



The Coalition for Juvenile Justice (CJJ) Presents:

# Youth Manual

A Resource for New and Continuing Youth State Advisory Group Members



## Acknowledgements

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## Welcome from Benjamin Deaton CJJ National Youth Chair (2009-2010)

Congratulations on your appointment as a State Advisory Group (SAG) member. SAG youth membership offers many new opportunities for personal growth and leadership, as well as the chance to be part of state and national juvenile justice improvement efforts.

Serving as a Youth SAG Member is a very special role within your state. Youth members offer a unique point of view. Often, youth are the SAG members who best understand what policies, programs and changes will be most effective, because some of us have been in the system ourselves. Even without firsthand juvenile justice system experience, we know how easy it is to make a bad decision and how we would wish to be treated if we had made a serious mistake or caused harm to others.

Serving as a Youth SAG Member is an honor. Be proud of it, but also be prepared to work hard. Most importantly, have fun and don't be afraid to speak up. You can introduce youth perspectives and insights to ongoing policy and programming. This manual is designed to give you plenty of tips to make sure you can fully participate, even if you are not yet familiar with the justice system or not used to speaking in larger groups.

The great thing about SAG membership is that every group member is on the same team. Remember that your input and voting power are equal to every other SAG member, so you really can make a difference.

On behalf of the National Youth Committee of the Coalition for Juvenile Justice (CJJ), we hope that you find this Youth Manual to be of great value. If you have questions, please do not hesitate to contact any of us. We are always here to help and wish you the best of luck in your role as a Youth SAG Member. Please also see the CJJ Website ([www.juvjustice.org](http://www.juvjustice.org)) for more information, or contact me and other members of the committee via the CJJ national office: [info@juvjustice.org](mailto:info@juvjustice.org) and 202-467-0864.

All the best,



Benjamin Deaton, CJJ National Youth Chair, 2009-2010  
Youth Member, Kentucky State Advisory Group

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## The Juvenile Justice and Delinquency Prevention Act (JJDP)

Originally enacted in 1974, the Juvenile Justice and Delinquency Prevention Act (JJDP) is a federal law that provides delinquency prevention grants to states and localities to improve systems and practices, and to establish basic safeguards, known as core requirements, for states and localities to follow regarding their care and custody of youth who come into contact with the justice system.

In addition, the JJDP establishes a structure for citizen input and oversight of state implementation of the law's mandates and programs, through the work of a State Advisory Group (SAG) appointed by the governor or chief executive in each jurisdiction.

Importantly, the JJDP **requires** involvement of youth in all SAGs, including youth who are, or have been, involved in the juvenile justice system (see State Advisory Group, page 6).

The JJDP requires youth to serve as equal members of their SAGs along with adults.

The JJDP is perhaps best known for the four core requirements that provide safeguards for youth who come into contact with the justice system. These are also sometimes known as the four "core protections."

### Four Core Requirements:

1. Deinstitutionalization of Status Offenders (see page 10)
2. Sight and Sound Separation (see page 11)
3. Jail Removal (see page 11)
4. Reduction of Disproportionate Minority Contact (see page 12)

Since 1974, the JJDP has received bipartisan support in Congress. In 2002, the JJDP was reauthorized, and it is up for reauthorization once again.

### *OJJDP at the U.S. Department of Justice:*

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is the federal agency within the Office of Justice Programs at the U.S. Department of Justice, which holds responsibility for examining, preventing, and reducing juvenile delinquency, and ensuring effective implementation of the JJDP. OJJDP works closely with the states and the SAGs to provide guidance, training, research, and grant programs.

## The State Advisory Group (SAG)

### What is a SAG?

SAG stands for “State Advisory Group”. SAGs are established in federal law (in the JJDPA).

In each state or U.S. territory, a SAG may be known by an alternative title, such as a “commission” or “council.” Under the JJDPA, all states, territories and the District of Columbia<sup>1</sup> are required to have individuals (adults and youth) who are knowledgeable about juvenile justice and delinquency prevention and appointed by the Governor/Chief Executive to the SAG. The members of the SAG provide input into their state’s use of funds provided under the JJDPA. The SAG is also responsible for supporting JJDPA compliance and providing information about JJDPA requirements to state and local policy makers.

### Who must be on a SAG?

Required members include:

- At least one locally elected official;
- Representatives of law enforcement;
- Juvenile and family court judges;
- Prosecutors and defense attorneys;
- Probation workers;
- Representatives of public agencies concerned with delinquency prevention (welfare, social services, mental health, education, etc.);
- Representatives of private nonprofit organizations (advocacy organizations with a focus on delinquency prevention);
- Volunteers who work with youth charged with delinquent offenses;
- Youth workers in alternative to incarceration programs;
- Persons with experience in school violence, learning disabilities, and child abuse and neglect;
- **At least 20% (one out of five) members who must be under age 24 at the time of appointment; and**
- **At least three members who must have been or currently are under juvenile justice system jurisdiction.**



By requiring a diverse membership, the JJDPA signals the importance of each person’s perspective. As a youth member, you have a unique perspective and a vital role on your SAG.

<sup>1</sup> Hereafter all U.S. jurisdictions – states, territories and the District of Columbia – will be referred to as “states.”

**If you have never been involved in the system:** you have a special understanding of what it is like to be a young person in your community and state. You may have insights into the pressures of growing up today that older adult members may not have. Share your insights and innovative ideas to help court-involved youth and your SAG to succeed.

**If you have been, or are currently, in the juvenile justice system,** you will have a valuable perspective about how things work, as well as where gaps and needs exist between what is offered and what youth need to succeed. Your contributions are invaluable to adults and other youths on your SAG who may not have your experience.

*If you need ideas to help make your perspectives heard, turn to page 8.*

### **Roles and Responsibilities of a SAG Member:**

- Develop and review the State Three-Year JJDP Plan (see Three-Year Plan, page 14).
- Submit recommendations to the Governor/Chief Executive and state legislature for improving your state's juvenile justice system.
- Seek regular input from juveniles currently involved in the system and their families.
- Review and comment on grant applications for JJDP and related federal funding awards; and
- Award money to juvenile justice programs.

## How to be an Effective SAG Member

To fulfill your role of bringing youth perspectives to juvenile justice oversight and reform efforts in your state, you need to be an effective SAG member. Here are a few ways you can make the most of your role as a youth member and leader.

### Key to Effective Participation: Know the JJDPA Core Requirements

Each SAG is responsible to ensure that its state/territory, as well as all local jurisdictions (towns or counties), comply with the four core requirements of the JJDPA.

The Four Core Requirements are:

- Deinstitutionalization of Status Offenders (DSO), page 10
- Sight and Sound Separation (Separation), page 11
- Jail and Lock-Up Removal, page 11
- Disproportionate Minority Contact (DMC), page 12

You may wish to refer to those pages during your state discussions.

### Join and/or establish a Youth Subcommittee

There is a requirement that at least one in five members on all SAGs be under the age of 24 at the time of appointment to the SAG. In addition, three SAG members (youth or adult) must have past or current involvement with the juvenile justice system.

By joining together as a subcommittee, you can highlight the importance of your contributions and create leadership opportunities for youth members.

Ask for a regular spot on the agenda for Youth Subcommittee updates.

*Problem Solving:* Overcoming obstacles to full participation in SAG meetings

Scheduling conflicts, transportation difficulties and lack of experience with the jargon or procedures of the SAG meeting may from time to time present obstacles to full participation by youth members. If so, talk with your SAG Chair about what youth members need to fully participate – a ride, the ability to call in, or even a copy of the agenda and all paperwork before the meeting so you can look-up terms, prepare well, ask questions and ultimately feel comfortable with the concepts.

*Tip:* Find someone you are comfortable with on the SAG and ask them to be your mentor as you learn the process.

### Key Example: Kentucky SKY

In 2007, the Kentucky SAG established its own youth subcommittee: “SKY” for the Subcommittee of Kentucky Youth. SKY’s mission is to provide youth in Kentucky with opportunities to voice their perspectives, ideas, and concerns, and make recommendations to the larger Juvenile Justice Advisory Board (Kentucky’s SAG).

SKY is made up of youth SAG members, as well as non-SAG youth from across the state,



thereby allowing for greater youth involvement. By expanding the conversation of youth members outside of the SAG meetings, SKY offers educational opportunities to increase youth knowledge, to unite in common cause and to give back to their communities.

SKY has encouraged and educated its youth members by:

- Inviting guest speakers from various agencies involved with the juvenile justice system to SKY meetings;
- Providing for debriefing sessions immediately following each SAG meeting to allow youth to talk in-depth about what was discussed in the meeting, with staff on hand to answer specific questions;
- Collaborating with state agencies connected to the juvenile justice system to analyze their respective programs and services, and make recommendations for improvements;
- Setting aside time to develop, review and issue recommendations (utilizing the unique perspectives of SKY members) to present to the larger SAG; and
- Encouraging youth members to fully exercise their roles to give back to their communities by ensuring that juvenile justice and delinquency prevention services are responsive to the needs of children, youth, families and communities.

Understanding youth/students' hectic and ever-changing schedules, SKY often re-evaluates its meeting schedule to address the needs of its members and allow for maximum participation and attendance. For more information about SKY, please visit [www.jjab.ky.gov](http://www.jjab.ky.gov).

### Empower & Mobilize Youth

Sometimes policy makers, organizations and juvenile justice professionals need to be reminded of how strongly youth feel about child development and public safety issues. They also need to hear from you about the latest facts, issues, and concerns.

Reach out to children, youth, and families who are involved in the juvenile court system and learn how you can enact and support positive changes, together.

Think about how you can incorporate your peers' thoughts and ideas into the activities and goals of your SAG, to make sure that you are representing youth in your state.

*Problem Solving:* The SAG is focused on an issue that I don't think is important, and missing one I think is critical.

Is the issue that the SAG is focusing on one of the core requirements? If so, there is an obligation that these issues be addressed in the SAG's deliberations and in the State Three-Year JJDPA Plan. However, that doesn't mean that additional issues cannot be addressed.

Bring up the issue that is important to you at a time when there is space for new ideas; when it fits in with the conversation; or when there is a spot on the agenda for other or miscellaneous business items. If you know in advance there is an issue you want to bring up, contact the SAG Chair before the meeting to get the item on the agenda.

## The JJDP Core Requirements

The JJDP, currently due for congressional reauthorization, sets forth four core requirements with which states must comply in order to be eligible to receive federal funding under the statute. The purpose of each core requirement is to safeguard youth who come into contact with state juvenile justice systems, and to ensure appropriate, safe, and rehabilitative treatment. Individually, the core requirements target different outcomes. Collectively, they create a framework for states' duties of care regarding these youth.

When a state is found to be out of compliance with one or more of the core requirements, the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) is authorized to reduce the state's funding allocation under the JJDP (explained below) by 20 percent per each core requirement.<sup>1</sup>

In addition, the JJDP currently provides that if a portion of a state's JJDP funds are withheld for non-compliance, the state must use 50 percent of its remaining allocation to come back into full compliance with the JJDP.<sup>2</sup> This "penalty" urges states not to cherry pick among the core requirements, but instead to achieve and maintain compliance with all of them.

### Core Requirement: Deinstitutionalization of Status Offenders (DSO)

*Example: Joey is brought before the court for running away. Instead of locking him up with delinquent offenders, he is sent to a community runaway shelter and family intervention program. This way, Joey is not housed in an institution for a non-delinquent action that indicates his need for personal and family support. In addition, he can stay in school and get the help he needs to resolve the issues that led him to run away.*

**Deinstitutionalization of Status Offenders (DSO).**<sup>3</sup> Under this requirement, youth charged with a status offense – an offense that only applies to a minor whose action would not be considered an offense for an adult, such as skipping school, running away, breaking curfew and possessing or using alcohol or tobacco – may not be held in secure detention or confinement. This provision seeks to ensure that youth who have not committed a delinquent or criminal offense are not held with those who have and, instead, receive the family and community-based services needed to address and remedy root causes of their behavior.

#### Why is this important? Facts related to Deinstitutionalization of Status Offenders:

- Status offenders often come from difficult family and community circumstances.<sup>4</sup> Instead of addressing the underlying issues, detention has been shown to have a profoundly negative impact on young people's mental and physical health, as well as jeopardize education and future employment.<sup>5</sup>
- Detention is "the most expensive, but least effective way to achieve public safety

goals.”<sup>6</sup> Detention costs vary from place to place, but can be as much as \$65,000 annually to detain a young person. Results from Juvenile Detention Alternatives Initiative (JDAI) sites show that proven community-based alternatives to detention save public dollars while keeping youth who do not pose a threat to public safety, such as status offenders, in the community.<sup>7</sup>

- See CJJ’s position to “Rehabilitate Status Offenders in their Homes and Communities” at [http://www.juvjustice.org/position\\_8.html](http://www.juvjustice.org/position_8.html).

## Core Requirement: Sight and Sound Separation (Separation)

*Example: Shauna is arrested for burglary. She lives in a rural area where there is no juvenile detention facility and only a single adult jail. She is admitted into the jail to await trial. While there, she cannot be held with or next to the adult inmates. In addition, this requirement prevents her from having “sight and sound” contact with adult inmates, which could involve coercion, taunting or other distress.*

**Sight and Sound Separation (“Separation”).**<sup>8</sup> Under this requirement, when juvenile offenders are placed in an adult jail or lock-up, “sight and sound” contact with adult inmates is prohibited. This means that youth cannot be housed next to adult cells, share dining halls, recreation areas or other common spaces with adult inmates, or be placed in any circumstance that may result in verbal or non-verbal communication with adult inmates. As with the Jail Removal core requirement, this provision seeks to protect youth from threats, intimidation, or other forms of psychological abuse and physical assault.

## Core Requirement: Jail Removal

*Example: Devon is 14 years old and found delinquent of driving a car without a license. He cannot be sentenced to or held in an adult jail where he may be subjected to intimidation or harm by adult inmates.*

**Jail and Lock-up Removal (“Jail Removal”).**<sup>9</sup> Under this requirement, youth charged with a delinquent offense may not be detained in adult jails and/or lock-ups except for limited periods of time before or after a court hearing (6 hours only to allow for processing), in rural areas that have been granted an exception (48 hours plus weekends and holidays), or in unsafe travel conditions. This provision is designed to protect youth from the dangers they may face when incarcerated with adult inmates, such as psychological abuse, physical assault, and isolation. This requirement currently does not apply to youth charged and jailed in the adult criminal justice system.

## Why is this important? Facts related to Sight and Sound Separation and Jail Removal:

- Youth placed in adult jails and lock-ups are especially vulnerable to sexual and physical assaults by adult inmates;<sup>10</sup>

- Youth are much more likely (36 times more likely) to commit suicide in adult jails than in juvenile facilities;<sup>11</sup> and
- Youth placed in adult jails are more likely to reoffend and commit more serious crimes upon release, than youth held in juvenile detention facilities.<sup>12</sup>
- See CJJ's position on "Children Detained in Adult Jails" at [www.juvjustice.org/position\\_5.html](http://www.juvjustice.org/position_5.html).

### **Core Requirement: Disproportionate Minority Contact (DMC)**

*Example: Tom and Bill have committed the same delinquent offense, involving carrying a weapon to school. Neither has any prior delinquency/court history. They go to the same school, but their infractions are treated differently. Tom, who is African American, is held in detention before his hearing, charged with possession of a deadly weapon, and sentenced to confinement. Yet, Bill, who is white, is released to parental custody before his hearing, charged with possession of a deadly weapon, and placed on probation.*

**Disproportionate Minority Contact (DMC).**<sup>13</sup> Under this requirement, states assess, monitor, and evaluate the disproportionately high contact of youth of color at nine key contact points in the juvenile justice system – from arrest to detention to confinement. Given that youth of color comprise one-third of the youth population nationwide, but two-thirds of youth in contact with the juvenile justice system, this provision seeks to make the system equitable and unbiased. Originally titled "disproportionate minority confinement," the DMC core requirement is the most recently enacted core requirement, amended into the JJDP in 1988 and expanded from "confinement" to "contact" in 2002.

#### **Why is this important? Facts related to Disproportionate Minority Contact:**

- Youth of color are significantly over-represented in the juvenile justice system. African American youth make up 16 percent of youth nationwide, yet they are 40 percent of incarcerated youth.<sup>14</sup> Latino youth are incarcerated nearly 2 times more frequently than White youth;<sup>15</sup> and
- Youth of color are sentenced more harshly than White youth, even when similarly situated, with the same court histories and when charged with the same offense;<sup>16</sup>
- See CJJ's position on "Unequal Treatment of Minority Youth in the Juvenile Justice System" at [www.juvjustice.org/position\\_3.html](http://www.juvjustice.org/position_3.html).

## Become the Expert – Educate your Legislature

As a SAG member, and someone who is knowledgeable about the juvenile justice system, you are well positioned and charged by federal law to educate your legislature about juvenile justice and delinquency prevention issues of importance to you, your family, your community, and your state.

You and your colleagues on the SAG serve a very important function to ensure that your legislators and public agency representatives understand critical concerns and the most effective responses to prevent, reduce, and treat juvenile delinquency.

### Preparing for a legislative meeting or hearing:

- Think about the one thing that you want to make sure the legislator hears, and make sure that you say it more than once.
- Write a few notes to yourself. Feel free to use a list of simple key words or points that you want to be sure to make.
- If you are talking about a bill, bring it with you. Highlight the parts you like or dislike. Bring an extra copy with notes for the legislator highlighting what you like or dislike.

*Did You Know?* A legislator may work on several issues at once – some of which may be completely unrelated to juvenile justice.

Since legislators manage a lot of issues, they need experts like you to fill in important details, to enable them to fully see how their actions will impact youth, families and communities.

Example: You are preparing for a meeting with a legislator to share concerns about a bill that would allow weekend detention of kids who skip school. You would like them to know that this would cause violations of the JJDP requirement for deinstitutionalization of status offenders (DSO) and that this is a counter-productive approach.

One thing you want the legislator to remember: **Research shows it is harmful to lock-up status offenders – and youth who are not delinquent – in detention.**

Notes to self:

- Federal law prohibits detention of status offenders.
- If the underlying problem is at school or home, locked detention will not help to resolve it. Family counseling and re-engagement in school are much more effective approaches.
- Detention will expose truant youth to youth who are committing more serious, delinquent, and criminal offenses.
- Detention causes students who are already disengaged from school to miss valuable time in school.
- If things are moving fast, have a story from your own experience to highlight main points.

## State Three-Year JJDPA Plan

Your state's Three-Year JJDPA Plan documents information about the needs in delinquency prevention and juvenile justice throughout your state and its local jurisdictions, and identifies your state's goals to address these needs. The process of developing the State Three-Year JJDPA Plan helps SAG members to make positive changes in their state and use federal JJDPA funds and other resources wisely to complement the wide range of state and locally funded services and activities in juvenile justice and delinquency prevention. The Three-Year Plan covers information on each of the four core requirements, and other issues your SAG thinks are most important, including:

- Data about the system and any problem points in the system;
- A plan to address any areas where your state is not following federal laws or guidelines, or fully meeting the core requirements (this is sometimes called noncompliance); and
- Detailed information about the priorities of your SAG and why these priorities were chosen.

Although it is called a Three-Year Plan, the plan is updated annually. One of the jobs of the SAG is to make sure its Three-Year Plan and Annual Plan Updates are current.

### ***Helpful Tips:***

Read or skim your state's Three-Year Plan and highlight areas of greatest importance to you. If you have questions, note them in the margins. You will review this document at SAG meetings, so the more you know about it in advance, the more you can participate and contribute.

Do you wish to see examples of Three-Year Plans from other states? Take a look at the state plans in "SAG Source" on CJJ's Web site: [www.juvjustice.org/sag.html](http://www.juvjustice.org/sag.html).

## Coalition for Juvenile Justice (CJJ)

### The CJJ National Youth Committee

The CJJ National Youth Committee is composed of youth SAG members from across the nation. CJJ supports the Youth Committee to ensure that youth perspectives are represented in all aspects and functions of CJJ's work, as well as CJJ's communications with state and federal policy makers. The Committee is, in fact, required within the Bylaws of CJJ.

The National Youth Committee Chair holds an elected position on the CJJ Executive Board. Through supporting the National Youth Chair and Committee, CJJ also strives to ensure that Youth SAG members are well oriented and prepared for their work.

The CJJ National Youth Committee seeks to have as many youth members as possible involved with its activities. Youth Committee members help to shape the overall program and policy agenda for CJJ and perform several other important duties, including:

- Coordination and promotion of the annual CJJ Spirit of Youth Award (see below);
- Developing and implementing educational training programs for youth and adult SAG members;
- Convening committee meetings and networking events for youth members at CJJ conferences;
- Participating in Hill Day visits (with congressional representatives); and
- Orienting new youth members to the work of the SAGs and CJJ, through the publication of resources, such as this manual, and ongoing information sharing.

### Who is on the CJJ National Youth Committee?

- The National Youth Chair
- Four regional youth SAG member representatives
- A non-youth adult member
- CJJ staff liaison(s)
- Additional youth members as interested (*You!*)



Are you interested in joining the CJJ National Youth Committee?

Contact CJJ at 202-467-0864 or [info@juvjustice.org](mailto:info@juvjustice.org).



Each year CJJ awards its ***Spirit of Youth Award***. The award honors the tenacity and achievements of a young adult who has faced and overcome hardships, mistakes, and involvement in the juvenile justice system. Through their personal accomplishments and the rehabilitative help of the system, these extraordinary youth are also recognized for their contributions in making a difference in the lives of other children, families, and communities.



Micheal Cox accepting the 2009 CJJ Spirit of Youth Award from Judge John Varin, Idaho SAG chair. Photo by Kara Kling.

The 2009 award recipient, Micheal Cox, first came into contact with the juvenile justice system at age 11 after spending much of his early childhood in foster care. Micheal is now working for his state's Department of Juvenile Justice and Delinquency Prevention, and has his college degree in Social Work. To read more about Micheal and other recipients of the CJJ Spirit of Youth Award, go to [www.juvjustice.org/award\\_5.html](http://www.juvjustice.org/award_5.html).

Do you know someone who has overcome incredible odds and is now helping kids and families? Nominate him/her for the CJJ Spirit of Youth Award. Email [info@juvjustice.org](mailto:info@juvjustice.org) for more information.

## Opportunities to get involved with CJJ

### Standing or Ad-Hoc Committee Involvement

CJJ's leadership committees address organizational development topics and subject area work. Committees typically meet monthly by conference call. Visit [www.juvjustice.org/about\\_committees.html](http://www.juvjustice.org/about_committees.html) for information on CJJ's committees.

### Write for the Newsletter

You can submit articles for the Juvenile Justice e-Monitor, CJJ's monthly e-newsletter. For example, if your SAG testifies at a legislative hearing, offer to write a paragraph for the CJJ monthly newsletter. Subscribe to the newsletter and/or write to the editor at [info@juvjustice.org](mailto:info@juvjustice.org).

### Council of SAGs' Meetings, Conferences and Trainings

Watch the calendar and request to attend CJJ's national and regional training conferences and events. Even if you are not your state Chair or Chair-designee, you can watch the Council of SAGs (the Chair/designee from each state) in action. Each year at the Council's annual meeting, SAG chairs and SAG chair-designees vote on issues important to all SAGs. You can observe how the meeting is run and understand more about how CJJ works. Go to [http://www.juvjustice.org/about\\_leadership.html#CJJ\\_Council\\_of\\_SAGs](http://www.juvjustice.org/about_leadership.html#CJJ_Council_of_SAGs) to read more about the CJJ Council of SAGs. Furthermore, CJJ's conferences provide lots of informational and training opportunities of value to you and your state, uniquely crafted



to SAG members. See CJJ's conference and training Web page here: [www.juvjustice.org/conferences.html](http://www.juvjustice.org/conferences.html).

### Hill Day and Hill Day Training

Want to meet with your members of Congress, but feeling intimidated? You are not alone! CJJ offers training and supportive resources about how to educate your members of Congress on juvenile justice issues at each spring's Annual National Conference. See CJJ's Government Relations Web page for more information: [www.juvjustice.org/government\\_relations.html](http://www.juvjustice.org/government_relations.html).

#### ***Share ideas and resources with other Youth SAG members!***

CJJ hosts a listserv dedicated to youth SAG members from around the country as part of its ongoing support of the CJJ National Youth Committee. Contact CJJ at [info@juvjustice.org](mailto:info@juvjustice.org) or 202-467-0864 and ask to be subscribed to the CJJ listserv for Youth SAG Members.

## Frequently Asked Questions (FAQs) for Youth SAG Members:

**Q:** How can I find out if any other members of my SAG are from the same area of the state as I am?

**A:** Speak with your SAG Chair or Juvenile Justice Specialist to obtain a list of current members' contact information.

**Q:** My SAG's meetings are hours away from where I live. Is there a possibility I could stay overnight in a hotel?

**A:** Each SAG has funds allocated for travel, meals, and mileage reimbursement for those members who travel long distances to meetings.

**Q:** How often does my SAG meet?

**A:** Each state's SAG is different. Some meet monthly while others meet quarterly. Ask a member of your SAG to find out how often your SAG meets.

**Q:** I am very shy, so it is hard for me to meet new people. What can I do to become more involved?

**A:** At each meeting, sit by a SAG member you have not yet met and introduce yourself. This way, you can learn more about what the person does and how they contribute to your SAG. Join a SAG subcommittee to get to know a smaller group of people well.

**Q:** I am not really following the conversation. I don't know what people are talking about. What should I do?

**A:** Start by either looking up the acronyms or reminding people politely to say the full names of what they are talking about. Look up any confusing words in the glossary (see page 20). Ask for a quick break to pull aside the SAG Chair or a trusted person to ask about what is being discussed.

**Q:** When does my appointment end on my SAG?

**A:** Each state's SAG is different. In some states, members are appointed without term limits,

while in other states you have to reapply for your position. Just speak with your SAG Chair or Juvenile Justice Specialist to find out what your state does.

**Q:** What is the age limit to be a youth member on my SAG?

**A:** This, too, varies by state. Check with your state SAG chair.

**Q:** What do I wear to SAG meetings?

**A:** Each state's SAG is different, ranging from formal attire to business casual. Just speak with your SAG Chair or Juvenile Justice Specialist to get more information on the dress code. It's generally a good idea to wear something more formal than jeans to the first meeting and see what everyone else is wearing. You should not need to buy new clothes to participate.

## Juvenile Justice Glossary<sup>17</sup>

**Adjudication:** Judicial determination (judgment) that a juvenile is responsible for the delinquency or status offense that is charged in a petition or other charging document.

**Adult Jail:** A locked facility, administered by State, county or local law enforcement and correctional agencies, designed to detain adults charged with violating criminal law, pending trial. Also, this term refers to facilities used to hold convicted adult criminal offenders sentenced for less than 1 year.

**Adult Lockup:** Generally, a municipal or police facility similar to an adult jail designed to temporarily hold persons before they have been formally charged.

**Aftercare:** A cohesive set of support services designed to provide assistance to youth returning to their community and/or new living situation following their release from a secure or non-secure program, residential placement, or treatment program. Services are designed to assist youth in making a successful transition into the community.

**Arrest:** Hold time in legal custody, either at the scene of a crime or as result of investigations. Arrest also can be the result of a complaint filed by a third party, an outstanding warrant, or a revocation of probation or parole.

**Best Practice:** Strategies and programs demonstrated through research and evaluation to be effective at preventing or intervening in juvenile justice delinquency. Best practice models include program models that have been shown, through rigorous evaluation and replication, to achieve target outcomes. Model programs can come from many valid sources (e.g., OJJDP's Model Programs Guide, Blueprints, Substance Abuse and Mental Health Services Administration's (SAMHSA) Model Programs, State model program resources, etc.)

**Case Management:** A system of services that include referral, assessment, intervention, problem solving, evaluation, and follow-up.

**Community-based:** A facility, program, or service located near the juvenile's home or family, usually a group home or other appropriate setting. Also, the term refers to programs of community supervision and services that maintain community and consumer participation in program planning, operation, and evaluation.

**Commitment:** A court order giving guardianship of a juvenile to the state department of juvenile justice or corrections. The facility in which a juvenile is placed may be publicly or privately operated and may range from a secure correctional placement to a non-secure or staff secure facility, group home, foster care, or day treatment setting.

**Compliance:** In order to receive its full fiscal year allocation of Formula Grants program

funds under the JJDP, a state must first demonstrate compliance with the DSO, jail removal, separation, and DMC core requirements. Compliance with the first three core requirements is demonstrated through data provided in the state's annual Compliance Monitoring Report. Compliance with the DMC Core requirement is determined by information provided in the state's Comprehensive Three-Year Plan and subsequent Three-Year Plan Updates. Full compliance with each core requirement is achieved when:

**Deinstitutionalization of Status Offenders:** a state has removed 100 percent of status offenders and non-offenders from secure detention correctional facilities.

**Jail Removal:** a state demonstrates that the last submitted monitoring report, covering 12 months of actual data, demonstrates that no juveniles were held in adult jails or lockups in circumstances that were in violation of jail removal.

OJJDP has developed de minimis standards for states that have not achieved full compliance with the DSO and jail removal requirements. See the OJJDP Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act of 2002 for further details.

**Separation:** a State can demonstrate that (a) the last submitted monitoring report, covering a full 12 months of data, demonstrates that no juveniles were incarcerated in circumstances that were in violation of this requirement; or (b) the instances of noncompliance reported in the last submitted monitoring report do not indicate a pattern or practice but rather constitute isolated instances.

**Disproportionate Minority Contact:** A state can demonstrate progress made each year in addressing specific delinquency prevention and system improvement efforts to reduce the rate of contact with the juvenile justice system of a specific minority group, if that rate is significantly greater than the rate of contact for whites or other minority groups.

**Compliance Monitoring Report:** OJJDP's Formula Grant Regulation requires states to submit information regarding compliance with the DSO, jail removal, and separation requirements annually. This information is submitted through the Compliance Monitoring (CM) report. States that have been determined by the OJJDP Administrator to have achieved full compliance may be exempt from the annual monitoring report requirements following a written request.

**Delinquency:** An act committed by a juvenile that would be criminal if committed by an adult. The juvenile court has jurisdiction over delinquent acts. Delinquent acts include crimes against persons, crimes against property, drug offenses, and crimes against public order.

**Detention:** The placement of a youth in a secure facility under court authority at some point between the time of referral to court intake and case disposition. Detention prior to case disposition is known as pre-dispositional detention. The reasons for post-dispositional

detention generally include awaiting placement, short-term sentencing to detention, or being a danger to self or others.

**Discretionary funds:** Grants other than the JJDPA Formula Grants that OJJDP makes directly to individuals or agencies to provide specific juvenile services.

**Disposition:** Sanction ordered or treatment plan decided upon or initiated in a particular case by a juvenile court. The range of options available to a court typically includes commitment to an institution; placement in a group or foster home or other residential facility; probation (either regular or intensive supervision); referral to an outside agency, day treatment, or mental health program; or imposition of a fine, community service, or restitution.

**Diversion:** A mechanism designed to hold youth accountable for their actions by sanctioning behavior and in some cases securing services, but at the same time generally avoiding formal court processing in the juvenile justice system.

**Formal Petition filed:** A case that is being forwarded for judicial resolution and is much smaller in number than the number of cases coming through the intake process.

**Formula Grants:** The Formula Grants Program, funded by the OJJDP, which provides grant monies to State and territories that support State and local delinquency prevention and intervention efforts and juvenile justice system improvements. Juvenile Justice Specialists in each State administer the funding through sub-grants to units of local government, local private agencies, and Indian tribes for programs in accordance with legislative requirements.

**Gender-specific services:** Services designed to promote healthy attitudes, behaviors and lifestyles, and promote social competence in girls. Key program elements generally address issues in the context of relationships to peers, family, school, and community.

**Goals:** Broad statements (i.e., written in general terms) that convey a program's overall intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short-and long-term results.

**Graduated Sanctions:** A graduated sanctions system is a set of integrated intervention strategies designed to operate in unison to enhance accountability, ensure public safety, and reduce recidivism by preventing future delinquent behavior. The term "graduated sanctions" implies that the penalties for delinquent activity should move from limited interventions to more restrictive (i.e., graduated) penalties according to the severity and nature of the crime. In other words, youth who commit serious and violent offenses should receive more restrictive sentences than youth who commit less serious offenses.

**Grants:** An award of financial assistance, the principal purpose of which is to transfer a thing of value from a Federal or State agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). A grant is distinguished from a contract, which is used to acquire property or services for the Federal Government's direct benefit or use.

**Juvenile:** Youth at or below the upper age of original juvenile court jurisdiction, which varies depending on the State (e.g., the age is 15 in some States, and 17 in others).

**Juvenile Justice and Delinquency Prevention Act:** Congress enacted the Juvenile Justice and Delinquency Prevention Act (JJDPA) (P.L. No. 93-415, 42 U.S.C. & 5601 et seq.) in 1974 and reauthorized the majority of its provisions in 2002. The JJDPA mandates that states comply with four core requirements to participate in the JJDPA's Formula Grants programs. This landmark legislation established OJJDP to support local and state efforts to prevent delinquency and improve the juvenile justice system.

**Non-offender:** A juvenile who is subject to the jurisdiction of the juvenile court usually under abuse, dependency, or neglect statutes for reasons other than legally prohibited conduct.

**Objectives:** Derived from the program goals and explain how the program goal will be accomplished. Objectives are well-defined, specific, quantifiable statements of the program's desired results and they should include the target level of accomplishment, thereby further defining goals and providing the means to measure program performance.

**Parole:** A conditional release from imprisonment that entitles the person to serve the remainder of the sentence outside the correctional institution as long as the terms of the release are not violated.

**Post-disposition:** The period following the imposition of a sanction ordered or treatment plan decided upon or initiated in a particular case by a juvenile court.

**Pre-disposition:** The period after the filing of a charge and prior to a sanction ordered or treatment plan decided upon or initiated in a particular case by juvenile court.

**Probation:** Cases in which youth are placed on informal/voluntary or formal/court-ordered supervision. A violation occurs when a youth violates the terms of the probation.

**Secure:** As used to define a detention or correctional facility, this term includes residential and non-residential facilities that include fixtures, such as locked rooms and buildings, fences, or other physical structures, designed to physically restrict the movements and activities of persons in custody. It does not include facilities where physical restriction of movement or activities is provided solely through facility staff.

**Status Offenders:** A juvenile charged with or adjudicated for conduct that would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. Status offenses include truancy, curfew violations, incorrigibility, running away, and underage possession and/or consumption of alcohol or tobacco.

**Title V:** The Title V Community Prevention Grants Program is a federal grants program to fund collaborative, community-based delinquency prevention efforts. The program provides local communities with funding and a guiding framework for developing and implementing comprehensive juvenile delinquency prevention plans.

**Type 1 crimes:** Classification used by the FBI, traditionally used as a measure of serious crimes, including murder, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, and arson. Also referred to as index crimes.

**Unit of general local government:** Any city, county, township, town, borough, parish, village, or the general purpose political subdivision of a state and Indian tribe that performs law enforcement functions as determined by the U.S. Secretary of the Interior for the purpose of assistance eligibility, any agency of the District of Columbia government performing law enforcement functions in and for the District of Columbia, and funds appropriated by the U.S. Congress for the activities of such agency may be used to provide the non-federal shares of the cost of programs or projects funded under the JJDP.

**Valid court order:** An order given by a juvenile court judge to a juvenile who was brought before the court and made subject to an order; and who received, before the issuance of such order, the full due process rights guaranteed to such juvenile by the U.S. Constitution.

**Valid court order exception:** Permits the secure/locked detention of a juvenile for violation of a court order only if he or she received full due process as guaranteed by the U.S. Constitution.

**Waived to criminal court:** Cases that originated in juvenile court but are transferred to adult criminal court as the result of a judicial waiver hearing in juvenile court.



## Abbreviations and Acronyms<sup>18</sup>

ABA	American Bar Association
BARJ	Balanced and Restorative Justice
BIA	Bureau of Indian Affairs, U.S. Department of the Interior
BJA	Bureau of Justice Assistance, U.S. Department of Justice
BJS	Bureau of Justice Statistics, U.S. Department of Justice
CJJ	Coalition for Juvenile Justice
CWLA	Child Welfare League of America
DOJ	U.S. Department of Justice
DMC	Disproportionate Minority Contact
DSA	Designated State Agency
DSO	Deinstitutionalization of Status Offenders
HHS	U.S. Department of Health and Human Services
JABG	Juvenile Accountability Block Grant
JJAC	Juvenile Justice Advisory Council
JJAG	Juvenile Justice Advisory Group
JJDPA	Juvenile Justice and Delinquency Prevention Act
JJS	Juvenile Justice Specialist
NACO	National Association of Counties
NCJFCJ	National Council of Juvenile and Family Court Judges
NCCD	National Council on Crime and Delinquency
NCJA	National Criminal Justice Association
NGA	National Governors Association
NTTAC	National Training and Technical Assistance Center
OGC	Office of General Counsel, U.S. Department of Justice
OJJDP	Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice

## Abbreviations and Acronyms

OJP	Office of Justice Programs, U.S. Department of Justice
RFP	Request for Proposals
SAC	Statistical Analysis Center
SAG	State Advisory Group
SRAD	OJJDP's State Relations and Assistance Division
TA	Technical Assistance
T&TA	Training and Technical Assistance

## Endnotes

- <sup>1</sup> Juvenile Justice and Delinquency Prevention Act § 223(c)(1).
- <sup>2</sup> Juvenile Justice and Delinquency Prevention Act § 223(c)(2)(A).
- <sup>3</sup> Juvenile Justice and Delinquency Prevention Act § 223(a)(11).
- <sup>4</sup> Juvenile Status Offenses Fact Sheet, Act4JJ, available at [http://www.act4jj.org/media/factsheets/factsheet\\_17.pdf](http://www.act4jj.org/media/factsheets/factsheet_17.pdf).
- <sup>5</sup> Holman, B. & Ziedenberg, J. (2006). *The Dangers of Detention: The Impact of Incarcerating Youth in Detention and Other Secure Facilities*, Justice Policy Institute, November, p.2., as cited in Fact Sheet: Community-Based and Home-Based Alternatives to Incarceration, Act4JJ Campaign, available at [http://www.act4jj.org/media/factsheets/factsheet\\_59.pdf](http://www.act4jj.org/media/factsheets/factsheet_59.pdf).
- <sup>6</sup> *Detention Reform: A Cost Saving Approach*, Juvenile Detention Alternatives Initiative (JDAI), The Annie E. Casey Foundation, available at [http://www.aecf.org/~media/Pubs/Other/D/DetentionReformACostSavingApproach/JDAI\\_facts\\_1.pdf](http://www.aecf.org/~media/Pubs/Other/D/DetentionReformACostSavingApproach/JDAI_facts_1.pdf).
- <sup>7</sup> *Id.*
- <sup>8</sup> Juvenile Justice and Delinquency Prevention Act § 223(a)(12).
- <sup>9</sup> Juvenile Justice and Delinquency Prevention Act § 223(a)(13).
- <sup>10</sup> Fact Sheet: Jail Removal and Sight and Sound Core Protections, Act4JJ, available at [http://www.act4jj.org/media/factsheets/factsheet\\_60.pdf](http://www.act4jj.org/media/factsheets/factsheet_60.pdf).
- <sup>11</sup> *Jailing Juveniles: The Dangers of Incarcerating Youth in Adult Jails in America*, Campaign for Youth Justice, p. 4, available at [http://www.campaign4youthjustice.com/Downloads/NationalReportsArticles/CFYJ-Jailing\\_Juveniles\\_Report\\_2007-11-15.pdf](http://www.campaign4youthjustice.com/Downloads/NationalReportsArticles/CFYJ-Jailing_Juveniles_Report_2007-11-15.pdf), as cited in Fact Sheet: Jail Removal and Sight and Sound Core Protections, Act4JJ, available at [http://www.act4jj.org/media/factsheets/factsheet\\_60.pdf](http://www.act4jj.org/media/factsheets/factsheet_60.pdf).
- <sup>12</sup> *Effects on Violence of Laws and Policies Facilitating the Transfer of Youth from the Juvenile to the Adult Justice System, A Report on Recommendations of the Task Force on Community Preventive Services*, available at <http://www.cdc.gov/mmwr/pdf/rr/rr5609.pdf>, and *Juvenile Transfer Laws: An Effective Deterrent to Delinquency?*, Richard Redding, Office of Justice Programs, OJJDP Juvenile Justice Bulletin, available at <http://www.ncjrs.gov/pdffiles1/ojjdp/220595.pdf> (August 2008), as cited in Fact Sheet: Jail Removal and Sight and Sound Core Protections, available at [http://www.act4jj.org/media/factsheets/factsheet\\_60.pdf](http://www.act4jj.org/media/factsheets/factsheet_60.pdf).
- <sup>13</sup> Juvenile Justice and Delinquency Prevention Act § 223(a)(22).
- <sup>14</sup> Sickmund, M., Sladky, T.J., & Kang, W. (2008). *Census of Juveniles in Residential Placement Databook*. Available at: <http://www.ojjdp.ncjrs.gov/ojstatbb/cjrp/>, as cited by [http://www.act4jj.org/media/factsheets/factsheet\\_33.pdf](http://www.act4jj.org/media/factsheets/factsheet_33.pdf).
- <sup>15</sup> *Id.*
- <sup>16</sup> The National Council on Crime and Delinquency. (2007). *And Justice for Some: Differential Treatment of Youth of Color in the Justice System*, 21. Available: [http://www.nccdcrc.org/nccd/pubs/2007jan\\_justice\\_for\\_some.pdf](http://www.nccdcrc.org/nccd/pubs/2007jan_justice_for_some.pdf), as cited by [http://www.act4jj.org/media/factsheets/factsheet\\_33.pdf](http://www.act4jj.org/media/factsheets/factsheet_33.pdf).
- <sup>17</sup> Adapted from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) SAG member training resources.
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