

SAN MATEO COUNTY JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSIONS



OPERATING POLICIES

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OPERATING POLICIES OF THE JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSION

ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commissions shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commissions.
- 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 Commissions in more effectively discharging their 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 Commissions to be a public conscience in the best interest of young people. The Commissions advocate 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 Commissions 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 Commissions 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 scheduled public meeting and are administered the oaths of office by the Presiding Judge of the Juvenile Court or their designee.

- C. Responsibility. The Chair of the Commissions is responsible for keeping 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 shall recruit, screen, and schedule potential candidates for an interview with the Membership Committee. The Vice Chair-Membership is responsible for leading the Membership Committee. The Membership Committee is responsible for interviewing and recommending candidates to be brought before the full membership for a vote. Once approved, the candidate's information is forwarded 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 specified leave of absence may be granted to 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 Commissioner who is unable or unwilling to continue active service shall submit a written resignation to the Chair of the Commissions.
- G. Attendance. When a Commissioner is unable to attend a scheduled public meeting they shall notify the Commissions’ Chair and Vice Chair-Administration at least 24 hours prior to the meeting, whenever possible. Failure to provide adequate notice of an absence prior to missing a public meeting shall be deemed an unexcused absence.

Any Commissioner who accumulates three unexcused absences from scheduled public meetings during the calendar year shall be considered by the Commissions as having resigned from the Commissions. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

All Commissioners are expected to participate in the Juvenile Justice Commission’s legally-mandated annual inspections, and are encouraged to participate in standing committees, ad-hoc committees, projects, and/or public hearings. If a Commissioner commits to participate and is unable to attend a scheduled meeting or event; notice shall be provided to the committee or project lead. Failure to consistently provide adequate notice may be grounds for recommending a member for removal from the Commissions by full vote of the membership, at the reasonable discretion of the Chair.

- A. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oaths 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 scheduled public meetings of the Commissions during the calendar year, and has participated in legally-mandated annual inspections, unless excused by the Chair.

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

ARTICLE III - DUTIES

- A. It is the duty of the Commissions 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 Commissions 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 Commissions 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, Board of State and Community Corrections Standards Authority, and the Board of Supervisors.
- C. The Commissions 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 Commissions. Recommendations will be made to the Juvenile Court, Board of Supervisors, and/or any other responsible policy-making body or individual, as appropriate.
- E. The Commissions are actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Delinquency Prevention Commission, may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are also the Commissions' - concern . Recommendation will be made to the Juvenile Court, Board of Supervisors and/or any other responsible policy making body or individual, as appropriate.

ARTICLE IV - OFFICERS

The officers of the Juvenile Justice and Delinquency Prevention Commissions of San Mateo County shall be: Chair, Vice Chair-Membership, and Vice Chair-Administration. The San Mateo County, County Executive's office shall provide administrative staff and clerical support to assist the Commissions in carrying out their mandates.

- A. The Chair shall appoint a Nominating Committee consisting of members of the Commissions, 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 full membership by the final regular public meeting of the year. Nothing in this section shall be construed to prevent any member from nominating a member for any office for the ensuing year.

- B. The Commissions' Chair and Vice Chairs shall be elected from the full membership by a roll call vote of the members present at the final public meeting of the year. To be elected, the officer candidates must receive the votes of a majority of the members in attendance.
- C. The officers shall hold office commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the offices of Chair and Vice Chair-, by death, resignation, or otherwise, the Commissions shall immediately nominate and elect a successor to the vacant office for the remainder of their term of office.
- A. The Chair 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 and shall have additional duties and powers as granted by the membership.
- B. In the absence or vacancy of office of the Chair, the Vice Chair-Administration shall preside at all meetings of the Commissions and enjoy the powers and duties of the Chair. The structure of the Commissions will include the following roles and responsibilities, where possible:
- Chair
Provides overall leadership of the Commissions and leads discussions on annual priorities. Responsible for developing meeting agendas, running meetings, and producing an annual report. Chair issues external communication on behalf of JJDPC or assigns a commissioner to issue external communications.
 - Vice Chair-Administration
Stands in for the Chair as needed. Responsible for maintaining and updating the Commissions' materials and on-line resources and provides oversight of the JJDPC web site. The Vice Chair-Administration is fully informed of provisions of Commissions' Operating Policies and the San Mateo County Boards and Commissions Handbook and uses their best efforts to ensure the Commissions follow the provisions and guidelines set out therein.
 - Vice Chair - Membership
Responsible for overseeing recruitment processes of new members, the application, interview, and approval process, leads the Membership Committee, and assists with the on-boarding and orientation of new members..
 - Project Lead
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, implementing an approved Project plan on schedule, and providing reports to the Commissions.
 - Inspection Coordinator
Responsible for keeping inspection forms and materials current. The Inspection Coordinator manages the sign-up process for inspections, is responsible for oversight of inspections, the report approval process, and the preparation and distribution of letters and final reports, as required.

- Legislative Coordinator
Responsible for tracking and analyzing delinquency- and dependency system-related legislation and keeping the Commissions informed of relevant changes and developments on a timely basis.
 - Social Media & Marketing Coordinator
Responsible for the implementation of the Commissions’ marketing and communications strategy, and managing the Commissions’ social media accounts in accordance with the County and Commissions social media guidelines. The Social Media & Marketing Coordinator may form and lead a social media subcommittee (“Social Media Working Group”), and shall keep the social media work plans updated and provide copies to the County Executive's Office annually.
 - Liaisons
Responsible for maintaining relationships with relevant organizations to ensure each party is informed on areas of common interest. Liaisons shall keep current on relevant issues and update the Commissions on areas of interest.
 - Community Ambassadors
Represent the Juvenile Justice & Delinquency Prevention Commissions at stakeholder meetings as appropriate and update the full membership on areas of interest.
- H. A county-assigned staff person will provide administrative services to the Commissions including, but not limited to, maintaining membership files, assisting with Commissioner on-boarding, ordering Commissioner business cards, and posting agendas, materials, and reports on appropriate County platforms, 72 hours prior to a scheduled public meeting, as legally required by the Brown Act.

ARTICLE V - SUBCOMMITTEES

- A. The Commissions may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commissions. The Chair of the Commissions shall appoint a committee chairperson for each committee established. When applicable, a committee may include non-commissioned members. A committee shall report its findings of fact at a scheduled public meeting, at which time the full membership shall consider and/or act upon such findings.
- B. The purpose, scope, and results of each ad-hoc or standing committee shall be recorded in the Commissions’ public meeting minutes.
- 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 full membership 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 Commissions in all cases in which such rules are not inconsistent with these policies.
- B. Meetings. The Commissions shall meet on the last Tuesday of each month except December, unless this time is changed by the Commissions. A schedule of meeting times, dates, and places shall be posted on the Commissions' website and social media accounts.
- C. Meeting Time. The Chair shall call each scheduled public meeting to order at the time established by the Commissions.
- A. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
- B. Notice. Notice of meetings of the Commissions will be as required by the Brown Act.
- C. Meeting Agenda. The Chair of the Commissions shall prepare and distribute an agenda at least four business days prior to each scheduled public 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 Commissions. Members of the Commission desiring to place items on the agenda should contact the Chair. A Commissioner may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commissions.
- D. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commissions by a majority vote of the members present.
- E. Action by the Commission. The Commissions may take action on matters properly before it, only at a scheduled meeting. The authority of the Commissions may only be exercised as an entire body, 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 Commissions to any policy determination or course of action unless the Commissions previously authorized or subsequently ratified such act by that individual Commissioner.
- F. Voting. Each member in good standing is entitled to one vote. . Members must be present to exercise their vote.
- G. Written Record of Commission Proceeding. The Commissions' official record of proceedings at meetings shall be known as the minutes and shall be a record of the actions taken by the Commissions. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. Once approved by the Commissions, the minutes shall be the official records of the proceedings at which they were taken. The minutes shall be posted onto the Juvenile Justice & Delinquency Prevention Commissions website and retained as required by State law.

- H. Press Releases. Only the Chair of the Commissions or their designee shall issue press releases on behalf of the Commissions.
- I. Release of Information. The Juvenile Justice and Delinquency Prevention Commissions 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 Commissions may choose to write an executive summary of any final report. If the Commissions choose to publicize their findings and recommendations, the executive summary and not the final report shall be used. The decision to release an executive summary will be made by a vote of the full membership of the Commissions.
- J. Contact with Public and Agency Personnel. The Chair or other Commissioner designated by the Commissions shall be spokesperson with County agencies and/or personnel as well as the media. Commissioners shall work in teams of two or more in speaking on behalf of the Commissions or in gathering information on behalf of the Commissions, except in assigned committee representation.
- K. Correspondence. All correspondence on behalf of the Commissions shall be sent only with the approval of the entire membership or the Chair. Correspondence shall reflect the title of Chair.
- L. Special Meetings. Special meetings of the Commissions shall be called, as necessary.
- M. Annual Meeting. The Commissions shall hold an Annual Meeting every January, at the regular meeting of the Commissions. At the Annual Meeting the Commissions shall:
 - 1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, with approval by a majority vote.
 - 2. Review the Commissions' prior year's activities.
 - 3. Establish the Chair's vision for the next year.
- N. Commission Retreat. The Commissions may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat shall be established by the members at a regularly scheduled meeting.
- O. Written Communications to the Commissions. All written communications addressed to the Commissions or any member thereof involving policy matters which are properly the concern of the Commissions shall be placed on the agenda of the next meeting of the Commissions held after receipt of the written communication.
- P. Documents: Commissioners shall store and maintain all documents, data, and work products related to the Commissions on a specified secure server that is accessible to all active members in good standing.

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