

# COUNTY OF SAN MATEO

## JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

### OPERATING POLICIES

*REVISED MARCH 23, 2022*

---



## TABLE OF CONTENTS

ARTICLE I – PURPOSE AND AUTHORITY.....	3
ARTICLE II – MEMBERSHIP AND TERM OF OFFICE .....	3
ARTICLE III – DUTIES.....	4
ARTICLE IV – OFFICERS.....	5
ARTICLE V – SUBCOMMITTEES.....	6
ARTICLE VI – ORGANIZATION PROCEDURES.....	6

# OPERATING POLICIES OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

## ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commission shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commission.
- B. The legal authorization for the establishment and operation of the Juvenile Justice Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 225 through 231. The legal authorization for the establishment and operation of the Delinquency Prevention Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 232 through 236. These policies are intended to supplement the governing provisions of State Law and aid the Commission in more effectively discharging its statutory duties and responsibilities. If one part of these policies is found to be invalid because it conflicts with State Law, no other part of these policies shall be affected by such finding of invalidity.
- C. It is the mission of the San Mateo County Juvenile Justice & Delinquency Prevention Commission to be a public conscience in the best interest of young people. The Commission advocates for programs and services that prevent youth entry into the juvenile justice system, and that provide the tools young people need to thrive and succeed in life. The Commission promotes respect for the human dignity of all young people who do enter the juvenile justice system, and seeks to preserve their youth.

## ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

- A. Members. By law, the Commission shall consist “of not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.” (W&I Code Section 225)
- B. Appointments. When a vacancy occurs due to the expiration of a member’s term of appointment, the Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Court, shall appoint a successor for a term of four (4) years to the Juvenile Justice Commission. Newly appointed members are notified by the Court prior to the next Commission meeting and are administered the oath of office by the Presiding Judge of the Juvenile Court or their designee.
- C. Commission Responsibility. It is the responsibility of the Commission Chair(s) to keep the Presiding Judge of the Juvenile Court and the Board of Supervisors apprised of membership status. In the event of a vacancy the Vice Chair-Membership of the Commission shall recruit, screen, and recommend candidates for appointment to the Commission, which will then

forward approved recommendations to the Presiding Judge of the Juvenile Court.

- D. Vacancy. “When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the unexpired term of his or her predecessor.” (W&I Code Section 225)
- E. Leave of Absence. A leave of a definite period of time may be granted a Commissioner by the membership, taking into account current membership and number of leaves of absence in effect when the leave is requested.
- F. Resignation. A member unable or unwilling to continue active service should submit a written resignation to the Commission Chair(s).
- G. Regular Attendance. If a member is unable to attend a regular Commission meeting, the member shall notify the Commission’s Chair(s) or Vice Chair-Administration with 24 hours notice when possible. Failure to provide adequate notice prior to missing a regular Commission meeting shall be an unexcused absence.

Any Commissioner who accumulates three unexcused absences from regular Commission meetings during the Calendar Year shall be considered by the Commission as having resigned from the Commission. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

All Commissioners are expected to participate as needed by the Commission in the Commission’s legally mandated annual inspections, and are also encouraged to participate in standing committees, ad-hoc committees and/or hearings.

If a Commissioner commits to participating and is unable to attend a standing committee or ad-hoc committee meeting, an inspection, or a hearing, they should give adequate notice to the member in charge. Failure to provide such adequate notice consistently may also be grounds for recommending that Commissioner’s removal from the Commission, at the reasonable discretion of the Chair(s).

- H. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oath of office, exhibits the responsible conduct, courtesies and decorum expected of Commissioners as outlined in the San Mateo County Boards and Commissions Handbook, has not accumulated three unexcused absences from regular Commission meetings during the Calendar Year, and has participated in legally mandated inspections, unless excused by the Chair(s).

Any Commissioner who is not in good standing may reasonably be recommended by the Chair(s) for removal from the Commission and such recommendation must be voted on and approved by the whole Commission before being forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

## ARTICLE III - DUTIES

- A. It is the duty of the Commission to inquire into the administration of justice in a broad sense, including, but not limited to, operation of the Juvenile Court, Probation Department, Human Services Agency, and Law Enforcement.
  - 1. For this purpose, the Commission shall have access to all publicly administered institutions authorized or whose use is authorized by Chapter 2 of the Welfare and Institutions Code (W&I Code Section 229)
- B. The Commission shall annually inspect institutions, any jail or other secure custody facility within the county which may be used for confinement of any minor; also, institutions operated for dependent children of the Court. It shall report the results of such inspection, together with its recommendations based thereon, in writing, to the Juvenile Court Judge, the Chief Probation Officer, and the Corrections Standards Authority.
- C. The Commission may hold hearings to gain information beyond the inspection of institutions and utilize, with the concurrence of the Judge, the subpoena power of the Juvenile Court requiring attendance and testimony of witnesses and production of papers.
- D. Juvenile justice policy matters are a concern of the Commission. Recommendations will be made to the Juvenile Court and/or any other responsible policy-making body, as appropriate.
- E. The Commission is actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Commission, as the Delinquency Prevention Commission, may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are a concern of the Commission. Recommendation will be made to the Board of Supervisors and/or any other responsible policy-making body, as appropriate.

## ARTICLE IV - OFFICERS

The officers of the Juvenile Justice/Delinquency Prevention Commission of San Mateo County shall be: Chair(s), Vice Chair-Membership, and Vice Chair-Administration. The San Mateo County Chief Probation Officer shall provide administrative staff and clerical support to assist the Commission in carrying out its mandate.

- A. The Chair(s) shall appoint a nominating committee consisting of members of the Commission, not later than the October meeting of each year, and shall designate the nominating committee chairperson. The nominating committee shall report its recommended slate to the Commission at the final meeting of the year. Nothing in this section shall be construed to prevent members

of the Commission from nominating any Commission member for any office of the Commission for the ensuing year.

- B. The Chair(s) and Vice-Chair(s) of the Commission shall be elected from the members of the Commission by a roll call vote of the members present at the Commission's final meeting of the year. To be elected, the officer candidates shall each receive the votes of a majority of the Commission in attendance.
- C. The officers shall hold their offices commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the office of Chairs(s) and Vice-Chair(s), by death, resignation, or otherwise, the Commission shall immediately nominate and elect a successor to the vacant office for the remainder of the normal term of office.
- E. The Chair(s) shall preside at all meetings of the Commission at which they are present. They shall perform such duties and shall exercise such powers as usually pertain to the office of the Chair(s) and shall also have such additional powers as may be granted by the Commission.
- F. In the absence of the Chair(s), one of the Vice Chair(s) shall preside at all meetings of the Commission and shall perform such other duties as may be enjoined by the Commission. In case of absence of the Chair(s), or if there be a vacancy in the office of the Chair(s), all the powers and duties of that office shall devolve upon the Vice Chair(s).
- G. The structure of the Commission will include the following roles and responsibilities, where possible:
  - Chair(s)  
Provides overall leadership of JJDPC and leads discussions on annual commission priorities. Responsible for developing meeting agendas, running meetings, editing meeting minutes and producing an annual report. Chair(s) issues external communication on behalf of JJDPC or assigns a commissioner to issue external communications.
  - Vice Chair - Membership  
Stands in for the Chair(s) as needed. Responsible for overseeing recruitment processes of new JJDPC members, the membership application and approval process, and orientation of new commissioners.
  - Vice Chair - Administration  
Stands in for the Chair(s) as needed. Responsible for maintaining and updating commission materials and on-line resources. Acts as secretary for monthly Commission meetings and prepares draft meeting minutes for review by Chair(s). Is fully informed of provisions of Commission Operating Policies and San Mateo County Boards and Commissions Handbook, and uses best efforts to ensure Commission follows the provisions and guidelines set out therein.
  - Project Lead(s)  
A "Project" is an ad-hoc committee formed to pursue an aspect of the goals and aspirations

of the Commission. A Project Lead is that committee's chairperson, and is responsible for developing a Project plan including goals, milestones, and deliverables, and implementing an approved Project plan on schedule and providing reports to the Commission.

- **Inspection Coordinator**  
Responsible for keeping inspection forms current; sign-up process for inspections, editing reports, oversight of approval process, and preparation of letters and final reports as required.
- **Legislative Coordinator**  
Responsible for tracking and analyzing legislation that affects youth who come into contact with the SMC justice system. Keeps the Commission informed.
- **Marketing/Communications Coordinator**  
Responsible for the implementation of the JJDPC marketing and communications strategy. Provides oversight of the JJDPC web site, responsible for management of the Commission's social media accounts in accordance with the County and Commission social media guidelines, chairs a social media subcommittee ("Social Media Working Group"), and keeps social media work plans updated and current with the County Manager's Communications Team.
- **Liaisons (i.e. Probation, Court, etc.)**  
Responsible for maintaining relationships with other relevant organizations and ensuring each party is informed on areas of common interest; keeping current on relevant issues; and updating full Commission on areas of interest.
- **Community Ambassadors (i.e. JJCC, Diversity & Equity Council, etc.)**  
Represents JJDPC at stakeholder meetings as appropriate. Informs Commission of issues relevant to the JJDPC mission.

H. A county assigned Juvenile Justice & Delinquency Prevention Commission staff person will provide administrative services including, but not limited to, maintaining membership files, assisting with commissioner on boarding, and posting agendas, materials and reports on appropriate county sites 72 hours prior to the Commission meeting.

## ARTICLE V - SUBCOMMITTEES

- A. The Commission may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commission. For each committee established, the Commission Chair(s) shall appoint one of the Commission members as the committee chairperson. A committee may have members other than persons who are members of the Commission. A committee shall report its findings of fact at a meeting of the Commission, at which time the whole Commission shall consider such findings.
- B. The purpose and scope of each ad-hoc or standing committee shall be recorded in the minutes of the Commission.

- C. Each ad-hoc or standing committee chairperson shall be responsible for keeping records of all actions and reports, and shall submit these records to the Commission on a regular basis.

## ARTICLE VI - ORGANIZATION PROCEDURES

- A. The rules of parliamentary law embraced in Rosenberg's Rules of Order shall serve as a guide in meetings of the Commission in all cases in which such rules are not inconsistent with these policies.
- B. Meetings. The Commission shall meet on the last Tuesday of each month except December, unless this time is changed by the Commission. A schedule of meeting times, dates, and places shall be posted from time to time by the Commission
- C. Meeting Time. At each meeting of the Commission, the Chair(s) shall call the meeting to order at a regular time set from time to time by the Commission.
- D. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
- E. Notice. Notice of meetings of the Commission will be as provided by the Brown Act.
- F. Meeting Agenda. The Chair(s) shall approve an agenda for each regular meeting of the Commission that shall be distributed to each member of the Commission at least four business days in advance of each regular meeting. The agenda shall consist of a list of items to be considered at each regular meeting which are described in sufficient detail to give notice about business to be considered at the meeting. Nothing in this section shall be construed to prohibit the introduction of agenda items, which through exercise of due diligence could not have been placed on the agenda and which require early action by the Commission. Members of the Commission desiring to place items on the agenda should contact the Chair(s). Any member of the Commission at any meeting may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commission.
- G. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commission by a majority vote of the members present.
- H. Action by the Commission. The Commission may take action on matters properly before it, only at a regular or special meeting. The authority of the Commission may only be exercised as a whole Commission, and only at such meetings as duly and legally called and constituted. Individual members acting in their individual capacities have no authority to commit the Commission to any policy determination or course of action unless the Commission has previously authorized or subsequently ratified such act by that individual member of the Commission.
- I. Voting. All voting is on the basis of one vote per member. Members must be in good standing to vote. Members must be present to exercise their vote.
- J. Written Record of Commission Proceeding. The official record of proceedings of Commission meetings shall be known as the minutes, and shall be a record of the actions taken by the



Commission. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. The minutes, when approved by the Commission, shall be the official records of the proceedings at which they were taken. The minutes shall be retained as required by State law.

- K. Press Releases. Only the Chair(s) of the Commission or their designee shall issue press releases on behalf of the Commission.
- L. Release of Information. The Juvenile Justice and Delinquency Prevention Commission of San Mateo County may conduct inquiries involving minors in the juvenile justice system. Because of the confidential and sensitive nature of these inquiries, the Commission may choose to write an executive summary of its final report. If the Commission determines to publicize its findings and recommendations, it will use the executive summary and not the final report. The decision to release an executive summary will be made by the full Commission.
- M. Contact with Public and Agency Personnel. The Chair(s) or other Commissioner designated by the Commission shall be spokesperson with County agencies and/or personnel as well as the media. It is the policy that Commissioners work in teams of two or more in speaking for the Commission or in gathering information on behalf of the Commission, except in assigned committee representation.
- N. Correspondence. All correspondence on behalf of the Commission will be sent only with the approval of the entire Commission or the Chair(s). Correspondence shall reflect the title of Chair(s).
- O. Special Meetings. Special meetings of the Commission shall be called, as deemed necessary.
- P. Annual Meeting. The Commission shall hold an Annual Meeting in the month of January, at the regular meeting of the Commission. At the Annual Meeting the Commission shall:
  - 1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, for approval by a majority vote.
  - 2. Review its prior year's activities.
  - 3. Establish the Chair's vision for the next year.
- Q. Commission Retreat. The Commission may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat will be established by the members at a regularly scheduled meeting.
- R. Written Communications to the Commission. All written communications addressed to the Commission or any member thereof involving policy matters which are properly the concern of the Commission shall be placed on the agenda of the next meeting of the Commission held after receipt of the written communication.

These Operating Policies shall be revised as necessary to continue in conformance with the Welfare & Institutions Code and other applicable State law. They shall be reviewed as needed by

the Commission.

Amended March 23, 2022