

**RULES
OF
THE TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

**CHAPTER 0340-3
STATE JUVENILE JUSTICE SUPPLEMENTS**

TABLE OF CONTENTS

0340-3-01	Purpose of State Juvenile Justice Supplements	0340-3-06	More Than One Court Exercising Jurisdiction Within a Single County
0340-3-02	Youth Services Officers	0340-3-07	Application
0340-3-03	Allowable Expenditures	0340-3-08	Contract With The State
0340-3-04	Disallowable Expenditures	0340-3-09	Quarterly Report
0340-3-05	Joint Projects of Counties	0340-3-10	Record Keeping Forms

0340-3-01 PURPOSE OF STATE JUVENILE JUSTICE SUPPLEMENTS. State Juvenile Justice Supplements are available to every county in Tennessee to improve county juvenile court services or to provide community alternatives to detention. These funds can be used to pay for alternative placement and transportation services, and to develop other alternatives to jail for children, including emergency foster homes, runaway/emergency shelters, juvenile summons, crisis intervention, home detention, attendant care and other similar programs.

Authority: T.C.A. §37-1-162. *Administrative History:* Original rule filed December 7, 1982; effective January 6, 1983. Amendment filed April 29, 1983; effective July 13, 1983. Repeat and new rule filed July 29, 1985; effective October 14, 1985.

0340-3-.02 VOUTH SERVICES OFFICERS. Each county accepting State Juvenile Justice Supplements from the Commission on Children and Youth for the purpose of improving court services for the court exercising juvenile jurisdiction shall employ or have in its employ a Youth Services Officer to be appointed and supervised by the court exercising juvenile jurisdiction. To be eligible to receive these funds, the Youth Services Officer employed by the county shall meet the requirements specified below. The court shall provide to the county or the Commission on Children and Youth upon request written documentation that the Youth Services Officer meets these requirements.

- (1) **Qualifications.** A Youth Services Officer shall have completed sixty (60) semester hours or ninety (90) quarter hours of undergraduate credit from an accredited college or university with the major area of study in criminal justice or a social science related field. For Youth Services Officers hired after June 30, 1983, priority consideration should be given to applicants with fifteen (15) or more semester hours or twenty-two (22) or more quarter hours in the area of psychology, sociology, criminal justice, social work, guidance and counseling, or a related field. The juvenile court shall provide upon request an official transcript for any Youth Services Officer appointed by the court.
- (2) **Employment Status.** The court shall submit written documentation to the county or the Commission on Children and Youth of the number of hours worked by the Youth Services Officer. Definition of full-time and part-time employment shall be as follows:
 - (a) A full-time Youth Services Officer shall work the number of hours designated by the county as full-time.
 - (b) A part-time Youth Services Officer shall work at least 18.5 hours per week.
- (3) **Training.** A Youth Services Officer employed after July 1, 1985, shall in the first year of employment receive forty hours of training approved by the Commission on Children and Youth. Each Youth Services Officer shall receive twenty hours of training during each subsequent year of employment. In counties having more than one Youth Services Officer, staff with direct supervisory responsibility for Youth Services Officers or those performing the functions of Youth Services Officers shall receive this

(Rule 0340-3-.02, continued)

minimum amount of training and all other Youth Services Officers shall receive fifteen hours each year.

- (4) Duties. The duties of a Youth Services Officer shall be those described in T.C.A. §37-1-106.

Authority: T.C.A. §37-1-162. **Administrative History:** Original rule filed December 7, 1982; effective January 6, 1983. Repeal and new rule filed July 29, 1985; effective October 14, 1985.

0340-3-.03 ALLOWABLE EXPENDITURES. State Juvenile Justice Supplement shall be used to improve juvenile court services. The juvenile court shall provide the county or the Commission on Children and Youth, upon request, information necessary to verify that these funds were expended in accordance with these rules. Expenditures may include, but not be limited to:

- (1) Meeting the requirements of local or state matching portion in whole or in part for federal juvenile funds to employ a Youth Services Officer or provide other necessary services to children,
- (2) Paying in whole or in part the salaries, benefits, travel, and related expenses of the Youth Services Officer,
- (3) Purchasing equipment for the juvenile court if the equipment is used primarily for juvenile court purposes and tagged for identification purposes, and
- (2) Purchasing or providing services for children coming under the jurisdiction of the juvenile court.

Authority: T.C.A. §37-1-162. **Administrative History:** Original rule filed December 7, 1982; effective January 6, 1983. Repeal and new rule filed July 29, 1985; effective October 14, 1985.

0340-3-.04 DISALLOWABLE EXPENDITURES. State Juvenile Justice Supplement funds shall be used to improve juvenile court services. The juvenile court shall provide the county or the Commission on Children and Youth, upon request, the information necessary to verify that these funds were expended in accordance with these rules. These funds shall not be expended as set out below:

- (1) The funds appropriated to a county in a given fiscal year shall not be used to reimburse county expenditures for juvenile court services made in that or any other fiscal year since the beginning of fiscal year 1981-82.
- (2) The funds shall not be used to pay salaries, or expenses, in whole or in part, of judges exercising juvenile court jurisdiction.
- (3) The funds shall not be used in construction of or remodeling of jail facilities where any adults alleged to have committed or who have been convicted of a criminal offense are detained.

Authority: T. C.A. §3 7-1-162. **Administrative History:** Original rule filed December 7, 1982; effective January 6, 1983. Repeal and new rule filed July 29, 1985; effective October 14, 1985.

0340-3-.05 JOINT PROJECTS OF COUNTIES. Two or more counties may pool their funds for use in joint projects to improve juvenile court services in the affected counties.

Authority: T. C.A. §37-1-162. **Administrative History:** Original rule filed December 7, 1982; effective January 6, 1983. Amendment filed April 29, 1983; effective July 13, 1983. Repeal and new rule filed July 29, 1985; effective October 14, 1985.

0340-3-.06 MORE THAN ONE COURT EXERCISING JURISDICTION WITHIN A SINGLE COUNTY. When more than one court exercises juvenile jurisdiction within a single county, each court shall receive an equitable share of the county's allocation as determined by percentage of juvenile court intakes or some other appropriate measure approved by the Executive Director of the Tennessee Commission on Children and Youth.

(Rule 0340-3-.06, continued)

Authority: T. C.A. §37-1-162. Administrative History: Original rule filed July 29, 1985; effective October 14, 1985.

0340-3-.07 APPLICATION. A county shall submit to the Tennessee Commission on Children and Youth its application for State Juvenile Justice Supplements no later than April 30. Applications shall be reviewed and considered for approval by the Executive Director of the Tennessee Commission on Children and Youth. After 1985, the Tennessee Commission on Children and Youth shall notify each county of the approval or disapproval of its application by July 1. After September 30 of each fiscal year, funds from non-applying counties may be reallocated to counties that have applied and whose applications are approved.

Authority: T.C.A. §37-1-162. Administrative History: Original rule filed July 29, 1985; effective October 14, 1985.

0340-3-.08 CONTRACT WITH THE STATE. Counties shall enter into a contractual agreement with the State which specifies the conditions of receiving the State Juvenile Justice Supplement.

Authority: T.C.A. §37-1-162. Administrative History: Original rule filed July 29, 1985; effective October 14, 1985.

0340-3-.09 QUARTERLY REPORT.

- (1) Counties shall be required to submit a report on a form provided by the Commission on Children and Youth describing quarterly expenditures, whether the Youth Services Officer is a full or part-time employee, the number of hours worked during the quarter by the Youth Services Officer, information about the training received by the Youth Services Officer, and a statement of impact on improving juvenile court serv;ce3.
 - (a) The juvenile court judge shall upon request provide the county with information necessary to complete this report.
 - (b) Quarterly reports shall be due on November 1, February 1, May I and August 1.
 - (c) The Commission on Children and Youth may contact any county during a fiscal year to inquire into and evaluate the county's use of the funds.
 - (d) Failure to submit quarterly reports may result in loss of these funds for the immediately following fiscal year.

Authority: T.C.A. §37-1-162. Administrative History: Original rule filed July 29, 1985; effective October 14, 1985.

0340-3-10 RECORD KEEPING FORMS. Courts using these funds shall submit each month to the Tennessee Council of Juvenile and Family Court Judges record keeping forms as required by the council.

Authority: T.C.A. §37-1-162. Administrative History: Original rule filed July 29, 1985; effective October 14, 1985.