



Fond du Lac County

DEPARTMENT OF SOCIAL SERVICES
Juvenile Court Services
(920) 929-3078

City/County Government Center
160 South Macy Street, Fond du Lac, WI 54935

*Please tear off and keep.
Applications should be returned to Juvenile
Court Service, 160 S. Macy St., Fond du Lac,
WI 54935*

To: Prospective Teen Court Volunteers

From: Michele Mailand, Teen Court Coordinator

Re: Volunteer Requirements

Attached is a volunteer application for the Fond du Lac County Teen Court Program. Volunteers assume the role of attorneys, clerks, bailiffs, and members of the jury at Teen Court hearings. Defendants in Teen Court are first time, non-violent offenders who admit to the offense they are charged with and voluntarily agree to participate in Teen Court. Successful completion of their Teen Court sentence results in dismissal of the charges or citation.

Volunteers are expected to be active contributors during the Teen Court process in whichever role they may be assigned.

Volunteers are expected to let the coordinator know their availability. If the volunteer is scheduled and a conflict arises it is the volunteer's responsibility to find a replacement. Teen Court is a serious matter and attendance is required when scheduled. Volunteers are expected to participate in scheduled trainings and occasional fundraising events (brat fry, community days event, etc.) Refusal to participate can result in dismissal.

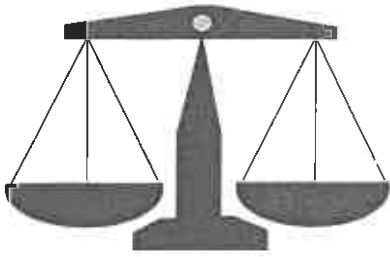
Teen Court hearings are held on Wednesday nights. Volunteers report at 6:00 p.m. and are usually done between 7:15 p.m. and 8:00 p.m. Volunteers may also join the Youth Advisory Board which meets quarterly and plans trainings, fundraisers, policy changes, etc.

Volunteers are expected to be positive role models for their peers and not have any law violations. Each volunteer is required to complete a code of conduct form.

Volunteering for Teen Court provides a positive addition on applications for employment, college and scholarships. The Teen Court coordinator will also write letters of recommendation and act as a reference. Seniors may also apply for local and state Teen Court Scholarships.

Any questions or for more information call Michele Mailand at 929-3147.

11/17



Fond du Lac County Teen Court Confidentiality Statement

I, _____, as a participant of Fond du Lac County Teen Court, agree to keep all of the information learned during the court proceedings confidential. I realize that as a participant of Fond du Lac County Teen Court I will be made aware of sensitive and confidential information pertaining to cases heard. I agree that I will not disclose any of this information to any other person outside of the Teen Court process. I understand that any breach of confidentiality (release of sensitive client information without such client's consent) may result in punitive action or dismissal from any further participation in the Fond du Lac Teen Court program.

Participant Signature _____ Date _____

Teen Court Coordinator _____ Date _____

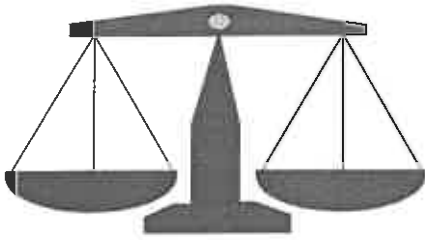
Teen Court

Volunteer Contract



- *I will behave in a manner which is compatible with Teen Court's Mission. I agree to not participate in any illegal activity, including underage drinking, use of illegal drugs, theft, disorderly conduct, or sexual activity. If I am found to have been involved in any of the preceding activities I understand that I will be dismissed from my Teen Court duties immediately.*
- *I will conduct myself in a mature and professional manner when participating in any Teen Court function, including field trips, training sessions, and court appearances. If I am found to be in acting in an inappropriate manner I agree to change my behavior immediately after being directed to by any staff member.*
- *I understand that the right to participate in Teen Court is a privilege and that I am seen as a role model for all other teens I come into contact with. I choose to accept this responsibility and will do my best to live up to my potential.*

Volunteer's Signature _____ - Date _____



Fond du Lac County Teen Court Volunteer Release Agreement

By signature below, I affirm as do my parents/guardians, that I understand and agree to the following conditions and responsibilities associated with the participation in Fond du Lac County Teen Court:

- ◆ Members must behave in a manner which is compatible with Teen Court's mission.
- ◆ Members must agree to serve at least six months and will be responsible for notifying the Teen Court Coordinator in a timely fashion when unable to attend.
- ◆ Members will be professional in appearance and behavior. No hats, shorts, tank tops, or torn clothing. Shirts must be tucked in. No gum chewing, soda or food allowed in the courtroom. No smoking in the courtroom or on the grounds.
- ◆ Members will take their responsibilities seriously and abide by the Statement of Confidentiality. Members who break the Statement of Confidentiality may be charged with contempt of court.
- ◆ The right to participate in Teen Court may be revoked by the Judge or the Teen Court Coordinator for violation of the Teen Court philosophy.
- ◆ Teen Court members should view themselves as positive role models to their peers and must not have any law violations themselves. This includes offenses such as underage drinking.
- ◆ The undersigned further agrees to forever release, indemnify and hold harmless, Fond du Lac County, its officers, employees and agents, from any and all claims, liability, and damages, resulting from or in any way arising out of my participation, or the participation of my minor child, in Fond du Lac County's Teen Court program.

Participant/volunteer _____ Date _____

Parent/Guardian _____ Date _____

FOND DU LAC COUNTY TEEN COURT

Code of Conduct and Disciplinary Procedures for Youth Volunteers

I. Preamble

Teen Court membership is a privilege, not a right. That privilege can be lost if you fail to act in a responsible manner and within the confines of the law. As a Teen Court volunteer, you are expected to serve as a role model for your peers at all times. You must maintain high standards of conduct. Because of your position, even minor violations of law may tend to lessen public confidence in the entire Teen Court program. Since Teen Court is designed to promote law-abiding behavior, your behavior must be consistent with that purpose.

II. Rules of Conduct

As a Teen Court volunteer, you must abide by the following rules. If you fail to conduct yourself in conformity with these rules, you shall be deemed guilty of misconduct, which will be subject to disciplinary action, according to the procedures set out below, which can include removal from the Teen Court program:

1. Volunteers must not engage in illegal conduct.
2. Volunteers must maintain the confidentiality of the Teen Court proceedings.
3. Volunteers must not violate the rules and regulations adopted by their school district.
4. Volunteers must participate in Teen Court free of bias or prejudice toward any other person's age, race, sex, religion, national origin, or disability.
5. Volunteers must appear promptly for all Teen Court training sessions and court appearances, unless excused.
6. Volunteers must not ask any question that is intended to harass or degrade a respondent or witness.
7. Volunteers must not let any outside influence, such as other members, parents, fellow students, or their own self-interest, affect their actions and decisions in how to proceed.
8. Volunteers must dress appropriately when participating in Teen Court proceeding.
9. Volunteers must notify the Teen Court Coordinator immediately if they are arrested, convicted of a crime, or suspended from school.
10. Volunteers must cooperate with any disciplinary committee in any investigation involving a violation of these rules of conduct.

III. Disciplinary Procedure

The Teen Court Coordinator is authorized to suspend or remove a member from the Teen Court program who is guilty of violating the Teen Court **RULES OF CONDUCT**.

IV. Suspension Upon Arrest

Whenever a Teen Court member is arrested for a criminal offense, other than a traffic infraction, said member will be automatically suspended from the Teen Court program pending the disposition of the criminal charges. If the criminal charges are ultimately dismissed, the member may be reinstated at the discretion of the Teen Court Coordinator.

V. Removal Upon Conviction

Any Teen Court member convicted of an offense, other than a traffic infraction, shall immediately be removed from the Teen Court program.

Please tear or cut off this bottom portion and return it to the Teen Court Coordinator

I, _____, have read and understand the **Code of Conduct and Disciplinary Procedures for Youth Volunteers**. I agree to abide by this Code.

Youth Volunteer Signature

Date