

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

YOUTH ACCOUNTABILITY BOARD

Purpose:

The Youth Accountability Board (YAB) is a partnership between the Probation Department, law enforcement, and community members. It is intended to divert youth with minor offenses from being involved in the Juvenile Justice System. Emphasis is placed on assisting youth to become productive members of the community by providing counseling, community service, education, and support to both youth and parents.

Definitions:

Youth Accountability Board (YAB): Hearing panels throughout the County of San Bernardino that enter into accountability contracts with youth in order to avoid formal court action.

Responsibilities:

- I. Volunteer Coordinator(s) shall:
 - A. Recruit new YAB volunteers. Process YAB volunteer applications and complete criminal background checks, consistent with the Volunteer Program Procedure
 - B. Conduct volunteer orientation/training with approved volunteers
 - C. Maintain all YAB volunteer files
 - D. Maintain communication with the YAB Coordinator regarding board assignments, YAB volunteer hours and any YAB concerns
 - E. Close YAB volunteer files as needed

- II. YAB Coordinator(s) shall:
 - A. Recruit new YAB volunteers
 - B. Pre-screen YAB applicants
 - C. Conduct YAB orientation/training
 - D. Set board assignment(s)
 - E. Attend board meetings, as needed
 - F. Maintain communication with the Volunteer Coordinator regarding board assignments, YAB volunteer hours and any YAB concerns
 - G. Submit YAB volunteer resignations to the Volunteer Coordinator

Guidelines:

- A. Community Services Team (CST) Probation Officers review cases and refer eligible youth to YAB using the YAB Referral form (Attachment A).
- B. Each YAB is composed of two to six volunteer board members who shall review the case, interview the youth and the parent(s), discuss the matter, and if accepted, enter into an accountability contract with the youth.
- C. YAB will complete the YAB Enrollment/Termination form (Attachment B) upon enrollment or termination of the program.
- D. The contract will require several terms and conditions of performance.
- E. Youth who fail to complete the contract or program will be referred to the Probation Department for further action.
- F. Accountability contracts shall not exceed six (6) months.
- G. Board members shall monitor youth performance throughout their contract.
- H. Law enforcement agencies may assign a liaison to attend board meetings and provide general support.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

Policy Reference: Volunteer Program Procedure

Issued by:


Michelle Scray Brown, Chief Probation Officer

8-8-18

Date

Original Issue Date: August 14, 2009

Revised: August 8, 2018

Attachments:

A - YAB Referral Form

B - YAB Service Enrollment/Termination Slip



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Date:

To the Parents/Guardian of:

To The Parents/Guardians of _____

On _____, your child, _____, and you were issued a citation by the Police/Sheriff's Department referring your child to the San Bernardino County Juvenile Court for the offense of _____.

The Probation Department has reviewed the case, and decided to handle this matter without Formal Court action. Therefore, you ***do not need to appear*** at the court noted on the citation on _____.

This matter has been referred to the "***Youth Accountability Board***." The Youth Accountability Board is a partnership between the Probation Department, law enforcement, and local citizens. The purpose is to divert first time offenders from the juvenile justice system.

If appropriate, the Youth Accountability Board will enter into a contract with your child. Upon completing the contract the matter will be closed. However, if your child does not complete the contract or fails to participate in this ***Diversion Program***, the matter will be returned to the Probation Department for further action, not excluding possible court action.

A Youth Accountability Board member will contact you by mail and/or telephone within the next few weeks. If you have any questions, please contact the undersigned Probation Officer.

Respectfully,

Probation Officer

Probation Officer

Telephone Number

JUVENILE JUSTICE INFORMATION SYSTEM SERVICE ENROLLMENT/ TERMINATION SLIP

Youth Accountability Board

| | |
|---|---|
| PIN: | Today's Date: |
| Minor's Name: DOB: | |
| ENROLLMENT DETAIL | TERMINATION DETAIL |
| Service Program: DIVERSION | Service Program: DIVERSION |
| Component: Start Date: Session Code: | Component: Termination Code: End Date: Rating Code: |
| Recommending Agency: | Cite #: DR/Case #: Offense: |
| Recommending Employee: Caseload #: Employee Name: | Comments: |
| Comments: Return By Date: Return To: _____ | Terminate Program Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Input By: Date: | Input By: Date: |

TO LAW ENFORCEMENT AGENCY: The above-named minor was referred to the Probation Department for alleged violation of _____ the minor was referred to the _____ Youth Accountability Board (YAB). The YAB has notified Probation that the minor has successfully completed the YAB Contract. You may consider adjusting the minor's record from arrest to detainment. **Department of Justice Document Completed:** Yes No

PROBATION OFFICER

DATE

| Youth Accountability Board | Termination Codes | Participation Rating |
|---|--------------------------|---|
| SBYO1=Fontana/Bloomington/Colton | HDYO1=Adelanto | ATT=Attendance |
| SBYO2=Highland/Mentone/Yucaipa | HDYO2=Apple Valley | CPT=Completed Session |
| SBYO3=Mt. Vernon/Kendall | HDYO3=Barstow | DEC=Deceased |
| SBYO4=Redlands | HDYO4=Hesperia | FAL=Failed Session |
| SBYO5=Rialto | HDYO5=Lucerne Valley | MED=Medical Reason |
| SBYO6=Sterling | HDYO6=Tri Community | MOV=Moved Out of YAB Area |
| SBYO7=Yucca Valley | HDYO7=Victorville | NEW=New Offense |
| WEYO1=Chino | MTYO1=Big Bear | NST=Never Started Component |
| WEYO2=Chino Hills | MTYO2=Rim of the World | REJ=Juvenile Rejected by YAB |
| WEYO3=Ontario/Upland/ Montclair/Rancho Cucamonga | | TRX=Transferred to other Diversion Program |
| | | See "CE" Database For More Options |