



Twentieth Judicial Circuit of Florida
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE ARBITRATION
25 E. Hickpochee Ave., LaBelle, Florida 33935
Tel (863) 612-4713 Fax (863) 612-4916

ROLES AND RESPONSIBILITIES
HENDRY COUNTY JUVENILE ARBITRATORS

A Juvenile Arbitration Program is one that relies on its volunteers in order to be successful. As a Volunteer Juvenile Arbitrator for Hendry County, I understand and agree to the following conditions and responsibilities:

- I. Follow Policies, Rules and Regulations as described in the Juvenile Arbitration handbook.
- II. Be available to hear Juvenile Arbitration cases at least once a month. The Juvenile Arbitration Coordinator will set up the calendar and advise you of your working schedule. It is your responsibility to adhere to assigned dates only.
- III. Abide by a professional dress code and will be neat and clean when appearing in any volunteer capacity for the J.A. program.
- IV. Work as a "Team Member" with the Program Supervisor and Staff
- V. Be responsible, prompt, and dependable.
- VI. Maintain confidentiality on Juvenile Arbitration issues as required by statutes, rules of court, administration orders or policies as required under the judicial code of ethics.
- VII. Have respect for the Program Coordinator, Staff and others working within the program.
- VIII. Understand the recruitment and placement of juveniles at volunteer worksites, mental health agencies and any other referral agencies is the sole responsibility of the Program Supervisor.

- IX. Understand that contact or correspondence with outside media regarding program issues cannot be conducted without written approval from the Program Supervisor.
- X. To have no association (either by phone or in person) with parents/juvenile/victim/worksite/agency representatives, outside the realm of a Juvenile Arbitration hearing without written approval from the Program Supervisor.
- XI. Conduct all J.A. hearings and follow-up hearings in a timely fashion.

I further understand and commit myself to comply within the confines of these roles and responsibilities of the Twentieth Judicial Juvenile Arbitration Program and understand that if I go beyond these functions, my relationship as a Juvenile Arbitrator may be terminated.

JUVENILE ARBITRATOR

DATE

WITNESSED BY PROGRAM SUPERVISOR

DATE

Twentieth Judicial Circuit of Florida Administrative Office of the Courts

Juvenile Arbitration Coordinator
25 E. Hickpochee Ave., LaBelle, Florida 33935
Office: 863-612-4713; Fax: 863-612-4916
Email: RManfredi@ca.cjis20.org

FOR OFFICIAL USE
ONLY:

Date Received:

Division Assigned:

Juvenile Arbitration Volunteer Application

PROGRAM MISSION STATEMENT

"To provide a system by which youth who commit delinquent acts may be dealt with in a speedy and informal manner at the community level in an attempt to reduce the ever increasing instances of juvenile crimes and to permit the Twentieth Judicial Circuit of Florida to deal more effectively with cases that are of a more serious nature."

*PLEASE PRINT CLEARLY

First Name	Middle Name	Last Name
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Home Address
Street Address

City	State	Zip Code
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CELL Phone Number

HOME Phone Number
WORK Phone

Number

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E-mail address

Education (Check all that apply)

High School Graduate

College

High School Name

City, State

Years Completed

College Name

City, State

Years Completed

Employment Information

I am: Employed Not Employed Retired

Employer's Name)		
Occupation		
Street Address		
City	State	Zip Code

Personal Information

List any languages, other than English, which you speak or write fluently

Emergency Contact Person

Name

Relationship

Phone

What days would you be available? (Please circle day)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Start: 1:00 p.m. End: 3:00 p.m.	Start: 1:00 p.m. End: 3:00 p.m.	Start: 1:00 p.m. End: 3:00 p.m.	Start: 1:00 p.m. End: 3:00 p.m.	Start: 1:00 p.m. End: 3:00 p.m.

How many hours are you available to volunteer each month?

List any current or previous volunteer experience. _____

Briefly, please state the reason(s) you are interested in volunteering/interning in the court system.

References

Please give the names and phone numbers for two local character references:

1. _____
Phone _____

2. _____
Phone _____

For Security Background Check

Social Security Number	Date of Birth	Drivers License Number		
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List any misdemeanor convictions

List any felony arrests or convictions

As a volunteer of the Twentieth Judicial Circuit I am aware that any omissions, falsifications, misstatements, or misrepresentations on this application may disqualify me from consideration as a Volunteer for the Twentieth Judicial Circuit. I understand any information I give may be investigated as allowed by law. I consent to the release of information about my background, ability, and fitness as a volunteer by employers, schools, law enforcement agencies, and any other individuals or organizations who may have pertinent information about me, to authorized representatives of the Twentieth Judicial Circuit. I understand that my application for consideration as a Volunteer for the Twentieth Judicial Circuit is a public record. I certify that to the best of my knowledge and belief, all of the statements contained herein, and on any attachments hereto, are true, correct, complete, and made in good faith. I understand I will not be paid or otherwise compensated for my services as a volunteer.

The Administrative Office of the Courts is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. If you need an ADA Accommodation to participate in the application/selection process, please notify the Court Operations Manager, at: 239-533-1700. The Court Operations Manager is located at the Lee County Justice Center, 1700 Monroe Street, Fort Myers, FL 33901

I understand that I will not be paid for my services as a volunteer.

Applicant's Signature: _____

Date: _____

**Acknowledgement of
Gratuitous/Voluntary Services and Waiver**

I, _____, hereby declare that any services I shall perform in the capacity of **Volunteer/Intern** for the Twentieth Judicial Circuit, Lee County, Florida, are said to be rendered solely as a volunteer. I hereby waive any claim or right to receive salary or any other compensation in consideration for the performance of any duties assigned to me. I further acknowledge that I am not entitled to receive any benefits normally rendered to a paid employee, including but not limited to health insurance, retirement benefits, sick leave, or other related personnel benefits as a consequence of this voluntary service.

In the event of any personal injury incurred by me, I shall have only those rights to compensation, if any, which may be provided by statute to persons rendering voluntary services to the court system of the State of Florida or to Lee County. I agree to adhere to all policies and procedures governing the conduct of business in the division where I am assigned. I recognize that information which I may obtain or to which I shall have access in the course of my voluntary services is often of a confidential nature, and I agree to permanently preserve the confidentiality of such information.

Print Name: _____

Signature: _____

Date

Witness (Print Name): _____

Witness Signature: _____

Date

Code of Ethics for the Twentieth Judicial Circuit of Florida Volunteers/Interns

It is the policy of the Twentieth Judicial Circuit that all volunteers shall follow the rules of conduct as stated herein, including all orders and directives, which may be issued by the Circuit.

- (1) Volunteers will hold as absolutely confidential the official business of the Twentieth Judicial Circuit. Volunteers may not remove or copy official records or reports from any department of the Twentieth Judicial Circuit, except under the direct order or supervision of a member of the paid staff. Volunteers are to direct any media questions whether print or electronic to the Director of Communications and Public Affairs.
- (2) Volunteers should conduct themselves in a manner which reflects favorably on the Twentieth Judicial Circuit and the Volunteer Program. Volunteers shall be courteous and demonstrate tolerance and respect to the public and co-workers. Volunteers shall be tactful in the performance of assigned duties, shall control their temper and exercise utmost patience and discretion, and shall not engage in argumentative discussions. While on duty, volunteers shall not use insolent language or gestures toward the public or co-workers concerning race, sex, religion, politics, national origin, lifestyle or other similar personal characteristics.
- (3) Volunteers are to maintain a professional appearance while on volunteer service.
- (4) A volunteer will not drink intoxicating beverages while on duty or use any controlled substances, narcotics or hallucinogen, except when prescribed in the treatment of a volunteer by a licensed physician or dentist.
- (5) All Volunteers are asked to be punctual and reliable and to follow the Volunteer Program's policy.
- (6) Any volunteer unable to report for duty due to sickness or other cause shall, as soon as possible, notify the Volunteer Coordinator.
- (7) The volunteer's position can be terminated as a result of (a) failure to comply with the Twentieth Judicial Circuit's policies, rules and regulations; (b) unsatisfactory attitude, work or appearance; or (c) any other circumstances which, in the judgment of the volunteer Coordinator, would make continued service as a volunteer contrary to the best interests of the volunteer program.

We sincerely value your participation in our Volunteer Program at the Twentieth Judicial Circuit. We hope you find your time enjoyable and rewarding.

Print Name: _____

Signature: _____

Date

Computer and Telecommunications Use Policy

Within this policy, you will find a description of the policies and guidelines for use of the computer and telecommunications resources of the Twentieth Judicial Circuit. All users of such systems within the Twentieth Judicial Circuit have the responsibility to use these resources in a professional, ethical, and lawful manner. The computers and computer accounts provided to users by the Twentieth Judicial Circuit are to assist such users in the performance of their jobs. The computer and telecommunications systems belong to the Twentieth Judicial Circuit and may only be used for authorized judicial purposes.

To better serve our constituency, the Twentieth Judicial Circuit provides its users with the best tools to effectively and efficiently perform their jobs. As such, the Twentieth Judicial Circuit provides its workforce with access to one or more forms of electronic media, media services, or tools/materials, including, but not limited to, computers, e-mail, copiers, telephones, televisions, VCRs, DVD players, voicemail, facsimile machines, an intranet, wire services, online services, Internet, and the World Wide Web.

The Twentieth Judicial Circuit encourages the use of these media and associated services as they can make communication more efficient and effective and because they are valuable information sources. All employees, vendors and everyone connected with this organization, however, should remember that electronic media, media services, or tools/materials provided by the Twentieth Judicial Circuit are the property of the Twentieth Judicial Circuit and their purpose is to facilitate and support official judicial business. ***All users of the computer and telecommunications resources of the Twentieth Judicial Circuit are responsible for ensuring that these resources are used in a professional, ethical, and lawful manner.***

A. Waiver of Privacy

Employees and vendors of the Twentieth Judicial Circuit waive their right of privacy in anything they create, store, send, or receive on the Twentieth Judicial Circuit's computer and telecommunications system. Employees and vendors consent to management or supervisory personnel of the Twentieth Judicial Circuit accessing and reviewing all material they as users create, store, send, or receive on the computer or telecommunications system. Users further understand that anything they create, store, send, or receive on the Twentieth Judicial Circuit's computer and telecommunications system may constitute a judicial record per Fla. R. App. P. 2.051 to which the public may have access.

B. Prohibited Use

Use of the Twentieth Judicial Circuit's computer or telecommunications system for any of the following activities is strictly prohibited:

1. Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, embarrassing, sexually explicit, obscene, intimidating, or defamatory;
2. Sending, receiving, displaying, printing, or otherwise disseminating confidential, proprietary judicial information in violation of company policy or proprietary agreements;
3. Transmitting, storing, or otherwise disseminating commercial or personal advertisements, solicitations, promotions, destructive programs (e.g., viruses or self-replicating code), or political material;
4. Violating any state, federal, or international law governing intellectual property (e.g., copyright, trademark, and patent laws) and online activities; and
5. Violating any license governing the use of software.

C. Personal Use

The computers, electronic media and services, electronic tools/materials, and telecommunications systems provided by the Twentieth Judicial Circuit are primarily for official judicial use to assist users in the performance of their jobs. Limited, occasional, or incidental use of the computers, electronic media and services, electronic tools/materials, and telecommunications systems for personal, non-business or non-judicial business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their official business purposes. Users,

however, are expected to demonstrate a sense of responsibility and not abuse this privilege.

Computer and Telecommunications Use Policy

D. *Software and Hardware Peripherals*

To prevent computer viruses from being transmitted through the Twentieth Judicial Circuit's computer system, unauthorized downloading or uploading of any unauthorized software is strictly prohibited without advance approval from the users' supervisor. Unauthorized software is any software that was not installed or approved by CITEs on the computer hard drive when it was first delivered to the end user. Only CITEs staff may install or attach software or peripherals after proper approval has been sought and obtained. Employees and vendors are further restricted from attaching unauthorized peripheral hardware to their assigned computers. Users must contact CITEs for assistance with software and peripherals.

E. *Violations*

Violations of this policy may result in disciplinary action which may include, but are not limited to:

1. Oral reprimand;
2. Written reprimand;
3. Suspension from employment or termination of contract;
4. Termination from employment or of contract;
5. Legal action; and/or
6. Criminal liability.

I have read and fully understand the Twentieth Judicial Circuit of Florida Administrative Office of the Courts Computer and Telecommunications Use Policy. As a user of the Twentieth Judicial Circuit of Florida Administrative Office of the Court's computer and telecommunications system, I will abide by these rules.

Print Name: _____

Signature: _____

Date

Witness (Print Name): _____

Witness Signature: _____

Date

HENDRY COUNTY JUVENILE ARBITRATION PROGRAM PROCEDURES

STEPS	DIRECTIONS	COMMENTS
Court Hearing	<ul style="list-style-type: none"> ✓ The Judge hears your case and approves your child for the JA program ✓ You will meet Program Services Coordinator in conference room for Intake Session immediately after hearing 	<i>Parents/guardian present with youth</i>
Intake Session	<p>You will:</p> <ul style="list-style-type: none"> ✓ Learn about the program ✓ Sign Program Information Sheet ✓ Sign Waiver to Speedy Trial ✓ Provide current contact information ✓ Obtain date for first hearing 	<i>Court interpreter is available</i>
First Hearing	<p>You will:</p> <ul style="list-style-type: none"> ✓ Meet the Arbitrator at designated office ✓ Discuss the case ✓ Obtain sanctions ✓ Obtain date for 2nd hearing ✓ Perform sanctions as assigned 	<i>Bring an interpreter if necessary</i>
Second Hearing	<p>You will:</p> <ul style="list-style-type: none"> ✓ Meet with Arbitrator at Sheriff's Office ✓ Submit your completed assignments <p>Your case will be closed if all sanctions are completed satisfactorily.</p> <p>Your case will be referred back to State Attorney's Office if sanctions are not completed satisfactorily.</p>	<i>Parents inform arbitrator about any situation affecting the program.</i>

JA program explained on the next page

JUVENILE ARBITRATION AT A GLANCE

The Juvenile Arbitration is a program where children who have committed certain relatively minor offenses can be dealt with in a speedy and informal manner, without having to appear before a judge in Juvenile Court. It functions as a **Diversion Program**. Juvenile Arbitration is an alternative to Juvenile Court. It is a voluntary program in that both the child and parent must agree to participate in all hearings.

It is usually for first time misdemeanor offenders arising from arrests or citizen complaints. Some examples of offenses are possession of illegal drugs or controlled substance, trespassing, possession of alcohol, loitering and prowling, disorderly conduct.

Arbitration hearings are of an informal setting. During the course of the hearing, the child is given the opportunity to explain the circumstances of the incident that brought him to Arbitration. Once all of the facts pertaining to the incident have been reviewed and discussed, the **Juvenile Arbitrator** will assess the child's responsibility in the incident. The Arbitrator will then assign appropriate sanctions to be completed. Sanctions may include community service work, restitution, counseling, drug assessment and evaluation as well as other forms of rehabilitative activity.

The Arbitrator will conduct follow-up hearings to reevaluate the child's progress and to verify that the child has completed all sanctions satisfactorily. The State Attorney's Office, the Department of Juvenile Justice, and the Juvenile Clerks Office are then notified of their completion and no further legal action is taken. If the juvenile fails to complete the assigned sanctions, the case is referred back to the State Attorney's Office for Prosecution.

The program requires the youth to accept the charge and voluntarily participate in the program. It also requires parental consent and participation in the program.