

BYLAWS
of the
Riverside County
JUVENILE JUSTICE and
DELINQUENCY PREVENTION COMMISSION

MISSION STATEMENT

The mission of the Riverside County Juvenile Justice and Delinquency Prevention Commission (JJJPC) is to inquire into the administration of juvenile court law within Riverside County. To assure the highest standards of care and services for the youth within the juvenile justice system, and to engage in activities designed to prevent juvenile delinquency by coordinating on a countywide basis with community agencies.

The JJJPC is dedicated to the promotion of an effective juvenile justice system operating in an environment of credibility, dignity, fairness, and respect for the youth of Riverside County.

ARTICLE I
ESTABLISHMENT

The provisions of the California Welfare and Institutions Code (WIC), Part 1 of Division 2, Chapter 2, Article 2, commencing with Section 225 through Section 231 established the Juvenile Justice Commission (JJC). The California Welfare and Institutions Code, Part 1 of Division 2, Chapter 2, Article 2, commencing with Section 232 through Section 236 established the Delinquency Prevention Agency or Department. Riverside County Ordinance No. 515, dated September 11, 1967, designated the Juvenile Justice Commission to serve ex-officio as the Delinquency Prevention Commission. Combining the two commissions created a single commission known as the Riverside County Juvenile Justice and Delinquency Prevention Commission.

These bylaws are intended to supplement the governing provisions of state law and to aid the commission in more effectively discharging its statutory duties and responsibilities. If one part of these bylaws is found to be invalid because it conflicts with state law, no other part of these bylaws shall be affected by such finding of invalidity.

ARTICLE II
STATUTORY DUTIES AND AUTHORITY

The commission has the following statutory duties and authorities:

1. Annually inspect all county juvenile facilities and placement facilities. As assigned by the presiding judge of the juvenile court and as required by state law, the commission shall annually inspect any jail or lock-up facilities within the county used for confinement of any minor for more than twenty-four (24) hours. The commission shall report the results of such an inspection, together with its recommendations based thereon, in writing, to the presiding judge of the juvenile court and to the Board of State and Community Corrections (BSCC). (WIC §229)
2. Make recommendations and decide if those recommendations will be made public. (WIC §230)

3. Inquire into the operation of any group home in the county that serves juvenile court wards or dependent children, and review the safety and well-being of the wards and dependent children. (WIC §229.5)
4. Consult with the Board of State and Community Corrections (BSCC) concerning the operation and maintenance of the juvenile halls. (WIC §1760.7)
5. Inquire into the administration of juvenile justice in a broad sense, including, but not limited to, operations of the juvenile court, probation department, social services agency and any other agencies involved with juvenile delinquency or dependency. (WIC §§229, 232, 233, 235)
6. At the commission's discretion, hold hearings relevant to the administration of juvenile court law. (WIC §229)
7. Ensure needed services for the children and youth of the county are identified, developed, and provided. (WIC §§229, 230, 232, 234, 235.)
8. Coordinate on a countywide basis the work of governmental and nongovernmental organizations engaged in activities designed to prevent juvenile delinquency. (WIC §233)
9. Advise the Board of State and Community Corrections (BSCC) concerning security, rehabilitation programs, recreation, and treatment of persons confined in correctional facilities. (Penal Code §6030(g)(3))

ARTICLE III MEMBERS

1. The commission shall consist of not less than seven (7) and no more than fifteen (15) citizens. Two or more of the members shall be persons who are between fourteen (14) and twenty-one (21) years of age, provided there are available persons between fourteen (14) and twenty-one (21) years of age who are able to carry out the duties of a commission member in a manner satisfactory to the presiding judge of the juvenile court. (WIC §§225, 233)
2. All members of the commission shall be residents of Riverside County. The commission's membership should be representative of the different geographical areas throughout the county.
3. A successor shall be appointed by the presiding judge of the juvenile court upon a vacancy occurring in the membership of the commission and upon the term expiration of office of any member. (WIC §225) The commission through the membership committee, shall make recommendations to the presiding judge of the juvenile court for membership on the commission. Referrals for consideration and review by the membership committee may be made by community groups, elected, or appointed public officials, or by private citizens.
4. Recruitment for appointments to the commission is handled through the membership committee of the commission with assistance from the Riverside County Probation Department. The commission's membership committee will review and interview all applications received. The membership committee will submit recommendations for appointment to the commission to the presiding judge of the juvenile court.

5. Member appointment to the commission shall be for a term of four years (WIC §225) and limited to serving two consecutive four-year terms. If the appointment is to fill an unexpired term, the appointee shall hold office for the remainder of the unexpired term of his/her predecessor. After term completion, the commission may choose to extend a commissioner's service term on an annual basis. All terms shall begin on July 1st.
6. A youth member appointment to the commission shall be for a term of one year (WIC §225) and limited to four consecutive one-year terms between the ages of fourteen (14) and twenty-one (21). A youth member may be appointed as an adult member upon reaching the age of twenty-one (21) if a vacancy exists. Youth members shall serve in the same capacity as any other member.
7. The clerk of the court of the appointing judge shall immediately notify each person appointed a member and thereupon such person shall appear before the appointing judge and qualify by taking an oath to faithfully perform the duties of a member of the commission. The qualifications of each member shall be entered in the juvenile court record. (WIC §227)
8. Each member shall sign an Oath of Confidentiality upon taking the oath of office. Commissioners shall agree to keep juvenile justice matters, including but not limited to juvenile records, cases observed, investigation specifics, and inspection reports, confidential. Commissioners also agree to use the authority of the commission only in the interest of the youth of the county, and to use discretion, diligence, and integrity in conducting the business of the commission. Members shall not use their status to exert undue influence or obtain favors from any group, agency, or organization on behalf of themselves or any youth.
9. A member desiring to resign from the commission shall submit his/her resignation in writing to the commission chairperson, who will forward a copy to the presiding judge of the juvenile court.
10. Attendance of members shall be taken and recorded in the minutes at all commission meetings. Any member who accumulates three unexcused absences from meetings during the fiscal year shall be considered as having resigned from the commission. Excused absences are within the discretionary authority of the commission's executive committee.
11. Members shall participate in one or more of the annual inspections of juvenile facilities, one or more of the annual inspections of jail or lock-up facilities used for confinement for more than 24 hours of any minor (WIC §229), and one or more inspections of group home facilities per year as they may occur (WIC §229.5).
12. Members shall work in teams of two or more when representing the commission or gathering information, except when the chairperson of the commission or his/her designee speaks for the commission. Members shall identify themselves and display photo identification cards issued by Riverside County Probation Department when representing the commission. Identification cards shall be returned to the Riverside County Probation Department at the expiration of each member's term.
13. All public appeals, applications, complaints and other communications concerning the business of the commission shall be referred to the commission chairperson for investigation and reporting to the full commission. Failure to adhere to this policy may constitute a cause for removal from the commission or standing committee. Any member of the commission may be removed for good cause upon a majority vote of the commission members.

14. Members shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Each member shall submit to the Riverside County Probation Department a mileage and supplies report, with original receipts (no copies) attached. Such reimbursement shall be made by the county of appointment or, in lieu of such actual and necessary expenses, the board of supervisors may provide that the members of the commission be paid not to exceed the sum of twenty-five dollars (\$25) per meeting, not exceeding two meetings per month. (WIC §§231, 233)

ARTICLE IV OFFICERS

1. The officers of the commission shall be chairperson, and vice chairperson, and secretary. The officers of the commission shall serve terms beginning July 1st and ending June 30th each year. Officers may be removed from office at any time, with cause, by a majority vote of the commission members.
2. The Commission shall elect a Chairperson, Vice-Chairperson, and Secretary from among the Commissioners. The officers shall perform the normal duties in said offices. The term structure for chairperson, vice-chairperson, and secretary is an unlimited number of one-year terms.
3. In the event of a vacancy in the office of the chairperson, all of the powers and duties of the chairperson shall be assumed by the vice chairperson for the remainder of the chairperson's original term.
4. If the vice chairperson or secretary position becomes vacant, the chairperson may appoint a member of the commission to fill the remainder of the unexpired term of office.
5. The commission chairperson shall be the chief spokesperson on behalf of the commission. Press or media release(s) of information or public statements on behalf of the commission shall be issued only by the commission chairperson or his/her designee. All press or media contacts shall be referred to the chairperson. Individual members acting in their own 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 an act. Nothing in this section shall be construed to prevent members from expressing themselves as individuals, but such action should, where appropriate, include a disclaimer that such expression is made in an individual capacity and not as an official statement for the commission.

ARTICLE V EXECUTIVE COMMITTEE

1. The executive committee shall consist of the chairperson, vice chairperson, secretary, and chairperson of each standing committee, defined as the Juvenile Justice and Delinquency Prevention Committees. The immediate past chairperson shall be an ex-officio member of the executive committee.
2. The executive committee shall have responsibility for general supervision of the obligations, duties, and affairs of the commission as enumerated in statute and elsewhere in these bylaws between regular meetings.
3. The executive committee shall keep a record of its meetings, and shall report on its proceedings as requested by the commission.

ARTICLE VI COMMISSION

1. The commission shall establish protocols for the inspection of all Riverside County juvenile facilities based upon the Board of State and Community Corrections (BSCC) standards. In addition, the commission shall establish protocols for the annual inspection of any jails or lockup facilities used for confinement for more than twenty-four (24) hours of any minor (WIC §229), including police departments, sheriff's office, and court offices based upon the Board of State and Community Corrections (BSCC) standards. These protocols shall establish the commission member selection methods for inspection duties and the evaluative criteria to be used in connection with the performance of inspections. In addition to the protocols, the commission shall:
 - A. Require at least two commissioners designated to conduct inspections, interviews or investigations at each enumerated facility.
 - B. Cause the inspection of each enumerated facility no less frequently than once a year, along with the preparation of reports on findings and recommendations for approval by the commissioners who conducted the inspection and the commission chairperson. Copies of reports shall be sent to the presiding judge of the juvenile court, the Probation Chief, the Board of State and Community Corrections (BSCC) and any others as required or as determined by the commission.
 - C. Monitor all facilities' compliance with applicable federal and state law and regulations.
 - D. Monitor progress in addressing areas of concern that may arise regarding facilities holding or detaining minors.
 - E. Arrange for training and scheduling of the commissioners to conduct the annual inspection of publicly administered facilities where minors are detained and privately administered facilities as needed.
2. It shall be the further duty of the commission to:
 - A. At the discretion of the commission, conduct public hearings on matters relevant to the implementation and administration of juvenile court law.
 - B. Cause the investigation of petitions brought to the commission on behalf of residents of the various facilities, or their parents or guardians.
 - C. Work cooperatively with all agencies, public and private, whose purpose is to ensure the welfare of juveniles.
 - D. Perform any tasks assigned by the juvenile court.
 - E. Work cooperatively with all agencies, public and private, whose purposes are to prevent delinquency.

- F. Commission business and the business of its committees shall be decided by a majority vote of the members present. The voting results will be recorded in minutes. Abstentions shall be recorded as such.
- G. The commission shall adopt a plan of action which shall set goals. The commission shall provide written notice of all proposed work and proposed action plans to the presiding judge of the juvenile court.
- H. The commission shall annually present the plan of action or annual report in August. Copies of the report shall be sent to the presiding judge of the juvenile court and others as determined by the commission.
- I. The commission Chair shall annually present during the July meeting, the following:
1. An annual action plan:
 - Shall set goals and objectives of the commission for the new year
 - Include a statement of the goal
 - Description of proposed service
 - Measurable objectives
 - Evaluation design
 - The responsible committee
 - Recommended sources of funding (if appropriate)
 - Submit a budget to the Chief Probation Officer
 2. Establishment of ad hoc or special committees for the next fiscal year, i.e., grants, budget, public relations, programs, and training.
- J. The commission shall select winners from the list of nominees submitted by appropriate agencies for the awards presented at the commission's annual award event. The commission will present the Starfish Award at the discretion of the commission.

ARTICLE VII MEETINGS

1. The regular commission meetings shall be held monthly. Meetings of the Commission shall be open to the public and held in compliance with the Ralph M. Brown Act (Cal. Gov't Code §§ 54960, *et seq.*). In addition to the regular meetings of the commission, a quarterly inter-agency meeting will be held for the purpose of obtaining information from various public and private organizations dealing with youth.
2. Regular meeting dates, times and locations shall be established by the commission annually and held at such time and place as members determine. A schedule of meeting dates, times and locations shall be provided by the chairperson with the assistance of the support staff provided by the Riverside County Probation Department.
3. Special meetings may be called by the chairperson or the executive committee.
4. One more than fifty percent (50%) of the membership shall constitute a quorum for commission or committee business.

5. The chairperson shall preside at all commission meetings at which he/she is present. The chairperson shall perform such duties and exercise such powers as usually pertain to the office of chairperson, shall have additional powers as granted by the commission.
6. The vice chairperson shall preside at all commission meetings in the absence of the chairperson, and shall perform such other duties as may be enjoined upon him/her by the commission.
7. In the event of the absence, disability, or refusal to act of the chairperson and the vice chairperson at any commission meeting, the members present may elect, by majority vote, a chairperson pro tem for that meeting.
8. Agenda preparation is the responsibility of the chairperson with the assistance of support staff provided by the Riverside County Probation Department. Any member may submit agenda items four (4) business days prior to the meeting date.
9. Written requests or an oral petition concerning a youth's welfare shall be presented at a commission meeting. The presiding judge of the juvenile court shall have the power to issue subpoenas requiring attendance and testimony of witnesses and production of papers at a specified hearing.
10. The support staff provided by the Riverside County Probation Department shall, in addition to other duties as identified, take minutes and keep a copy of all commission meeting minutes. If meetings are held virtually and recorded, all the recordings and data collected from meetings should be processed lawfully, fairly, and transparently, and will serve as a written record of meeting.
11. The commission Executive Assistant shall keep a copy of all executive committee meeting minutes. Attendance of members shall be taken and recorded in the minutes, and all votes shall be taken and recorded in the minutes, with abstention recorded as such. Copies of all minutes shall be provided to the presiding judge of the juvenile court.

ARTICLE VIII INSPECTIONS

The commission shall use forms developed and agreed upon by the members for all of its inspections and reports. After the review and approval of the commission chairperson, a copy of each report shall be submitted to the presiding judge of the juvenile court, chief probation officer, the Board of State and Community Corrections (BSCC) and others as required or as determined by the commission.

In regards to inspections of group homes where the Department of Public and Social Services (DPSS) place youth, a copy of each report will be submitted to the presiding judge of the juvenile court, Community Care Licensing, the DPSS Director and others as required or as determined by the commission.

ARTICLE IX COMMITTEES

1. Standing Committees shall include:

- Executive Committee
- Inspection Committee
 - Juvenile Detention/ Treatment Facilities
 - Jail or Lock-up Facilities (used for temporary juvenile confinement)
 - Group Homes
- Annual Awards Committee
- Membership Committee

2. Ad hoc and special committees may be established by the chairperson as needed to perform task force functions on any matter within the jurisdiction of the commission. Each special committee shall define its work plan and submit its findings in writing to the chairperson.

3. No action by any committee, standing, special, or ad hoc, shall be initiated without an affirmative vote by a majority of the committee and the approval of the executive committee or the whole commission.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall guide the commission in all matters to which said rules are applicable, and in which said rules are not inconsistent with these bylaws and any special rules of order that the commission may adopt.

ARTICLE XI AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the commission by a two-thirds approval vote of a quorum of commission members provided that the amendment has been submitted in writing at the previous regular commission meeting and is listed on the agenda as a subject for discussion. All previous bylaws are hereby superseded.

Adopted by the commission on this 11th day of May 2023

Christopher Collopy, Chair
Michael Malsed, Vice Chair
Tierra Bowen, Secretary
Laurel Cook, Commissioner
Paul Parker, Commissioner
Pam Torres, Commissioner
Charles Trembley, Commissioner

* JJDPC Executive Assistant II, Cynthia Magill