

Juvenile Detention Centers Association of Pennsylvania Policies and Procedures

Article I-- Definitions

Section 1-- The following words and phrases used within this policy and procedures shall have the meaning given to them in this section unless context clearly indicates otherwise:

JDCAP – Juvenile Detention Centers Association of Pennsylvania

Board – Voting members of the Juvenile Detention Centers Association of Pennsylvania as defined in the approved Bylaws.

Officers -- Shall include the President, Vice President, Treasurer, Secretary and Immediate Past President. The current Elected Officers shall also be known as the Executive Committee.

Staff --The employees contracted through the County Commissioners Association of Pennsylvania

Section 2--The Association adheres to the JDCAP Code of Ethics and Standard of Professional Conduct. *(See Addendum 1)*

Article II-- Meeting/Minutes

Section 1

- a. The meeting schedule shall be developed by staff and submitted for approval by the Executive Committee annually.
- b. The meeting schedule shall be distributed to all JDCAP members at least two weeks prior to the first official meeting of the year.
- c. The Secretary shall be responsible for the minutes of any JDCAP Board meetings.
- d. A secretary shall be appointed for each committee meeting who will be responsible for minutes.
- e. A no smoking policy is in effect for all JDCAP functions.

Article II - Board representation on behalf of membership.

Section 1-- Expenses

- a. Expenses of the President and Representative of the Association shall be paid when attending CCAP Human Services Board meetings. Expenses include mileage, housing and meals.
- b. Expenses for any other meetings where a member is attending on behalf of JDCAP must be approved by the Treasurer.
- c. Mileage covered by the Association shall be reimbursed at the current IRS rate per mile. Travel expenses will be reimbursed at the most economical way of traveling.
- d. All requests for reimbursement for expenses must be substantiated.
- e. Board gifts that are purchased from Association funds must be approved by three Officers.

Article III-- Legal

Section 1—Use of legal counsel

Article IV – Conferences/Training

Section 1 -- General - The JDCAP conducts several Conferences and special meetings during the course of the year. Because these meetings require detailed planning, including scheduling sessions, blocking certification coursework, and guaranteeing housing and meal functions, JDCAP must establish clear policies and deadlines for member registration for these events. The Association's intent is to make a policy that is fair both to the membership and to the Association, and recognizes the responsibilities of our professional staff.

- a. Registration Types
 1. Pre-Registrations are those received in advance of the Conference.
 2. On-Site registrations are those received at the Conference. The JDCAP Board may establish, in advance of the meeting a premium for on-site registrations.
- b. Payment - JDCAP requests advance payment of registration, but will permit members in good standing to be billed.
- c. Cancellation - A registration may be canceled at any time in advance of a Conference or Training Session, but members are cautioned that late cancellations will affect eligibility for refunds. Eligibility for refunds due to cancellation of registration is as set in this policy. If the Conference or Training is canceled by JDCAP, a full refund will be issued within thirty days of the cancellation.
- d. Refunds - Refunds will be issued for registration cancellations received no later than two weeks (14 calendar days) in advance of the Conference or Training. There is a refund administration fee of \$15 per person for training sessions and \$25 per person for conferences. No refunds will be made for registration cancellations received after the two-week deadline except in cases of personal family emergency as requested and verified by the facility administrator.
- e. Substitutions - Substitutions are permitted for Conferences or Training Sessions. Substitutions received later than two weeks in advance of a Conference may have limited selection to breakout sessions depending upon the class size limitations. Certificates for substitutions will be mailed separately.
- f. No-Shows - All registered no-shows will be billed.

Section 2—National Conference Scholarships

- a. JDCAP offers dues paying members access to a Conference Scholarship opportunity. This funding is available to support members who need assistance in attending our annual conference; we will still make available one scholarship up to \$1000 in order to help defray the cost associated with attending the National Partnership (NPJS) Annual Conference.
- b. JDCAP will cover travel and lodging costs to the NPJS conference.
- c. Access NPJS conference details at <http://www.npjs.org/index.php>
- d. Centers will be responsible for conference registration and meals.
- e. Individuals who accept this funding agree to participate at the national conference and to bring back to the membership the latest information about juvenile justice best practices.
- f. Relevant materials and pertinent information should be collected and made available to the membership.
- g. An evaluation form for the conference must be completed and turned into JDCAP within one week following the conference.
- h. The recipient will also be expected to make a presentation of the highlights and key points of the conference at the next administrative council meeting.
- i. Members who choose to take advantage of the scholarship would attend as a representative of JDCAP. It would be expected that the participant take full advantage of the learning opportunities being offered by attending daily workshops at the conferences.
- j. Individuals interested in taking advantage of this scholarship must notify the JDCAP Executive Director by email at wbear@pacounties.org by COB 90 days in advance of the conference start date.

- k. The JDCAP Executive Director will witness a CCAP staff, who will draw the winners name randomly on within 7 days from the submission date.
- l. The winner will be notified immediately after the drawing.
- m. The travel and lodging will be booked by JDCAP staff for the scholarship winner.
- n. JDCAP staff will send an informational packet to the scholarship winner at least 3 weeks prior to the conference. The packet will include: Cover Memo that includes a congratulatory note, Conference information including name/date/location, travel and hotel confirmation.
- o. Following the conference, the scholarship winner must provide JDCAP with an evaluation of the conference.
- p. The recipients will be expected to make a presentation of the highlights and key points of the conference at the next administrative council meeting.

Section 3—JDCAP Conference Scholarships

- a. JDCAP awards scholarships to cover the cost of lodging for facility members that wish to send employees to the Annual JDCAP Conference. The funding is available to support members who need assistance in attending our annual conference and the amount available is based upon the current availability of funds within the approved budget calculated against the cost of lodging depending upon the conference location.
- b. All rooms awarded through scholarships will be double bunked with same sex roommates.
- c. Four scholarship opportunities will be reserved for members of the Training Committee (two rooms, must be same sex). Selection of these awards will be determined via an internal Training Committee selection process (create a selection criteria paragraph submission)
- d. Room availability will be calculated by taking the designated scholarship amount and dividing it by the room rate for three conference nights. If there are ten slots for rooms, four (as mentioned above) will be designated for Training Committee members. The remaining six will be set aside for facility scholarship applicants.
- e. Facilities will be asked to submit a request no less than two months prior to the conference, indicating their need for rooms based on county travel policy and the number of rooms requested. The submission must include the total number of slots requested and the designated sex for each slot. If there are less facility submissions than available rooms, each facility will be allowed one slot. The following process will be followed.
- f. If there are a designated number of rooms (e.g. eight) after the trainers are selected, and less than eight facilities apply for multiple slots, each facility will be provided one slot. The remainder of the slots to be filled will be decided by drawing from a hat. However, once a facility is selected from the hat, they will not be eligible for another slot. If only three facilities apply for slots, then each facility will be eligible for two slots. There will be two left over which will be selected using the hat process.

Article V – JDCAP Website

Article VI – Legislative Activity

Section 1 – The JDCAP staff will track and review all legislation that may impact upon membership.

Section 2 – The JDCAP staff will offer recommendations to the Legislative and Public Policy Committee on a position which may include; *for, against, monitor for, monitor against, neutral or amend.*

Section 3 – Recommendations to take a formal position of *for, against or amend* will be presented to the Board for approval. JDCAP staff will distribute the legislation, summary notes and a recommended

position for a vote with a deadline. If members request a formal debate, a meeting will be held via phone/web or in person, if time allows.

Section 4 – The JDCAP staff will contact the Officers for direction on any legislation requiring immediate response.

Section 5 – JDCAP, as an affiliate of CCAP, cannot take a position that opposes a position taken by CCAP or other CCAP affiliates. JDCAP staff will represent the Board to resolve any position issues.

Section 7 - Position will be written and given to CCAP Government Relations Staff for formal submission

Section 8 – All positions will be recorded and posted on the JDCAP website.

Section 9 - Testimony will be offered as needed by the JDCAP Staff or a Board member.

Article VII -- Amendments

Section 1 -- The Policies and Procedures may be amended at any time by the Board.

Section 2 -- Any such amendments must be submitted in writing thirty (30) days prior to the Board meeting at which they are to be considered. **Insert language from bylaws**

Section 3 -- Approval shall be by a majority vote of the Board.

Approved – 6/14/12.

Code of Ethics

A code of ethics is a set of principles and practices that conforms to accepted professional standards, to govern its members conduct.

JDCAP requires the highest level of conduct from its members. All members shall protect the integrity of the JDCAP organization, its members, affiliates, and employee's, and promote positive and productive interaction among colleagues, the public, and the juvenile justice system components at large.

Therefore, the following principles and practices shall guide the conduct of all members of JDCAP:

Section 1: Financial Interests

Members will not use their official position in JDCAP to secure special privileges or advantages when entering into, or are making financial plans, contracting, servicing, or otherwise on behalf of JDCAP unless approved and determined to be in the best interest of JDCAP by the Administrative and Executive Council. Members will not accept any free or preferred services, benefits, or concessions from any person or entity as a result of being a member of JDCAP. Members will always take care, with diligence, to maintain the integrity of JDCAP.

Section 2. Solicitation

Members will not solicit or accept directly or indirectly any gift, gratuity, favor, loan, or any other item of value to imply an obligation that is inconsistent with the free and objective exercise of professional responsibility for JDCAP.

Section 3. Communication

Any Member communicating, either written or verbal on behalf of JDCAP, will first seek the approval and consent of the President and/or the Executive Director of the JDCAP organization to ensure that any communication representing JDCAP is done so in its best interest. Members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of JDCAP prior to submitting a public statement.

Section 4. Conduct

Members will respect the importance of all the components of the juvenile and criminal justice system and cultivate a professional cooperation with each component and their respective employees. Members acting in an official capacity on behalf of JDCAP will not allow personal interest to impair objectivity in the performance of his or her duty or responsibility to JDCAP. JDCAP will strive to sponsor activities that encourage and promote positive interactions among colleagues.

Section 5. Misrepresentation

Members will not misrepresent JDCAP on any matters. Members will take care with diligence to maintain the integrity of JDCAP.

Section 6. Violation

Reporting procedure:

Any Member who is knowledgeable of any violation of the code of ethics by another member shall notify the President or the Executive Director immediately upon such knowledge. In the event that the President or the Executive Director is subject of such knowledge the information should be conveyed at the next Administrative Council meeting.

A Member who is found in violation of the Code of Ethics is subject to review by the Administrative Council for disposition by the Executive Council.

The President or the Executive Director will be the JDCAP representative who will implement the recommended remedial measures to ensure all parties subject to the violation receive appropriate facts, dispensation, or other resolutions determined by the Executive Council, in concert with the Administrative Council.