

ORDINANCE NO. ____

AN ORDINANCE AMENDING AND UPDATING THE CITY OF PFLUGERVILLE CODE OF ORDINANCES, TITLE III. ADMINISTRATION, BY ADDING CHAPTER 40, MUNICIPAL COURT JUVENILE CASE COORDINATOR; PROVIDING CUMULATIVE, REPEALER AND SEVERABILITY CLAUSES; PROVIDING FOR OPEN MEETING AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Pflugerville, Texas, has established a local truancy prevention and diversion fund in accordance with Chapter 134 of the Local Government Code; and

WHEREAS, funds collected for the local truancy prevention and diversion fund may be used to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses relating to the position of a juvenile case manager/coordinator, if one is employed by the City; and

WHEREAS, the City desires to create the position of juvenile case manager/coordinator in accordance with Article 45A.451 of the Code of Criminal Procedure to assist with administering the municipal court's juvenile docket and to provide other services to at risk youth; and

WHEREAS, per Article 45A.451, the City must adopt a standard of ethics and training, both pre-service and in-service, for the juvenile case manager/coordinator; and

WHEREAS, the City Council finds it in the best interests of the City to create the position of juvenile case coordinator to assist the municipal court with juvenile cases and to adopt standards of ethics and training that ensure the juvenile case coordinator adheres to the highest ethical, training, and professional standards in serving the juveniles who appear in municipal court.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PFLUGERVILLE, TEXAS:

Section 1: That the Code of Ordinances, City of Pflugerville, Texas, Title III. Administration, Chapter 40, Municipal Court Juvenile Case Coordinator, is hereby adopted as shown in attached **Exhibit A**.

Section 2: That the recitals contained in the preamble hereto are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 3. All ordinances or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters herein.

Section 4. Cumulative and Repealer Clause. This ordinance shall be cumulative of all other ordinances of the City of Pflugerville, Texas, and shall not operate to repeal or affect any other ordinances of the City except insofar as the provisions thereof might be inconsistent or in conflict

with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed to the extent of such conflict.

Section 5. That it is officially found, determined and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 6: This Ordinance will take effect upon its adoption by the City Council and publication of the caption hereof in accordance with Section 3.15(d) of the City Charter.

PASSED AND APPROVED this ____ day of _____ 2025.

CITY OF PFLUGERVILLE, TEXAS

Victor Gonzales, Mayor

ATTEST:

Trista Evans, City Secretary

EXHIBIT A

Chapter 40 Municipal Court Juvenile Case Coordinator

§ 40.01 MUNICIPAL COURT JUVENILE CASE COORDINATOR POSITION.

(A) The position of Municipal Court Juvenile Case Coordinator is hereby created in accordance with Article 45A.451 of Code of Criminal Procedure.

§ 40.02 DUTIES.

(A) The Municipal Court Juvenile Case Coordinator:

(1) shall assist the court in administering the court's juvenile docket and in supervising the court's orders in juvenile cases;

(2) may provide:

(a) prevention services to a child considered at risk of entering the juvenile justice system and

(b) intervention services to a juvenile engaged in misconduct, excluding traffic offenses, if a case has not yet been filed with respect to the misconduct; and

(3) shall timely report to the judge who signed the applicable order or judgment and, on request, to the judge assigned to the case or the presiding judge any information or recommendations relevant to assisting the judge in making decisions that are in the best interest of the child.

§ 40.03 CODE OF ETHICS AND ENFORCEMENT OF.

(A) Standards.

(1) It is the primary duty and responsibility of every Juvenile Case Coordinator and all support personnel to faithfully serve the Court. A Juvenile Case Coordinator will abide by all federal, state, county and municipal laws, guidelines, ordinances and rules. As an employee of the municipal court, a Juvenile Case Coordinator shall be familiar with and abide by the Texas Code of Judicial Conduct and the standards to which members of the judiciary are held. A Juvenile Case Coordinator shall maintain accurate records in accordance with the city of Pflugerville records management policies and directives. All records shall be maintained and presented factually and never falsified.

(2) Juvenile Case Coordinators shall work diligently to preserve the integrity, efficiency, and equality of our judicial system. A Juvenile Case Coordinator shall always represent the court within the boundaries of their assigned role.

(3) A Juvenile Case Coordinator shall comply with the administrative procedures established by the court and during the performance of their duties, shall provide the Court with accurate, objective information. A Juvenile Case Coordinator shall not use their official position to secure unwarranted privileges or exemptions for themselves or any other person. A Juvenile Case Coordinator shall not solicit or accept gifts, gratuities, loans, or engage in business relationships that give rise to an appearance of impropriety. A Juvenile Case Coordinator shall always maintain professionally appropriate relationships with juveniles and minors. A Juvenile Case Coordinator shall not discriminate against any person on the basis of socioeconomic status, religion, race, gender, creed, national origin, disability, health status or age.

(4) A Juvenile Case Coordinator shall not violate a defendant's civil and legal rights. A Juvenile Case Coordinator shall not violate the confidentiality of juvenile defendants by disclosing information acquired during the course of their duties, unless it is to obtain or provide information to other juvenile service providers, or the juvenile has threatened to harm themselves or others.

(5) A Juvenile Case Coordinator shall maintain professional credentials. A Juvenile Case Coordinator should seek to improve knowledge of the position, through professional organizations that provide best practices, training programs, seminars and the latest developments in the law regarding juveniles. A Juvenile Case Coordinator is encouraged to actively participate in professional organizations to improve the profession and develop contacts who provide a network of resources and ideas.

(B) Enforcement.

(1) Alleged violations of these ethical standards shall be subject to investigation and discipline in accordance to the policies and directives of the City of Pflugerville.

§ 40.04 EDUCATIONAL AND TRAINING STANDARDS.

(A) Definitions.

(1) Pre-Service Training refers to training a juvenile case coordinator receives after hire, but before beginning work as a juvenile case coordinator.

(2) In-Service Training refers to regular training a juvenile case manager receives after beginning work as a juvenile case manager.

(B) Pre-Service Training Requirements.

(1) A juvenile case coordinator will receive no less than eight (8) and no more than forty (40) hours of preservice training from reasonably accessible in-house sources, educational institutions, applicable professional associations, the Texas Municipal Courts Education Center, or other similar resources.

(2) Pre-Service Training should include, but not necessarily be limited to:

- (a) The Role of the Juvenile Case Coordinator;
- (b) Ethics;
- (c) Case Planning and Management;
- (d) Applicable Procedural and Substantive Law in Municipal Court;
- (e) Courtroom Proceedings and Presentation;
- (f) Case Reporting; and
- (g) Interagency Collaboration.

(C) In-Service Training Requirements.

(1) A Juvenile Case Coordinator must become a Certified Court Clerk Level 1 within the first year of service.

(2) A juvenile case manager must annually complete no less than twelve (12) hours of in-service training from reasonably accessible in-house sources, educational institutions, applicable professional associations, the Texas Municipal Courts Education Center, or other similar resources.

(3) In-Service Training should include, but not necessarily be limited to:

- (a) Legislative Updates;
- (b) Juvenile Mental Health and Development;
- (c) Services to At-Risk Youth under Subchapter D, Chapter 264, Texas Family Code (as amended);
- (d) Detecting and Preventing Abuse, Exploitation, and Neglect of Juveniles;
- (e) Substance Abuse;
- (f) Gangs and Gang Activity;
- (g) Family and Domestic Violence;
- (h) Bullying;
- (i) Sex Offenders;
- (j) Local Programs and Services for Juveniles; and
- (k) Advances in Court Technology.