

# **Community Accountability Board Member**

## **Job Description**

### **1) Job Summary:**

Upon completion of training requirements and acceptance into the program, a volunteer is appointed by the Juvenile Court as a Community Accountability Board (CAB) member. You will participate as a member of 3-7 person board that meets monthly with juvenile offenders and their guardians for the purpose of explaining and offering Diversion as an alternative to court proceedings. In those cases where families desire Diversion, the referring offense and circumstances surrounding it will be discussed. The CAB will then determine consequences designed to hold the youth responsible for his or her actions and provide accountability to the community and to the victim.

### **2) Job Duties:**

- Attend scheduled CAB meetings in the community.
- Determine the conditions of the Diversion Agreement and present them to youth.
- Interview youth and guardian(s) in regard to the offense.
- Fill out necessary court forms and paperwork.
- Facilitate the CAB Meetings as the rotation may require.

### **3) Qualifications:**

- Possess an interest in youth and a commitment to the welfare of others.
- Experience with youth.
- Have a non-judgmental attitude and be objective.
- Ability to hold confidences and respect others' privacy.
- Treat youth and family with dignity and respect.
- Ability to work and problem solve with other volunteers in a group setting.
- Ability to communicate effectively.
- Possess a sense of fairness for both the youth and the community.

### **4) Requirements:**

- Must be 18 years or older.
- Dress must be casual business attire.
- Must pass a back ground check.

### **5) Time Commitment:**

- One or more weekday evenings per month from 5:30 to 8:30 p.m.

**If this describes you, please complete the attached application and send to:**

**Denney Juvenile Justice Center - Diversion**

**2801 10<sup>th</sup> Street**

**Everett, WA 98201**

**Or contact Diversion at (425) 388-7800 for more information.**

# **Snohomish County Juvenile Court Diversion Program**

In the State of Washington, the Juvenile Justice Act of 1977 mandated diversion services for minor and first time juvenile offenders. The intent of the legislature was to hold youth accountable for their offenses, involve local citizens in the process, provide for victim input, and save the more expensive court services for chronic and repeat offenders.

Diversion is an alternative to the formal Juvenile Court process. The Snohomish County Juvenile Court Diversion Unit is made up of probation counselors and trained volunteers. Their responsibility is to see that youth are held responsible for having committed or participated in a crime. The probation counselors are held responsible for gathering information and ensuring the process follows the Diversion guidelines set by Washington law RCW 13.40.070. Respondents who are age 12 –17 years old that are referred to the courts for minor offenses such as; shoplifting, trespassing, possession of alcohol or malicious mischief may be eligible for Diversion.

After a youth is referred to the Juvenile Court for a minor offense a Juvenile Probation Counselor then screens the referral for eligibility. If the youth is eligible and appropriate for diversion they will be referred to one of the three options below. Referrals that are determined not to be eligible, or appropriate, for diversion are sent to the Juvenile Prosecuting Attorney's office for further action.

There are three options the youth is generally offered by the Probation Department:

1. First time referrals for shoplifting or assault are generally sent information in the mail to attend an offense specific and appropriate clinic offered through the Juvenile Court and pay a fee.
2. All other minor and first time referrals that do not fit into a clinic are scheduled to attend a meeting or 'hearing' before the local Community Accountability Board.
3. Youth referred on a second or third time referral are generally scheduled to meet with a Probation Counselor to discuss options available for a 2<sup>nd</sup> or 3<sup>rd</sup> Diversion. Some youth on their second Diversion will be sent to a Community Accountability Board.

## **Community Accountability Boards (CAB)**

CAB's are comprised of three to seven volunteers who are trained by the Juvenile Court. The CAB's consist of members from the local community in which the youth resides. The CAB meetings are generally held in public buildings in an informal atmosphere. CAB members meet with the youth and parent to gather information to gain an understanding regarding the incident, circumstances, previous consequences and other social information. The CAB then decides on appropriate terms and conditions of the diversion agreement within the scope of the law. Community Accountability Boards do not establish guilt or innocence.

Superior Court of the State of Washington  
for Snohomish County

DENNEY JUVENILE JUSTICE CENTER  
2801 – 10<sup>th</sup> Street  
Everett, WA 98201-1414  
(425) 388-7800

**Authorization for Diversion Program Volunteer  
Background Investigation**

Name: \_\_\_\_\_  
Last, First Middle Maiden

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

I, \_\_\_\_\_, as an applicant for a volunteer position with the Snohomish County Juvenile Court, do hereby authorize the Snohomish County Juvenile Court to conduct a background investigation and to obtain pertinent records which are related to the position. These references may include one or more of the following:

- Employment traits – present and or previous employers.
- Personal references (other than relatives or former employers).
- Police files in the jurisdiction where the applicant presently resides or has formerly resided.
- Any other follow-up records, documents or sources which may provide information relative to the volunteer position the applicant is seeking.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the Snohomish County Juvenile Court in conjunction with volunteer procedures.

I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the Snohomish County Juvenile Court or any of its officers, agents or employees from all liability and expense (including expense of litigation) in connection with or as a result of any of their statements, acts or omissions in the course of my background investigation. I also agree to release from liability and promise to hold harmless, under any and all possible cause of legal action, any and all persons or entities who shall furnish any information or opinions to the officers, agents or employees of the Snohomish County Juvenile Court.

In the event any adverse information is revealed, I understand that the investigation will compile the finding of fact and furnish me with an opportunity to challenge such information. I also understand that the Juvenile Court will keep all collected information confidential and will be the final authority in determining whether or not to disqualify my candidacy on the findings of fact on the background investigation.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
date



**Most recent employment:**

Employer and Address	Supervisor	Dates employed	Position	Major work duties

Have you ever been terminated or asked to resign from an employment position? \_\_\_\_\_

Have you ever been convicted of, or arrested for a crime? \_\_\_\_\_

(If "yes" to either question, please explain on additional piece of paper and attach.)

**Personal References:**

Name	Relationship	Address	Phone

(use addition paper as necessary)

Have you ever been terminated or asked to resign from an employment position? \_\_\_\_\_

Have you ever been convicted of, or arrested for a crime? \_\_\_\_\_

(If "yes" to either question, please explain on additional piece of paper and attach.)

I am interested in volunteering with the Diversion Program because: \_\_\_\_\_

\_\_\_\_\_

My previous direct experience with youth includes (parenting, clubs, programs, activities, etc):

\_\_\_\_\_

I am available (days, time of day, times per month): \_\_\_\_\_

I heard about this volunteer position through: \_\_\_\_\_

I hereby certify that, to the best of my knowledge, the answers made hereon are true. I authorize the Snohomish County Juvenile Court to contact personal and professional references regarding this application.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
date

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COMMUNITY ACCOUNTABILITY BOARD  
MEMBER AGREEMENT

I, \_\_\_\_\_, agree to serve as a member of the Diversion Community  
Accountability Board for Snohomish County. In doing so, I make the following assertions:

Print Name

**\* I will keep confidential any information, records, files, papers and/or communication to which I gain access in the course of my volunteer duties, and I will not disclose any information except as authorized and directed by the probation department.**

\* I agree to provide services to the Diversion Program as directed and authorized; and to abide by the rules regulations, and policies of the Diversion Program.

\* I will participate in the Community Accountability Board training program, and attend any in-service training required during the duration of my time as a volunteer.

\* I understand that this commitment includes regular and prompt attendance with regards to the CAB hearings, and if unable to attend scheduled meetings, I understand that it is my responsibility to contact the assigned probation counselor prior to the scheduled hearing.

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

\* I commit myself to being an active volunteer for a minimum of one year and I will complete my assigned duties to the best of my abilities.

\_\_\_\_\_  
Volunteer CAB Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Juvenile Court Representative

\_\_\_\_\_  
Date