

LARIMER COUNTY JUVENILE COMMUNITY REVIEW BOARD BYLAWS

ARTICLE I. Role and Responsibilities

Section 01 Name

- A. Name of this organization shall be the Larimer County Juvenile Community Review Board.

Section 02 Purpose

- A. Review juveniles placed in the custody of the State Department of Human Services, Division of Youth Corrections who are currently in a secure placement and the Division of Youth Corrections Client Manager is requesting a community placement.
- B. The Larimer County Juvenile Community Review Board will review these requests for community placements pursuant to Title 19, (Colorado Children's Code) Article 2 (part 2) 19-2-210 of the Colorado Revised Statutes and the Resolution passed by the Larimer County Board of County Commissioners on June 2, 1987.

ARTICLE II. ORGANIZATION

Section 01 Membership

- A. The Board shall consist of a minimum of seven (7) members, with a recommended membership of seventeen (17).
- B. The Board, if practicable may include but not be limited to:
 - 1. A representative from a county department of social services.
 - 2. A representative from each of the local school districts.
 - 3. A representative from each of the local law enforcement agencies.
 - 4. A representative from a local probation department.
 - 5. A representative from a local bar association preferably with experience in juvenile justice law.
 - 6. A representative from a local youth services agency.
 - 7. A representative from the Division of Youth Corrections.
 - 8. A representative from the local mental health agency.
 - 9. private citizens

Section 02 Terms

- A. Terms shall be for three (3) years with an effort to stagger terms as needed to maintain membership requirements.
- B. Term limits shall be in accordance with Larimer County Administrative Procedure 100.1

- Section 03** Method of Appointment: The Larimer County Commissioners shall accept applications and appoint members.
- Section 04** Officers of the Board: There shall be elected, by the membership of the Larimer County Juvenile Community Review Board, a chair and vice chair of the Board, who shall serve one year or until a successor has been chosen.
- Section 05** Committees: Committees shall be formed as necessary with any of the Board members as chair.
- Section 06** Role of the Larimer County Department of Human Services liaison: The Larimer County Department of Human Services liaison shall attend meetings and provide such information and documentation as requested by the Board.

ARTICLE III. MEETINGS

- Section 01** Regular Meetings
 - A. Meetings shall be held twice a month or as needed to meet statutory requirements outlined in Title 19 (Colorado Children’s Code) Article 2 (part 2) 19-2-210.
 - B. The Board shall designate a date for these meetings in advance.
- Section 02** Special Meetings
 - A. Special meetings can be called by the Board chair, the County Commissioners or by the Larimer County Department of Human Services liaison.
 - B. Special meetings may be held at any time to meet the statutory requirement of a review for community placement within 15 days of receipt of the referral. All special meetings are subject to notice requirements.
 - C. Special meetings require at least 48 hours notice to members, at a date and time convenient to Board members if a regular board meeting is not scheduled within the 15 days following receipt of the referral.
- Section 03** Meeting Conduct The meetings shall be conducted informally.

ARTICLE IV. ATTENDANCE

- Section 01** Regular attendance by the members of the Board is expected.
- Section 02** Removal from Board
 - A. Non-attending board member(s) will be contacted by the Juvenile Community Review Board Liaison to clarify if the board member wishes to continue in their current role.
 - B. Recommendation for dismissal and replacement shall be made only upon the majority vote of the members (not including the member(s) whose attendance is being considered) in attendance at the meeting at which such consideration takes place.

- C. Upon recommendation of the Juvenile Community Review Board, the Board of County Commissioners may replace Board members having three or more consecutive unexcused absences or 12 unexcused absences in a 12 month period.
- D. The secretary shall send notice of any recommendations for removal from the Juvenile Community Review Board to the Board of County Commissioners.

ARTICLE V. AMENDMENTS

Section 01 Amendments to the Bylaws: may be made by a two-thirds vote by the members of the Board and the approval of the Larimer County Commissioners.

ARTICLE VI. QUORUM

Section 01 Quorum A quorum shall be formed when three (3) or more voting members are present.

Section 02 Official Action Official action may be taken to approve or deny placement only upon forming a quorum and then with more than 50% of those members in attendance voting for or against a stated position.

ARTICLE VII. Tie votes

Section 01 A tie vote by the board is considered a "No Vote". However, Division of Youth Corrections Client Managers may request to have the juvenile re-reviewed by the board.

ARTICLE VIII. PLACEMENT AUTHORIZATION

Section 01 All approvals for community placements are for the specific facility that is being requested by the Division of Youth Corrections Client Managers. If the authorized facility denies placement of the juvenile prior to the juvenile being placed. The Client manager will need to re-staff the juvenile for a new placement.

ARTICLE IX. EMERGENCY PLACEMENT PROCEDURE

Section 01 Juveniles that have been authorized and placed in to community placements but require placement at another facility. Maybe be moved without prior authorization by the board. Once the juvenile has been moved to a new facility the Client Manager must schedule a review staffing for the next available review time.

Bernadette M. Felix
Chair
Larimer County Juvenile Community Review Board

July 8, 2004
Date

Kathay Rennels
Chair
Larimer County Board of County Commissioners

July 13, 2004
Date

Larimer County

Juvenile Community Review Board

Guidelines for Juvenile Screening

The Larimer County Juvenile Community Review Board has adopted the following guidelines for use.

1. **Advocacy:** The Juvenile Community Review Board will act in the best interest of the client to lessen delay in any remediation plan and to encourage timely use of community resources.
2. **Assess Victim Trauma:** The Board will take into consideration impact on the victim and assess any psychological trauma to the victim prior to recommending the return of the youth to the community.
3. **Community Concerns:** The Board will take into consideration safety of the community. If any Board members have concerns or reservations about the safety of citizens as the result of placement of the youth back into the community, they will address those issues during the review process.
4. **Individual Concerns:** If any Board members have concerns or reservations about the youth being placed back into the community/county, those concerns should be addressed at the Juvenile Community Review Board session for the members' consideration and not directed outside of the board.
5. **Progress Reports:** The Board requests that monthly written reports be provided to the Board, along with reports at discharge and of any failure of the client in any major component of the treatment plan.
6. **Restorative Justice:** The Board adopts the principles of restorative justice, including emphasizing that the youth can make a contribution to restoring and repairing the harm to the victims and the community.

Bernadette M. Felix
Chair, Larimer County
Juvenile Community Review Board

July 8, 2004

Date

Kathay Rennels
Chair, Larimer County
Board of County Commissioners

July 13, 2004

Date

Updated 11/01