

RESOLUTION NO. 1587

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE YOUTH SERVICES DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE CITY OF WILSONVILLE WITH THE CLACKAMAS COUNTY JUVENILE DEPARTMENT TO PROVIDE ADDITIONAL SERVICES TO THE YOUTH OF WILSONVILLE THROUGH THE PROGRAM REFERRED TO AS THE WILSONVILLE DIVERSION PROGRAM.

WHEREAS, the Wilsonville City Council adopted the budget for the 1999/00 fiscal year including the creation of a new position to serve the "at-risk" youth population; and

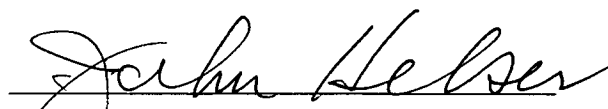
WHEREAS, the Clackamas County Juvenile Department will assist staff in creating a local accountability program to hold local youth offenders accountable; and

WHEREAS, the Youth Services Director desires to complete additional programming in a timely manner.

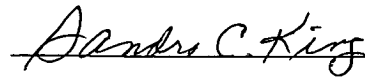
NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

The City Council, does hereby authorize the Youth Services Director to sign the Memorandum of Understanding on behalf of the City Of Wilsonville between the City of Wilsonville and the Clackamas County Juvenile Department to provide the Wilsonville Diversion Program, a copy of which is marked Exhibit A, attached hereto and incorporated by reference as if fully set forth herein.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 4th day of October, 1999, and filed with the Wilsonville City Recorder this date.


JOHN HELSER, CITY COUNCIL PRESIDENT

ATTEST:



Sandra C. King, CMC, City Recorder

SUMMARY of votes:

Mayor Lehan	Excused
Councilor Helser	Yes
Councilor Barton	Yes
Councilor Kirk	Yes
Councilor Holt	Yes

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between the Clackamas County Juvenile Department ("the Juvenile Department") and Wilsonville Community Services ("City of Wilsonville"), concerning the Wilsonville Community-Based Juvenile Diversion Program ("Wilsonville Diversion Program"). The purpose of this agreement is to ensure effective communication and proper agency coordination, and to establish guidelines and procedures for handling juvenile offenders.

The parties agree as follows:

1. PHILOSOPHY

The philosophy shared by the Juvenile Department and the Wilsonville Diversion Program is to protect the public, to hold youth offenders accountable for their actions and to provide them with opportunities to develop skills that prevent them from reoffending. Restoring losses to the community and victims is fundamental in our collective work. The consequences that are assigned to offenders shall be natural, logical, immediate, short term in nature and related to the behavior.

2. OPERATING PRINCIPLES

- a. The Juvenile Department shall receive all police reports for persons under the age of 18 and who have committed acts which are violations or which, if done by an adult, would constitute violations of a law or ordinance of the United States, a state, a county or city.
- b. In an attempt to accelerate the referral process, any police report that is customarily handled by the Clackamas County Juvenile Reception-Diversion Program will be delivered to the Clackamas County Juvenile Department Counselor assigned to coordinate with the Wilsonville Diversion Program, who will then open a file and interview the youth and parents. This step is expected to be completed within two to three weeks. If the staff member believes the case can best be served using the Wilsonville Diversion Program, a referral will be delivered to the Wilsonville Community Services Agent. The Juvenile Department counselor will then keep a "paper case" open.
- c. After the interviews, the youth shall be scheduled for the next available Diversion Panel ("Panel") meeting. The Panel will conduct their sessions, at least, on a monthly basis. Generally speaking, the Panel will assign consequences consisting of written

assignments, apology letters and community service work (with a maximum of 20 hours). Other recommendations may be taken into consideration if they relate to the behavior. The next working day following the Panel meeting, the Juvenile Department Counselor will be notified of the panel's recommendations. After the juvenile has completed the consequences set by the Panel, the Community Services Agent will send a written report to the Juvenile Department closing the case. If the Wilsonville Community Services Agent believes that a youth is unlikely to successfully complete the local program, the Juvenile Department Counselor will be notified and provided with updated information in an effort to best coordinate the case further.

- d. The parties recognize that, at times, multiple defendants will not always be handled in the same manner. Some youth may exhibit greater risk factors and needs and may require retention in the Juvenile Department. However, whenever multiple defendants are involved in the same crime, there must be consultation and coordination between the Juvenile Department and the Wilsonville Diversion Program.
- e. The Juvenile Department shall, to the extent possible, require stricter sanctions than those imposed by the Panel for the Wilsonville Diversion Program for any youth offender failing to cooperate with the Wilsonville Diversion Program.
- f. While the Wilsonville Diversion Program exists to serve first-time, minor offenders, the program is willing to consider youth who have committed more serious offenses but who may have mitigating circumstances. It remains the responsibility of the Juvenile Department to decide whether or not the case should be referred.
- g. The parties recognize that regularly scheduled meetings between the Juvenile Department and the Community Services Agent are important to relationship building, communication and coordination of services. Therefore, the parties will plan to meet at least monthly.

3. MISCELLANEOUS PROVISIONS

- a. Neither party shall be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person, on account of personal injuries, death or property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party under this agreement.
- b. There shall not be any material changes of this agreement unless both parties agree in writing of such change.

c. This Memorandum of Understanding shall be effective beginning August ____, 1999 and remain in effect.

AGREED:

**Wilsonville Community
Services**

**Clackamas County Juvenile
Department**

By: _____

By _____

Date: _____

Date: _____

CONTACTS:

**Robb Reed
Youth Services Director
City Of Wilsonville
30,000 SW Town Center Lp. E.
Wilsonville, OR 97070
(503) 673-7613**

**Douglas W. Poppen
Director
Juvenile Department
2121 Kaen Road
Oregon City, OR 97045
(503) 650-3180**

**COMMUNITY SERVICES DEPARTMENT
STAFF REPORT AND RECOMMENDATION**

TO: Honorable Mayor and City Councilors

FROM: Robb Reed
Youth Services Director

DATE: August 23, 1999

SUBJECT: Authorization to enter into the Memorandum of Understanding between the City of Wilsonville and the Clackamas County Juvenile Department.

SUMMARY

At per City Council's Request to provide more services to "at-risk" youth, staff has been developing a local accountability program for youth offenders in the Wilsonville Community. The philosophy shared by the Juvenile Department is to protect the public, to hold youth offenders accountable for their actions and to prevent them from reoffending. Restoring losses to the community and victims is fundamental in our collective work. The creation of the Wilsonville Diversion Program requires that the City of Wilsonville enter into a Memorandum of Understanding with the Clackamas County Juvenile Department. This will allow staff to receive confidential information and conduct Accountability Panel meetings to process youth offender cases at the local level.

RECOMMEDATION

Staff respectfully recommends that the City Council approve the attached resolution, authorizing the Youth Services Director to sign the Memorandum of Understanding with the Clackamas County Juvenile Department.

DISCUSSION

The position of Youth Services Director was created with a recreational focus so that city staff could deal locally and more closely with Wilsonville's "at-risk" population and redirect youth into positive, alternative activities. This includes Juvenile Department referrals and school referrals. The Wilsonville Diversion Program is only one component of this position. When in place, this Memorandum of Understanding will allow staff to receive referrals from the Juvenile Department for local juvenile offenders. It is then the responsibility of staff to meet with these individuals and process their cases locally. Each referral received will be handled on an individual basis and the individual will meet with the accountability panel. This panel is made up of community members, whose primary

task is to issue diversion assignments. These assignments include written assignments and apologies, community service and other appropriate means of holding a youth accountable. If the offender was referred by The Clackamas County Juvenile Department and has successfully completed the assignment, I send the case back to Juvenile and the offender's record may be cleared. If this juvenile enters the juvenile system again, then the second referral is most likely handled by CCJD and not referred back to me. If the juvenile is unsuccessful in completion of the assignment, then the referral will go back to the county and the consequences will be more severe. The city also will receive a financial reimbursement from the county for providing this program at the local jurisdiction.



CITY OF WILSONVILLE

**DIVERSION PROGRAM
MANUAL**



**ROBB REED
DIVERSION AGENT
WILSONVILLE DIVERSION UNIT**

**WILSONVILLE COMMUNITY SERVICES
PO BOX 3770
WILSONVILLE, OREGON 97070
(503) 673-7613
email-reed@ci.wilsonville.or.us**

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PREFACE

In July 1999, the Wilsonville City Council created a new position in the Community Services Department developed to work more closely with the community's "at-risk" youth population. This brought about conversations with the Clackamas County Juvenile Department and the Wilsonville Diversion Program was created with their assistance. The Wilsonville Diversion Program is designed for youths charged with minor offenses. It allows referred youth the opportunity to be diverted from formal appearances before the Juvenile Court. Youth who are "diverted" will be seen by a Community Services Accountability Panel. The Community Accountability Panel or CSAP, process is included in this material.

After reading this manual, you will have a basic understanding of the diversion process and your role as a Community Services Accountability Panel member. After screening and training you may be able to participate in the panel sessions. Diversion Staff members will be available to assist you in this process. The Diversion program wishes to provide quality service and believes that this can be achieved if you are comfortable with your role as a volunteer.

THE WILSONVILLE DIVERSION PROGRAM

The Wilsonville Diversion Program handles first and occasionally second time minor offenders who have committed misdemeanors and select felony offenses. Select referrals will also be accepted from the Wilsonville Schools and processed on a case by case basis. Participants sign Diversion Agreements with the Diversion Agent, in which they agree to fulfill certain conditions as an alternative to prosecution. The Diversion Agent coordinates community service site recruitments, trains and supervises volunteers for the accountability panel and serves as an advocate for the youth.

City of Wilsonville Organizational Vision

Council and Staff working together to create a challenging, dynamic work place committed to excellence that anticipates and responds to community needs in a healthy balance with available time and resources.

City of Wilsonville Mission

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Parks and Recreation Division Mission

To enhance the quality of life in Wilsonville by coordinating a wide range of recreational programs, leisure services and sports activities for citizens of all ages, with a priority on serving the needs of our youth. To promote special events and coordinate the use and development of City parks and facilities.

Youth Services Mission

Through a combination of recreation, prevention, intervention and education, provide activities, services and resources for youth and families in the Wilsonville Community.

WILSONVILLE DIVERSION PROGRAM MISSION

The Wilsonville Diversion Program provides an alternative to formal court intervention for juvenile offenders who are eligible for diversion. In doing so, the program aims at maximizing citizen participation, incorporating concerns for the community, restitution of the victims and appropriate discipline for the juvenile offender. This is accomplished by providing the offender with prompt, certain and just sanctions designed to promote and restore juvenile offenders as contributing members of the community. In order to ensure that the mission of the program is carried out, the following goals have been developed.

1. To maintain and enhance the Wilsonville Diversion Program, consistent with state law.
2. To develop a recognition and award system to educate the public about diversion and its benefits and to create an atmosphere of empowerment, pride and ownership in the community for juvenile offenders, staff and volunteers.
3. To process referrals and to hold juvenile offenders accountable for their actions.
4. To see juvenile offenders who are eligible for diversion, regardless of race, color, national origin, creed, religion, sex, cultural heritage, or handicap.
5. To provide an avenue for the community to show their concern for youth; to eliminate alienation and hostility on the part of the youth, victim, or community; and to provide opportunities for youth to be constructive, contributing member of the community.
6. To provide prompt and just consequences which is the minimum necessary to facilitate accountability, deterrence and restitution.
7. To provide support and information on resources available to assist youth and families in effectively dealing with situations which are problematic to them.
8. To bring to the attention of youth that they will be held accountable to their community for violations of law and unacceptable behavior.
9. To assure the protection of youth's rights as defined by the Juvenile Code, The Clackamas County Juvenile Department, Wilsonville Diversion Program and Service Agreement.
10. To stimulate and maximize citizen participation.

Finally, the Wilsonville Diversion Program with the support of the Clackamas County Juvenile Department, is designed to relieve court congestion and utilize the community in partnership with the juvenile system, in the welfare of its juvenile offenders and their families.

WILSONVILLE DIVERSION PROGRAM PHILOSOPHY

The philosophy shared by the Clackamas County Juvenile Department and the Wilsonville Diversion Program is to protect the public, to hold youth offenders accountable for their actions and to provide them with opportunities to develop skills that prevent them from reoffending. Restoring losses to the community and victims is fundamental in our collective work. The consequences that are assigned to offenders shall be natural, logical, immediate, short term in nature and related to the behavior.

The diversion program recognizes that, to carry out its purpose in an efficient, consistent manner, a philosophy common to its programs and service delivery components is necessary. The following statements represent that philosophy:

- Every individual is to be treated with respect and dignity.
- The needs of, and services to, youthful offenders must be balanced with the responsibility to contribute to the protection and safety of the community.
- The Wilsonville Diversion program will make maximum use of available community resources in assessing and meeting the needs of clients.
- The family unit is a fundamental resource in youths' lives; efforts will be made to deal with the entire family.
- The Wilsonville Diversion Program will take steps to increase the community's awareness and understanding of juvenile issues and will solicit active participation by the community in offense prevention and accountability.

FACTS ABOUT DIVERSION The Diversion Process

Diversion involves the handling of minor juvenile offenders outside of the courtroom. Juveniles under the age of eighteen who are arrested for offenses such as trespassing, shoplifting, possession of alcohol and malicious mischief, reckless endangerment, simple assault and theft are typically eligible for diversion. After making an arrest, the sheriff's deputy will refer the case to the County Juvenile Department where it is reviewed to determine legal sufficiency. Legal sufficiency means there is evidence to show that the youth involved committed the crime they have been charged with. If the case is legally sufficient and divertable, it will be sent to the Wilsonville Diversion Agent and the case is diverted from court.

General Guidelines for the Wilsonville Diversion Program

Operating Principles

- Juvenile Department will be the clearinghouse for all referrals.
- Juvenile Department will assess the case and make the determination to refer the case to the diversion panel. Class C and B misdemeanors: violations such as curfew, runaway, MIP of alcohol, Possession of less than an ounce and certain Class A misdemeanors may be diversion eligible.
- Completion of diversion agreements must be met within 60-90 days.
- Dispositional recommendations may include apology letters, community service, referrals to community resources or referral to Juvenile Department programs, I.e. VOMP, Redefinition class, anger management, cognitive skills class, community service or Project payback.
- Youth not successfully completing diversion agreements will be referred back to the Juvenile Department.
- Panel members will respect the confidentiality of the youth referred.
- Wilsonville Diversion Agent will meet with the Juvenile Department Counselor on a monthly basis.
- Referral forms, case plans and evaluations methods will be incorporated into diversion program planning.
- Diversion Agent will keep statistical data and submit requested data on a quarterly basis to the Juvenile Department.

DIVERSION PANEL CASES

Status Offenses:

- Curfew
- Runaway

Violations:

- Minor in Possession of Alcohol
- Municipal Ordinances
- Possession of Less Than One Ounce of Marijuana
- Possession of Tobacco
- Unlawfully Applying Graffiti

Class C Misdemeanors:

- Criminal Mischief III
- Criminal Trespass II
- Criminal Trespass II by a Guest
- Initiating a False Report
- Misrepresentation of Age by a Minor
- Offensive Littering
- Possession of Less Than One Ounce of Marijuana within 1000' of a School
- Theft III
- Theft of Services (total value under \$50)

Class B Misdemeanors:

- Carrying a Concealed Weapon (other than a gun)
- Deposit Trash Within 100 yards of Waters
- Disorderly Conduct
- Harassment
- Telephonic Harassment

Class A Misdemeanors:

- Criminal Mischief II
- Forgery II
- Giving False Information to a Police Officer
- Theft II (total value under \$125)

Cases Which Will Not Be Diverted:

All Class A Misdemeanors, other than those which are listed on previous page.

Criteria for Second or Subsequent Referrals to Panels:

- **Second Referral:** If a youth successfully completed the diversion panel for his/her first referral and their second referral is a status offense, violation (other than drug and alcohol) or C misdemeanor, the case will automatically be diverted again. HOWEVER, if their second referral is an A or B misdemeanor, the case will be assigned to the Diversion Panel Liaison to determine if it is appropriate. If the referral is their second drug or alcohol related charge, the case will be assigned to the drug and alcohol counselor to handle.
- **Subsequent Referral:** If a youth receives any subsequent status offense or violations (other than drug and alcohol), the case will automatically be diverted to the panel. HOWEVER, if the youth is subsequently referred for a misdemeanor and/or drug & alcohol related charge, the case will be assigned to either a Reception, Diversion or Drug and Alcohol Counselor.

COMMUNITY SERVICES ACCOUNTABILITY PANEL

A Community Services Accountability Panel is comprised of members of the local community in which the juvenile offender resides. The panel members are appointed by the Diversion Staff. The panel shall consist of at least three and not more than seven members. If possible, the panel should include a variety of representatives from the community, such as a law enforcement officer, teacher or school administrator, high school student, parent and business owner and should represent the cultural diversity of the local community. Panel members do not decide whether a youth is guilty or innocent, but rather hold a youth accountable for their actions. It is hoped that through the panel process, people from the youth's community can impress upon the youth the connection between their behavior and its effects on themselves and others in the community. Consequently, the panel can serve as a positive influence on the youth's future behavior.

COMMUNITY SERVICE HOURS

Community service is compulsory work without compensation, performed for the benefit of the community as a consequence for committing an offense. If the youth is attending school, no community service shall be assigned during normal school hours. All community service shall be done for a non-profit agency, elderly, veterinary or nursing home.

THE ACCOUNTABILITY PANEL PROCESS

The purpose of the panel is to determine a fair disposition, or consequence, for the offense and to establish a direct correlation in the youth's mind between their act and the panel's decision. The panel is not a jury by which guilt or innocence of the youth is determined.

The panel interviews the youth and their parents. The purpose of the interview is to gather the information needed to create an appropriate Diversion Agreement for each youth referred.

Safeguards must be provided for the personal dignity of youth and families and to assure that the questions are not asked relating to personal values. Panel members must constantly remind themselves that they are involved with the privacy of other human beings and must collect only that information needed to arrive at an appropriate Diversion Agreement.

The following factors indicate the need to show restraint in collecting personal information:

1. Divertees are primarily minor and first and second time offenders.
2. Statewide Diversion Units have limited dispositional discretion under the juvenile code.
3. Diversion programs composed of volunteers have limited time to deal with and provide closure to the deep emotional pain which may accompany the disclosure of personal problems.

The goals of diversion do not include intent to embitter or diminish youth and their families. It is not easy for people to tell others their personal thoughts and feelings and then it is usually with someone they trust. In the diversion setting, the youth and family find themselves in a position of inequality with the diversion program. The Diversion Panel asks the questions and the youth and family must answer or feel they must answer. They are placed in a position of having to reveal personal thoughts and feelings to people they do not know and therefore may not trust. Thus, the Diversion Panel must constantly remind themselves that they are involved in the privacy of another human being, and must do so with a great deal of caution and discretion.

PARENTAL PARTICIPATION

Legally, any child over twelve may enter into a Diversion Agreement without the co-signature of his/her parent(s) or legal guardian(s). For obvious reasons, it is the preference of the Diversion Agent to have parents/guardians participate with their children in our program. If a parent or legal guardian elects not to participate, the matter will be discussed with the Juvenile Counselor. A decision will then be made whether to allow the child to participate without parental support. The client's age, criminal history, the seriousness of the charge and other pertinent information will be considered in making this decision. If Diversion Unit Staff decides to refuse services, the matter will be referred back to the Juvenile Department with a letter of explanation. If Diversion Unit Staff decides to proceed with services, it will be the responsibility of the Diversion Unit staff to forward copies of all documents signed by the child to the parent/guardian. In addition, the Diversion Unit Staff will advise the parent/guardian of the terms of the agreement and whether or not the child successfully fulfills their obligations.

THE ADVANTAGES OF DIVERSION TO THE YOUTH

Diversion is more convenient, less expensive and less time consuming than going to Juvenile Court. The Diversion Panel normally conducts its meetings in the evening or at a time that is convenient to the youth and their family. Unlike Court proceedings, which are public, the diversion process is private and confidential. The Diversion Panel does not have the scheduling problems usually associated with the court. Diversion is more protective and informal. The Diversion Agreement is not a conviction, and only affects the youth's future if they re-enter the Juvenile system.

YOUTH'S REFUSAL OF A DIVERSION AGREEMENT

A youth can refuse a Diversion Agreement. If a youth refuses Diversion, the case is then referred back to the Juvenile Department. Usually, if the matter goes back to the Juvenile Department they may require more of the same disposition requirements that were previously noted in determining sentencing.

THE BENEFITS OF THE PANEL PROCESS TO THE COMMUNITY

Community members become active participants in holding youth accountable for criminal activity in their community. Members also gain insight into problems of youthful offenders, as well as the workings of the Juvenile Justice system. In addition, the juvenile offender is made aware of the direct relationship between the crime and the people injured by their actions and other effects in the community.

A YOUTH WHO FAILS TO COMPLETE THE DIVERSION AGREEMENT

If the youth fails to complete the Diversion Agreement, the case is referred back to the Juvenile Department for review. If this occurs, the youth must receive written notice of the violation of the Diversion Agreement and all evidence relating to it must be fully disclosed. The Juvenile Department can re-impose the terms of the original Diversion Agreement and set new requirements for the youth to complete.

ADVICE ABOUT DIVERSION

1. Diversion is a different way of dealing with youth accused of a crime: you do not appear before a judge, there is no trial, and no detention time (jail).
2. Diversion is a contract agreement between you and the Diversion Unit. The contract may require you to perform community service hours for the community or attend other counseling and/or informational classes.
3. If you sign this diversion contract, the offense that you are accused of and your diversion contract will become part of your record.
4. You may not have the chance for another diversion if you sign this contract if you are now involved in another offense or become involved in another offense in the future.
5. If you do not complete this diversion contract, you will be referred back to the Juvenile Department.
6. Your record will be available to the court, prosecutor, police, and, in some circumstances, your school.
7. At eighteen years of age, you may ask the court to destroy your record.
8. You have the right to talk to an attorney, who will look at the police report, tell you about the law, and advise you about whether you should enter into this diversion contract/agreement or go to court. You will not have to pay for an attorney if you cannot afford one, but a free attorney cannot be provided to help you with the terms and conditions of your diversion contract. If you sign this diversion contract, you waive your right to an attorney.
9. You do not have to sign this diversion contract/agreement. If you do not sign, you will be referred back to the Juvenile Department.

If Applicable: I am fluent in the _____ language and I translated this entire document for the juvenile from English into that language. The juvenile has acknowledged understanding of both the translation and the subject matter of this document. I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct

Dated this ____ day of _____, 1999 at Wilsonville, OR.

Interpreter _____

VOLUNTEERISM

Volunteers for the Wilsonville Diversion Program are working to improve the quality of life in this community. The program depends on knowledgeable, dependable, and effective volunteers who are trained and competent workers - people who are open to new experiences, eager to learn, and ready to use their skills in a responsible way to help meet the needs of troubled children in troubled times.

Today a man or woman must fill many roles. A person is challenged to respond to the needs of their family, their community and their country. But one also has a responsibility to develop oneself, for only through personal growth can one ever hope to meet the myriad challenges and opportunities that surround us. Volunteering can help a person develop their full potential while also serving the larger society. A volunteer experience can help a person grow in self-confidence, learn to analyze problems, deal with changing situations and work cooperatively and productively with others. Voluntary service not only trains people for good citizenship; it offers a perspective that can influence career choices and values for a lifetime. An effective volunteer is a force for progress.

Volunteerism is in the finest American tradition. To volunteer one's time and talent to help someone else or to advance the common good is to fulfill one of the basic virtues of our heritage. In our county, the tradition of volunteerism goes back to the very first settlers who fashioned a society based on their joint efforts as volunteers working together, cooperatively to develop this new land. Volunteerism is a strong and vital force in our society and must remain so.

It is estimated that over half of adult Americans are serving in some volunteer capacity today, and that volunteer services have the potential of touching every citizen. It is important for us to pursue a voluntary society, whereby citizens can work in partnership with public and private efforts to accommodate human and environmental needs. Truly, our nation can benefit tremendously from the contributions each of us make in all areas of life. Government alone cannot solve all of our problems.

Volunteers can substantially enhance and expand efforts in education, social services and health and recreation through programs to benefit youth. Volunteering is a right as well as a responsibility of every American regardless of age or condition of life. Volunteering is the pillar of our nation's internal strength, a source of its pride and a boundless reservoir of the knowledge, initiative and creativity of its people. From this we must draw heavily in the challenging times ahead.

THE VOLUNTEER'S BILL OF RIGHTS

The right to be treated as a co-worker, not just free help.

The right to suitable assignment with consideration for personal preference, temperament, life experience, education, employment background, and time availability.

The right to know as much as possible about the organization, its policies, its people, its programs and its objectives.

The right to training for the job.

The right to continuing education on the job, information about new developments and training for greater responsibility.

The right to sound guidance and direction by someone who is experienced and who has the time to invest in giving guidance.

The right to promotion and a variety of experiences.

The right to be heard and to have a part in planning.

The right to recognition in the form of promotions, awards and day to day expression of appreciation.

The right to be considered as unpaid staff and be treated as a co-worker.

CORRESPONDINGLY, YOU, AS A VOLUNTEER, SHOULD:

BE LOYAL - Offer positive suggestions, not just criticism.

ACCEPT THE RULES - Don't criticize what you don't understand. There may be a good reason. Give yourself time to learn first.

SPEAK UP - Ask about things you don't understand. Don't coddle your doubts and frustrations until they drive you away or turn you into a problem worker.

BE WILLING TO LEARN AND KEEP ON LEARNING - Training is essential to any job well done. Know all you can about your department and your job.

WELCOME SUPERVISION - You will do a better job and enjoy it more if you are doing what is expected of you.

BE DEPENDABLE - Your word is your bond. Do what you have agreed to do. Only make promises you can keep.

BE A TEAM PLAYER - Find a place for yourself on the team. The lone operator is pretty much out of place in today's complex community.

COMMUNITY SERVICES ACCOUNTABILITY PANEL MEMBER JOB DESCRIPTION

WILSONVILLE DIVERSION PROGRAM

1. Job Description:

A volunteer community accountability panel member (CSAP) works on a team with other volunteers, under established guidelines and law, to process cases involving juveniles who have committed minor criminal offenses. The panel members discuss the offense and circumstances surrounding it with the youth and their guardians and assign consequences, which will hold the youths responsible for their actions and accountable to the community.

2. Specific Duties:

- (a) Attend the scheduled panel meetings.
- (b) Participate constructively in an interview process of the youth and their family.
- (c) In cooperation with the other panel members, reach fair and reasonable consequences for the youths' offenses.
- (d) Present the consequences through a contractual process in an appropriate manner to the youth and their parent/guardian.
- (e) Maintain written CSAP reports of the panel's decisions.

3. Volunteer Qualifications:

- (a) Must be objective and able to treat each case individually, without prejudice.
- (b) Support the philosophy of the Wilsonville Diversion Program, and the issues related to the work of the Juvenile Department.
- (c) Show an interest in delinquent young people and our community's welfare.
- (d) Show the ability to effectively communicate with young people and their families.
- (e) Show the ability to work within a structured interview setting.
- (f) Must conduct themselves professionally and maintain confidentiality of all cases.
- (g) Volunteers must be dependable and flexible, as panel meetings are scheduled based on fluctuations in caseloads.
- (h) Must be willing to sign a contract outlining specific "do's" and "don'ts" of the volunteer positions.

4. Responsible to:

Wilsonville Diversion staff, who administers the Juvenile Justice system, part of which is diversion.

5. Training Provided:

- (a) Training manual.
- (b) On the job training.
- (c) Interviews.
- (d) Evaluations.
- (e) Training in juvenile law and other related legal issues.

GENERAL POLICIES REGARDING CSAP VOLUNTEERS

Must be at least 21 years old.

Must be clean and sober for at least 3 years.

Must be cleared of any criminal activity for at least 5 years (including probation time).

Must commit to at least one year of service.

Not all applicants will be placed just because they have applied.

The Diversion Unit Agent will conduct an interview and assessment for placement.

Conditions of Termination

Lack of attendance

Breaking confidentiality

Attending CSAP under the influence of drugs and/or alcohol

Foul language

Demeanor unbecoming of the program

Contact with juveniles attending CSAP, outside of the program setting

Giving advice not authorized by the program

CSAP MEMBERS RESPONSIBILITIES

A Community Services Accountability Panel member is a volunteer who is interested in and concerned with youth and a person who shows this concern by actively serving on the Community Services Accountability Panel in their community.

The member's role is based on the idea that a community can and should respond to a youth's problems. Members, through an interview session, are able to impress upon a youth and their parents/guardians that the community is concerned with the youth's behavior and its effect on the youth, their family and the community. Serving on the panel is an ongoing learning experience, which is supplemented by Diversion Staff feedback, general meetings and workshops.

Members of a panel need to have certain qualities in order for the program to work effectively. They need to have a strong commitment to relevant laws, regulations and program procedures. They also need to have a sense of commitment to the rights of the youth, to their growth as individuals and to their development as members of the community. Diversion volunteers need to have a non-judgmental attitude toward the individuals being interviewed. Listening and communication skills are essential in order for members to evaluate what is in the best interests of the youth. To acquire these skills, they need to have a willingness to learn from the Diversion Staff's feedback. A member must have the ability to hold information in confidence and to respect the privacy of others. The panel members must have a strong commitment to the philosophy and purpose of the Wilsonville Diversion Program.

Community Services Accountability Panel member's specific responsibilities are listed as follows:

1. Attend all assigned meetings and mandated training. If unable to attend, the member must notify diversion staff as soon as possible. (503) 673-7613.
2. Volunteer for tasks related to the organization of the panel, along with offering input to the Diversion Staff for more effective operation of the panel.
3. Follow through on all assigned tasks.
4. Comply with relevant laws and regulations as well as program procedures.
5. Attend continuing education and training provided by Diversion Staff in addition to, observing Court, job shadow Diversion Staff, attend community forums, spend time with detention staff in the detention center and attend educational or informational classes required of youth.

BASIC STRUCTURE FOR CSAP MEETING PROCESS

PRE-INTERVIEW

- Panel members become familiar with the case. Read case summary first.
- Diversion Staff will brief the panel on cases.
- Panel members will be informed if Waiver of Attorney and Advice about Diversion have been previously given to the youth and parent.
- Panel members may excuse themselves if they know the student personally.
- Select a chairperson and CSAP report writer

INTERVIEW

- Chairperson greets youth and parent and introduces self and other panel members.
- Chairperson states the purpose of the interview and confidentiality.
- Chairperson asks the youth and parent if there is anyone present they wish to have excused before the discussion begins. If there is an objection, the member will be excused.
- Begin with open-ended questioning and involve both the youth a parent in the interview.
- Stick to the issue of the offense
- Complete questioning. It is appropriate to interview the parent or student separately toward the end of the interview.
- State that the questioning is complete and escort them to the waiting room.

CONTRACT PROCESS

- Discuss contract, write up the terms of the Diversion Agreement, everyone signs.
- Bring youth and parent back in.
- Explain the terms of the contract and why these terms were chosen. Youth and parent sign the agreement. Copy given to them.
- Thank them for coming, ask them to complete the evaluation and excuse them.
- Complete CSAP report of the meeting

AFTER THE MEETING

- Discuss the meeting – what went well, poorly, strengths, weaknesses.
- Go over evaluations with staff

Community Services Accountability Panel interviews are conducted by a group of volunteers. All need to participate in the interview. It is the group participation that insures that all relevant information is obtained and that all safeguards are insured.

GUIDELINES FOR CSAP REPORTS

CSAP Reports should include the following:

1. Youth's statement of offense.
2. Youth's attitude regarding the offense.
3. Parent/guardian's statement regarding their understanding of the offense.
4. If there was a victim, how the youth feels about those victimized.
5. Statement of the sanction(s) chosen, and a simple statement about why it was chosen.
6. Outlined details of the restitution and, very important, the process by which the board reached its decision.
7. Whether or not both the youth and parent/guardian support the contract.
8. Special observation or special circumstances.
9. A specific review date if one is desired.

GENERAL CSAP MEETING TIPS

INTERVIEWING TECHNIQUES

APPOINT A TIMEKEEPER AND STICK TO 15-20 MINUTES.

STICK TO THE ISSUE - WHATEVER THE OFFENSE IS

Don't talk about your own experiences (legal trouble, drinking, how you used to cut school, carousing) or other cases you had before the panel. Don't give parenting advice - that is another ISSUE!

TEAM INTERVIEWING

- Listen carefully to what other members have asked as well as what the youth has answered.
- Alternate chairperson - encourage everyone to participate.
- Consider assigning certain panel members to ask certain questions.
- Use pacing and sensitivity in questioning to avoid overwhelming youth and family.
- Allow for silences between questions.

QUESTIONING

- Use open-ended questions. Examples: "Tell us about...", "Describe what happened the day of the offense", "How do you feel about ", "Tell us in your own words..."
- Allow youth time to answer the questions. Silence works wonders in getting them to talk.
- Use clarifying questions - "Can you tell me what you mean by..."
- Use verbal encouragers - Say "yes" and "uh-huh" to respond and indicate you understand what the youth is saying. It encourages the youth to continue talking.
- Use focusing statements - "What you are saying is very interesting, but we'd like to get back to"
- Use statements that reflect the youth's feelings - "It sounds like you are upset about..."
- Use non-judgmental responses - "I see", "I understand",
- Use summarizing statements - "Let me see if I understand you so far - you say your friends put you up to this...?"
- Keep the level of discussion and vocabulary age appropriate.

DON'TS OF INTERVIEWING

- Don't ask yes or no questions.
- Don't ask irrelevant questions - "What is your favorite color, rock band, whatever...".
- Don't berate, lecture, challenge the youth personally, point fingers and wave hands.
- Don't get emotional.
- Don't become personally involved by making personal promises, buy them things.
- Don't bombard the youth with questions or confuse the youth with vocabulary or language beyond his grade level.
- Don't give out religious info, poems and inspirational material.
- Don't air grievances or disagreements in front of the youth.
- Don't minimize truancy. This is serious business.
- Don't allow parents to dominate the meeting.

ALWAYS

- Arrive on Time.
- Honor the time you have asked the youth to appear.
- Dress appropriately - We are representing - set an example.
- Avoid using alcohol prior to the meeting.
- Share leadership, report writing, questioning.
- Conclude the meeting with the youth on a positive note - "We know you can do this...", "We know you'll be back on track in no time."

REMEMBER WHY WE ARE HERE

- We are concerned.
- We value youth.
- We want to see the youth become successful.

NOTE: Remember: Diversion Staff is available if you are struggling with your work on the CSAP or if things are happening during the CSAP that you are uncomfortable with.

**COMMUNITY SERVICES ACCOUNTABILITY PANEL –
STANDARDS OF CONDUCT**

I WILL:

1. Attend all board meetings scheduled for me.
2. Attend all training sessions.
3. Support the philosophy of the Clackamas County Juvenile Department.
4. Work within the legal framework given me and accept direction from the professional staff.
5. Conduct myself in a professional manner at all times.
6. Abide by a strict oath of confidentiality at all times.
7. Dress in an appropriate manner.
8. Display an attitude of objectivity and empathic attitude toward the client.
9. Be a good role model and a law-abiding citizen.
10. Treat fellow board members with respect, recognizing differences of opinion will occur

I WILL NOT:

1. In any manner embarrass, humiliate or degrade the offenders or their families.
2. Use vulgar or profane language.
3. Appear at any board meeting or training session with alcoholic beverage on my breath or give evidence of having used drugs.
4. Use the board meetings as a means to perpetrate my own prejudices, morals, religions beliefs, or values.
5. In any way hinder my fellow CSAP members in fulfilling their responsibilities.

CAUSES FOR REMOVAL FROM THE CSAP:

1. Being charged with a felony.
2. Insubordination.
3. Failure to attend CSAP meetings.
4. Failure to attend training sessions.
5. Inappropriate behavior during CSAP sessions, i.e., use of drugs/alcohol, abusive language, loss of anger control or any disorderly conduct.
6. Violation of oath of confidentiality.
7. Discourteous treatment of client, client's family, and/or fellow CSAP members.
8. Unsatisfactory job performance, poor interview skills, not learning the law.

I understand the above policies as set by the Diversion Unit Staff. I agree to accept and abide by the conditions as set. I understand that I will be notified of an interview regarding any disciplinary action.

Volunteer's Signature

Date

COMMUNITY SERVICES ACCOUNTABILITY PANEL APPLICATION

 Last Name First Middle DOB Age

 Address

 Phone (home) (work) (message)

 Reason for applying

 Education (list highest level completed)

Colleges, Universities, Schools attended	Degree(s)	year
_____	_____	_____
_____	_____	_____

 Present or last employer

Supervisor	Position Held	Phone
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 Address

Can you commit to attend monthly evening meetings and training? Y N

CONFIDENTIAL INFORMATION

Have you ever been convicted of a crime against persons? Y N Date of conviction _____ State _____

Have you ever been found in any dependency action to have sexually assaulted, exploited or physically abused any minor? Y N Date of findings _____ State _____

Have you ever been found by a court, in a domestic relations proceeding to have sexually abused, exploited or physically abused any minor? Y N Date of findings _____ State _____

Have you ever been found, in any disciplinary board final decision, to have sexually abused, exploited or physically abused any minor? Y N Date of decision _____ State _____

I certify, under penalty of perjury, that the foregoing facts and information contained herein are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, will be cause for denial as a program volunteer. "I hereby authorize the investigation of all matters which the City of Wilsonville deems relevant to my qualifications for volunteering, including all statements made in this disclosure statement and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons supplying it. I also release you from any liability, which may result from making the investigation. I understand that the city my request and receive information from federal and/or state law enforcement agencies, that I will be notified of each agency's response and that a copy of each response will be made available to me upon request. I attest under penalty of perjury, that the information I have provided on the attached application, is true and accurate to the best of my knowledge.

Signature _____ Date _____

WILSONVILLE DIVERSION PROGRAM

**P0 Box 3770
Wilsonville, OR 97070
(503) 673-7613**

OATH OF CONFIDENTIALITY

I, the undersigned, hereby pledge not to discuss any information revealed to us pertaining to this case unless so directed by a court order.

Printed Name

Signature

I, the undersigned Diversion Agent of the Wilsonville Diversion Program, hereby pledge not to discuss any information revealed to me pertaining to this case unless so directed by a lawful court order, except in the following situations or the following persons:

- (1) Disclosure of planned illegal activities.
- (2) Life or death situation, i.e., murder, suicide.
- (3) Staff persons of the Juvenile Court assigned to client.
- (4) Other persons involved in the monitoring and assistance of the restitution assignment.
- (5) Another juvenile care agency, if currently involved with this juvenile.
- (6) Prosecutor or defense attorney.
- (7) Practitioners in adult criminal system if involved in this case.
- (8) Victim or victim's family (disposition only).
- (9) When necessary, in a civil proceeding.

Date: _____ Agent: _____

WE, the undersigned, understand and accept the above oath of confidentiality and conditions.

Date: _____ Youth: _____

Date: _____ Parent: _____

**CITY OF WILSONVILLE
DIVERSION PROGRAM**

Authorization for Criminal History Check

I authorize the City of Wilsonville to obtain a routine criminal history check to be used for the sole purpose of pending volunteer employment with the city.

I hereby release any organization(s) from any liability or damage, which may result from furnishing the information requested.

Signature

Date

ALL INFORMATION RECEIVED WILL BE KEPT STRICTLY CONFIDENTIAL

(PLEASE PRINT)

NAME: _____

ADDRESS: _____

PHONE: _____

SSN: _____

ODL#: _____

DOB: _____

**WILSONVILLE DIVERSION PROGRAM
VOLUNTEER CONTRACT**

I, _____ will conscientiously do my best to serve the community as a representative of the Wilsonville Diversion Program. I agree to provide services to the program as directed and authorized and to abide by the rules, regulations, policies and code of ethics of the Juvenile Department. In providing volunteer services, I will demonstrate cooperation, good judgement, and uphold the legal and social standards of our community.

I understand there are rules, regulations and laws regarding privacy and security by which I am bound. I will not disclose and I will keep confidential any information, records, files, papers, and/or communications to which I gain access in the course of my volunteer duties and will not disclose any information, except to those who have recognized status in the matter, unless otherwise directed by the Juvenile Department.

Wilsonville Diversion Program Volunteer

Date

I commit myself to being an active volunteer for a minimum of one year, and to follow through with my assigned duties to the best of my ability, within the scope of my volunteer role. I further understand that this commitment includes regular and prompt attendance with regard to my assigned duties. In instances where in-service training is offered, I commit myself to regular attendance. If I am unable to attend scheduled meetings, I understand that it is my responsibility to contact Diversion Staff.

I understand that I may seek assistance from Diversion Staff if problems arise in the performance of my volunteer duties. If I do not adequately fulfill my assigned job functions, the Diversion Staff may provide further training to rectify the problem or may terminate my volunteer contract.

Wilsonville Diversion Agent

Date

COMMUNITY SERVICES AGREEMENT

Standard Conditions:

1. I will observe all County, State and Federal laws and statutes.
2. I agree to perform _____ hours/days of service and abide by the following conditions of the program.
3. I will report to my assigned location _____, no later than _____
4. I understand that my community service hours must be completed by: _____
5. Dates to perform my community service are: _____
6. I agree to follow the rules, regulations, and work schedule set by the assigned placement site, and perform the work in a cooperative and satisfactory manner.
7. I will immediately advise Diversion Staff if I should encounter any difficulty fulfilling my work obligation. Diversion Unit Staff will decide if the assignment should be altered or if action for noncompliance should be pursued.
8. I will not consume any alcohol or drugs prior to reporting to or while at my placement site.
9. I must bring my own lunch.
10. I will dress appropriately for work, i.e., jeans, workboots or tennis shoes, shirt or sweatshirt, coat (if needed). Ladies must wear bras. no shorts, tank tops, sleeveless shirts.
11. I will be on time, no later than _____.
12. I understand that unauthorized absences may constitute grounds for termination from the program.
13. I understand that if I cannot avoid being absent, I must notify Diversion staff no later than 7:15 a.m. Call 673-7613.
14. I further understand that termination from the program will result in my referral being sent back to the Clackamas County Juvenile Department.

Questions or concerns about your program assignment should be addressed to diversion staff. Contact your counselor at 673-7613. I have read or have had read to me, and fully understand the above, listed conditions, and I agree to abide by these conditions.

Diversion Staff Signature

Date

Youth Signature

Date

UNSATISFACTORY CLOSURE

Name _____ DOB _____

On _____, you entered into a diversion contract with the Wilsonville Diversion Program, which you were required to complete. You have chosen not to comply with the conditions of your contract, this letter is to advise you that the Wilsonville Diversion Program has chosen not to pursue this matter further, and has referred your case back to the Clackamas County Juvenile Department for “unsatisfactory compliance”.

Your lack of cooperation and failure to comply with your Diversion Agreement remains a part of your record here, and will be taken into consideration should you again be referred to this program.

Diversion Staff Signature

Date

Clackamas County Juvenile Department Resources

Anger Management:

The Juvenile Department offers a 10 week anger management course. The classes are an hour and a half once a week, with each session having up to 10 youth. Parents are required to attend 2 of the 10 sessions. The program will focus on areas such as external triggers, emotional control, thinking errors and problem solving. This is a free program. Referrals must be made through the Diversion Staff.

Community Service Work:

1. **DEPARTMENT OF TRANSPORTATION/CLACKAMAS COUNTY:** This work crew picks up litter along the county's highways. The program runs 8 hours shifts each Saturday and is composed of 6 youth. This program is for 13 – 18 year olds. Referrals must be made through the Diversion Staff.
2. **OREGON DEPARTMENT OF TRANSPORTATION:** This crew also picks up litter along the highways in the area. The program runs 8 hours shifts each Saturday and is composed of 6 youth. The youth must be 16 years of age or older. Referral must be made through the Diversion Staff.
3. **BEAVERCREEK BOOSTERS:** This crew is helping to build a park in Beavercreek. They only work 1 six hour Saturday per month with a crew of 5 youth. This program is for 13 – 18 year olds. Referrals must be made through the Diversion Staff.
4. **FEED THE HUNGRY:** This program is working in a soup kitchen, helping to feed the homeless and/or those in need of a hot meal. They work 4 hour shifts each Sunday afternoon. The crew is composed of 3 youth ranging in age from 14 to 18. Referrals must be made through the Diversion Staff.

Counseling – Individual and/or Family:

1. **BOYS AND GIRLS AID SOCIETY OF OREGON:**
 - A. **FAMILY STRENGTHS:** Targeting middle school age youth and their families. Providing an average of ninety days in-home counseling, building individual family strengths. Call 222-9661 or 654-0025 with questions or referrals.
 - B. **KIDS IN CRISIS:** For families having parent/youth conflict, running away or in need of shelter. This service is available 24 hours a day. Call 654-0025 for more information.
2. **CLACKAMAS COUNTY FAMILY COURT SERVICE - YOUTH AND FAMILY MEDIATION:** Designed for parents and youth who need help sorting through and addressing family issues at home and at school. Mediators include one adult and one youth who help keep communication between the family positive and clear searching for a workable and fair solution. Issues addressed include: violence, running away, courts and lawyers, ignoring the problems and not communicating. Contact Amy Swift at 655-8415 to make a referral.
3. **THE HELPLINE:** Crisis happens in all families. For those that need support and information that is confidential, statewide and multilingual. Call (800) 354-5044.
4. **PARENT SUPPORT GROUP:** This group is for parents of children ages birth to 18. They exchange ideas with other parents and discover that many other parents share the same feelings. They cover topics such as; self care, communication, separation and loss and conflict management. They meet on alternating Wednesdays from 6:30 to 8:30 pm. There is a \$5 fee. For enrollment call 635-3671.

5. PARROTT CREEK FAMILY SERVICES:

- A. **FAMILY AND INDIVIDUAL COUNSELING:** Brief family and individual counseling using a blend of education and support to help families to understand and manage a variety of situations such as loss through divorce or death, school difficulties such as peer relationships or attention deficit disorder; changing developmental needs of children; depression; conflict; abuse; effects of chemical dependency; and many other influences on family life.
 - B. **COORDINATION WITH SCHOOLS:** Coordination with schools and other agencies to help families understand and access community resources.
 - C. **ANGER MANAGEMENT GROUP:** Anger management group for teens to learn about themselves, what they believe and how to react to situations. Through this personalized understanding, the development of new skills, and they help of their peers, teens will become more effective in managing conflict.
 - D. **GIRLS TOGETHER GROUPS:** Girls together groups for teens who are confused about today's choices. They will learn how to recognize both healthy and potentially abusive relationships, assertiveness and a positive self image.
 - E. **PARENTING THE CHILD WITH ATTENTION DEFICIT DISORDER:** An eight week group focusing on special techniques for parents raising these challenging children. This group will be useful for parents of A.D.D. children from preschool to adolescents.
- Call Jennifer or Sharon at 635-3671 for enrollment or information.

Drug and Alcohol Resources:

1. **REDEFINITION PROGRAM:** Michael Luna, Instructor 655-8342 ext 7123
This is a group (15-20 other teens) education session. The program also includes an assessment with recommendations for further treatment and consultation with the parents, school and/or other referring agencies. Their goal is to “redefine” or change an individuals’ perception about their drug use, and the problems it creates or can create for them in the future. Topics include Why do people use chemicals?, Consequences of using, Thinking errors, Personal story, Goal setting and other related subjects. It is held every Wednesday afternoon at the Juvenile Department. It is a six (6) week program that can be started at any time. The class starts at 4:00 and ends at approximately 5:00 pm. **To register for this program the youth must contact Michael Luna at the above number.**

Geared Toward: Any level of drug and/or alcohol involvement.
Cost: \$30

2. **MAINSTREAM YOUTH PROGRAM – MIP/CARS PROGRAM:** 234-3400
This is a group education course offered in one (1) Saturday or two (2) evening sessions and is located at Legacy Emanuel Hospital. The program begins with 2 hours of education focused on the physical, emotional and social effects of alcohol. It then continues discussing harm reduction, drinking and driving education and problem solving skills, as well as, meeting some victims and discussing anger and empathy. A follow up appointment with a counselor is also required. This is used as an assessment time to determine if there are other drug and/or alcohol related issues that need to be looked at. Parents are encouraged to participate in this program.

Geared Toward: Youth in the early experimentation stages with alcohol & drugs.
Cost: \$ 45 (Alcohol related charges)
\$125 (Drug related charges)

3. **CLACKAMAS COUNTY MENTAL HEALTH CENTER:** 655-8558 ask for Lonnie
The Education Program is a series of six groups focusing on basic alcohol and drug education, the laws concerning use, effects of use on the person, family, friends and school. Clackamas Addiction Treatment Services has offices in downtown Oregon City, Sandy and Milwaukie. All offices are easily accessible and most are near a Tri-Met transfer station.

Geared Toward: Any level of drug and/or alcohol involvement
Cost: Sliding fee scale - based on ability to pay

4. **VICTIM IMPACT PANEL:** This program is presented by Clackamas County Corrections Department. There are 2 or 3 guests that sit on a panel and explain how they lost a loved one due to a drunk driver. The county's medical examiner is also present and puts on a slide presentation of accidents, giving statistics on the number of fatalities county, state and nation wide. The panel is held the second Tuesday of every month from 7:15 to 8:45 pm in Oregon City. There is a \$15 fee for the youth, however parents may attend at no additional cost. See the Diversion Staff for referral forms.

Essays:

The Juvenile Department has developed essays geared toward specific crimes. Each essay contains 4 to 11 questions to be answered in 500 to 750 words. This is an opportunity for the youth to put in writing information regarding the incident they were involved in and ways of better handling themselves in the future. The following is a list of current essay topics:

1. Choices
2. Criminal Mischief
3. Harassment
4. Initiating a False Report
5. Leadership
6. Marijuana Facts
7. Theft
8. Tobacco
9. Trespassing

Personal Skills Class:

PURPOSE AND OBJECTIVE: To assist participants in understanding more about themselves, why they make the decisions they do, how their actions affect others and how to make more successful decisions in the future.

CLASS LENGTH: 6 week course, twice per week on Tuesday and Thursday from 4 to 6 pm at the Juvenile Department.

CLASS DYNAMICS: This will be a co-ed class, ranging in size from 8 to 24 participants, depending on the number of referrals.

CURRICULUM: The class will cover the following topics; Path to the Future, Who Am I Really?, Fate, Nature and Nurture, You've Got an Attitude, Going In and Out of Esteem, The People in My Life, Freedom and Anarchy, Learning From Our Mistakes, Controlling Your Thoughts, and How I Make Decisions.

*Referrals must be made through the Diversion Staff.

Prison Tour:

Once per month, a group of eight (8) boys are taken to the Oregon State Prison in Salem for a tour. The boys are accompanied by two (2) Juvenile Department Staff. While at the prison, they are given a glimpse of daily life for the inmates. At the end of the tour, several inmates do a presentation for the boys telling them their experiences in prison and they allow them to ask any questions they may have.

*Referral must be made through the Diversion Staff.

Theft Talk:

1. **THEFT TALK:** This program offers a Young Offender class for youth ages 7 to 11 and a Juvenile Offender class for youth ages 12 to 17. The program specializes in theft counseling and education. The Young Offender group is a one (1) time 90 minute session costing \$25. The Juvenile Offender group is a one (1) time three hour session costing \$35. Youth with any type of theft charge are appropriate for the program and parents are welcome to attend.
2. **STOPWATCH:** This program uses specialized and proven counseling techniques to intervene and service youths who are repeat offenders, those engaged in felony theft behavior, bold daring or sophisticated thefts. Youth between the ages of 12 and 17 are appropriate for referral. StopWatch is a series of five sessions, totaling nine (9) hours, which are offered monthly. The fee for the entire StopWatch program is \$90.
3. **VICTIM PANEL:** Once per month Theft Talk offers a Victim's Panel. They have individuals that have been victim's of theft talk about the experience and how it has impacted them. The cost is \$15 and parents are welcome to attend. Those youth who attend StopWatch, the panel is one (1) of their five (5) sessions.
4. **TEMPER TALK:** This program was designed for juveniles age 12 to 17 with temperament, aggression or anger management issues. They will attend a one-time four (4) hour session. The fee for the program is \$45.

*Referrals for any of the above Theft Talk Programs can be through the Diversion Staff.

Victim-Offender Mediation Program (VOMP):

Victim-Offender Mediation is a voluntary, confidential process in which a trained community mediator organizes a face-to-face meeting between offenders and victims of crimes. During the Mediation process, the FACTS are revealed, FEELINGS about the offense are expressed, and RESTITUTION agreements are negotiated. This is a free program. For more information or to make a referral, contact Diversion Staff.

DIVERSION REFERRAL

Date: _____ Date of Birth: _____

In the Matter Of: _____

You have been referred to the Wilsonville Diversion Program for the offense:

On: _____

After review and assessment of your case, the Wilsonville Diversion Agent has determined you are eligible services from the Wilsonville Diversion Program.

You will be notified by the Diversion Agent with an appointment date to appear. Successful completion of the Diversion Agreement will result in the closing and dismissal of this case.

If you fail to successfully complete the Diversion Agreement your case will be transferred back to the Clackamas County Juvenile Department for further action, which may include increased sanctions and/or court action.

I agree to participate in the Wilsonville Diversion Panel as a way to resolve this case.

Youth Date

Parent Date

Diversion Agent Date

CSAP REPORT
COMMUNITY SERVICES ACCOUNTABILITY PANEL

Date: _____

Youth's Name _____

Youth's Attitude _____

Youth's Statement Regarding Offense _____

Parent's Attitude _____

Parent's Statement Regarding Offense _____

CSAP's Impressions/Comments _____

Requirement **Community Service** **Hours** _____ **Other Assignment**

Additional information/instructions: _____

Review date _____ **No Review** _____ **report writer**

COMMUNITY SERVICE VERIFICATION FORM

YOUTH'S NAME: _____

YOUTH'S PHONE: _____

JUVENILE COUNSELOR: _____

TOTAL NUMBER OF HOURS TO BE COMPLETED: _____

DATE HOURS MUST BE COMPLETED BY: _____

DATE	HOURS WORKED	DESCRIPTION OF WORK PERFORMED	WORK SITE	SUPERVISOR'S NAME	SUPERVISOR'S PHONE

