

EXHIBIT 'A' :**SCOPE OF WORK****JUVENILE DIVERSION PROGRAM****Program Description:**

A youth program designed to target At Risk Youth ages 5 – 18 years old who are displaying delinquent behaviors which have led to contact with the police. The Juvenile Diversion Program is an alternative program that involves but not limited to counseling, education, 40 hours of community service, consequences (i.e. restitution to victims), behavior modification, and positive activities and lifestyle choices in lieu of being processed into the juvenile court and probation system. The Juvenile Diversion Program option for youth and parents is a voluntary option agreed upon via a Juvenile Diversion Contract. Failure to complete the contract in its entirety results in processing the juvenile into the juvenile criminal justice and probation system as originally intended. Juvenile Diversion contracts are tailored to the juvenile based on the needs of the juvenile, the delinquent behavior, and legal requirements (i.e. as outlined in California Proposition 64 and other legislative requirements). The Juvenile Diversion Program utilizes public, government, and non-profit agencies and services based on the individual youth needs. Juvenile Diversion contracts are meant to be for a term no longer than 9 months however juveniles may continue to participate in programming after successful completion of the Diversion contract based on individual needs. The Juvenile Diversion program is managed by the Juvenile Diversion Officer who conducts, coordinates, and oversees the youth's participation in the Juvenile Diversion Program. Some aspects of the Juvenile program, specifically counseling and education services, may be client fee based and the responsibility of the parent/youth as required by the Juvenile Diversion Contract. The Juvenile Diversion Officer and program reports to the Chief of Police.

Juvenile Diversion Officers Duties & Responsibilities:

1. Manage and oversee all aspects of the Police Department Juvenile Diversion Program
2. Develop, maintain, and oversee Juvenile Diversion program files and contracts.
3. Accept referrals from the Police Department and may accept referrals from School officials regarding youth who are at risk and displaying delinquent behavior. May also accept referrals for incidents that have led to law enforcement contact where a recommendation is to offer Juvenile Diversion in lieu of being processed into the criminal justice system. All cases are to be documented and tracked via a police report number, citation, or issued Juvenile Diversion case number.

Criteria for referrals (including but not limited to):

- a. Involved in and/or accused of criminal activity
- b. Defiant and/or disruptive behavior
- c. Gang Affiliation

- d. Substance Abuse
 - e. Habitual truancy and exhibits one or more of the above.
4. Arrange and meet with parents and youth to develop and sign Juvenile Diversion Contracts.
 5. Manage and coordinate all aspects of the Diversion Contract.
 6. Assist in the development and presentation of crime prevention programs relating to delinquency, gangs and substance abuse among youth (i.e. DARE program, Restorative Justice Process, etc...)
 7. Represent the Police Department on the Student Attendance Review Board (SARB) or other review processes such as a Restorative Justice Process, etc...
 8. Liaison with other law enforcement agencies, county services, schools, counseling services, and other outreach services as a means of improving the delivery of services relating to this program.
 9. Attend and coordinate meetings with school, law enforcement, and other service provider representatives relating to the prevention of crime, delinquency, gang membership, or substance abuse among youth.
 10. Provide services, when assigned, to juveniles who are or may be victims of crime.
 11. Receive and maintain confidential information from law enforcement and school sources.
 12. Prepare accurate and thorough reports which document the operations of the program including clients, services, and hours.
 13. Develop and provide reports as to the level of service provided and the number of clients served. Reports to include clients that have successfully completed the program and those that have not been successful. Reports are to be provided at a minimum on a quarterly basis and required at year end. Monthly reports may be requested on a case by case basis.
 14. Assist with DARE instruction or other outreach programs and presentations.
 15. Perform other duties as assigned.

Police Department Provided Resources, Training, & Equipment:

1. Use of department computers.
2. Provide department email account.
3. Use of copy machine, office space, and office supplies.
4. Use of police department vehicle may be made available on a case by case basis.
5. Provide supplemental training such as DARE training and/or other certified training required to perform duties as the Juvenile Diversion Officer as approved by the Chief of Police.

UpValley Family Centers
Proposal to Coordinate the Diversion Program
To City of Calistoga and City of St. Helena
June 2, 2017



Summary

UpValley Family Centers proposes to support the City of Calistoga and City of St. Helena with coordination services for the Juvenile Diversion Program. The Program targets at-risk youth ages 5 – 18 years old who are displaying delinquent behaviors which have led to contact with the police. The Juvenile Diversion Program is an alternative program that involves but is not limited to counseling, education, 40 hours of community service, consequences (i.e. restitution to victims), behavior modification, and positive activities and lifestyle choices in lieu of being processed into the juvenile court and probation system.

Proposal

UpValley Family Centers requests \$50,000/year to coordinate the Juvenile Diversion Program in both Calistoga and St. Helena. We would hire a Diversion Coordinator at 32 hours/week, who would coordinate and implement all aspects of the Juvenile Diversion Programs in both Calistoga and St. Helena (as outlined in the attached job description), working closely with the police departments, schools and other social service and community-based organizations. The Diversion Coordinator would be supervised by UpValley Family Centers' Community Schools Manager. A proposed budget is attached.

UpValley Family Centers would be responsible for: 1) hiring and supervision of the Diversion Coordinator; 2) provision of direct services to youth referred to the Program and their families; 3) maintenance of program data (i.e. number of youth served, referrals or services provided, rate of successful completion); and 4) quarterly reports to the City of Calistoga and City of St. Helena.

City of Calistoga and City of St. Helena Police Departments would provide contract funding for UpValley Family Centers, support initial training needed to orient the Diversion Coordinator, provision of a laptop computer, any needed police-related equipment and office space as needed/on occasion.

The Police Departments and UpValley Family Centers would jointly agree on additional outreach or preventative responsibilities the Diversion Coordinator may be involved in if/when caseloads are low.

About the UpValley Family Centers

The UpValley Family Centers operate family resource centers in Calistoga and St. Helena with close connections to local schools and social service organizations. We are strengths-based, culturally-relevant and bring together services and activities that educate, develop skills and promote health and well-being. Family Resource Centers are prevention-oriented and endorsed by California Department of Social Services as a best practice for serving youth and families and strengthening communities. Our mission is to provide guidance, support and resources in the community, in the home and for the individual, so that everyone can achieve a better life. More information can be found at: www.upvalleyfamilycenters.org.

Why UpValley Family Centers is well-positioned to coordinate Juvenile Diversion:

- We are a trusted, well-known organization by families in our communities. A majority of our staff are bilingual/bicultural. Several of our staff live up valley and understand the rural nature of our communities and what makes them unique.
- We have an array of education, health, economic and immigration related programs that support youth and adults in the local community.
- We partner with over 40 different organizations to ensure youth and families get access to programs and services, including Napa County Health and Human Services, Aldea, Mentis, ParentsCAN, NEWS, Community Health Initiative, Ole Health, etc.
- We coordinate the UpValley Partnership for Youth, a broad-based coalition focused on prevention of youth use/abuse of alcohol and drugs.
- We regularly convene multi-disciplinary core team meetings at Calistoga Elementary and Junior/Senior High, in partnership with school administrators. Students are referred for mental health, academic, drug and alcohol, behavioral concerns and other issues, and are connected to resources. We coordinate therapy services for students in St. Helena, K-12 as well as parent education workshops.
- Our staff have close working relationships with local police departments, schools and nonprofits.
- We have staff trained in a number of key related areas: certified domestic violence counselors, accredited in parent education programs, drug and alcohol prevention, and our Community Schools Manager has training in restorative justice models and has supported some implementation at Palisades High School in Calistoga.
- We run weekly CLARO/CLARA youth mentoring groups for teens at the local middle and high schools which are prevention oriented and build community and a safe place for youth to get support.