services, such as day treatment or residential home treatment, counseling, mentoring, family support, and alternative education.

Adult Jail and Lock-up Removal

Under the JJDP, youth may not be detained in adult jails and lock-ups except for limited times before or after a court hearing (6 hours), in rural areas (24 hours plus weekends and holidays), or in unsafe travel conditions. This provision is designed to protect children from psychological abuse, physical assault, and isolation. Children housed in adult jails and lock-ups have been found to be eight times more likely to commit suicide, two times more likely to be assaulted by staff, and 50 percent more likely to be attacked with a weapon than children housed in juvenile facilities.

Sight and Sound Separation

When children are placed in an adult jail or lock-up, "sight and sound" contact with adults is prohibited under the JJDP. This provision seeks to prevent children from threats, intimidation, or other forms of psychological abuse and physical assault. Under "sight and sound," children cannot be housed next to adult cells, share dining halls, recreation areas, or any other common spaces with adults, or be placed in any circumstance that could expose them to threats or abuse from adult offenders.

Racial and Ethnic Disparities

Under the JJDP, states are required to assess and address racial and ethnic disparities at key points in the juvenile justice system – from arrest to detention to confinement. Studies indicate that youth of color receive tougher sentences and are more likely to be incarcerated than white youth for the same offenses. With youth of color comprising one-third of the youth population but two-thirds of youth in contact with the juvenile justice system, this provision requires states and local jurisdictions to create action plans to address disparities within their systems.

Brief History of the Idaho Juvenile Justice Commission

Congress passed the JJDP Act into legislation in 1974 with the goal of:

- Assisting state and local governments in preventing and controlling juvenile delinquency.
- Protecting juveniles from inappropriate placements and from the harm that can occur as a result of exposure to adult criminal offenders.
- Emphasized the need for community-based treatment for juvenile offenders.

Idaho has been a participating state since inception of the Act.

- The Commission was first housed in the Department of Law Enforcement.
- In 1981, the Commission was moved to the Governor's Office.
- In 1984, seven councils were created to obtain community input into the juvenile justice system.
- In 1989, Idaho passed an appropriation bill to provide funding for building detention facilities in all seven judicial districts to remove juveniles from adult jail settings.
- In 1995, the Commission moved to the Idaho Dept. of Juvenile Corrections.

The Commission must ensure that the core requirements are met

- Deinstitutionalization of Status Offenders
- Sight and Sound Separation of adult and juvenile offenders
- Removal of juveniles from adult jails
- Racial and Ethnic Disparities



Executive Department
State of Idaho

State Capitol
Boise

EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

EXECUTIVE ORDER NO. 2019-12

**REVIEWING THE PREPARATION AND ADMINISTRATION OF IDAHO'S PLAN UNDER
THE JUVENILE JUSTICE AND DELINQUENCY ACT;
REPEALING AND REPLACING EXECUTIVE ORDER 2015-11**

WHEREAS, the State of Idaho, in accordance with the provisions of the Juvenile Justice and Delinquency Prevention Act of 1974, 34 U.S.C. §§ 11101-11313 ("JJJPA"), as most recently reauthorized on December 21, 2018 by the enactment of P.L. 115-385, is required to designate a State agency to supervise and administer Idaho's plan under the JJJPA and to establish a State juvenile justice advisory group; and

WHEREAS, the first regular session of the 53rd Idaho Legislature established the Idaho Department of Juvenile Corrections ("Department") and amended existing law to create a juvenile corrections system based on principles of accountability, community protection, and competency development; and

WHEREAS, the purposes and intent of Idaho's Juvenile Corrections Act of 1995 and the JJJPA was better served by transferring the Idaho Juvenile Justice Commission ("Commission") to the Department; and

WHEREAS, the Department was designated as the sole agency for supervising the preparation and administration of Idaho's plan under the JJJPA, and the Office for Juvenile Justice and Delinquency Prevention was abolished effective July 1, 1995; and

WHEREAS, the Commission was transferred from the Office of the Governor to the Department effective July 1, 1995, and has functioned as the advisory group referenced in Section 34 U.S.C. 11133(a)(3); and

NOW, THEREFORE, I, Brad Little, Governor of the State of Idaho, by the authority vested in me by Article IV, Section 5, of the Idaho Constitution, and Section 67-802, Idaho Code, do hereby order that:

- 1. The membership of the Commission shall be in conformity with the JJJPA. The chairman, vice-chairman, and members of the Commission shall be appointed by and serve at the pleasure of the Governor. Members shall serve a term of three years. The chairman and vice-chairman shall serve in such capacities for three years.*
- 2. The Commission shall perform the following functions:*
 - a. Advise the Department on juvenile justice and delinquency prevention issues;*
 - b. Participate in the development and review of Idaho's plan under the JJJPA;*
 - c. Be afforded an opportunity to review and comment on all grant applications under the JJJPA submitted by the Department;*

- d. *Ensure compliance with the core protections of the JJDPa by jurisdictions with public authority in Idaho through education, technical assistance, monitoring and remedial actions for violations;*
- e. *Perform such other duties that the JJDPa requires to be performed by the advisory group referenced in Section 34 U.S.C. 11133 (a)(3) and Section 28 C.F.R 31.102(b); and*
- f. *Perform such other duties as requested by the director of the Department, which may include submitting reports to the director of the Department and making decisions on grant applications under the JJDPa submitted to the Department.*

This Executive Order shall cease to be effective four years after its entry into force.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho in Boise on this 5th day in September in the year of our Lord two thousand and nineteen and of the Independence of the United States of America the two hundred forty-fourth and of the Statehood of Idaho the one hundred thirtieth.

BRAD LITTLE
GOVERNOR

LAWRENCE DENNEY
SECRETARY OF STATE

State Advisory Group Requirements

The following is a list of statutorily required members for each State Advisory Group as under the Juvenile Justice Delinquency Prevention Act Reauthorization of 2018.

- (I) at least 1 locally elected official representing general purpose local government;
- (II) representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers;
- (III) representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities recreation, and youth services;
- (IV) representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;
- (V) volunteers who work with delinquent youth or youth at risk of delinquency;
- (VI) representatives of programs that are alternatives to incarceration, including programs providing organized recreation activities;
- (VII) persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
- (VIII) persons, licensed or certified by the applicable State, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency;
- (IX) representatives of victim or witness advocacy groups, including at least one individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system; and
- (X) for a State in which one or more Indian Tribes are located, an Indian tribal representative (if such representative is available) or other individual with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities;
- (XI) a majority of which members (including the chairperson) shall not be full-time employees of the Federal, State, or local government;
- (XII) at least one-fifth of which members shall be under the age of 28 at the time of appointment; and
- (XIII) at least 3 members who have been or are currently under the jurisdiction of the juvenile justice system or, if not feasible and in appropriate circumstances, who is the parent or guardian of someone who has been or is currently under the jurisdiction of the juvenile justice system;

IDAHO JUVENILE JUSTICE COMMISSION

BYLAWS

(Revised December 2019)

ARTICLE I – NAME

The name of the Commission is the Idaho Juvenile Justice Commission.

ARTICLE II – AUTHORITY

- A. The Commission was originally established by Governor’s Executive Order 81-4 dated March 5, 1981, and continues to date by virtue of subsequent executive orders.
- B. The Commission shall operate as one of the component advisory groups within the organizational structure of the Idaho Department of Juvenile Corrections (Department).

ARTICLE III – PURPOSE

- A. The Commission shall function as the State advisory group referenced in Title 42, Section 5633(a)(3), United States Code, part of the Juvenile Justice Delinquency Prevention Act (JJDP A).
- B. The Commission shall perform the following functions:
 - 1. Advise the Department on juvenile justice and delinquency prevention issues.
 - 2. Participate in the development and review of Idaho's plan under the JJDP A.
 - 3. Be afforded an opportunity to review and comment on all grant applications under the JJDP A submitted to the Department.
 - 4. Such other duties that the JJDP A requires to be performed by the advisory group referenced in Title 42, Section 5633(a)(3), United States Code, including but not limited to:
 - a. Submit to the Department Director and the legislature of the state at least every 2 years a report and necessary recommendations regarding State compliance with the core requirements.
 - b. Contact and seek regular input from juveniles currently under the jurisdiction of the juvenile justice system.
 - c. Provide for the active consultation with and participation of units of general local government or combinations thereof, in the development of a state plan which adequately takes into account the needs and requests of local governments.
 - 5. Such other duties that the JJDP A requires to be performed by the supervisory board referenced in Title 42, Section 5671(c)(1), United States Code, and Title 28, Section 31.102(b), Code of Federal Regulations, until such time as the director of the Department may establish another committee, commission, or board within the Department to perform those duties.
 - 6. Such other duties as requested by the Department, which may include submitting reports to the director of the Department and making decisions on grant applications under the JJDP A submitted to the Department.

ARTICLE IV – MEMBERSHIP

- A. **Appointing Authority:** All Commission members shall be appointed by the Governor and serve at the pleasure of the Governor.
- B. **Composition:** The composition of the Commission shall consist of not less than fifteen (15) and not more than thirty-three (33) members to include:
1. Chairs from the seven District Councils and Tribal Council;
 2. At least one (1) locally elected official representing general purpose local government;
 3. Representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers;
 4. Representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities, recreation, and youth services;
 5. Representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;
 6. Volunteers who work with delinquent youth or youth at risk of delinquency;
 7. Representatives of programs that are alternatives to incarceration, including programs providing organized recreation activities;
 8. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
 9. Persons, licensed or certified by the applicable State, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency; and
 10. Representatives of victim or witness advocacy groups, including at least one individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system.

A majority of members (including the Chair) shall not be full-time employees of the Federal, State, or local government. At least one-fifth of the members shall be under the age of twenty-eight (28) at the time of initial appointment. At least three (3) members shall have been or currently be under the jurisdiction of the juvenile justice system or, if not feasible and in appropriate circumstances, shall be the parent or guardian of someone who has been or is currently under the jurisdiction of the juvenile justice system.

- C. **Terms of Membership:** Members shall serve a term of three (3) years.
- D. **Vacancies:** Vacancies shall be filled by appointment by the Governor for the balance of the unexpired term.
- E. **Compensation:** Members shall be reimbursed for travel and per diem expense incurred by them in carrying out their duties at the rate established by the State of Idaho in compliance with IDJC travel

policies. Additionally, youth members will be entitled to honorariums pursuant to Idaho Code §59-509 and subject to the limitations provided in Idaho Code §67-2008, as follows:

1. Commission Meetings
 - a. Youth members who are present for 50-74% of the meeting are eligible for an honorarium in the sum of twenty-five dollars (\$25) per day.
 - b. Youth members who are present for 75-100% of the scheduled meeting time are eligible for an honorarium in the sum of fifty dollars (\$50) per day.
 - c. Youth members who are present for less than 50% of a Commission meeting may only receive reimbursement for actual and necessary expenses.
2. Youth Committee Meetings
 - a. Youth members present for 100% of a youth committee meeting shall receive the sum of fifteen dollars (\$15) per day.

ARTICLE V – ORGANIZATION

- A. **Officers:** The Commission officers shall consist of Chair and Vice Chair. The Chair and Vice Chair shall be appointed by the Governor to serve for a term of three years. The Immediate Past Chair may serve as an officer of the Commission, in the office entitled Immediate Past Chair.
- B. **Duties of Officers:**
 1. **Chair:** The Chair shall convene all meetings of the Commission and preside over such meetings. The Chair is prohibited from making or seconding any motion before the Commission. The Chair shall coordinate the activities and affairs of the Commission and its committees, may serve as Ex-Officio member of each committee, and shall appoint all committee members. The Chair will report to the Governor as directed.
 2. **Vice Chair:** In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair.
- C. **Committees:**
 1. **General:** Membership of committees shall be determined and appointed by the Chair.
 - a. Committee meetings shall be called as deemed necessary by the Commission Chair and the Committee Chair.
 - b. Committee meetings shall be open to the public and to all Commission members but only Committee members shall be allowed to vote and be reimbursed for expenses.
 2. **Executive Committee:** Shall be composed of the Commission Chair, Vice Chair, and Chairs of the four (4) standing committees and the immediate Past Chair, if such person remains a member of the Commission. This committee is empowered to hear and decide appeals for grant funds.
 3. **Standing Committee:** Shall be composed of Commission members and shall be designated as:
 - a. **Grants Application Committee:** Whose purpose shall be to review grant applications which have been submitted to the Commission for funding consideration. The Grants Committee will evaluate grant proposals for compliance with the established criteria and guidelines which govern the grants application process. The Committee will

prioritize grants for funding and will present their recommendations to the Commission for final consideration.

- b. **Legislative Committee:** Whose purpose shall be, at the direction of the Commission, to become involved in legislative activities which are considered necessary to the fulfillment of the stated goals and objectives of the Commission.
 - c. **Program Committee:** Whose purpose shall be to review the various program activities being conducted by the Commission, to determine the effectiveness of these programs, to initiate a planning process to determine what future program activities are necessary and desirable, to facilitate coordination among the various program activities, and to advise and make recommendations to the Commission with respect to all of the above.
 - d. **Youth Committee:** Whose purpose shall be to focus on the perspective of the youth members and enhance the active participation of youth members on the Commission, Councils, and otherwise.
4. **Ad Hoc Committees:** The Commission and/or Chair may establish ad hoc committees to serve a particular function for a particular time period. Such committees shall be chaired by a Commission member but may include non-members. Committee members and the Committee Chair shall be appointed by the Commission Chair. The ad hoc Committee Chair shall not serve on the Executive Committee. However, the Committee Chair shall be available to report to the Executive Committee on the status of the committee's assignments.

ARTICLE VI – MEETINGS

- A. Commission meetings shall be subject to the Idaho Open Meeting Law, Idaho Code §§74-201 through 74-208.
- B. For all regular meetings, no less than a five (5) calendar day meeting notice and a forty-eight (48) hour agenda notice shall be given unless otherwise provided by statute. The public notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place at the principal office of the Department. The notice for meetings and agendas shall also be posted electronically on the Idaho Juvenile Justice Commission website. No special meeting shall be held without giving notice of the meeting and agenda at least twenty-four (24) hours in advance, unless an emergency exists.
- C. A consent agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Commission.
- D. Minutes of meetings shall be kept by a designated secretary and distributed to Commission members in advance of the following meeting.
- E. Meetings shall be held at least three times per calendar year. Special meetings may be called by the Chair if there is determined a need.
- F. Attendance: Any member of the Commission who misses three (3) consecutive meetings or who attends less than 50% of the Commission's regular meetings in any calendar year shall have their name submitted to the Governor for recommended replacement, unless excused by the Chair for good cause.
- G. Quorum: For the purpose of conducting official Commission business, a necessary quorum shall be defined as a simple majority of the Commission membership, excluding youth members.

- H. Voting: The privilege of introducing motions, debate and voting shall be limited to appointed members. Proxy voting and absentee voting by mail or electronic mail will not be allowed. Consensus may be used as a means of reaching decisions, as stated in Robert's Rules of Orders, Newly Revised.

ARTICLE VII – CONFLICT OF INTEREST/ETHICS

All members shall adhere to Title 74 of the Idaho Code, “TRANSPARENT AND ETHICAL GOVERNMENT”, including all amendments and revisions; the Commission Code of Ethical Conduct; and all other applicable laws. Any violations of applicable ethical rules shall be a basis for recommendation by the Executive Committee to the Governor for removal. Commission members are also subject to §18-1301 et seq., Bribery and Corruption, Idaho Code.

ARTICLE VII - STAFF

The Department shall assist the Idaho Juvenile Justice Commission in carrying out its responsibilities. The Department shall report to the Governor or such persons as he might designate any and all information he might request. The Department shall provide a full-time staff person to administer the JJDP Act.

ARTICLE IX – AMENDMENTS

These bylaws may be amended at any regular or special meeting of the Commission. Any proposed amendments shall be presented to the members in writing at least fifteen (15) days prior to the meeting at which the amendment is to be voted upon. A simple majority vote of the members in attendance (a quorum being present) shall be required for such bylaw changes.

ARTICLE X – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall govern the conduct of business at all meetings of the Commission.

IDAHO JUVENILE JUSTICE COMMISSION
IDAHO DISTRICT JUVENILE JUSTICE COUNCIL
BYLAWS
(Revised December 2019)

ARTICLE I – NAME

The name of the Council is the Idaho District Juvenile Justice Council. A Council may be established in each of Idaho's seven (7) Judicial Districts.

ARTICLE II – AUTHORITY

The Councils are established by the Idaho Juvenile Justice Commission as directed by the Governor of the State of Idaho. The Commission was originally established by Governor's Executive Order 81-4 dated March 5, 1981, and continues to date by virtue of subsequent executive orders.

ARTICLE III – PURPOSE

The Councils are formed to carry out the following functions:

- A. Promote the mission of the Idaho Juvenile Justice Commission.
- B. Be informed about juvenile justice programs throughout the state and advise the Commission regarding their operation.
- C. Advise the Commission on problems, policies and programs relating to juveniles who are now or may in the future come into conflict with the law.
- D. Make recommendations to the Commission and provide an advocacy function in matters pertaining to services and laws affecting juvenile justice.
- E. Act as a resource for prevention and intervention for at-risk youth.
- F. Encourage inter-agency cooperation and coordination on the local level to help build relationships, maximize resources, and eliminate duplication of services where appropriate.
- G. Provide guidance in the development and implementation of improved policies for juvenile justice in the district, e.g., judicial, health, education, rehabilitation, recreation, social services.
- H. Be familiar with the philosophy of the Juvenile Corrections Act & [Rules](#) and assist in implementation of that philosophy as appropriate.
- I. Oversee and evaluate District grant proposals and other such activities and events as may be deemed necessary and appropriate by the Commission.
- J. Present to the Commission every three (3) years a District Action Plan and any other reports requested by the Commission as needed.

ARTICLE IV – MEMBERSHIP

- A. **Appointing Authority:** The Council shall submit a list of nominees to the Commission for approval and appointment after the District Council has reviewed, voted, and passed a motion to accept the applicant as a Council member.
- B. **Composition:** The composition of the Council shall consist of nine (9) to fifteen (15) members.
1. Membership should be drawn from, but is not limited to:
 - a. Locally elected official representing general purpose local government;
 - b. Representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation officers;
 - c. Representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities, recreation, and youth services;
 - d. Representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;
 - e. Volunteers who work with delinquent youth or youth at risk of delinquency;
 - f. Representatives of programs that are alternatives to incarceration, including programs providing organized recreation activities;
 - g. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
 - h. Persons licensed or certified by the state of Idaho, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency;
 - i. Representatives of victim or witness advocacy groups, including an individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system;
 - j. Indian tribal representatives or other individuals with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities; and
 - k. Youth under the age of 28 at the time of initial appointment; and
 - l. Parents/guardians of someone who has been or is currently under the jurisdiction of the juvenile justice system.
 2. Geographical distribution within each District should be attempted.
 3. Members shall either reside in the District or have a significant professional presence in the District (by virtue of employment, volunteer activity or otherwise, as determined by the Commission). Individuals may be members of multiple districts so long as the residency/professional presence requirements are met; provided, however, that a member shall designate a single district in which they will be eligible to vote and such designation shall be made at the time of appointment and be irrevocable during the term of appointment.

- C. **Terms of Membership:** The terms of membership shall be for three (3) years. Names of current members shall be submitted to the Commission for re-approval upon expiration of their term.
- D. **Vacancies:** Vacancies shall be filled in the same manner as Article IV (A). Membership will be for the balance of the unexpired term.
- E. **Compensation:** Members may be reimbursed for travel expense incurred by them in carrying out their duties at the rate established by the state of Idaho. Additionally, youth members may receive honorariums pursuant to Idaho Code §59-509 and subject to the limitations of Idaho Code §67-2008, in an amount not to exceed fifteen dollars (\$15) per day, for being present during 100% of a Council meeting.

ARTICLE V – ORGANIZATION

- A. **Officers:** The Council officers shall consist of a Chair and Vice Chair. The Chair shall be appointed by the Governor to serve for a term of three (3) years. The Vice Chair will be elected by the council to serve for a term of three (3) years. Each council shall nominate by vote up to three (3) names to the Commission. The Commission will then select up to three (3) names which shall then be forwarded to the Governor for the final appointment decision.
- B. **Duties of Officers:**
 - 1. **District Chair:** The Chair shall convene all meetings of the Council and preside over such meetings. The Chair is prohibited from making or seconding any motion before the Council. The Chair shall coordinate the activities and affairs of the Council and its committees, may serve as Ex-Officio member of each committee, and shall appoint all committee members. The Chair shall report to the Commission as requested. The Chair shall maintain a member list and ensure a balance of member’s terms.
 - 2. **District Vice-Chair:** In the absence of the District Chair, the Vice Chair shall perform all the duties of the Chair, except hold a seat on the Commission, unless otherwise appointed by the Governor.
- C. **Ad Hoc Committees:** The Council and/or Chair may establish ad hoc committees to serve a particular function for a particular time period. Such committees shall be chaired by a Council member but may include non-members. Members and the Chair of any Ad Hoc Committee shall be appointed by the Council Chair.

ARTICLE VI – MEETINGS

- A. Council meetings shall be called by the Chair and shall be open to the public. All meetings shall be conducted pursuant to the Idaho Open Meeting Law, Idaho Code §§74-201 through 74-208.
- B. Minutes of meetings shall be kept by the Council secretary (see **ARTICLE VII – STAFF**) and distributed to Council members in advance of the following meeting.
- C. At least four (4) meetings shall be held annually. Special meetings may be called by the Chair if there is determined a need by the Chair or at the request of a Council member, the Commission, or the Idaho Department of Juvenile Corrections.
- D. **Attendance:** Any member of the Council who misses three (3) consecutive meetings, or who attends less than 50% of the Council regular meetings in any calendar year, shall have their name submitted to the Commission for recommended replacement, unless excused by the Chair for good cause.
- E. **Quorum:** For the purpose of conducting official Council business, a necessary quorum shall be defined as a simple majority of the Council membership, less any youth members (defined as 28 years of age or less at the time of appointment).
- F. **Voting:** The privilege of introducing motions, debate and voting shall be limited to appointed members. **Proxy voting and absentee voting by mail or electronic mail will not be allowed.** Consensus may be used as a means of reaching decisions, as stated in Robert's Rules of Order, Newly Revised.

- G. In emergencies, as determined by the Chair, conference calls will be allowed to transact necessary business, however open meeting laws must still be followed.

ARTICLE VII – STAFF

District Council secretaries shall be hired by the Idaho Department of Juvenile Corrections.

ARTICLE VIII – CONFLICT OF INTEREST/ETHICS

All members shall adhere to Title 74 of the Idaho Code, “TRANSPARENT AND ETHICAL GOVERNMENT”, including all amendments and revisions; the Commission Code of Ethical Conduct; and all other applicable laws. Any violations of applicable ethical rules shall be a basis for recommendation by the Executive Committee to the Governor for removal. Commission members are also subject to §18-1301 et seq., Bribery and Corruption, Idaho Code.

ARTICLE IX – AMENDMENTS

Amendments to District Council Bylaws may be initiated by the Councils or the Commission. All proposed amendments originating with a Council must be submitted in writing to all Councils at least fifteen (15) days prior to the meeting at which they are considered. Proposed amendments approved by the Council shall first be referred to the Commission Bylaws Committee for review and circulation to all other Councils. The Commission Bylaws Committee will then make a recommendation to the Commission on proposed amendments to be voted on at the next scheduled Commission meeting, provided, however, that notice shall be given at least fifteen (15) days prior to such meeting. Amendments not originating with a Council should be proposed to the Commission Bylaws Committee who will again circulate and solicit input from the Councils prior to making a recommendation to the Commission.

The Idaho Juvenile Justice Commission considers and votes on recommended amendments. Commission approval is necessary before amendments take effect.

IDAHO JUVENILE JUSTICE COMMISSION

IDAHO TRIBAL JUVENILE JUSTICE COUNCIL BYLAWS (Revised December 2019)

ARTICLE I – NAME

The name of the Council is the Idaho Tribal Juvenile Justice Council. This Council includes membership from any Federally Recognized Native American Tribes in Idaho.

ARTICLE II – AUTHORITY

The Council is established by the Idaho Juvenile Justice Commission as directed by the Governor of the State of Idaho. The Commission was originally established by Governor's Executive Order 81-4 dated March 5, 1981, and continues to date by virtue of subsequent executive orders.

ARTICLE III – PURPOSE

The Council is formed to carry out the following functions:

- A. Promote the mission of the Idaho Juvenile Justice Commission.
- B. Be informed about Tribal juvenile justice programs throughout the state and advise the Commission regarding their operation.
- C. Advise the Commission on problems, policies, and programs relating to Native American juveniles who are now or may in the future come into conflict with the law.
- D. Make recommendations to the Commission and provide an advocacy function in matters pertaining to services and laws affecting juvenile justice for Native American youth.
- E. Act as a resource for prevention and intervention efforts for Native American youth.
- F. Encourage inter-agency and intergovernmental cooperation and coordination to help build relationships, maximize resources, and eliminate duplication of services where appropriate.
- G. Provide guidance in the development and implementation of improved policies for juvenile justice in Native American Tribes, e.g., judicial, health, education, rehabilitation, recreation, and social services.
- H. Be familiar with the philosophy of the Balanced Approach to Restorative Justice and assist in implementation of that philosophy when appropriate.
- I. Educate the Idaho Juvenile Justice Commission on the treatment of juvenile offenders in Tribal court
- J. Oversee and evaluate training proposals and other such activities and events as may be deemed necessary and appropriate by the Commission.
- K. Present to the Commission every three (3) years an Action Plan and any other reports requested by the Commission as needed.

ARTICLE IV – MEMBERSHIP

- A. **Terms of Membership:** All Federally Recognized Native American Tribes in the state of Idaho are eligible for membership. To become a member, each Tribal government must authorize participation and identify two delegates and one alternate to serve on the Council through a means consistent with the Tribe's business practices (i.e., Resolution).
- B. **Appointing Authority:** Each Tribe shall submit a list of delegates/alternates to the Council and the Commission for approval and appointment.
- C. **Composition:** The composition of the Council shall consist of two (2) voting delegates from each member Tribe.
1. Delegates should be drawn from, but are not limited to:
 - a. Tribal elected officials (Tribal Council, Business Council);
 - b. Tribal social service organizations and agencies such as those concerned with the quality of treatment for juveniles, juvenile justice, early childhood issues, neglected or dependent children, and learning disabilities Tribal law enforcement and juvenile justice agencies (police, juvenile probation officers, judges, trial court administrators, prosecutors, public defenders);
 - c. Tribal education sector (administrators, elementary or secondary teachers, school nurses, school counselors) Representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities, recreation, and youth services;
 - d. Representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;
 - e. Volunteers who work with delinquent youth or youth at risk of delinquency;
 - f. Representatives of programs that are alternatives to incarceration, including programs providing organized recreation activities;
 - g. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
 - h. Persons licensed or certified by the state of Idaho, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency;
 - i. Representatives of victim or witness advocacy groups, including an individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system;
 - j. Native American youth under the age of 28 at the time of initial appointment; and

- k. Parents/guardians of someone who has been or is currently under the jurisdiction of the juvenile justice system, or any Tribal Elders.
- 2. The Commission Chair, or their designee, shall be an Ex Officio member of the Council.
- D. **Vacancies:** Vacancies shall be filled by the respective Tribal government that lost a member.
- E. **Compensation:** Two delegates from each Tribe may be reimbursed at the rate established by the state of Idaho for travel expense incurred by them in carrying out their duties. Additional representatives from Tribes may attend Council activities at their own expense. Additionally, youth members may receive honorariums pursuant to Idaho Code §59-509 and subject to the limitations of Idaho Code §67-2008, in an amount not to exceed fifteen dollars (\$15) per day, for being present during 100% of a Council meeting.

ARTICLE V – ORGANIZATION

- A. **Officers:** The Council officers shall consist of a Chair and Vice Chair. The Chair shall be appointed by the Governor to serve for a term of three (3) years. The Council will provide a name which shall then be forwarded to the Commission for recommendation to the Governor. The Vice Chair will be elected by the council to serve for a term of three (3) years. Officers will rotate among participating Tribes to the greatest extent possible.
- B. **Duties of Officers:**
 - 1. **Council Chair:** The Chair shall convene all meetings of the Council and preside over such meetings. The Chair is prohibited from making or seconding any motion before the Council. The Chair shall coordinate the activities and affairs of the Council and its committees, may serve as Ex-Officio member of each committee, and shall appoint all committee members. The Chair shall report to the Commission as requested.
 - 2. **Vice Chair:** In the absence of the Council Chair, the Vice Chair shall perform all the duties of the Chair, except hold a seat on the Commission, unless otherwise appointed by the Governor.
- C. **Ad Hoc Committees:** The Council and/or Chair may establish ad hoc committees to serve a particular function for a particular time period. Such committees shall be chaired by a Council member but may include non-members. Members and the Chair of any Ad Hoc Committee shall be appointed by the Council Chair.

ARTICLE VI – MEETINGS

- A. Council meetings shall be called by the Chair and shall be open to the public. All meetings shall be conducted pursuant to the Idaho Open Meeting Law, Idaho Code §§74-201 through 74-208.
- B. Minutes of meetings shall be kept by the Council secretary (see **ARTICLE VII – STAFF**) and distributed to Council members in advance of the following meeting.
- C. At least four (4) meetings shall be held annually. Special meetings may be called by the Chair if there is determined a need by the Chair or at the request of a Council member, the Commission, or the Idaho Department of Juvenile Corrections.
- D. **Attendance:** Any member of the Council who misses three (3) consecutive meetings or who attends less than 50% of the regular Council meetings in any calendar year shall have their name submitted to

their Tribal government for recommended replacement, unless excused by the Chair for good cause.

- E. **Quorum:** For the purpose of conducting official Council business, a necessary quorum shall be defined as a simple majority of the Council membership, less any youth members (defined as 28 years of age or less at the time of appointment).
- F. **Voting:** The privilege of introducing motions, debate, and voting shall be limited to appointed members. **Proxy voting and absentee voting by mail or electronic mail will not be allowed.** Consensus may be used as a means of reaching decisions, as stated in Robert's Rules of Order, Newly Revised.
- G. In emergencies, as determined by the Chair, conference calls will be allowed to transact necessary business, however open meeting laws must still be followed.

ARTICLE VII – STAFF

The Council secretary shall be hired by the Idaho Department of Juvenile Corrections.

ARTICLE VIII – CONFLICT OF INTEREST/ETHICS

All members shall adhere to Title 74 of the Idaho Code, “TRANSPARENT AND ETHICAL GOVERNMENT”, including all amendments and revisions; the Commission Code of Ethical Conduct; and all other applicable laws. Any violations of applicable ethical rules shall be a basis for recommendation by the Tribal Council to the Executive Council of the applicable tribe for removal. Council members are also subject to §18-1301 et seq., Bribery and Corruption, Idaho Code.

ARTICLE IX – AMENDMENTS

Amendments to Tribal Juvenile Justice Council Bylaws may be initiated by the Council or the Commission. Proposed amendments originating with the Council shall first be referred to the Commission Bylaws Committee for review. Thereafter, the Commission Bylaws Committee will make its recommendations to the Commission for vote at the next scheduled meeting. All proposed amendments must be submitted in writing to the Commission at least fifteen (15) days prior to the meeting at which they are considered.

The Idaho Juvenile Justice Commission considers and votes on recommended amendments. Commission approval is necessary before amendments take effect.

CONSTITUTION
OF THE
IDAHO JUVENILE JUSTICE COMMISSION YOUTH COMMITTEE

PREAMBLE

“We, the members of the Idaho Juvenile Justice Commission Youth Committee, as a standing committee of the Idaho Juvenile Justice Commission, establish this constitution to serve as a voice for the youth of Idaho.”

ARTICLE I – NAME

The name of this organization is the *Youth Committee of the Idaho Juvenile Justice Commission*, also referred to as the *Youth Committee*.

ARTICLE II – AUTHORITY

The Youth Committee was created the Idaho Juvenile Justice Commission (Commission) under the authority of the Governor of the State of Idaho. The Commission was originally established by Governor’s Executive Order 81-4 dated March 5, 1981, and continues to date by virtue of subsequent executive orders.

ARTICLE III – PURPOSE

The purpose of the committee is to serve as a voice for the youth of Idaho. The Youth Committee Mission is to *Represent and Empower Youth in Idaho*. The Youth Committee will effectively represent youth from all districts, including Native American tribes, and will keep the Idaho Juvenile Justice Commission informed on issues and needs of youth.

The Youth Committee will present an Action Plan to the Commission at least every three (3) years. This plan will identify the goals and objectives of the Youth Committee, and will help in developing the activities the Youth Committee will focus on to help youth who are in, or are at risk of being in, the juvenile justice system.

ARTICLE IV – MEMBERSHIP

Composition: The Youth Committee shall consist of five (5) to twelve (12) members. Members must be a minimum of fifteen (15) years of age and may serve on the Youth Committee until the age of twenty-eight (28). Members should include individuals who have experience within the juvenile justice system, however system involvement is not required.

Consideration: Those interested in joining the Youth Committee are encouraged to attend at least two (2) committee meetings or local district council meetings. After attending two (2) meetings, a resume and application may then be submitted for consideration. The committee will submit a list of nominees to the Commission for approval and appointment.

Terms of membership: The terms of membership on the committee shall be for three (3) years. Names of current members may be submitted to the Commission for re-approval upon expiration of their term.

Meeting attendance: Any member of the Committee who misses three (3) consecutive meetings without being excused by the committee Chair for good cause may have their membership terminated.

Compensation: Members may be reimbursed for travel expense incurred by them in carrying out their duties at the rate established by the State of Idaho. Additionally, youth members may receive honorariums pursuant to Idaho Code §59-509 and subject to the limitations of Idaho Code §67-2008, in an amount not to exceed fifteen dollars (\$15) per day, for being present during 100% of a committee meeting.

ARTICLE V – ORGANIZATION

The Youth Committee officers shall consist of a Chair and Vice Chair, both of which shall be elected by the committee to serve for a term of up to three (3) years. There is no limit as to how many terms the Chair or Vice Chair may serve.

Staff of the Idaho Department of Juvenile Corrections will serve as advisors for the Committee. Staff will work with the Chair to help develop meeting agendas, provide the budget, and give guidance as needed. Staff will also take meeting minutes and help to distribute information to all members.

Duties of Officers: The Chair shall convene all meetings of the Youth Committee and preside over such meetings. The Chair is prohibited from making or seconding any motion before the committee. The Chair shall coordinate the activities and affairs of the committee. The Chair shall report to the Commission as requested, and will be given a seat on the Commission’s Executive Committee.

If the Chair is unable to be present, the Vice Chair shall perform all the duties of the Chair, except hold a seat on the Executive Committee of the Commission.

ARTICLE VI – MEETINGS

All meetings are open to the public and shall be conducted pursuant to the Idaho Open Meeting Law, Idaho Code §§74-201 through 74-208. Meetings will generally follow Robert’s Rules of Order.

At least four (4) meetings shall be held annually. Special meetings may be called by the Chair if needed.

For all regular meetings, no less than a five (5) calendar day meeting notice and a forty-eight (48) hour agenda notice shall be given unless otherwise provided by statute. The public notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place at the principal office of the Department. The notice for meetings and agendas shall also be posted electronically on the Idaho Juvenile Justice Commission website. No special meeting shall be held without giving notice of the meeting and agenda at least twenty-four (24) hours in advance, unless an emergency exists.

Minutes of meetings shall be kept by a designated secretary and distributed to Commission members in advance of the following meeting.

Quorum: For the purpose of conducting official Youth Committee business, a necessary quorum shall be defined as a simple majority of the membership. A majority vote of a quorum is required for any Youth Committee action.

Voting: Only members of the Youth Committee may introduce motions and vote. Consensus will be used as a means of reaching decisions. The Chair shall not vote except to break a tie.

ARTICLE VII – AMENDMENTS

Amendments to this Constitution may be initiated by the Youth Committee or the Commission. The Idaho Juvenile Justice Commission considers and votes on recommended amendments. Commission approval is necessary before amendments take effect.

IDAHO JUVENILE JUSTICE COMMISSION CODE OF ETHICAL CONDUCT

Conflict of Interest

Members of the Juvenile Justice Commission, District Councils, employees, officers, and agents of recipients and sub-recipients shall not participate in the selection or award of a grant supported by funds from the Idaho Juvenile Justice Commission if a conflict of interest, real or apparent, would be involved.

A conflict of interest arises when: (i) the Commission, District Council member, employee, officer, or agent, (ii) any member of their immediate family or household, (iii) their partner, or (iv) an organization which employs, or is about to employ any of the above, has a financial or other interest in the firm or entity selected for the award of funds from the Commission.

Nepotism

No recipient, or sub-recipient, may hire a person in any position funded from the Commission if a member of that person's immediate family is engaged in any administrative or support function in the hiring and/or funding organization. No employer may hire a member of their immediate family or household.

For purposes of this section, the term "member of the immediate family" includes wife, husband, son, daughter, mother, father, brother, sister, grandfather, grandmother, aunt, uncle, niece, nephew, stepparent, stepchild, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any person who the Commission member, et. al., is legally obligated to support.

For purposes of this section, the term "administrative or support function" includes overall administrative responsibility for the obtaining of and/or approval of any grant or sub-grant funded from the Commission, as well as other persons who have influence or control over the administration of the program, such as the project director, deputy director and unit chiefs, and persons who have selection, hiring, placement or supervisory responsibilities.

Kickbacks, Gifts, Favors, and Gratuities

Members of the Juvenile Justice Commission and District Councils shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

The prohibition contained above shall not apply to unsolicited trivial benefits, not to exceed a value of fifty dollars (\$50.00), that are incidental to personal, professional, or business contact, and that do not involve a substantial risk of undermining official impartiality.

Professionalism

Members of the Idaho Juvenile Justice Commission represent the Governor and should conduct themselves in a manner that upholds the integrity of public service and promotes responsible government. Members should consider their position as Governor-appointed officials when conducting official and personal business, e.g., as attendance and behavior at public functions or use of social media.

Members shall maintain stewardship over funds supporting the Commission through actions such as fully participating in any function supported with public funds (i.e., conferences, training).

Role of the Idaho Juvenile Justice Commission

The Idaho Juvenile Justice Commission serves as the State Advisory Board responsible for performing duties required by the Federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Members of the Idaho Juvenile Justice Commission are appointed by the Governor, and are to include a variety of representatives from juvenile justice agencies and youth serving systems along with youth in the juvenile justice system and private citizens.

Duties of the Commission include:

- Participate in the development and review of the state's juvenile justice plan prior to submission to the Idaho Department of Juvenile Corrections for final action.
- Submit at least biannual recommendations regarding the state compliance with the requirements of the JJDP, including deinstitutionalization of status offenders, sight and sound separation of juveniles from adults in jails, removal of juveniles from adult jails, and looking at racial and ethnic disparities in the system.
- Contact and seek regular input from youth (and families) currently under the jurisdiction of the juvenile justice system.
- Review and comment on grant applications and awards.

Role of Juvenile Justice Councils

The Councils are responsible for educating and advising the Commission regarding juvenile justice issues and contributing to the state juvenile justice plan through the development of Action Plans. Members of Juvenile Justice Councils are appointed by the District Council and approved by the Commission.

In formulating Action Plans, Councils gather input regarding local juvenile justice problems, needs and services. Based on the information in the Action Plans, it is the Councils' duty to prioritize needs, identify specific goals and objectives, and to work to implement those goals and objectives.

Youth Collaboration:

Tools and Tips from Youth SAG Members

Introduction

Youth voice, especially that of individuals with lived expertise in the justice system, is critical to meaningful system improvement. Development of policies happens best when agencies involve those who are directly impacted. This collaboration has been a central tenet of juvenile justice work for more than 40 years. Since its enactment in 1974, the Juvenile Justice and Delinquency Prevention Act (JJDPA) has required that one-fifth of each State Advisory Group¹ (SAG)'s members join before they reach the age of 24.

Recruiting and retaining youth members can be challenging though. In a 2016 survey of State Advisory Groups, one-third of respondents said they were actively looking for better ways to collaborate with youth. This report aims to help SAGs identify ways they can deepen their partnerships with youth members, moving beyond recruitment and into true collaboration with youth.² Based on recommendations from current Youth SAG members from across the country, this report presents advice and recommendations from youth on how SAGs can make their work youth-led.

Methodology

To gather data, current youth SAG members were asked to complete a 23-question online survey about their experiences on their SAG. Members from 13 states completed the survey.

In addition to the survey, the Coalition for Juvenile Justice conducted listening sessions with SAG youth members in Colorado and Washington State. These states were selected due to their high level of youth collaboration. Eight of the Washington youth



members who participated in the listening session were incarcerated at the time and attended via WebX chat. The Colorado listening session included four of the state's Emerging Leaders Committee (ELC) members.

Spotlight on Washington State: Interview with Evelyn Maddox, Current Youth Committee Chair

Washington's SAG currently has 11 youth members, all of whom regularly attend and actively participate in meetings. Many of the youth SAG members have lived experiences with the juvenile justice system, and several members are currently incarcerated. Members were recruited from all three of Washington's juvenile detention centers: Green Hill School, Naselle Youth Camp, and Echo Glen Children's Center. To ensure youth members who are currently incarcerated are able to attend all meetings, the Washington SAG received approval to hold webcam sessions within

rehabilitation facilities. To attain approval, Evelyn Maddox, appointed Chair of the Youth Committee and Youth Liaison at Office of Behavioral Health and Prevention, reached out to the Assistant Secretary of Juvenile Rehabilitation, who granted her request. Evelyn has years of experience as a direct service provider, and recruited many of the current Washington SAG youth members from her contacts at organizations and facilities throughout the state. Evelyn had the following insights to share:

How often does your state's youth committee meet?

Our youth committee meets once a month. However, the youth in the three state facilities as well as the youth in the community meet on their own to work on projects such as:

- Events
- Capital classroom (working on bills)
- Engaging in other JJ councils
- Reading books such as "The New Jim Crow"

How did you initially recruit youth who are in facilities?

I had relationships with the youth and the staff in the facilities. Also, at my first SAG meeting [last March], the Assistant Secretary of Juvenile Rehabilitation and I had a conversation about how we could get them involved. She was very supportive of getting this started.

Do youth members who are in facilities join the SAG meetings via WebEx also?

We had one meeting at one of the facilities, and we were able to get the youth on the committee to this meeting to see what the SAG is. We recently appointed a youth from each of the three facilities to be on the SAG. Each youth is a youth committee member. They will be able to come in person or via WebX.

Connecting with Youth

Collaborating with youth can be difficult work. In response to a 2016 survey by the Coalition for Juvenile Justice, one SAG Chair stated, "Keeping youth members is a challenge. That's an understatement." Another indicated that, "It's been hard, attendance-wise, to keep them engaged."³

From a youth perspective, collaboration is cultivated through relationships. A majority of youth members said they first learned about their SAGs through their relationships, either with a current SAG member, or a relative or friend. Many other youth members first learned about their SAGs while working with another organization that focuses on juvenile justice reform, such as peer and youth courts, local juvenile justice agencies, CJJ, and partners in the department of health and human services. Eighty-three percent of youth cited a passion for juvenile justice and a desire to make a change as their primary motivation for becoming a SAG member, while the remaining 17% joined due to an interest in personal and professional development.

Youth Members Weigh In: What are the Best Ways to Recruit Youth?

Recruitment should be broad-based and include:

- Various jurisdictions throughout the state
- Different experiences throughout the juvenile justice continuum
- Racial/ethnic, age, and gender diversity

Ways to recruit youth:

- Promotion through social media and flyers
 - Develop a juvenile justice-focused Facebook page
 - Regularly post interesting materials, photos, etc., to keep young people engaged.
 - Regularly give information about recruitment for SAGs.
- Invite friends and family to meetings
- Make the SAG application process as easy as possible
 - Place the application online
 - Ensure the process is quick
 - Work with Governor to swiftly approve appointments
 - Avoid unnecessary bureaucratic jargon and acronyms

Where to recruit youth:

- Schools and After-School Programs
- Identify Community-Based Organizations (CBOs) who currently work with system involved youth.
 - Develop partnerships with key contacts at those agencies so that you are able to develop a longer-term recruitment pool.

- Reach out to local juvenile probation departments and placement facility staff.
 - Develop partnerships with key contacts at those agencies so that you are able to develop a longer-term recruitment pool.
- Choose facilities your SAG would like to recruit members from.
 - Identify youth who may be interested in joining.
 - Build SAG meeting structure and policies alongside their schedules.

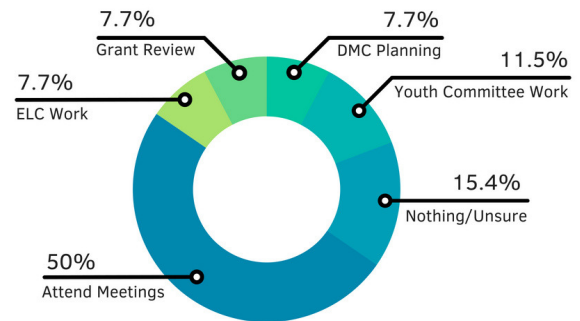
General Principles for Youth Recruitment⁴:

- Create an outreach strategy that connects with existing organizations and be intentional about asking young people to get involved.
- Plan a strategy that ensures diversity among youth involved in the program.
- Be intentional about creating a “revolving door” of youth leaders to ensure continuity.
- Balance the need for continuity in terms of issues with the integration of new young people who bring new ideas.

A majority of youth respondents felt that the process for becoming a SAG member was simple and straightforward, though one participant noted that someone who is not familiar with the traditional application process may find the formality and length of the process intimidating. This may be something to consider in the future. States should make applications as streamlined as possible, ensure that they are easily accessible and navigable, and that they make clear the fact that prior or current justice involvement is not a bar for participation.

Youth members say they engage with their State Advisory Groups in a variety of ways. Every SAG youth member said they attend SAG meetings. Several work on Youth Committee tasks, participate in grant reviews and 3-year planning, undertake Disproportionate Minority Contact (DMC) planning, or serve on their state’s Emerging Leaders Committee (ELC). However, 15% of participants in the survey were unaware of what their responsibilities as a SAG member were. Training for new youth members should clearly outline this information in youth-friendly language. It should also help demystify relevant acronyms and language used by the SAG.

WHAT RESPONSIBILITIES DO YOU HAVE AT YOUR SAG?



Barriers to Engagement

In regards to challenges, 23% of youth respondents reported that lacking clear information about their duties and responsibilities was the most difficult part of serving as a SAG member. To alleviate this, SAGs should improve their onboarding process to include training for youth and other new members. This could include the creation of a buddy system to provide someone to answer and check in with new members during their orientation to the SAG. Other top difficulties youth expressed included inflexible meeting times that were incompatible with their schedules, and frustration over the bureaucratic processes or internal politics within SAGs (15% each).

To address these challenges, SAGs should ensure they provide training for youth members around SAG policies and responsibilities shortly after they are appointed. SAGs should also provide accommodations to help youth members attend meetings, including stipends for transportation and meals and child care support, and should work with youth members to determine meeting times that are appropriate for youth schedules.

General Principles for Youth Engagement⁵:

- To the fullest extent possible, schedule meetings before or after school hours for school-aged youth. When a youth is not able to attend in person, consider allowing him/her to participate via alternative means, such as video-conferencing or conference calls.
- Explain your organization’s role to the youth and what issues you can and cannot address.

- Avoid using acronyms or legal jargon that may make it difficult for the youth to understand what is happening during the meeting.
- Prepare the youth for upcoming meetings by telling the youth who will be present, what their roles will be, what is expected to happen, and what the youth's involvement will entail.
- If the youth is expected to speak, provide guidance about how to do so most effectively. Advise the youth if other participants will ask him/her questions and what the nature of those questions may be. Provide age-appropriate reading materials to the youth to describe the organization's process.

How do SAGs Facilitate Youth Development?

Both survey and listening session participants would like to see SAGs hold more trainings in the future. Youth members specifically indicated interest in: trainings focused on youth-adult partnerships; DMC-specific training; professional training that equips youth with conflict resolution skills and practical knowledge; legal writing; peer mentoring for those coming out of the juvenile justice system; and personality traits training (i.e. Myers Briggs or BANK).

Spotlight on Colorado

Colorado's SAG has a thriving Youth Subcommittee, which is allocated \$20,000 out of the SAG's overall budget for members to use as they see fit. With this budget, youth members plan youth-specific events and community engagement initiatives to help the state better service youth, and receive stipends to attend SAG meetings and events.

Colorado's SAG has developed effective strategies to accommodate the challenges youth experience in attending meetings. The following is a non-exhaustive list of examples:

- Youth receive transportation stipends and mileage reimbursements through the Colorado SAG budget – allowing them to invest their time and energy into the council. There is a recognition that youth may not yet be working professionals and may have limited financial means, or jobs that do not cover time and travel expenses for this work.

- Further aid with transportation by offering rides to younger members who could not get to and from meetings themselves.
- Assistance finding felony-friendly housing, employment, and other resources.
- Address the needs of young advocates, including those with and without lived expertise in the system.
- Be open to helping address and remove outside barriers in the lives of youth members so that they can remain on the council.

For example, one youth member shared the following experience:

"I was allowed on the council without issues, even with my multiple felonies. At the time, the Emerging Leaders Committee Chair was a lawyer and guardian ad litem (GAL) serving on the council. I had just ended all of my probation requirements for all three of my cases in March of 2014. In the fall of 2014, I started going through the process to get my first internship at school and to get my name legally changed. Both of those situations required that I provide full documentation of my criminal history and complete court-ordered requirements. I was able to receive documentation from two counties, but not the third. That county never provided me a completion letter, and refused to speak with me when I contacted them on multiple occasions. Without their documentation, I was not going to be able to have my required internship for college, and would be placed on hold and potentially not be able to finish my bachelor's degree. The court would also not even consider my legal name change without full legal documents. During an ELC meeting our Chair asked how we were all doing, and it wasn't a surface question. She asked about our home lives, work lives, family, and legal situations. I vented to her, and she offered to contact the county's probation office as my lawyer to request my records. She quickly had my records within the next month, and I was able to change my name, attend my internship, and complete college. The documents she received for me are paramount to my life. I have had to use them at least 10 times since then. If I did not have them I'd be unable to be on a lease, have the job I have, and may have relapsed back into substance abuse and/or criminal behavior because I would have been hit so hard with barriers to my success."

Spotlight on Washington: Engaging Current Incarcerated Youth

"Our sub-committee meetings are actually set up to our schedule here at Green Hill School [a medium/maximum security facility for teenage males], and our meetings are usually over a WebX and conference calls. Our SAG as a whole meets at the capital once a month, and being that my peers and I are in a lockdown facility we are not able to leave campus at ease. This does not mean that we have not attended our main conference: last month we actually had the whole group come to GHS and we had a meeting here. They accommodate us very well."

– Current Washington SAG Youth
Member at Green Hill School

There are a number of reasons youth enjoy being on their SAG. The majority of youth (62%) said they enjoy how their membership gives them the opportunity to be a voice for other youth and make a positive change for young people in their communities.

"I have had personal experience with the juvenile justice system when I was a minor. I have also been in foster care and have been an advocate for foster care system reform and improved outcomes for transitioning young people for the past seven years. I have come to learn that the foster care population and juvenile justice population, unfortunately, oftentimes overlap. Considering my own personal life experiences and passion for advocacy, I felt the SAG was an amazing opportunity for me to give back on a larger scale."

Twenty-three percent of respondents also said they enjoyed the opportunity to learn from fellow SAG members from a variety of different fields and areas of expertise. Youth SAG members report that their social networks are highly supportive of their participation, with peers and family members regarding their membership with pride and respect (85%). Youth members reported feeling supported in their State Advisory Groups, with 50% of SAG youth members feeling completely supported, and 14% feeling at least

somewhat supported by their groups. Seventy-seven percent of youth feel their voice is heard and valued in their SAGs, though 15% of participants reported feeling their voice was ignored in SAG discussions. All members of both the Colorado and Washington listening sessions stated that they felt heard in their SAGs.



How do SAGs Collaborate with Youth?

Nonetheless, 33% of youth members reported that they feel intimidated by their fellow adult SAG members. Some expressed doubts about whether adult SAG members really viewed youth opinions equally, and others noted that it can be challenging to enter a space where many of the adult SAG members are already good friends or colleagues. Some youth (17%) noted that it is difficult to speak up, especially on policy matters with which they are less experienced, and feel they have had less practice doing so than older SAG members.

To remedy this, youth recommended adult SAG members continue to pursue deeper engagement through conversation with youth. One participant suggested SAGs always ask for youth input in meetings, rather than waiting for youth members to volunteer information. Another indicated they would feel less intimidated if more youth members were recruited and present during discussions. Because 23% of youth participants reported not feeling like every meeting was a safe space, one SAG youth member recommends all SAGs undergo Safe Space Training⁶ to ensure there are established, communal ground rules for conduct within meetings.⁷

Youth members from Washington stated that both good communication, and a space that allows for the sharing of different perspectives, are key factors in

determining whether they want to engage with a group. Members from Colorado agreed that it was important to create a space where young people can actively engage, noting that true collaboration involves, “not just being at the table, but speaking at the table.”

From a Youth Member in Colorado: When Do We Feel Heard?

- Colorado's SAG values the lived experience of all its youth members.
- We feel heard when our autonomy and real power to create meaningful change is supported. We are supported through our annual budget of \$20,000 that we can use in whatever way and towards whatever initiatives we see as important.
- We feel most heard when we are not viewed as tokens, but rather as members with unique perspectives. For example, we are often on the front lines of social justice issues and bring important perspective. We feel heard when the older council members value and support our opinions and initiatives.
- Some of our Initiatives include
 1. LGBTQ Tool Kit
 2. Professional development training for youth.
 3. Youth Experiencing Homelessness Project.
 4. Funding for Office of the Independent Monitor to put on the facilitation of a law enforcement and youth dialogue summit.
- We feel heard when the council treats youth members as capable.
- We feel heard when older council members act as mentors.

Equipping Young Leaders: A Currently-Incarcerated SAG Youth Member in Washington State Weighs In

“Our Youth Sub-Committee is youth-led, although we have a chair from DSHS. Our leaders try to have us speak and take over as much as possible. They believe that our voices are the most important ones and they try to learn from us because we are the ones going through it day in and day out, so who better to

ask? With this, I would say that it is much needed for those leading SAGs to stress the importance to the youth to continue to be leaders, especially in situations like I am in right now. Being the best you, you can be does not go unnoticed, and if everyone on the SAG would do that then sooner or later it WILL [emphasis in original text] start to rub off on those around them.”

Youth reported that they wanted to know how they could get more involved with their SAG, and what input they, as youth, could provide. Youth members have a desire to become more deeply involved in SAG work than they already are. To facilitate this, given the limited financial resources and other challenges facing youth members - some of whom are currently incarcerated - SAGs may need to pursue new and creative means of collaboration.

Youth also expressed a desire to have more in-person SAG meetings. In-person connections and the relationships that meetings enable people to build are a priority for young people. Youth from Colorado indicated they believe in-person contact is a key part of collaboration, and that they would like to see more SAG activities that gather youth members together simply to build rapport.

Recommendations for How SAGS Can Better Collaborate with Youth

“The best recommendation that I can give would have to be for all SAGs to have a youth sub-committee like Washington state. Our SAG leaders take what we say and express it in the best way they know how, not to mention we are brought to the table when they have their meetings. Having a youth that is going through the system firsthand can have a bigger and much more powerful impact than some may think. Continue to help youth help those making these big policy changes, because they are the ones feeling the effects.”

– Washington SAG Youth Member

“Apply the understanding that youth truly want to be on the council for a reason. Youth want to help. They want to develop their lives and their careers. They really care, and they really want to learn. They care about their peers and want to make a real

difference in improving the Juvenile Justice System. For example, through being on Colorado's State Advisory Group, I have gained an internship position with the Office of the Alternate Defense Counsel in Denver. This position has been instrumental for me in gaining an incredible education, creating meaningful change, and bringing my resume up to a higher caliber. In conclusion, "Understand how much youth members care and meet them there!"

– Colorado SAG Youth Member

Conclusion

Meaningful youth collaboration is challenging, but possible and critically important to juvenile justice system improvement. State Advisory Groups should consider how to integrate youth collaboration into all aspects of their work, including their budgets, onboarding processes, meeting structures, development and training initiatives, and interpersonal engagements. Youth participants in this research have indicated that such practices are reinforcing: continue to partner with youth members to create systems that work for youth, and more youth members will feel welcome and empowered to join.

CJJ extends a special thanks to SAG Youth Members who participated in the youth survey and listening groups; the 2017-2018 Emerging Leaders Committee, for advising on the report and sharing their insights and lived expertise; Evelyn Maddox, for her guidance on increasing accessibility for and facilitating partnership alongside incarcerated youth; Miguel Garcia, for his assistance in developing of the youth survey; and Washington and Colorado state, for their exemplary efforts on youth collaboration.

Notes:

¹ State Advisory Groups were established under the Juvenile Justice and Delinquency Prevention Act (JJDP) and SAG members are appointed by Governors/Chief Executives in each U.S. jurisdiction. They are principally responsible for monitoring and supporting their state's progress in addressing the four core requirements of the JJDP. SAGs can also go by different names in each state, such as the Juvenile Justice Advisory Council (JJAC), Juvenile Justice Advisory Group (JJAG), etc. For more information about the SAG in your area, please visit <http://www.juvjustice.org/about-us/state-advisory-group-members>.

² Coalition for Juvenile Justice, "Building State Advisory Group Capacity: A Toolkit for Effective Juvenile Justice Leadership." (July 2016). Available at http://www.juvjustice.org/sites/default/files/resource-files/SAG%20Capacity%20Building%20Toolkit_final.pdf.

³ Coalition for Juvenile Justice, "Increasing State Advisory Group Effectiveness: Building Capacity for State Leadership." (July 2016). Available at www.juvjustice.org/sites/default/files/resource-files/Increasing%20SAG%20Effectiveness_0.pdf.

⁴ Karen Pittman, Shanetta Martin, & Anderson Williams (July 2007). "Core Principles for Engaging Young People in Community Change," The Forum for Youth Investment. Available at http://forumfyi.org/files/FINALYouth_Engagment_8.15.pdf.

⁵ Andrea Khoury (November 2007). "With Me, not Without me: How to Involve Children in Court." in Child Law Practice Vol. 26, No. 9, American Bar Association Center on Children and the Law. Available at

http://www.americanbar.org/content/dam/aba/publications/center_on_children_and_the_law/empowerment/withme_notwithoutme.authcheckdam.pdf; Andrea Khoury (July 2008). "Establishing Policies for Youth in Court—Overcoming Common Concerns," American Bar Association Center on Children and the Law. Available at <http://www.isc.idaho.gov/cp/docs/Establishing%20Policies%20for%20Youth%20in%20Court-Common%20Concerns.pdf>.

⁶ Safe-space trainings can be found at http://www.cypq.org/products_and_services/training/YWM.

⁷ For additional LGBTQ-specific guidelines, please visit <http://www.advocatesforyouth.org/publications/publications-a-z/496-tips-and-strategies-for-creating-a-safe-space-for-glbtcq-youth>.



For more information, contact the Coalition for Juvenile Justice

Phone: 202-467-0864

Email: info@juvjustice.org

Web: www.juvjustice.org

Address: 1319 F Street NW, Suite 402, Washington, DC 20004

ANALYSIS OF ROLES & RESPONSIBILITIES COMMISSION VS. DISTRICT COUNCILS

COMMISSION

1. To be informed about juvenile justice and delinquency prevention (JJDP) programs throughout the state and advise the Department and Governor regarding their operation;
2. To advise the Department and Governor on problems relating to policies, and programs relating to youth who are now or may in the future come into conflict with the law;
3. To provide an advocacy function promoting legislation pertaining to JJDP services and laws;
4. To mediate among agencies and organizations as a third party in areas of disagreement regarding JJDP issues;
5. To encourage interagency cooperation and coordination on the state and local levels and help to eliminate duplication of services where appropriate;
6. To provide guidance in the development and implementation of improved policies for youth in the state, e.g. judicial, rehabilitation, recreation, and delinquency prevention;
7. To carry out all responsibilities required by the JJDP Act;
8. To oversee and evaluate such JJDP activities and events as may be deemed necessary by the Department or Governor;
9. To represent the Governor at national and state JJDP functions regarding children and youth; and,
10. To present to the Governor and Legislature prior to December 31 of each year a report on the Commission's achievements and impact on youth service programs and policies.

DISTRICT COUNCILS

1. To be informed about children and youth programs throughout the State and advise the Commission regarding their operation;
2. To advise the Commission on problems, policies, and programs relating to youth who are now or may in the future come into conflict with the law;
3. To make recommendations to the Commission and to provide an advocacy function in matters pertaining to JJDP services and laws;
4. To act as facilitators and coordinators for the prevention and intervention efforts of all community groups;
5. To encourage interagency cooperation and coordination on the local level and help to eliminate duplication of services where appropriate;
6. To provide guidance in the development and implementation of improved policies for children and youth in the District; e.g. judicial, rehabilitation, recreation, and delinquency prevention;
7. To be familiar with the recommendations of the Idaho Juvenile Justice Commission's 3-Year Plan submitted to the Governor and assist with the implementation of those recommendations deemed necessary;
8. To oversee and evaluate such activities and events as may be deemed necessary and appropriate by the Commission; and
9. To present to the Commission each quarter a report on the Council's achievements and impact on youth service programs and policies.

Idaho Juvenile Justice Commission Committee Descriptions

Name	Purpose	Authority	Expectations
Executive Committee	<ul style="list-style-type: none"> Hear and decide funding appeals Develop membership recommendations 	<ul style="list-style-type: none"> Standing Committee Decision-making authority 	<ul style="list-style-type: none"> Chair a standing committee Resolve appeals Manage membership
Grants Committee	<ul style="list-style-type: none"> Review grant applications Prioritize grants Develop funding recommendations 	<ul style="list-style-type: none"> Standing Committee Recommendation authority Lead for sub-grant funding 	<ul style="list-style-type: none"> Be available to review and score grants Advise staff on granting projects Identify conflicts of interest Provide feedback to applicants
Legislative Committee	<ul style="list-style-type: none"> Be involved in legislative activities necessary to the fulfillment of the goals and objectives of the Commission 	<ul style="list-style-type: none"> Standing Committee Recommendation Authority 	<ul style="list-style-type: none"> Stay current on legislative activities Identify critical issues Establish strategy for Commission Engage /Inform key stakeholders
Program Committee	<ul style="list-style-type: none"> Review program activities Determine effectiveness of programs Initiate planning process for future program activities Facilitate coordination among various programs Make recommendations to the Commission 	<ul style="list-style-type: none"> Standing Committee Recommendation Authority Lead for Planning 	<ul style="list-style-type: none"> Lead the 3-Year Planning process Review Commission projects and analyze impacts Research evidence-based approaches
Ethics Committee	<ul style="list-style-type: none"> Review and update Commission ethical standards Develop recommendations to the Commission 	<ul style="list-style-type: none"> Ad Hoc Committee Recommendation authority 	<ul style="list-style-type: none"> Deliberate ethical issues and make recommendations
Youth Committee	<ul style="list-style-type: none"> Actively engage youth in the juvenile justice system Support the youth members in planning and implementing projects Recruit and recommend youth members 	<ul style="list-style-type: none"> Standing Committee Recommendation authority Decision authority for youth project funds 	<ul style="list-style-type: none"> Support youth members in your local area Participate in committee meetings in-person or via conference call Assist youth in making introductions Connections throughout the state Encourage and support a network of youth volunteers
Compliance Committee	<ul style="list-style-type: none"> Assist Compliance Monitor by Brainstorming ideas Overseeing activities Assisting with relationship-building 	<ul style="list-style-type: none"> Ad Hoc Committee Recommendation authority Decision authority for compliance project funds 	<ul style="list-style-type: none"> Stay informed on compliance issues Participate in onsite inspections when possible Develop recommendations for funding Assist Compliance Monitor with local agency relationships
Racial and Ethnic Disparities (DMC)	<ul style="list-style-type: none"> Review Data to inform DMC activities Select communities to assess Assist onsite or via other communication to implement principles of DMC 	<ul style="list-style-type: none"> Ad Hoc Committee Recommendation authority Decision authority for DMC project funds 	<ul style="list-style-type: none"> Stay informed on DMC issues Visit project communities when possible Assist DMC Coordinator with local agency relationships

Juvenile Justice Commission Policy/Procedure

SUBJECT: COUNCIL FUNDS AND
OPERATION

<u>NUMBER</u>	<u>REVISED</u>	<u>REVIEWED</u>
1	12/31/2019	12/31/2019
	<u>EFFECTIVE</u>	<u>PAGES</u>
	10-01-12	4

Policy

With four federally recognized Indian tribes, seven judicial districts, 44 counties, 113 school districts and at least four different state agencies addressing the needs of juveniles in their jurisdiction, the Idaho Juvenile Justice Commission (IJJC) continues to support the philosophy of the Juvenile Corrections Act through Council Action Plans. Funds are allocated to Tribal and District councils through OJJDP Formula Grants to pursue the priorities identified in the action plans. Expenses may include operating costs as well as costs for system improvement events or activities. Individuals or agencies may request council funding and must apply to the council under this policy and show how the activity will impact the priorities of the Council Action Plan.

Councils must approve all expenses and funding requests and provide documentation of approval to the Idaho Department of Juvenile Corrections (IDJC) Planning & Compliance Unit within **ten** (10) days of the public meeting where approval was granted. The Planning & Compliance Unit will review documentation to ensure activities and expenses are allowable, and will give the final approval for funds to be allocated. Council funds are part of the state's pass-through funding to communities and **may not** be awarded to State or Federal personnel/agencies.

Operating Procedure

- I. Definitions
 - A. Activity includes system improvement efforts to address priorities in the Council Action Plan. These could include program evaluation, technical assistance through consultants or peers, outreach materials, etc.
 - B. Council Action Plans are the documents approved by the Councils that include specific goals and objectives to guide the use of federal grant funds toward critical priorities. Summaries of these plans are available at www.ijc.idaho.gov.
 - C. Event is defined as a meeting, generally lasting a few hours to multiple days, the purpose of which is to provide information, workshops and networking for a specific group of professionals, or for a specific reason.
 - D. Operating Costs include expenses to support Council administration and meetings such as travel reimbursement, facility rental, postage, printing and supplies, etc.

- E. Performance Measures are particular values used to measure program outputs or outcomes and are required by OJJDP.
- F. Program Staff are members of the Council or IJJC.
- G. Non-Program Personnel include all persons who are not members of the Council and could include law enforcement, courts, referral agencies or community members.

II. Shared Commitment on System Improvement

- A. The IJJC recognizes that a mutually beneficial outcome for individuals, agencies, tribes, and districts is a primary goal when planning activities to pursue the priorities of the Council Action Plan. Councils should consider key stakeholders in the Idaho juvenile justice system when allocating funds.
- B. Strong collaboration occurs when multiple partners commit resources to developing system improvements. Consideration should be given to those applicants that demonstrate collaborative funding.
- C. The Councils and the IJJC understand and commit to follow this policy to support the priorities identified in the Council Action Plans which support the state plan and compliance with the Juvenile Justice and Delinquency Prevention Act.
- D. The Council and the IJJC understand this funding is **not** intended to support program services such as youth summits or scholarships to attend conferences, etc. for juveniles. These funds are for system improvement activities to address the priorities in the current Council Action Plans.

III. Funding Parameters

- A. The funding cycle for each fiscal year is October 1–September 30. All expenses and requests must be approved by the Council during the funding cycle and events must be completed by September 30. All invoices must be submitted to IDJC within 30 days and **no later than October 31**.
- B. Consultants should be paid the fair market value for services in the geographic location but cannot be paid more than \$650 per day or \$81.25 per hour.
- C. Reimbursement of travel expenses must comply with [State guidelines](#).
- D. Funds cannot be used for meals or refreshments, prizes, novelty items, etc.
- E. Council funds are intended to support local community-based resources and shall not be awarded to State or Federal personnel/agencies.

IV. Funding Requests and Approval Process

- A. All requests for funding must be submitted on the Council's Request for Funding form. The form must be filled out in its entirety and signed by the requestor, the Council Chair, and the Planning & Compliance Unit representative **prior to the event**.
- B. In completing the Council Request for Funding form, the requestor will:
1. List all costs, both those requested from council funds and those contributed by requestor's agency or other organization.
 2. Attach copies of any brochure or agenda information available.
 3. If event or activity requires travel, include necessary travel costs on form.
 4. Indicate how the event or activity will impact the priorities of the Council Action Plan.
- C. Any organization applying for funds must have a [DUNS](#) (Dun & Bradstreet) number registered in the SAM (System for Award Management) system. Individuals or organizations with Exclusions on the [SAM](#) website cannot receive funds.
- D. Only one person may be listed as the requestor on a Council Request for Funding form. Applicants coordinating an event or activity within one or more judicial districts for multiple participants **must agree to get a completed evaluation form from each participant and submit them to the IDJC along with a list of all participants, including email addresses**.
- E. Requestor should submit the request to the Council at least ten (10) days before the next scheduled council meeting and the Request for Funding must be identified on the agenda as an "Action Item" for voting at the meeting.
- F. When reviewing the Request for Funding, the Council should review the following:
1. Is the Request form filled out completely with all necessary information?
 2. Are calculations correct?
 3. Are costs reasonable and necessary?
 4. Does the activity meet the Council Action Plan priorities?
- After a vote by the Council, the following steps should be taken:
1. If the request is denied or additional information is needed, the Council shall notify the Requestor.
 2. If the request is approved, the Council shall send the approved Request and meeting minutes to the IDJC Planning & Compliance Unit for final approval and authorization.
- G. IDJC Planning & Compliance Unit staff will review the request and meeting minutes to ensure costs are allowable under state and federal guilds and that the request is consistent with the priorities of the Council Action Plan. IDJC Planning & Compliance Unit staff will notify the Council Chair and the

Council Office Specialist II of final approval or denial. No request for funds should be considered approved until a Planning & Compliance Unit representative has signed the Request for Funding form and returned it to the Council Chair and the Council Office Specialist II.

- H. Substitutions will only be allowed when pre-approved by the Council Chair. Justification must be made that the substitute's participation in an event will result in the same impact on the juvenile justice system as the original requestor in the approved request.

V. Reporting, Evaluation and Reimbursement

- A. After completing the approved event or activity, the requestor is responsible for sending a completed Evaluation form to the Council Office Specialist II.

- B. The requestor must submit a Request for Reimbursement form to IDJC accompanied by a W9, receipts and an agenda **within ten (10) days** of the event.

Reimbursement requests that are not received by IDJC 30 days after the date of the event may be denied.

- C. IDJC Planning and Compliance Unit staff will review the Request for Reimbursement for completeness, reconcile expenses and resolve any questioned costs, and initiate payment in the Grants Management System.

VI. Council Operating Expenses

- A. Expenditures for Council operating expenses are approved during Council meetings and reflected in the minutes.

- B. The Council Office Specialist II maintains a budget and expense report and provides updated copies to council members at each meeting.

Reference:

Related Forms: [Juvenile Justice District Council Request for Funding Juvenile Justice District Council Evaluation](#)
[Juvenile Justice District Council Travel Expense Voucher](#)

JUVENILE JUSTICE COUNCIL Request for Funding

Applicant Name:	Agency Affiliation:	
Email address:	Date of Request:	
Details of event or activity <i>(include dates, times, locations, and a description)</i> :		
Description of impact of this event/activity on the priorities of the Council Action Plan:		
Itemized Costs <i>(include a brief description for each)</i>:	Requested Funds:	Other Funds <i>(list sources)</i>:
Consultants:		
Registration:		
Travel:		
Supplies:		
Other:		
Total Amount Requested:		

JUVENILE JUSTICE COUNCIL

Request for Funding (page 2)

Applicant Name:	Agency Affiliation:
Reporting Requirements:	
<ol style="list-style-type: none"> 1. Applicants must agree to complete and return the standard Evaluation form and Request for Reimbursement within ten (10) days of completing the event. <i>Reimbursement requests that are not delivered to IDJC in a timely manner may be declined.</i> 2. Applicants must agree to report to the council in-person if requested. 3. Applicants coordinating an event or activity for multiple participants must agree to obtain a completed evaluation form from each participant and submit them to IDJC with a list of all participants, including e-mail addresses. 4. Applicants attending out-of-state events may be required to provide subsequent training in the district on information learned at the event. 	
Signature	Date

The section below is for District Council use only

Date request received by Council:	Date request reviewed by Council:
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes, but with the following special conditions:	
<input type="checkbox"/> Not approved at this time for the following reasons:	
Council Chair signature	Date
Additional conditions or requirements for funding per IDJC (<i>if any</i>):	
IDJC – Planning & Compliance Unit Approval	Date

District Councils: Please send completed requests to the IDJC Planning & Compliance Unit along with a copy of the minutes within 10 days. The goal of Council funds is to pursue the priorities of the Council Action Plan. Funds are intended for system improvement activities and may not be used to support programming.

Funds should not be considered approved until a Planning & Compliance Unit representative has signed the Request for Funding form and returned it to the District Office Specialist II.

**JUVENILE JUSTICE COUNCIL
Evaluation Form**

General Information

Name:	Event Title:
Agency:	Event Date(s):
Today's Date:	Event Time (Hours):

Evaluation (The goal of Council funds is to pursue the priorities of the Council Action Plan)

Did you gain ideas for ways to improve the juvenile justice system as a result of this event? YES NO

Key points of what you learned:

What can you now offer to your agency, community, juveniles you work with?

Would you recommend this type of event to others? YES NO
Please Explain:

Signature	Date
-----------	------

Please submit completed evaluation to your District Council Office Specialist II

Request for Reimbursement

Requestor Information								
Name:			Payee (if other than requestor):			Official Work Location:		
Private Vehicle License #			County Vehicle License #			Payee Soc. Sec. # or FEI #		
Reason for Request / Purpose of Travel:								
<i>By signing, I hereby certify that the amounts set out in the Request for Reimbursement are correct and just, and that I have not received previous payment.</i>								
Signature of Requestor _____							Date _____	
Date	Starting location	Ending location	Leave time	Arrive time	Meals	Lodging	Miles	Mode of travel
Total								

Expenses	Amount
Private Vehicle (miles x 0.585¢)	\$
Airport parking	\$
Commercial Air Fare	\$
Taxi, bus, car rental, train, etc.	\$
Honorarium	\$
Lodging	\$
Meals (based on State allowance)	\$
Miscellaneous	\$
Total	\$

In-State Meal Allowance	
Breakfast	\$13.75 (Allowable if leave at or before 7 am / return at 8 am or later)
Lunch	\$19.25 (Allowable if leave at or before 11 am / return at 2 pm or later)
Dinner	\$30.25 (Allowable if leave at or before 5 pm / return at 7 pm or later)
All Day	\$55.00 (Full day allowance)

Signature of Approver _____

Date _____

Request to Present
At the Idaho Juvenile Justice Commission

Date: _____

Name of Requester: _____

County: _____

Phone number: _____

E-mail address: _____

What date do you want to be on the agenda? _____

(Request must be received 14 days before the quarterly Commission Meeting)

Length of time requesting? _____

Reason for request

Requesting Funds
What is the funding for? _____

Providing Information
What would you like to share? _____

Offering Training
Reason for the training: _____

Providing Feedback
Reason for the feedback: _____

Other
Why do you want to be on the Commission's agenda? _____

Approved as requested above, no change.

Approved, but at a different meeting.

Disapproved. Need more information.

Signature of Commission Chair

Date

E-mail request to Katherine Brain at katherine.brain@idjc.idaho.gov.
Request will be submitted to the Idaho Juvenile Justice Commission Chair for approval. You will be notified by phone or email as soon as a decision has been made.

Reviewed 01/20/2022

Guidelines for Idaho Juvenile Justice Commission Committees and Juvenile Justice Councils

Allowable Costs

The following is general guidance on allowable activities and costs for IJJC Committees and JJ Councils.

1. The most important consideration is Pass-Through. Committee/Council funds are included in the calculation to meet pass-through requirements.
 - a. Funds must pass-through to programs of units of local government or combinations thereof, Tribes, and private non-profit organizations (if they have applied for and been denied funding by a unit of local government).
 - b. Every project should be evaluated to determine if the funds will actually pass-through rather than being used for a state program. For instance, using funds to train state employees would not qualify as pass-through. But, training county employees would be pass-through.
2. Committee activities are part of the System Improvement category of the 3-Year Plan.
 - a. System Improvement activities do not typically serve youth directly. Activities are generally focused on people or systems working with youth to improve services.
 - b. Pilot projects working directly with youth might qualify as long as the intent is to see if a program is beneficial to the system.
3. Examples of allowable activities include, but are not limited to:
 - a. Training of personnel on best practices
 - i. Registration
 - ii. Travel and Per Diem
 - iii. Facilities
 - b. Educational forums
 - i. Materials
 - ii. Facilities
 - iii. Scholarships
 - iv. Consultants
 1. Contracts must signed with IDJC
 2. Services should be valued at the current market rate
 - a. Fees cannot exceed \$81.25 per hour or \$650 per day
 - c. Improving technology resources at the local level
 - i. Granting to agencies to upgrade equipment or software
 - ii. Funding for infrastructure such as phone lines is NOT allowable.
 - d. Providing educational materials to local stakeholders
 - i. Purchase and distribution of curricula or other resources

Unallowable Costs

The following are examples of costs that are unallowable with grant funds:

1. Meals, snacks, or refreshments while not in travel status.
2. Refreshments, Awards, Prizes, Novelty Items, Posters, etc.
3. Fund Raising
4. Lobbying or Political Contributions
5. Prior obligations
6. Legislative expenses
7. Limitations on Conference / Workshop Expenses
 - a. Entertainment, such as movies, bar tabs, plays, site seeing, etc.

- b. Personal expenses, such as hygiene items, laundry charges, magazines, car rentals, tips, etc.
- c. Meeting Room / Audio Visual costs cannot exceed \$25 per attendee or \$20,000
- d. Logistical Planner costs cannot exceed \$50 per attendee or \$8,750
- e. Programmatic Planners costs cannot exceed \$200 per attendee or \$35,000

Approval And Payment Process

General guidance for implementation of activities is listed below. Some projects may require a different process. IDJC Planning & Compliance Staff can assist with projects.

1. Identify an activity and develop a budget within the Committee/Council
 - a. Be sure to define who will complete specific tasks
 - b. Include a timeline
 - c. Describe the intended outcomes of the activity
2. Approval by Commission/Council in a public meeting:
 - a. If the Committee or Council Proposal occurs during a Commission/Council meeting, the Committee Chair or designee should present recommendations to the Commission or Council for immediate consideration.
 - b. If the Committee or Council Proposal occurs separate from a Commission/Council meeting, the Committee Chair or designee should send the proposal and meeting minutes approving the activity (if applicable) to Grants Section Staff or Council Support Staff for review and preparation for the Commission/Council.
 - i. Staff will review for allowable activities
 - ii. Staff may recommend modifications for clarity
 - iii. Staff will prepare documentation for consideration at the next Commission/Council meeting.
 - c. Approval will be reflected in the Commission meeting minutes.
 - i. Approved activities may be implemented following approval.
3. **Planning & Compliance Staff** oversee or facilitate purchasing processes
 - a. Develop solicitations
 - b. Review bids or grant proposals
 - c. Select vendors
 - d. Negotiate contracts or grant awards
 - e. Develop and sign project awards
 - f. Inform Committee/Council Chairs once purchasing process is complete
4. **Contractors or grantees** perform activities
 - a. Implement activities
 - b. Submit requests for reimbursement to Grants Section Staff within 10 days
 - c. Committee/Council Chairs monitor activities and report on outcomes
5. **Planning & Compliance Staff** review reports and requests for reimbursement
 - a. Resolve questioned items
 - i. Detailed Invoices
 - ii. Supporting Documentation
 - b. Process payment of allowable expenses
 - c. Report to Committee/Council Chair

When in Doubt, Give Us a Shout...*Planning & Compliance Staff*



OCTOBER 2009



OJJDP INFOCUS

Jeff Slowikowski, Acting Administrator

What is the Formula Grants program?

OJJDP's Formula Grants program supports efforts related to delinquency prevention and reduction, juvenile justice system improvement, research, evaluation, statistical analysis, and training and technical assistance in all 50 States, the District of Columbia, and the 5 U.S. territories.

Learn more at
ojjdp.ncjrs.gov/formulagrants.

Formula Grants Program

The Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Formula Grants program supports State¹ and local efforts in planning, operating, and evaluating projects that seek to prevent at-risk youth from entering the juvenile justice system or intervene with first-time and nonserious offenders to provide services that maximize their chances of leading productive, successful lives. These services include job training, mental health and substance abuse treatment, community service and other forms of restitution, and school programs to prevent truancy. The Formula Grants program also provides funds to enhance the effectiveness and efficiency of the juvenile justice system.

OJJDP provides funds directly to States to help them implement comprehensive juvenile justice plans based on detailed studies of the needs in their jurisdictions. Juvenile justice specialists in each State administer

¹The term "State" means any State of the United States, the District of Columbia, and the five U.S. territories (Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands).

the funding through subgrants to units of local government, local private agencies, and American Indian tribes to support programs in accordance with legislative requirements. OJJDP also provides training and technical assistance to States and communities.

Authorizing Legislation

The Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002 (Public Law 107-273, 42 U.S.C. § 5601 *et seq.*) reauthorized OJJDP to administer the Formula Grants program to support delinquency prevention and intervention efforts and improvements in the juvenile justice system.

Eligibility

To be eligible to receive a formula grant, a State must designate one agency to prepare and administer a comprehensive 3-year Juvenile Justice and Delinquency Prevention plan, establish a State Advisory Group



(SAG) appointed by the Governor or other chief executive officer to provide policy direction, participate in preparing and administering the Formula Grants program plan, and commit to achieve and maintain compliance with the following four core requirements of the JJDP Act:

- Deinstitutionalization of status offenders (DSO).²
- Separation of juveniles from adults in secure facilities (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC) within the juvenile justice system.

²A status offender is a juvenile who has committed an act that would not be a crime if an adult committed it. Common examples are drinking or possessing alcohol, smoking tobacco, running away from home, or being truant from school.

Formula Grants Program Areas

Program Area	Description of Program Area
1. Aftercare/reentry	Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.
2. Alternatives to detention	Alternative services provided to a juvenile offender in the community as an alternative to confinement.
3. Child abuse and neglect programs	Programs that provide treatment to juvenile offenders who are victims of child abuse or neglect and to their families to reduce the likelihood that such juvenile offenders will commit subsequent violations of law.
4. Children of incarcerated parents	Services to prevent delinquency or treat first-time and nonserious delinquent juveniles who are the children of incarcerated parents.
5. Community Assessment Centers (CACs)	Centers that lead to more integrated and effective cross-system services for juveniles and their families. CACs are designed to positively affect the lives of youth and divert them from a path of serious, violent, and chronic delinquency. Using a collaborative approach, CACs serve the community in a timely, cost-efficient, and comprehensive manner.
6. Compliance monitoring	Programs, research, staff support, or other activities primarily to enhance or maintain a State's ability to adequately monitor jails, detention facilities, and other facilities to ensure compliance with Sections 223(a)(11), (12), (13), and (22) of the JJDP Act.
7. Court services	Programs to encourage courts to develop and implement a continuum of pre- and postadjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, translation services and similar programs, and secure, community-based treatment facilities linked to other support services.
8. Deinstitutionalization of status offenders	Programs, research, or other initiatives to eliminate or prevent the placement of accused or adjudicated status offenders and nonoffenders in secure facilities, pursuant to Section 223(a)(11) of the JJDP Act.
9. Delinquency prevention	Programs to prevent youth at risk of becoming delinquent from entering the juvenile justice system or to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, or in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of program areas 12 and 32.
10. Disproportionate minority contact	Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act.
11. Diversion	Programs to divert juveniles from entering the juvenile justice system.
12. Gangs	Programs, research, or other initiatives primarily to address issues related to preventing juvenile gang activity.
13. Gender-specific services	Services to address the needs of male and female offenders in the juvenile justice system.
14. Graduated sanctions	A system of sanctions that escalate in intensity with each subsequent, more serious delinquent offense.
15. Gun programs	Programs to reduce the unlawful acquisition and illegal use of guns by juveniles (excluding programs to purchase guns from juveniles).
16. Hate crimes	Programs to prevent and reduce hate crimes committed by juveniles.
17. Jail removal	Programs, research, or other initiatives to eliminate or prevent the placement of juveniles in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act.
18. Job training	Projects to enhance the employability of at-risk juveniles and/or first-time and nonserious juvenile offenders or to prepare them for future employment (e.g., job readiness training, apprenticeships, and job referrals).

If a State, despite its good faith efforts, fails to demonstrate compliance with any of the core requirements in any year, OJJDP will reduce its formula grant for the subsequent fiscal year by 20 percent for each requirement for which the State is noncompliant. Without a waiver from the OJJDP Administrator, States must agree to use 50 percent of their allocations for that fiscal year to achieve compliance. If a State is ineligible to receive a formula grant or chooses not to participate in the program, OJJDP will make its allotment, excluding the SAG allocation, available to a local public or private nonprofit agency with statewide capacity to carry out activities designed to bring the State into compliance with the core requirements.

Award Process

OJJDP awards formula grant funds to States on the basis of their proportionate population younger than age 18. Each State must use at least two-thirds of its award funds for programs that local public and private agencies operate and for eligible American

Indian tribal programs. Eligible tribes must agree to attempt to comply with the JJDP Act core requirements. Funds that the States pass through to the tribes are proportionate to the tribal population younger than age 18.

States generally issue requests for proposals that invite local governments, private nonprofit agencies, and tribes to compete for funds to support programs that address the priority needs identified in State plans. States give funding priority to evidence-based programs and activities that are likely to produce a positive impact. Local recipients' ability to demonstrate success in achieving the goals specified in their applications to the State agency will determine their eligibility for continued funding.

Program Areas

States may use their formula grants in 35 program areas that Congress has defined (see sidebar "Formula Grants Program Areas" below).



Program Area	Description of Program Area
19. Juvenile justice system improvement	Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a systemwide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).
20. Mental health services	Psychological and psychiatric evaluations and treatment, counseling services, and/or family support services for at-risk juveniles and/or first-time and nonserious juvenile offenders.
21. Mentoring	Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile and/or first-time and nonserious juvenile offender (mentee).
22. American Indian programs	Programs to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
23. Planning and administration	Activities related to State plan development, other preawarded activities, and administration of the Formula Grants program, including evaluation, monitoring, and one full-time staff position pursuant to Section 222(c) of the JJDP Act and the OJJDP Formula Grant Regulation.
24. Probation	Programs to permit juvenile offenders to remain in their communities under conditions that the juvenile court prescribes.
25. Restitution/community service	Programs to hold first-time and nonserious juvenile offenders accountable for their offenses by requiring community service or repayment to the victim.
26. Rural area juvenile programs	Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the U.S. Census Bureau.
27. School programs	Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
28. Separation of juveniles from adult inmates	Programs that ensure that juveniles will not be detained or confined in any institutions where they may come into contact with adult inmates, pursuant to Section 223(a)(12) of the JJDP Act.
29. Serious crime	Programs, research, or other initiatives to address serious and violent criminal-type behavior by youth. This program area includes intervention, treatment, and reintegration of serious and violent juvenile offenders.
30. Sex offender programs	Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.
31. State Advisory Group allocation	Activities related to carrying out the State Advisory Group's responsibilities under Section 223(a)(3) of the JJDP Act.
32. Substance abuse	Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol among at-risk juveniles and/or nonserious juvenile offenders.
33. Youth advocacy	Projects to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.
34. Youth (or teen) courts	Juvenile justice programs in which peers play an active role in the disposition of the juvenile offender. Most communities use youth courts as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.
35. Strategic community action planning	Programs and activities that bring together committed community leaders and residents to identify and access existing local resources for the development of a multifaceted response to juvenile justice issues.

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION

*Serving Children, Families,
and Communities*

Performance Measures

OJJDP requires all recipients of its funding to collect and report data that measure the results of funded activities. OJJDP expects grantees to use these data to inform their administration of grant funds and to improve program performance. Performance data also highlight programs that have been particularly effective.

Formula Grants at Work

Formula grant funds are preventing delinquency, reducing recidivism, and supporting evidence-based practices that help ensure the effectiveness of future programs. In 2008, States and territories reported data for a total of 1,775 subgrants across more than 900 separate organizations. This represents more than \$98 million in funded activities. Formula grant programs served more than 518,000 youth during the reporting period. Of these youth:

- Seventy-seven percent completed program requirements.
- Seventy-five percent exhibited a desired change in the targeted behavior (e.g., reduced antisocial behavior, improved school attendance, increased social competence).
- Nine percent offended or reoffended during the program period.

Of the formula grant-funded programs, about 40 percent reported implementing at least one evidence-based program.



The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance; the Bureau of Justice Statistics; the Community Capacity Development Office; the National Institute of Justice; the Office for Victims of Crime; and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART).

For More Information on the Formula Grants Program

To learn more about the Formula Grants program, visit ojjdp.ncjrs.gov/formulagrants. For information about how to access the formula grant funds awarded to your State, or to request OJJDP-sponsored training and technical assistance, contact your State's Juvenile Justice Specialist. Contact information is available on the OJJDP Web site.

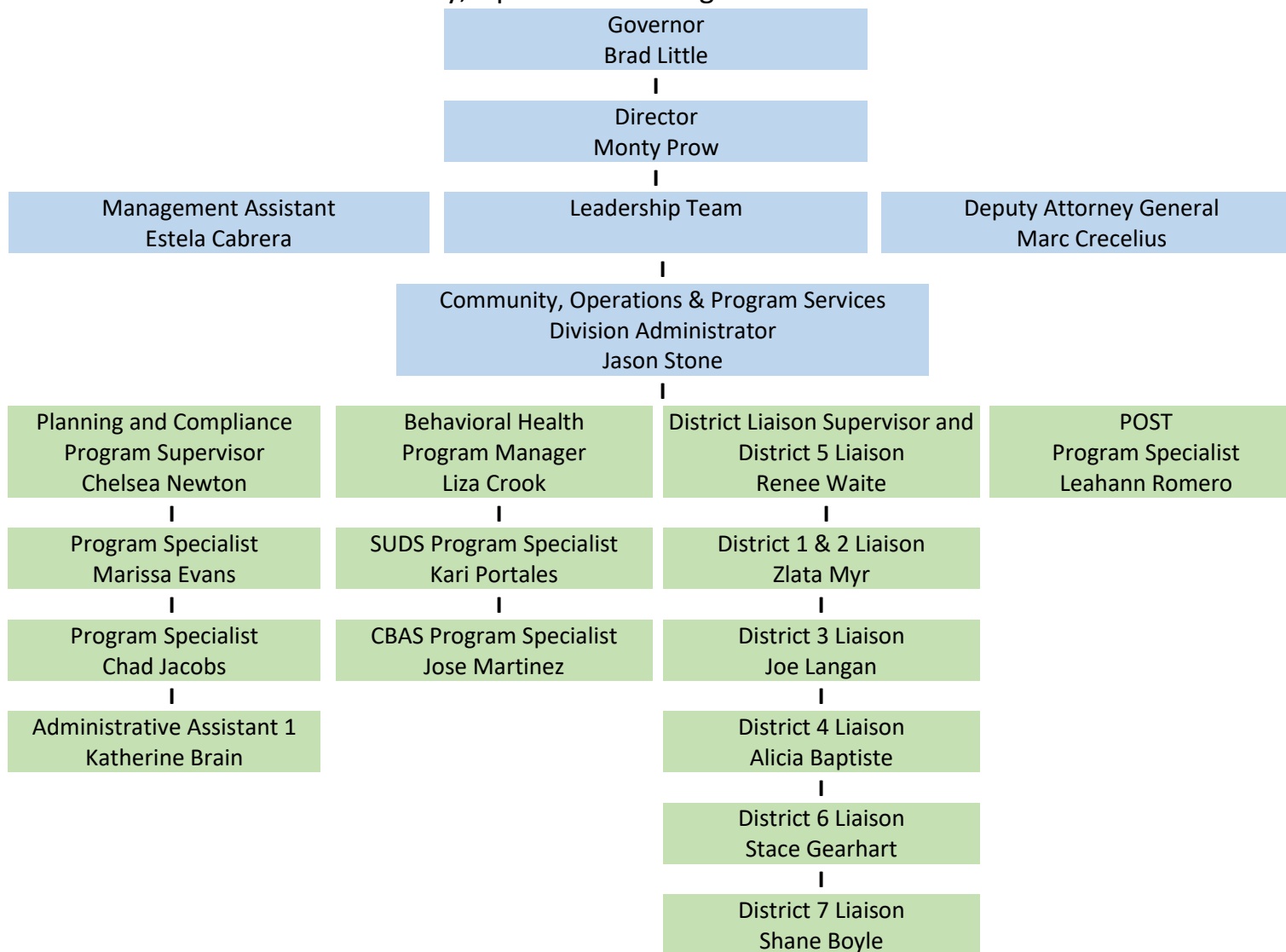
- Visit ojjdp.ncjrs.gov.
- Click on "State Contacts" in the left navigation panel.
- Select the checkbox next to "Juvenile Justice Specialist."
- Click on your State in the map provided.

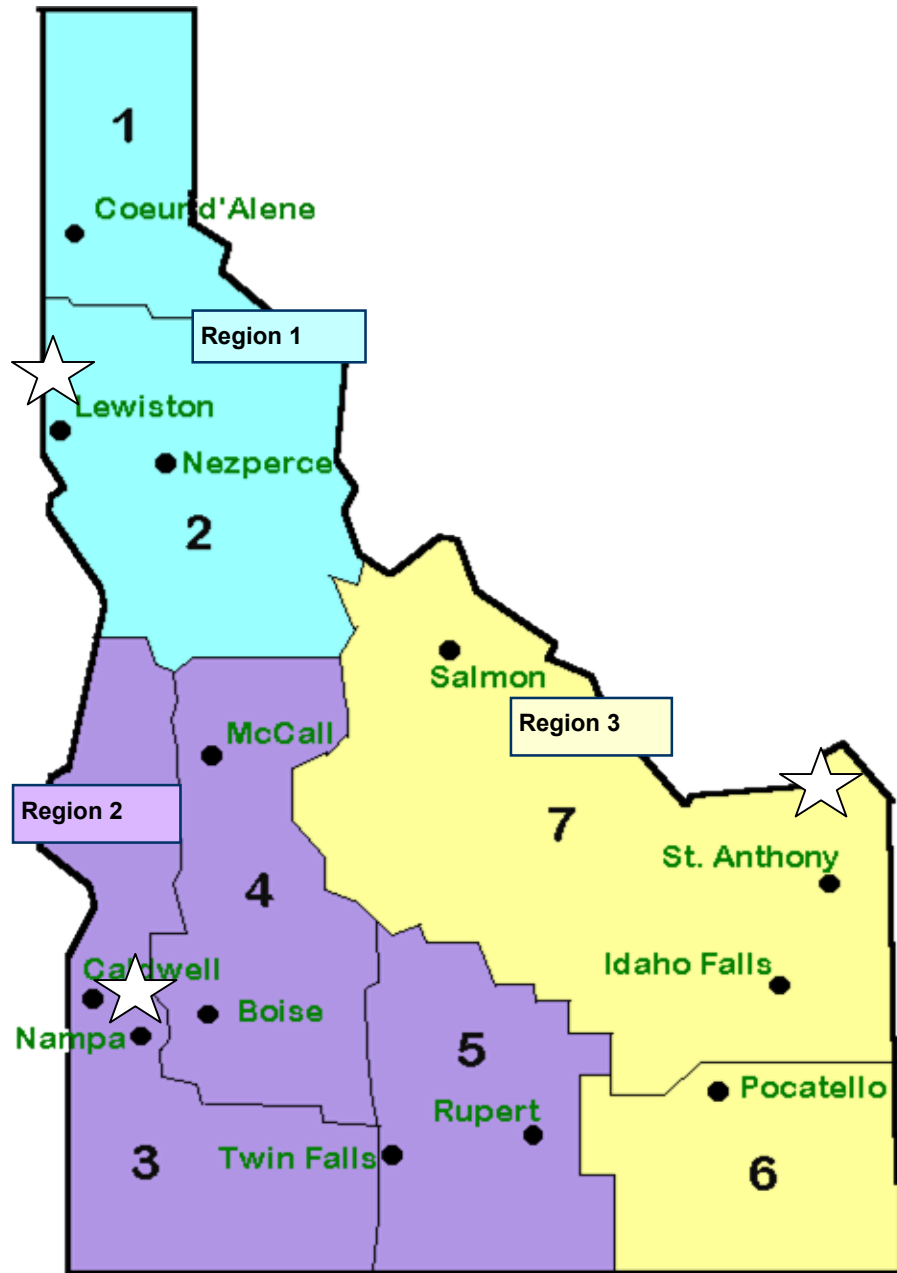
For information about other OJJDP programs, go to www.ojp.usdoj.gov/ojjdp.



Idaho Department of Juvenile Corrections

Community, Operations & Program Services Division





Idaho Juvenile Detention Beds

County Juvenile Detention Facilities

3B Juvenile Detention Center	22 beds
5C Juvenile Detention Center	16 beds
Ada County Juvenile Detention Center	71 beds
Bonner County Juvenile Detention Center	27 beds
District I Juvenile Detention Center	54 beds
District VI Juvenile Detention Center	16 beds
Lemhi County Juvenile Detention Center	10 beds
Mini-Cassia Juvenile Detention Center	16 beds
Region 2 Juvenile Detention Center	16 beds
Snake River Juvenile Detention Center	27 beds
Southwest Idaho Juvenile Detention Center	90 beds
Total beds	365 beds

State Juvenile Correction Centers

Juvenile Correction Center – Lewiston	36 beds
Juvenile Correction Center – Nampa	84 beds
Juvenile Correction Center – St. Anthony	128 beds

Reviewed 01/20/2022

Judicial Districts in Idaho with the Juvenile Corrections Regions



Juvenile Justice Commission Definitions

A

Adult: A person eighteen (18) years of age or older.

C

Classification: A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and/or programs according to their needs and existing resources, while addressing the safety and security of all detained juveniles.

Collocated Facilities: Facilities that are located in the same building, or are part of a related complex of buildings located on the same grounds.

Community-Based Program: An in-home confinement program or a nonsecure or staff secure residential or nonresidential program operated to supervise and provide competency development to juvenile offenders in the least restrictive setting, consistent with public safety, operated by the state or under contract with the state or by the county.

Court: Any district court within the state of Idaho, or magistrate's division thereof.

Court Holding: A secure facility that is located near or in the same building as the Courthouse, and it (a) must be used for only the individual appearing in court; (b) cannot be used as an overflow or as a secure juvenile holding area for the jail or police lockup; (c) may not be used for punishment; (d) is only operational during court hours; and (e) are strictly sight and sound separated from incarcerated adults or adult inmates.

D

Deinstitutionalization of Status Offenders (DSO): Status offenders may not be held in a secure detention or confinement. DSO violations can occur in residential facilities which are defined as an area to confine individuals overnight which has beds, showers and toilets (secure juvenile detention center). The Act and federal regulations limit exceptions to this requirement, including a provision that allows accused status offenders to be detained and securely held in a correctional facility for juveniles or a secure detention facility for juveniles for twenty-four (24) hours (excluding weekends and holidays) or more before an initial court appearance, following an initial court appearance or for investigative purposes. If a status offender is held beyond the twenty-four (24) hours, this constitutes a DSO violation. Exceptions also exist for Valid Court Order exceptions and juveniles held in accordance with the Interstate Compact on Juveniles.

Department: The Idaho Department of Juvenile Corrections.

Detained or Confined: To hold, keep, or restrain a person such that they are not free to leave, except that a juvenile held by law enforcement solely for the purpose of returning the juvenile to their parent or guardian or pending their transfer to the custody of a child welfare or social services agency is not detained or confined within the meaning of this definition. Transfers to court or secure juvenile detention centers are NOT included in this exception.

Detention: The temporary placement of juvenile offenders who require secure custody for their own or the community's protection in physically restricting facilities.

Detention Center: A facility established pursuant to Title 20, Chapter 5, Sections 20-517 and 20-518, Idaho Code, for the temporary placement of juvenile offenders who require secure confinement.

Director: The Director of the Idaho Department of Juvenile Corrections.

Diversion: The utilization of local community resources, churches, counseling for the juvenile offender and/or family, substance abuse counseling, informal probation, community service work, voluntary restitution, or any other available service or program as an alternative to the filing of a petition with the juvenile court.

E

Evidence-Based Practices: Practices that are demonstrated to be effective through empirical research.

G

Graduated Sanctions: An evidence-based model for juvenile offenders that combines accountability and sanctions with increasingly intensive treatment and rehabilitation services.

I

Isolation: Any instance in which a youth is confined alone for more than 15 minutes in a room or cell and does not include: (a) confinement during regularly scheduled sleeping hours; (b) separation based on a treatment program approved by a licensed medical or mental health professional; (c) confinement or separation that is requested by the youth; or (d) the separation of the youth from a group in a non-locked setting for the limited purpose of calming.

J

Jail and Lockup Removal: A juvenile cannot be detained in any adult jail or lockup. Although not expressly provided in prior regulation, OJJDP policy provided an exception to the jail and lockup removal requirement: an alleged delinquent could be detained, while separate from adults, for up to six hours for the purposes of identification, processing, and to arrange for release to parents or transfer to a juvenile facility (provided that the juvenile has no sight or sound contact with incarcerated adults during the time the juvenile is in a secure custody status in the adult jail or lockup).

Jail or Lockup for Adults: A secure facility that is used by a State, unit of local government, or law enforcement authority to detain or confine adult inmates.

Judge: A district judge or a magistrate.

Juvenile: A person less than eighteen (18) years of age.

Juvenile Correction Center: Any state-operated residential facility or facility operated pursuant to a contract with the state that provides twenty-four (24) hour supervision and confinement for juvenile offenders committed to the custody of the department.

Juvenile Probation Department: Any public or private agency, made up of one (1) or more staff, administered by or contracted with the court or county to provide juvenile probation services to a county at the expense and concurrence of the county commissioners. Services may include intake, diversion, supervision, restitution, and community service work.

Juvenile Probation Officer: An employee of a juvenile probation department who is responsible for supervision of juvenile offenders' compliance with court orders.

N

Non-Offender: A juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, or neglect statutes for reasons other than legally prohibited conduct of the juvenile.

Non-Secure Custody: The following policy criteria, if satisfied, will constitute non-secure custody of a juvenile in a building that houses an adult jail or lockup facility: (a) the area(s) where the juvenile is held in an unlocked multi-purpose area, such as lobby, office, or interrogation room which is not designated, set aside or used as a secure detention area or is not part of such an area, or if a secure area is used only for processing purposes; (b) the juvenile is not physically secured to a cuffing rail or other stationary object during the period of custody in the facility; (c) the use of the area(s) is limited to providing non-secure custody only long enough and for the purposes of identification, investigation, processing, release to parent, or arranging transfer to an appropriate juvenile facility or to court; (d) in no event can the area be designated or intended to be used for residential purposes; and (e) the juvenile shall be under continuous visual supervision by a law enforcement officer or facility staff during the period of time that he or she is in a non-secure custody.

Non-Secure Facility: Has no capability to hold anyone securely (there are no cells, locked rooms, cuffing benches, or secure perimeter fences). A Sheriff's office or Police Department that is non-secure is classified as a "non-secure" facility and not as an "Adult Jail or Lock-Up".

P

Prison Rape Elimination Act of 2003 (PREA): Public Law No. 108-79, including all subsequent amendments thereto as codified in 34 U.S.C. §§ 30301-30309, and all federal rules and standards promulgated thereunder, which promotes zero (0) tolerance of sexual abuse of juvenile offenders by staff or by other juvenile offenders.

Probation: A legal status created by a court order that permits a juvenile offender to remain in the community with conditions and restrictions imposed by the court.

R

Recidivism: A measure that counts the number of juvenile offenders who are adjudicated of a new misdemeanor or felony offense within a specified time period.

Residential Facility: An area used to confine individuals overnight, and may include sleeping, shower, and toilet, and a day room area. It must be open twenty-four (24) hours.

S

Secure Detention Facility: Any public or private residential facility which: (a) includes construction fixtures designed to physically restrict the movements and activities of juveniles or other individuals held in lawful custody in such facility; and (b) is used for the placement, after adjudication and disposition, of any juvenile who has been adjudicated as having committed an offense or any other individual convicted of a criminal offense.

Sight and Sound Separation: Juveniles alleged to be or found to be delinquent shall not be detained or confined in any institution in which they have contact with adult persons incarcerated. The term "contact" is defined to include any physical or sustained sight and sound contact between juvenile offenders in a secure custody status and incarcerated adults, including inmate trustees.

Staff Secure Facility: A non-architecturally secure residential facility with awake staff twenty-four (24) hours a day, seven (7) days a week for intensive supervision of juvenile offenders.

Status Offender: A juvenile offender who has been charged with or adjudicated for conduct which would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult.

V

Valid Court Order: A court order given by a juvenile court judge to a juvenile: (a) who was brought before the court and made subject to such order; and (b) who received, before the issuance of such order, the full due process rights guaranteed to such juvenile by the Constitution of the United States.

Acronyms

A

ABA: American Bar Association
ACA: American Correctional Association
ACLU: American Civil Liberties Union
AIC: Association of Idaho Cities

B

BARJ: Balanced and Restorative Justice
BIA: Bureau of Indian Affairs
BJA: Bureau of Justice Assistance
BJS: Bureau of Justice Statistics

C

CAFAS: Child Adolescent Functional Assessment Scale
CDF: Children's Defense Fund
CJCA: Council of Juvenile Corrections Administration
CJJ: Coalition for Juvenile Justice
CMH: Children's Mental Health
CMHSA: Children's Mental Health Services Act
CMS: Case Management Systems
CPR: Child Protection Report
CRB: Custody Review Board
CRC: Crisis Residential Center
CRIPA: Civil Rights of Institutionalized Persons Act

D

DAG: Deputy Attorney General
DEA: Drug Enforcement Agency
DHW: Department of Health & Welfare
DL: District Liaison
DMC: Disproportionate Minority Contact, now referred to as Racial and Ethnic Disparities
DOJ: Department of Justice
DP: Delinquency Prevention
DSO: Deinstitutionalization of Status Offenders

E

EPSPDT: Early and Periodic Screening Diagnosis and Treatment
EUDL: Enforcing Underage Drinking Laws

F

FFT: Functional Family Therapy

G

GAIN: Global Appraisal of Individual Needs

H

HIPPA: Health Insurance Portability and Accountability Act

I

IAC: Idaho Association of Counties
IACJJA: Idaho Association of Counties, Juvenile Justice Administrators
IBI: Intensive Behavioral Interventions
ICLA: Initial Custody Level Assessment
IDEA: Individuals with Disabilities Act
IDJC: Idaho Department of Juvenile Corrections
IEP: Individual Education Plan
IJJA: Idaho Juvenile Justice Association
IJOS: Idaho Juvenile Offender System
ISTARS: Idaho Statewide Trial Court Automated Records System

J

JABG: Juvenile Accountability Block Grant

JCA: Juvenile Corrections Act

JCC: Juvenile Corrections Center

JCEC: Juvenile Crime Enforcement Coalition

JD: Juvenile Delinquent

JJ: Juvenile Justice

JJAG or JAG: Juvenile Justice Advisory Group

JJDPA: Juvenile Justice and Delinquency Prevention Act

JJ Specialist: State designated juvenile justice specialist, assigned to JJDPA compliance efforts

JPO: Juvenile Probation Officer

JSC: Juvenile Services Coordinator

JSIA: Justice System Improvement Act

L

LRE: Law Related Education

N

NACO: National Association of Counties

NCLB: No Child Left Behind

NIC: National Institute of Corrections

NIJ: National Institute of Justice

O

OJJDP: Office of Juvenile Justice and Delinquency Prevention

OMB: Office of Management and Budget

P

PA/R: Progress Assessment/Re-assessment

PbS: Performance-based Standards

PPC: Positive Peer Culture

PSR: Psychosocial Rehabilitation Services

R

RAP: Reintegration and Aftercare Plan

RMHA: Regional Mental Health Authority

RS: Reintegration Specialist

RSAT: Residential Substance Abuse Treatment

S

SAG: State Advisory Group

SDE: State Department of Education

SED: Serious Emotional Disturbance

SO: Status Offender or Sex Offender

SRO: School Resource Officer

T

TA: Technical Assistance

U

UCR: Uniform Crime Report

Y

YLS/CMI: Youth Level of Service/Case Management Inventory