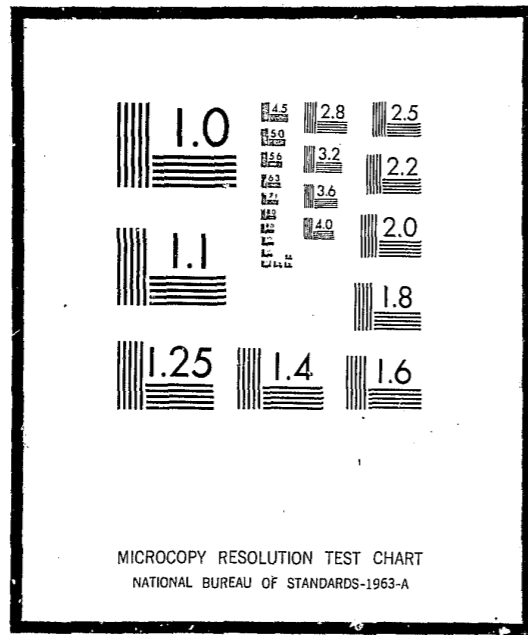


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7/1/76

VOLUNTEER COURTS

A CHILD'S HELPING HAND

Robert J. Edlen
Juvenile Officer
13th Judicial Circuit

Betty Adams
Coordinator-Volunteer Program
13th Judicial Circuit

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STAFF OF THE JUVENILE OFFICE
13TH JUDICIAL CIRCUIT

April 1, 1971

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Juvenile Officer

Homer Thayer
Administrative Assistant

(Mrs.) Betty Adams
Coordinator of Volunteer Services

(Mrs.) Ann Birt
Deputy Juvenile Officer

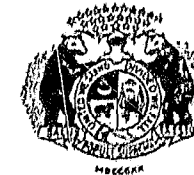
(Mrs.) Mary McGough
Deputy Juvenile Officer

Lynn Smith
Deputy Juvenile Officer

W. R. Wright
Deputy Juvenile Officer

(Mrs.) Pati Perkins
Secretary

(Miss) Sandra Daniels
Secretary



OFFICES OF THE
CIRCUIT JUDGE

FOURTEENTH JUDICIAL CIRCUIT
BOONE AND CALLAWAY COUNTIES

DIVISION ONE

JOHN M. CAVE
JUDGE

CHARLES S. RUSSELL
REPORTER

DIVISION TWO

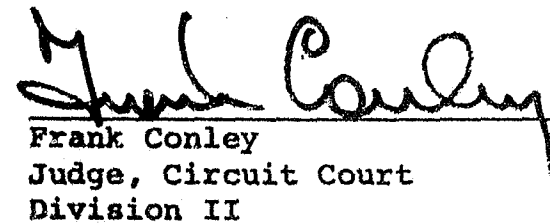
FRANK CONLEY
JUDGE

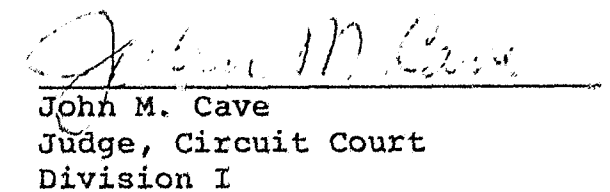
ROBERT C. DANIEL
REPORTER

The Volunteer Supervisor program was initiated in this circuit to help bridge the gap between the obligation of the Juvenile Court (to rehabilitate the child) and the inability (because of limited financial resources) to fulfill it. The volunteer supervisor, with assistance and training from the professional staff, has brought the realization of the goal much nearer to accomplishment. It makes possible the intensive person-to-person care and supervision implicit in the basic concept of the Juvenile Court, but so often lacking in practice.

For the child, it provides a firm but understanding guide to the responsibilities of approaching adulthood and citizenship.

For the supervisor, it gives the opportunity to light a candle of hope rather than to curse the darkness of ignorance, prejudice, selfishness, and violence.


Frank Conley
Judge, Circuit Court
Division II


John M. Cave
Judge, Circuit Court
Division I

VOLUNTEER COURTS
A CHILD'S HELPING HAND

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FORWARD

In Columbia, Missouri, as in Juvenile Courts throughout the nation, the same problems exist.

Professional staffs are too few in numbers to properly supervise the staggering caseload brought about by problems created in modern society. Supervision has consisted of seeing the youngster a few minutes each week or month, depending upon the child's immediate needs.

With no monies available to employ sufficient professional staff to raise the supervision contacts to an acceptable level, a solution had to be forthcoming. The solution was a volunteer probation program. It was an idea conceived from and closely patterned after a similar program in Cape Girardeau, Missouri. That program had been developed and modified from a volunteer program originated from Juvenile Court Judge Kenneth Turner in Memphis, Tennessee. Our program was adapted to accommodate the smaller community and rural areas which may cover several counties.

The program started with fifteen citizens known to the Juvenile Officer and Court. They gave the program their enthusiastic approval and were appointed as Juvenile Court Supervisors, after which the program was operative.

It is important to note that in order to have an effective volunteer program several elements must be present. The first and

most important is the full cooperation of the Court. The Judge has to believe that it is most beneficial to the child and to the community to have the child remain in the community. He must feel that with the help of a volunteer and the aid of all the community resources the child can truly benefit. The Judge must believe that the volunteer is a person who can and will give the guidance which the child needs.

To be effective it is also necessary that each and every member of the staff feels that the volunteer program is an integral part of the answer to juvenile problems. The staff must be able to provide adequate time to supervise and work with the volunteers. They must feel that the volunteer is capable of providing services which are not available through the Juvenile Office due to the lack of staff and time.

Only if every member of the Court is willing and able to accept wholeheartedly the volunteer program and to provide guidance when it is needed, will the program work at this stage.

The specific objective of the program is to provide each juvenile with individual attention and supervision, change his perhaps begrudging attitude toward law authority and, in the long run, teach him to live a successful life within the limits of society. We urge each volunteer to emphasize his connection with the Court, and at the same time give the child understanding and help, thereby aiding the child to establish a respect for the law.

It is projected that this program will not only be of benefit to the juvenile, but will also serve to involve the community in the problems and progress of juvenile rehabilitation.

HISTORY AND PHILOSOPHY OF THE JUVENILE COURT

The Juvenile Court is not a new idea in the care and supervision of children. Its historical roots go back to English common law. The King, as paterfamilias, father of his country, would be the protector of neglected and dependent children. In the United States the idea of Juvenile Courts was brewing in the late 19th century and the first was established by law in Chicago in 1899. By 1945 all of the States had some form of Juvenile Court. Missouri was one of the first with a starting date of 1901.

The purpose of the Juvenile Court is to facilitate the care, protection and discipline of children who come within the jurisdiction of the Juvenile Court. This chapter shall be liberally constructed, therefore, to the end that each child coming within the jurisdiction of the Juvenile Court shall receive such care, guidance and control, preferably in his own home, as will conduce to the child's welfare and the best interests of the state and that when such child is removed from the control of his parents the Court shall secure for him care as nearly as possible equivalent to that which should have been given him by them.

To sum it up in a few words the Juvenile Court is to protect a child's right to full physical, mental and moral development, preferably in his own home if at all possible.

ORGANIZATION OF VOLUNTEER PROGRAM

There are many different types of volunteer programs and many approaches that have been successful in organizing and administering these programs. The content of this manual deals only with the administrative structures, policies and techniques, that have proven successful in the 13th Judicial Circuit Volunteer Supervisor Program. However, the problems and questions that have arisen in this project will undoubtedly present themselves in the development stages of other volunteer programs.

Upon conceiving the idea of utilizing volunteers, it is extremely important that a considerable amount of groundwork be laid before an actual volunteer program is developed. The Juvenile Officer or person who will be administratively in charge of the program should acquaint himself with the recent literature regarding volunteer programs. After achieving a basic knowledge of the types of volunteer programs being conducted, the Juvenile Officer should then schedule an appointment with the Juvenile Judge to discuss the feasibility of establishing a program.

Frequent concerns expressed by judges are (1) they feel they have too little control over volunteers, (2) they question the motives of certain volunteers, (3) they question the quality of services provided to the children entrusted to their supervision, and (4) that the volunteer program would require a disproportionate amount of staff

time. Throughout the literature these concerns have been proven to be unfounded and the remainder of this text should also aid in alleviating concern.

Prior to the issuing a public announcement regarding the pending development of a program, the Juvenile Officer should establish a clear conception of what a volunteer program can accomplish and how it shall be administered. Although many problems can be overcome by frankly confessing areas where you are unsure of yourself, volunteers become frustrated with frequent changes in policy and procedures. Therefore, it is highly advisable that the Juvenile Officer expose himself to one or more operable volunteer programs, including at least one training session. (Persons interested in establishing a volunteer program are always invited to review the 13th Judicial Court Volunteer Program) The actual administrative structure of the 13th Judicial Court Project will be explained in detail in the next chapter.

The next step is to inform the public through the various news media of a meeting date for the introduction and through explanation of the program. Public notice should be given at least 7-14 days prior to the meeting. Then again approximately 24 hours before the meeting takes place.

The meeting site is not a particular problem. The "kick-off" meeting of the 13th Judicial Circuit Project was held in the Boone County Circuit Court Room. It was speculated that this site would lend an "official air" to the meeting, that it would make people aware of the Court setting that they were working in, and also because

the location of the Courthouse was found to be available without cost. It is desirable, however, that following meetings be held at another location which would adjust more easily to various arrangement of chairs and which will allow the persons in attendance to become more comfortable during their two hour training and supervisory sessions.

It is suggested that the second session be started with a brief presentation by the Juvenile Judge outlining the philosophy of the Juvenile Court and introducing the guest speaker(s). Special effort should be exerted in arranging for a guest speaker who has had personal experience with a successful volunteer program. He should be invited to explain the volunteer program and what is expected of the volunteer. An experienced person who can comfortably answer the very personal questions of the citizens in attendance can be extremely helpful in assisting them in reaching a decision as to whether they wish to become involved. For this reason, a minimum of one hour should be allowed for a question and answer period.

Following the formal presentation, coffee should be served in an informal atmosphere to permit those persons who had questions or reservations, but were hesitant to ask them before the group, to have an opportunity to privately seek out an answer.

Application forms (form K) should be available and distributed to everyone in attendance. Persons who are interested in pursuing the program further are required to complete the form and to mail it to the Juvenile Office.

Prior to adjourning the initial meeting, a second meeting date should be scheduled. To maintain interest and momentum this meeting should be no longer than three weeks following the initial meeting.

ADMINISTRATIVE STRUCTURE OF THE VOLUNTEERS

The position of Juvenile Court Supervisor is established by the Judge of the Juvenile Court entering an order as authorized in Section 211.351 RSMo. This Section allows "other necessary Court personnel to serve the Judicial Circuit." (See following page).

The order should set out the authority of the volunteer and who they are responsible to. Two examples are as follows:

ORDER

Pursuant to authority contained in Section 211.351 RSMo., the office of Juvenile Court Supervisor within this circuit is hereby created. Any such Supervisor shall be appointed by, shall serve at the will and pleasure of, the Juvenile Division of Thirteenth Judicial Circuit of Missouri, and shall take such oath as may be prescribed. Such Supervisor shall perform such duties as may be required by the Juvenile Officer and under his direction and control.

ORDER

Now on this 8th day of June, 1971, pursuant to authority contained in Section 211.351 RSMo., the office of Juvenile Court Supervisor within the 12th Judicial Circuit of Missouri is hereby created. Any such Supervisor shall be appointed by and shall

serve at the will and pleasure of the Judge of the Juvenile Division of the Circuit Courts comprising said 12th Judicial Circuit, and shall take such oath as may be prescribed. Such Supervisor shall perform such duties as may be required by said Judge and the Juvenile Officer and under their direction and control.

AUTHORITY TO ESTABLISH POSITION OF JUVENILE COURT VOLUNTEERS

211.351. Juvenile Officers, appointment--costs paid, how.

1. The juvenile court shall appoint a Juvenile Officer and other necessary juvenile court personnel to serve under the direction of the court in each county of the first and second class and the circuit judge in circuits comprised of third and fourth class counties.

(1) May appoint a Juvenile Officer and other necessary personnel to serve the judicial circuit; or

(2) Circuit judges of any two or more adjoining circuits may be agreement, confirmed by judicial order, appoint a juvenile officer and other necessary personnel to serve their respective judicial circuits and in such a case the juvenile officers and other persons appointed shall serve under the joint direction of the judges so agreeing.

Once the Judge has established the position of Juvenile Court Supervisor, the program can then be put into operation. All forms should be printed and an ample supply should be on hand at the first training session. Each applicant should be thoroughly screened and references contacted prior to being accepted into the training session. The Juvenile Officer must approve the applicant prior to requesting the Judge's signature. In no case should any person take the oath of office prior to receiving approval of both the Juvenile Officer and the Judge. For convenience it is best if the order appointing Juvenile Court Supervisor and the oath of office (form L), certificate (form J) and the identification card (form M) be prepared at the same time. The Judge then signs the order and the supervisor is sworn in by the Circuit Clerk who retains the order and signed oath of office in the Court's file. The certified order of appointment (form L) is presented to the volunteer in place of the actual Court order.

FORMS

- A. Order establishing position directed by the Judge and the Juvenile Officer.
- B. Order establishing position directed by the Juvenile Officer.
- C. Order of appointment
- D. Volunteer's oath of office
- E. Order terminating employment
- F. Terms of probation and supervision.
- G. School Report
- H. Monthly Report
- I. Report of Probation Violation
- J. Certificate of appointment
- K. Application Form
- L. Order of appointment
- M. Identification Card
- N. Birth verification
- O. Social Data Report
- P. Directions for wards of the Court
- Q. Notice of termination as supervisor.
- R. Request for reference check

DESCRIPTION OF FORMS

- A. Order establishing the position of Juvenile Court Supervisor with the emphasis on the program being under the Juvenile Officer.
- B. Order establishing the position of Juvenile Court Supervisor with the emphasis on the program being under the Juvenile Court.
- C. Order of appointment
- D. The volunteer's oath of office
- E. Order terminating employment
- F. Terms of probation and supervision. Includes standard ten rules of probation routinely required of children under supervision, as well as other areas where special restrictions or conditions may be indicated. For each case four form F's are prepared. The original copy is placed in the official Court file and the remaining copies are given to the child, his parents and the volunteer supervisor. Each copy is signed and dated by all parties (including the volunteer supervisor), to minimize misunderstanding arising from possible future violations of probation agreement.
- G. School Reports. Includes information about the child's abilities and problems in school. This report should be completed prior to a disposition by the Court. School officials have a unique opportunity to objectively view a child's behavior

over an extended period of time, and their observations can be beneficial in assessing behavior, matching the child to a volunteer, etc.

One copy is also made of this form and it is kept in the files of the Juvenile Officer.

H. Monthly Report. Each supervisor is required to make a monthly report to the Court of all contacts with the child during the month. This is a must. Experience shows a high correlation between a volunteer supervisor's failure to submit a monthly report and his failure to maintain regular contact with his assigned child.

I. Report of Probation Violation. Although it is hoped that it not be necessary to report a probation violation, experience has indicated that when this becomes necessary, it is helpful to both the volunteer supervisor and the Court to have the pertinent information reported on a standardized form.

J. Certificate of Appointment. The certificate is issued in place of the Court Order and is suitable for framing.

K. Application Form. Experience has shown that both the Juvenile Court Judge and Juvenile Officer must approve the applicant prior to their appointment as a volunteer. It is necessary that this include a complete description of the applicant which may be used in completing the I.D. Cards, Orders and other forms. It should include references which must be checked

and other information necessary to match the volunteer with a child. The back of the application may be used by interviewing officer for additional comments.

L. Order of appointment. The oath of office and the order of appointment are both on the same form. This form is designed in order that the Circuit Clerk may have the oath of office available. The oath and order of appointment is then filed in the Clerk's office and becomes a part of the records of the Circuit Court.

For efficiency it is desirable for the Juvenile Court Judge to sign the certificates of appointment, I.D. Cards, and Court Orders ahead of time.

M. Identification Card. Are necessary and quite useful in many instances. I.D. Cards include a color photo and other vital information used to identify the volunteer. A careful record of I.D. Cards must be kept and it is mandatory that they be surrendered upon termination of the volunteer's services.

N. Birth verification. Is necessary to obtain the correct date of birth and spelling of child and parents name. There is no cost in the State of Missouri. The correct mailing address is: Bureau of Vital Statistics, Department of Health, Jefferson City, Missouri.

O. Social Data Report. Includes the basic information about

each juvenile which can be helpful to the supervisor and the Court. If social history information is not available at the time a child is assigned to a volunteer, the volunteer is directed to complete this form and return it to the office file. After the program is established, this information should be obtained prior to the juvenile being placed under supervision.

This form is utilized as a systematic method of collecting information to be later used in preparing a social history. Therefore only one copy is necessary.

P. Direction for wards of the Court. Especially useful if several hearings are being conducted in one afternoon.

Q. Notice of termination as supervisor.

R. Request for reference check. Each reference on the application should be written and asked about the volunteer.

A.

JUVENILE DIVISION OF THIRTEENTH JUDICIAL CIRCUIT OF MISSOURI

In Re: JUVENILE COURT SUPERVISORS

ORDER

Now on this 8th day of June, 1971, pursuant to authority contained in Section 211.351 RSMo., the office of Juvenile Court Supervisor within the 13th Judicial Circuit of Missouri is hereby created. Any such Supervisor shall be appointed by and shall serve at the will and pleasure of the Judge of the Juvenile Division of the Circuit Courts comprising said 13th Judicial Circuit, and shall take such oath as may be prescribed. Such Supervisor shall perform such duties as may be required by said Judge and the Juvenile Officer and under their direction and control.

Judge of the Juvenile Division
Thirteenth Judicial Circuit of Missouri

B.

JUVENILE DIVISION OF THIRTEENTH JUDICIAL CIRCUIT OF MISSOURI

In Re: JUVENILE COURT SUPERVISORS

ORDER

Pursuant to authority contained in Section 211.351 RSMo., the office of Juvenile Court Supervisor within this circuit is hereby created. Any such Supervisor shall be appointed by, shall serve at the will and pleasure of, the Juvenile Division of the Thirteenth Judicial Circuit of Missouri, and shall take such oath as may be prescribed. Such Supervisor shall perform such duties as may be required by the Juvenile Officer and under his direction and control.

Judge, Juvenile Division of
Thirteenth Judicial Circuit of Missouri

C.

JUVENILE DIVISION OF THIRTEENTH JUDICIAL CIRCUIT OF MISSOURI

In Re: _____

ORDER APPOINTING JUVENILE COURT SUPERVISOR

_____ is hereby appointed
Juvenile Court Supervisor to serve at the will and pleasure of
the Juvenile Division of Thirteenth Judicial Circuit of Missouri,
under the direction and control of the Juvenile Officer thereof.

Judge, Juvenile Division of
Thirteenth Judicial Circuit of Missouri

D.

STATE OF MISSOURI:

COUNTY OF BOONE :

OATH

Do you solemnly swear or affirm that you will support the
Constitution of the United States of America, Constitution of the
State of Missouri, and that as a Juvenile Court Supervisor of the
Juvenile Division of Thirteenth Judicial Circuit of Missouri, you
will impartially and faithfully perform all the duties incumbent
upon you as such officer to the best of your skill and ability?
Do you further swear or affirm that you will take charge of any
child committed to your care and will to the best of your ability
and skill, enforce the rules of probation as to said child to the
best interest of said child and society and will report any violation
of said rules or such action as the Court deems fit and proper? If
you do, you will signify your assent by saying, I will.

Subscribed and Sworn to before me this _____ day of _____, 197_.

IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed the seal of said Court at office
in the City of Columbia, the date aforesaid.

Judge/Clerk of said Court

E.

THIRTEENTH JUDICIAL CIRCUIT OF MISSOURI

EN BANC

JUVENILE DIVISION

In Re: _____

ORDER TERMINATING EMPLOYMENT

We, the Judges of the Thirteenth Judicial Circuit en banc hereby discharge _____ as Juvenile Court Supervisor for the Juvenile Division of the Thirteenth Judicial Circuit of Missouri effective February 5, 1971.

Dated: February 5, 1971

Judge of Juvenile Court
Division I

Judge of Juvenile Court
Division II

F.

JUVENILE COURT OF THE 13th JUDICIAL CIRCUIT OF MISSOURI

Case No. _____

Name: _____ Age _____ D.O.B. _____

Address: _____ Telephone _____

Terms of Probation and Supervision

You have not been placed on probation as a method of punishment. Probation is a method of helping you by guidance and supervision of the Juvenile Office and by giving you "another chance" to show the Court, your family, and most importantly yourself that you can get along in the community without getting into further trouble.

From our experience we have found that there are certain rules of conduct that if obeyed prevents youth from getting into trouble. That is the reason we will be expecting you to "live up to" certain standards during your probation period. The length of time you remain on probation is entirely up to you and is determined by how well you adjust in your family, school, and community.

Probation Conditions:

1. I hereby agree to obey all Federal, State, and Municipal laws and ordinances.
2. I hereby agree to obey the instructions of my parents.
3. I hereby agree not to change my place of residence until I have gotten prior approval from the Juvenile Court Supervisor.
4. I hereby agree to attend school each day of the session and I will report all absences to the Juvenile Court Supervisor on the day that I am absent.
5. I hereby agree not to be in or on the premises of any bar, tavern, or other place whose principal business is the sale of alcoholic beverages. I hereby agree not to drink or consume any intoxicating beverages or to be in association with any person drinking or under the influence of alcoholic beverages.
6. I hereby agree not to possess, use, or to associate with other persons using, narcotic, stimulating, or dangerous drugs.
7. I hereby agree that I will not accept, change, or quit any job without first obtaining the permission of the Juvenile Court Supervisor. If I am dismissed from a job, I will report that fact immediately to the Juvenile Court Supervisor.
8. I hereby agree that I will not, unless accompanied by a parent, be outside of my place of residence after:

9. I hereby agree that I will not associate with:

10. I further agree not to _____

211.421. Contributing to delinquency or interfering with others of court.--
1. After any child has come under the care or control of the Juvenile Court as provided in Section 211.011 to 211.431, any person who thereafter encourages, aids, or causes the child to commit any act or engage in any conduct which would be injurious to his morals or health or who knowingly or negligently disobeys, violates or interferes with a lawful order of the court with relation to the child, is guilty of contempt of court, and shall be proceeded against as now provided by law and punished by imprisonment in the county jail for a term not exceeding six months or by a fine not exceeding five hundred dollars or by both such fine and imprisonment.

I HAVE READ THE ABOVE RULES AND UNDERSTAND THE TERMS OF MY PROBATION. I REALIZE THAT ANY VIOLATION OF THESE RULES MAY RESULT IN THE REVOCATION OF MY PROBATION AND COMMITMENT TO THE CUSTODY OF THE MISSOURI STATE BOARD OF TRAINING SCHOOLS.

I have been advised that all local law enforcement agencies have been requested to assist me in any way that they can but I have also been advised that they have been advised to notify the Juvenile Court Supervisor if I am violating the above conditions.

Date: _____

Juvenile's signature

We have read these conditions, fully understand them, and will do everything in our power to insure that our child abides by their provisions, and to otherwise cooperate with the Court and the Juvenile Court Supervisor.

Father's signature

Mother's signature

I hereby attest that I have explained, in detail, each of the above conditions to the subject child. I further attest that I will keep the Court informed as to the progress of said child.

Juvenile Court Supervisor

JUVENILE COURT
THIRTEENTH JUDICIAL CIRCUIT
Room 222 Guitar Building
Columbia, Missouri 65201

Principal, _____

In Re: _____ D.O.B. _____

Please fill in the following information from child's school record and your own knowledge. This information will aid the court in dealing with the child. Thank your.

1. Grade _____ Attendance: Days present _____ Days absent _____

2. Test results IMPORTANT

Intelligence test:

Name of test _____

Date administered _____ Results _____

Achievement test:

Name of test _____

Date administered _____ Results _____

Interpretative comments _____

3. Scholarship: (check one)

Above average _____ Average _____ Below Average _____ Retarded _____

Explain: _____

Extra curricular activities _____

4. Special abilities noted by school: _____

5. Disabilities observed by teacher(s) or principal: _____

6. Observations of personality and behavior:

Attitude toward authority: _____

Group participation in relation to other children: _____

Reaction to success and failure _____

Behaviorial problems _____

Family's attitude toward school _____

Is he benefiting from school _____ drop out material _____

Remarks: _____

Course	GRADES			
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Date Signature Position

H.

JUVENILE COURT
Boone and Callaway Counties
Juvenile Court Supervisor

MONTHLY REPORT

MAIL TO: Juvenile Office
126 No.8th Street
Columbia, Missouri 65201

Please send by the 5th of the following month.

Child's Name: _____ Case No. _____

For the Month of: _____ County _____

DATE REMARKS

DATE	REMARKS

Total Number Hours Donated This Month _____

JUVENILE COURT SUPERVISOR

I.

JUVENILE DIVISION

To: Juvenile Officer, Juvenile Court Supervisor Date: _____

REPORT OF PROBATION VIOLATION

NAME: _____ CASE # _____ AGL: _____

ADDRESS: _____

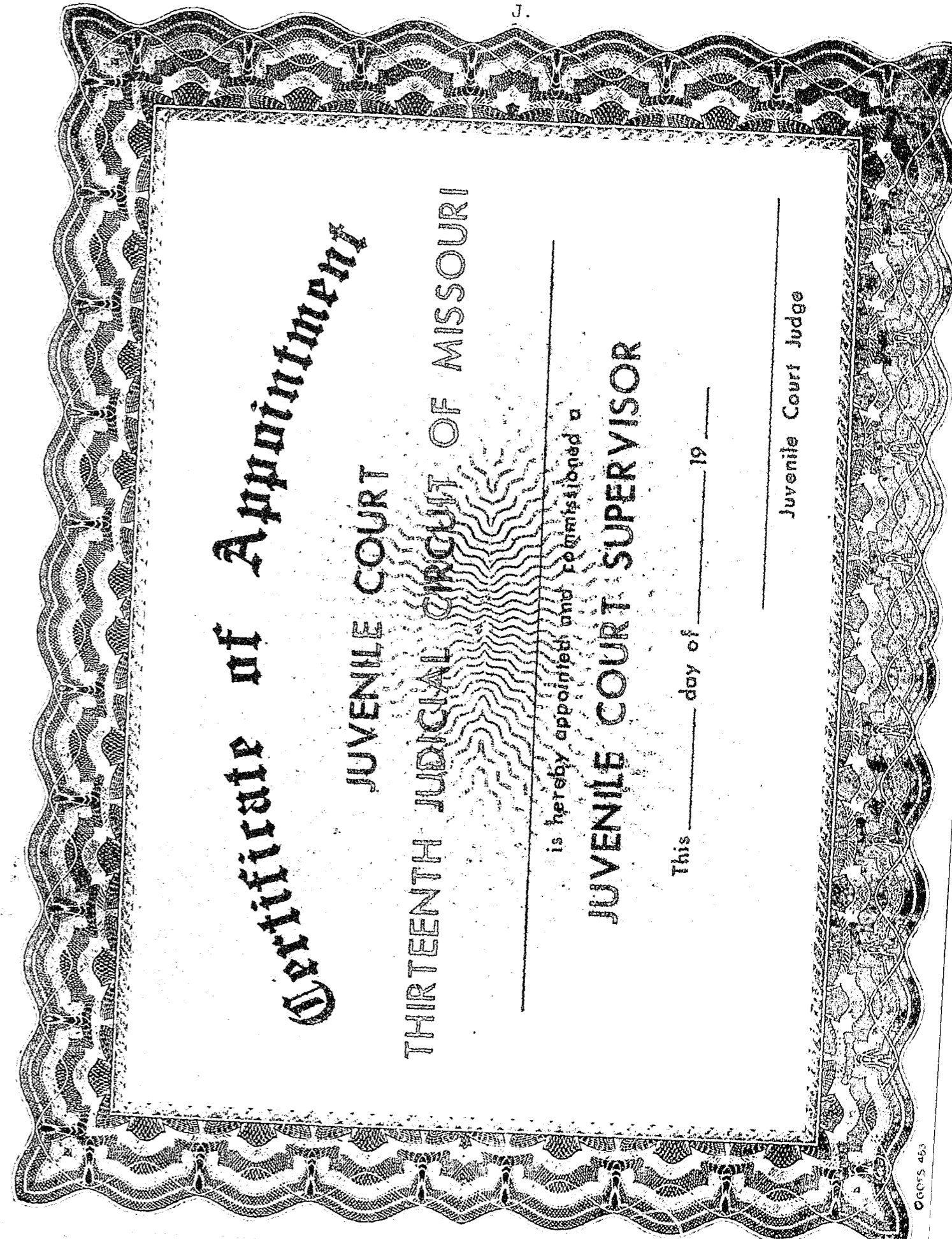
VIOLATION: _____

Signed: _____

Juvenile Court Supervisor

Note to Juvenile Court Supervisor: Upon completing the above information and forwarding it to the coordinator, your supervision is terminated until notice from the Juvenile Officer.

Disposition: _____



Certificate of Appointment

JUVENILE COURT

THIRTEENTH JUDICIAL CIRCUIT OF MISSOURI

is hereby appointed and commissioned a

JUVENILE COURT SUPERVISOR

This ___ day of ___ 19___

Juvenile Court Judge

K.
APPLICATION
JUVENILE COURT OF THE 13th JUDICIAL CIRCUIT OF MISSOURI
JUVENILE COURT SUPERVISORS
PERSONAL INFORMATION

Date _____
 Full name _____ Home address _____
 Place of birth _____ D.O.B. _____ Age _____ Sex _____ Race _____
 Height _____ Weight _____ Hair _____ Eyes _____ Complexion _____
 Employer _____ Address _____
 Home phone _____ Business phone _____ Position _____
 If student, give major _____
 Expected departure from Columbia: Month _____ Year _____
 Highest year school obtained _____ Hobbies & Sports _____
 Religion _____ Church affiliation _____ Attendance _____
 Club, Union, etc., affiliations _____
 Marital status _____ No. of children _____
 Do you have car insurance _____ Company _____ Type _____
 Have you ever been arrested _____ if yes, give details on back.
 Have you ever been treated for any emotional problem _____

PERSONAL REFERENCES
(Do not use relatives)

NAME	ADDRESS	PHONE #	YEARS KNOWN
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. Any local law enforcement official you might know.			

DO NOT WRITE IN SPACE BELOW

Interviewed by _____ Date _____
 Recommendations _____
 Approved by _____ I. D. Card Number _____

Juvenile Court Judge
 Return to: Juvenile Office
 126 N. 8th Street
 Columbia, Missouri

Juvenile Officer
 For Juvenile Officer
 SWORN IN _____
 ASSIGNED _____
 MET CHILD _____
 ID CARD GIVEN _____
 RESIGNED _____

L.
JUVENILE DIVISION OF THIRTEENTH JUDICIAL CIRCUIT OF MISSOURI
In Re: _____

ORDER APPOINTING JUVENILE COURT SUPERVISOR

_____ is hereby appointed
 Juvenile Court Supervisor to serve at the will and pleasure of the
 Juvenile Division of Thirteenth Judicial Circuit of Missouri, under
 the direction and control of the Juvenile Officer thereof.

 Judge, Juvenile Division of
 Thirteenth Judicial Circuit of Missouri

STATE OF MISSOURI: _____
 COUNTY OF BOONE : ss

OATH

Do you solemnly swear or affirm that you will support the
 Constitution of the United States of America, Constitution of the
 State of Missouri, and that as a Juvenile Court Supervisor of the
 Juvenile Division of Thirteenth Judicial Circuit of Missouri,
 you will impartially and faithfully perform all the duties incumbent
 upon you as such officer to the best of your skill and ability? Do
 you further swear or affirm that you will take charge of any child
 committed to your care and will to the best of your ability and skill,
 enforce the rules of probation as to said child to the best interest
 of said child and society and will report any violation of said rules
 or such action as the Court deems fit and proper? If you do, you will
 signify your assent by saying, I will.

Subscribed and Sworn to before me this _____ day of _____, 197__.

IN TESTIMONY WHEREOF, I have hereunto set my hand
 and affixed the seal of said Court at office
 in the City of Columbia, the date aforesaid.

 Judge/Clerk of said Court

M.

IDENTIFICATION No. 13JCS

JUVENILE COURT SUPERVISOR
13th JUDICIAL CIRCUIT OF MISSOURI
Boone and Callaway Counties



Photo

Name

Signature

Date

FINGERPRINTS

Left Index

Right Index

DATE OF BIRTH

WEIGHT

HEIGHT

HAIR

EYES

COMPLEXION

ISSUING AUTHORITY

CIRCUIT JUDGE

DATE APPOINTED

BE IT KNOWN THAT THE BEARER IS A DULY
SWORN OFFICER OF THE COURT.

VS 480

N.

APPLICATION FOR CONFIDENTIAL VERIFICATION OF BIRTH

(The Bureau of Vital Statistics in most states will honor this form.)

Date _____ 19____

File Number _____

If an agency prefers to use its own form, it shall obtain signature as is required on this form.

(Insert in the above spaces the address of bureau of vital statistics to which forwarded.)

I authorize the release of the information needed for the official purposes of the agency named at the bottom of this form.

Signature and relationship to child, as mother, legal guardian, etc.

FILL IN EVERY ITEM IN THIS BOX

1. Full Name of Child _____ 2. Cert. No. if Known _____

3. Date of Birth _____ 4. Sex _____ 5. Color _____
MONTH DAY YEAR

6. Place of Birth: _____
CITY COUNTY STATE

7. Full Name of Father _____

8. Maiden Name of Mother _____

9. Other Pertinent Data _____

DO NOT WRITE IN THIS BOX

Corrections of above statements made by vital records office according to facts on file:

Certificate No. _____ File Date _____

This is to verify that the above data as corrected are true and correct according to the record on file in this office. These data are confidential and cannot be used in any manner except for the official purposes of the agency below.

Verified by: _____ Date: _____

Name and address of agency to which verification is to be sent:

Name of Agency _____

Street and No. _____

City and State _____

Case workers, contact representatives, or other personnel should obtain the required signature on this form while the interview is in progress. This signature places responsibility on the applicant and also connects applicant directly with the record desired.

SOCIAL DATA REPORT

Case # _____
 Date _____
 Case Name _____ Address _____ Soc. Sec. No. _____
 Child lives with _____
 DOB: _____ POB: _____ Hair _____ Race _____ Sex _____ Ht. _____ Wt. _____
 Referring Agency _____ Reason _____
 Prior Record: Yes _____ No _____ Health _____ Employment _____
 Hobbies _____ Sports _____
 Religious Preference _____ Attendance _____
 Automobile: Make _____ Model _____ Color _____ Lic# _____
 Father _____ Address _____
 Age _____ Soc. Sec. No. _____ Length of Residence _____ Phone _____
 Occupation _____ How Long _____ Phone _____ Income _____
 Court Record _____ Drinks: Excess _____ Moderate _____ Little _____ None _____
 Education level completed _____ Health _____
 Length of present marriage _____ Prior Marriages _____
 Mother _____ Address _____
 Age _____ Soc. Sec. No. _____ Length of Residence _____ Phone _____
 Occupation _____ How Long _____ Phone _____ Income _____
 Court Record _____ Drinks: Excess _____ Moderate _____ Little _____ None _____
 Education level completed _____ Health _____
 Length of present marriage _____ Prior Marriages _____
 Number of children in family: _____

Name	Address	DOB	Age
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			

 Description of home: Rents _____ Owns _____ Buying _____ Rural _____ Suburban _____
 Dwelling _____ Rooms _____ Payment _____

Other agencies involved with family: _____

Last two schools attended: _____

Family discipline: Mother _____ Father _____ How? _____

Relative placement: _____

Who child communicates with? _____

Friends:

Name	Address	Phone #
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

Development History (refer to Admin. Procedures #IV in manual)

Comments: _____

Deputy _____



JOHN M. CAVE
DIVISION I
FRANK CONLEY
DIVISION II
ROBERT J. EDLEN
JUVENILE OFFICER
HOMER G. THAYER
ADMINISTRATIVE ASSISTANT

JUVENILE DIVISION
13TH JUDICIAL CIRCUIT
BOONE AND CALLAWAY COUNTIES
126 NORTH 8TH STREET
COLUMBIA, MISSOURI 65201
449-3711

DEPUTY JUVENILE OFFICERS
MRS. ANN BIRT
MRS. MARY MCGOUGH

REID WRIGHT
LYNN SMITH
FULTON, MISSOURI
642-2238

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Having been made a ward of the Juvenile Court, there are certain rules and obligations which you will be expected to meet. To help you do this a Juvenile Court Supervisor will be assigned to you. This person is a volunteer from the community whose primary interest is to help you to correct whatever problems have caused you to come to the Juvenile Court. The burden of this responsibility, however, will be on you. The Juvenile Office can only help you attain goals which you yourself must decide to achieve.

Within the next week you will be contacted either by phone or by mail for an appointment at the Juvenile Office, 126 North Eighth Street. At this time you and your parents will meet with the Juvenile Officer, the Supervisor of Volunteers, and your Volunteer Supervisor to discuss the rules of probation which you will be expected to follow for the duration of your supervision period. This meeting is very important. If extreme circumstances make the appointment time unsatisfactory, contact me as soon as possible at the Juvenile Office.

Sincerely,

Mrs. Betty Adams
Coordinator, Volunteer Program

BA/pp

Dear

Our records show you are no longer involved with the Juvenile Office or the Volunteer Program. Would you please return your I.D. Card to the Juvenile Office either by mail or in person?

Thank you in advance for your cooperation.

Sincerely,

Robert J. Edlen
Juvenile Officer

RJE/pp

JOHN M. CAVE
DIVISION I
FRANK CONLEY
DIVISION II
ROBERT J. EDLEN
JUVENILE OFFICER
HOMER G. THAYER
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MRS. ANN BIRT
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REID WRIGHT
LYNN SMITH
FULTON, MISSOURI
642-2238

Dear

has applied at this office as a Volunteer Probation Supervisor. He or she will help to rehabilitate children from 10-16 years of age who have behavior problems. I would like to have your opinions as to his or her ability to handle this type of work

Enclosed, please find a stamped, self-addressed envelope for your convenience.

Sincerely,

(Mrs.) Mary Elizabeth Adams
Chief Juvenile Court Supervisor

MEA/pp

COORDINATOR OF THE VOLUNTEER PROGRAM

When a volunteer program is established the Juvenile Officer initially has the full responsibility of coordinating the program. After the program has been in effect for several months, one or more volunteers will emerge as a leader with the necessary ability, time, and energy to assume the role of Volunteer Program Coordinator. There are numerous qualities and characteristics that are beneficial in developing a successful program.

Foremost, the coordinator of a successful program must be able to establish a good working relationship with the juvenile court staff.

A coordinator must also be capable of gaining the respect and acceptance of the children and families involved with the Juvenile Office. It is most important that the child know his best interest is at the crux of the program.

Administrative ability is essential in a coordinator and entails a great many duties. He must command the respect of the volunteers with whom he works and in doing so will exercise leadership and control over the program. Enthusiasm must be created and maintained in both old and new volunteers.

Likewise, the interest of businessmen, professionals, and other members of the community has to be enlisted to attract

new volunteers and to secure financial support and community services.

In order to perform all of these functions the program coordinator must of course, have the necessary time to devote. Getting the program into working condition is not a simple task and will require many hours of diligent work.

In essence, the coordinator of the volunteer program must act as liaison between the Juvenile Court and Juvenile Office and the volunteers, all of whom are interested in the children under their supervision. It is difficult to select a successful coordinator and requires a good amount of thought. Because the appointment of a coordinator is so important, it can never be a hasty decision.

The functions of the coordinator are many. The most important are:

- 1) Screen and match the volunteer and the child.
- 2) Explain the program to all parties concerned.
- 3) Coordinate the initial meeting between the parents, child, volunteer and Juvenile Officer.
- 4) Prepare and continue an ongoing training program for the volunteer.
- 5) Review each monthly report and file it in the respective case file.
- 6) Direct any problems to the Juvenile Officer responsible for the particular case.

NOTICE:

In no case should the coordinator be placed in the position of giving advice on behavior problems without approval of the Court.

CRITERIA USED IN SELECTING VOLUNTEERS

The initial search for volunteers is primarily the responsibility of the Juvenile Court Staff. Both the Juvenile Judge and the Juvenile Officers, through their frequent contacts with the public, attempt to make the community aware of the need for concerned citizens to become actively involved in helping children. Public speeches, human interest newspaper stories, and spot-announcements on both the radio and television have all proved to be productive means of communicating these needs to the community.

Three major sources provide the largest supply of volunteer applicants. These are (1) personal acquaintances, (2) civic organizations, and (3) college or university students. "Personal acquaintances" are generally those people who have knowledge of the program through their personal friendship with the Juvenile Judge or Juvenile Court Staff, their personal relationship with an existing volunteer, or their knowledge of a child who is receiving assistance from a volunteer.

When an individual who is exploring the possibility of becoming a volunteer makes inquiry, he is given an application (form K) containing questions relating to pertinent vital statistics such as age, sex, education, occupation, marital status, etc., as well as information regarding prior arrest records, treatment for emotional difficulties, and personal references.

It should be explicitly pointed out that a prior police record does not automatically disqualify an applicant from becoming a volunteer. Persons who have had prior difficulties and have found ways to overcome them often have the ability to "reach" children inaccessible to probation officers using professional techniques. The presence of a prior record does, however, raise an attention flag and it does require the person conducting the screening method to explore the areas of motives, commitment, etc., somewhat more fully. Courts are advised not to categorically eliminate ex-offenders from the volunteer force because they can be a valuable asset.

After reviewing the application form, a personal interview should be scheduled to obtain more detailed information about the applicant.

During the interview the Juvenile Court Supervisor is more clearly able to assess the qualities of the applicant. Areas to be investigated are the person's motives (sincere desire to help or fulfillment of some personal need); ability to relate to people, especially children; and degree of personal commitment to the program.

Other traits by which the supervisor tries to gauge the applicant's ability is (1) his "horse sense", (2) his ability to remain objective and unprejudiced in a variety of situations, (3) his ability to take directions and to work within the perimeter of these limits, and

(4) to determine if the applicant has adequate time available and is willing to devote that time to the program.

Volunteers are not required to meet any financial criteria to be accepted. Very little personal obligation of funds is required or encouraged. In those cases where a volunteer does not have personal resources to meet these minimal requirements, supplemental funds and materials have been and continue to be donated by individuals and organizations to meet these needs. Just as with the ex-offender, many persons who do not have an abundance of personal resources have a great deal of very positive personality characteristics which can be used effectively within the volunteer program.

There are also many negative qualities to attempt to detect in screening applicants. One is the person who has all the answers. Unfortunate experience has established the unsuccessfulness of the volunteer who is there solely to provide the child with the benefit of his knowledge and who is either unwilling or unable to become involved with the child to learn about the child's real needs and problems.

"Preaching the gospel" or offering trite cliches do little to help a troubled adolescent in finding realistic solutions to problems within his own world. Persons who tend to handle their relationship with others in an autocratic, authoritarian manner probably will not be successful and should be "counseled out" of the program.

Rigidity in approach to solving situations should also be avoided. Textbook theories frequently do not apply and the volunteer must be able to recognize an ineffective approach and adopt another.

TRAINING

In the early stages of the Boone County program it was not considered extremely important for a formal training sequence. Initial contacts between volunteers and children went relatively smooth and it appeared that concern and interest might overcome the lack of training. However, as the program developed the volunteers began to request basic technical information and it was apparent that a training program should be developed.

The initial experience in training was extremely unsatisfactory. It was originally suggested that volunteers should be given an exposure to community resources and hence, a program consisting of six two hour sessions offered one night per week was established. Each session consisted of two or three representatives from local service agencies explaining their program and its possible benefit to the volunteer as he worked with his child.

After the initial class had completed the basic training course and had been assigned a child, the volunteers were requested to evaluate the training session as to its applicability and benefit in meeting the demands placed on the volunteer in working with his child. The majority of the volunteers felt the sessions were not beneficial and that much of the information

presented could have been more effectively presented through the use of handouts and manuals. The most frequent request for technical information lay in the area of specific information regarding adolescents and their personalities and behavior.

It was these requests for information, that led to the beginning of a series of discussions with the staff of the East Central Missouri Mental Health facility in Mexico, Missouri. Arising from these discussions, an eight week basic training course was developed which attempted to provide both the practical system orientation and the technical information that is sought by the volunteer.

The first training session consists of an overview of the juvenile justice system; an introduction to the juvenile justice system; and introduction to the Juvenile Judge and the juvenile office staff; the role of the volunteer (what is expected of him, his authority, etc.) and allowing the volunteer to ask the multitude of questions that are bothering him. It is also beneficial to have a guest speaker from the "volunteer field" to build interest and to "kick off" your program. The next seven sessions are occupied in the following manner:

A. Proposal for training non-professional volunteers as juvenile court workers.

I. Theoretical background and overview.

- A. Healthy development of the child and adolescent vs. the emergence of delinquent behavior.
 - B. Types of personalities associated with delinquency.
 - C. The range and complexity of delinquent behavior
 - D. Methods of dealing with delinquents; their expectations and limitations.
 - E. Criteria for determining the individuals capacities for rehabilitation and future adjustment.
- II. The relationship of the offender to:
- A. School and Peers
 - B. Parents
 - C. Authority and Court Supervision
 - A demonstration of interviewing techniques to assist the court worker in talking to and with the offender. (Use of film or video tape)
- III. A demonstration of an initial interview with the offender to gather pertinent history and formulate plans for supervision.
- A. Evaluating the degree of the present crisis.
 - B. Developing short and long range goals.
 - C. Deciding on the most appropriate form of supervision.
- IV. Motivating the offender in relation to school or employment.

- A. Why they aren't motivated.
 - B. Specific techniques involved in motivation.
 - C. The importance of controls, limitations, and supervision.
 - A demonstration through use of a film or video tape and role playing.
- V. The relationship of the court worker to parents and the community toward helping the offender gain greater responsibility and show better self-control.
- A. Schools
 - B. Welfare
 - C. Employment Service
 - D. Mental Health
 - E. Churches, Civic Organizations, and Social Agencies.
- VI. Psychological testing and its practical applications to
- A. Expectations and limits of the method.
 - B. Usefulness as a screening tool.
 - C. What tests measure improvement.
 - D. Using test results in formulating realistic goals for the offender.
- VII. Evaluation and Assessment of the offender.

- A. What is evaluation?
- B. Measuring improvement.
- C. Do the problems go away with time?
- D. Case illustrations of failure and improvement.

During the course of the training sessions selected reading will be assigned. A library of relevant selections should be made available as additional resource materials.

At this time, a group has not fully completed the training program as outlined above. In order to more fully evaluate the effectiveness of the program, an attitude questionnaire will be designed and administered at the beginning and conclusion of the program and analyzed against a control group. Informal responses will also be solicited immediately following the sessions and at periodic intervals after assignment to determine the applicability of this approach.

It is extremely difficult to develop a comprehensive training program due to the wide variety of experiences, education, and cultural differences contained within the volunteer group. Although it is these differences that make a good program, it does create a problem in developing a rigid program. Training programs should be constantly tested and evaluated as to their relevancy, and flexibility designed to meet the particular

needs of each individual group is highly desirable.

Another problem not previously touched upon is the problem of recruitment of volunteers during the interim between the offerings of training programs. Although it is highly desirable for volunteers to have completed the training sessions prior to having been assigned a child, sometimes this is not possible. Only the urban court which has the potential for both a high volume of children and volunteers will find it financially feasible to offer the basic training sequence for volunteers on a continuous on-going basis. Therefore, in the rural areas it will often be necessary to assign volunteers prior to receiving training.

In those instances, it is recommended that a basic list of reference material be provided and that extra opportunity for staff supervision be arranged.

REQUIREMENTS OF SUPERVISORS

As a volunteer supervisor certain responsibilities are required. Basic requirements must be set by the Court and met by the Juvenile Court Supervisors. If any supervisor feels he is unable to meet the requirements he should immediately notify his Chief Supervisor.

A supervisor must agree to spend a minimum of one hour a week with the Child, more if the situation warrants it. This is necessary so that the supervisors and Court will be aware of any problems which might arise such as expulsion from school, probation violations, or family problems. Frequent contacts are also imperative in establishing a relationship with the child.

A monthly report (Form H) describing each contact with the child must be submitted no later than the last day of every month. This report is extremely important as it keeps the Juvenile Officer constantly apprised of the child's progress. Failure to send properly documented and prepared reports could seriously impair any recommendations made to the Court concerning the child.

Monthly supervisors' meetings are held on a set date of each month and regular attendance is required. If attendance is not possible the Chief Supervisor should be notified prior to the

meeting. All efforts should be made to attend the meetings as they are an excellent opportunity to discuss problems which may arise and to get fresh ideas on approaches which may be tried.

Training sessions are held one night a week for eight weeks. Absence from any two meetings may result in temporary suspension as an active supervisor until such time as every class has been attended. While attendance at each meeting may sometimes be inconvenient, it is important to remember that the volunteer supervisor will be playing a forceful role in affecting a child's life. With this in mind a short training period does not seem inappropriate.

ACTIVITIES OF A SUPERVISOR

The basic service a supervisor performs is to provide guidance so that the child shall succeed on supervision. To assist, written rules of supervision are prepared. These rules are agreed upon by the child, Juvenile Officer, and Juvenile Court Supervisor. This is all important as continuous violations of these rules may bring about the removal of the child from his home and community.

As the child progresses on supervision some of the rules may be lifted.

Most of the children on supervision have very little knowledge or access to useful resources in the community. For example, some children have never been to the dentist. This is when a supervisor may suggest to the parents the importance of dental care. The volunteer supervisor can also help arrange doctor appointments and stress the importance of yearly check ups. Many parents may want their children to go to the doctor or dentist but are too busy working to make these arrangements, do not know how, or are worried about the cost involved. Volunteer supervisors may arrange services at a reasonable cost through the Court with the approval of the Juvenile Officer.

Many children do not like their homes, cannot get along there, in the community, or at school. They have received very little

parental guidance or supervision and thus become behavior problems because they are unable to adjust to society. A volunteer supervisor would, if the child is having a difficult time, suggest psychiatric or psychological evaluations. This would assist the volunteer, the parents, and the child in his adjustment to society.

Volunteer supervisors can also take the child swimming, fishing, hunting or any outside activities which a child might like. A volunteer could arrange swimming lessons or help a child get on a baseball team. Summers are long and for a person unacquainted with recreational opportunities a supervisor can really fill a need. Relationships with a child on probation are limited only by the sensitivity, affection, imagination, and concern of the volunteer. There will be occasions when a child will fail, disappointing himself and his supervisor. With patience, the rehabilitation program set up will, on the whole, be successful.

A volunteer can not only work with the child but he must also work with the parents. The parents should gain insight from seeing how the supervisor works with the child, this could be the beginning of a new relationship. You cannot really just help one person in a group effectively without working with or helping others.

Conferences could be held individually and as a family unit in order to get a better understanding of every one.

As an officer of the Court sworn to uphold the law, the volunteer must find a workable balance between being a child's friend and his

supervisor. He must act as a buffer between child, parents, community, and the Court.

SELECTION OF CHILDREN FOR SUPERVISION

Not all children are suitable candidates to be included in a volunteer probation program. It is apparent that a child who is potentially dangerous to himself or to others, one who has little impulse control and is likely to be continually involved in serious delinquent behavior, or a child who has severe emotional problems of a psychotic nature cannot and should not be treated under this program. These children require specialized treatment, usually calling for skills of more technical nature than the average volunteer can be expected to possess. It should be pointed out that the above cases are the exception and comprise only a small fraction of the total probation caseload of any court.

In general then almost any child who is normally placed on probation status can be assigned to a volunteer probation officer. Special emphasis is given in another section to the importance of matching volunteers to the specific needs of the child. With a wide variety of skills present among the volunteers almost any type of remaining behavior problem can be accommodated with the program.

Critics frequently oppose the use of volunteers in cases involving serious offenses. However, it is common opinion that the nature of the offense should not be the sole criteria of making this judgment. If the conditions described in paragraph #1 are

not present and the child is considered to be a suitable candidate for probation rather than some other type of treatment, there is no reason why he should not be assigned to the volunteer program.

It is also desirable that the child and his family, after having the program explained, be agreeable to becoming actively involved in the program. Just as it is necessary for a child to be willing to enter into a relationship with a probation officer, the same commitment and willingness is necessary with the volunteer. Obviously, full acceptance cannot be expected from the beginning and must be built over a period of time. However, absolute reluctance by a child or parent to become involved seriously jeopardizes the prospects of the child succeeding under the program.

MATCHING THE CHILD TO THE VOLUNTEER

The key to the success of the program is the ability to compatibly match the personalities and abilities of the child with those of the volunteer. The technique of matching personalities have successfully eluded human beings in the role of matrimony and other relations for many years, and we must admit that we too have not developed a fail-safe method. However, experience has isolated several factors that when considered can reduce failures.

Matching is not a simple procedure and should never be established on routine assignment, such as on a first-come first served basis.

The prime responsibility for matching rests with the Chief Court Supervisor. Prior to the adjudication hearing, the Juvenile Officer and the Court supervisor thoroughly discuss each child recommended for probation as to their suitability for the volunteer program.

Upon agreeing that the child is a suitable candidate, the supervisor then proceeds to review in-depth the material contained within the child's file. Particular emphasis is placed on the types and seriousness of behavior, social data (form O), school reports (form G), and prior contacts by the Juvenile Court staff.

Hopefully, this information will produce some leads as to possible problem areas, strengths and weaknesses, etc.; as a prelude to the initial office interview.

Upon being adjudicated and assigned to the volunteer program, the child and his parents are instructed to go immediately to the office of the Court Supervisor where the volunteer program will be outlined for them.

The initial interview serves two purposes (1) provides information to the child and parents, and (2) permits the Supervisor to obtain additional information about the child prior to assigning him to a volunteer.

In interviewing the child, the Supervisor attempts to further isolate certain personality characteristics, frequently not available in case histories; to get a "feel" for the way in which a child responds to others; and to his interaction with his parents. An up to date determination of "where a child is at" in his behavioral development is absolutely essential and a current appraisal may not be available from material collected over a period of time.

Following the completion of the interview the Supervisor again reviews the notes, as well as the case material and attempts to isolate and define the child's major problem areas. When these areas are defined, the Supervisor must then list those qualities desirable in a volunteer to bring about the hoped for

behavior change. (For example, a boy whose parents are missionaries is rebelling by anti-social behavior. He is referred to this office for possession of marijuana. His social summary indicates that he does not like church and is adamant in his feelings. The Court Supervisor looks for someone who has few or no religious convictions. This person will not condone the use of drugs but at the same time does not condemn because of their use. Another example is the unwed mother who displays anti-social behavior by shoplifting. A unique person is necessary to empathize but not sympathize with the girl's problems. The volunteer chosen for this child might be a woman who is also an unwed mother, but has worked her problem out and made a successful life for herself. She can share this positive experience.)

There are certain basic rules of thumb that should be followed:

1. Sex: To establish clear role identities and to avoid sexual attractions, children are always placed with volunteers of the same sex.
2. Race: Although there are exception, black volunteers are more capable of relating to black children and white volunteers appear to relate better to white children.
3. Economic Status: Just as children can be "overplaced" in

foster care, they can be "overplaced" in volunteer supervision. Extreme disparities in economic status often creates cultural difference as well as differences in expectations between volunteer and child, which can lead to disastrous results. Consideration should be given to placing children with volunteers with similar economic life styles to their own.

4. Behavior in Acceptance: The volunteer can not condone or condemn the child but should look with objectivity.
5. Intellectual Stimulation of Volunteers and Child: When a college student in the behavioral sciences volunteers in this program he may do so hoping to gain practical experience in his field, but it must be kept foremost in mind the child is not to be experimented with.
6. Compassionate Part of Adult to Child: This volunteer may well just have a genuine desire to help a child. Beware of the "crusaders."
7. Related Experiences: The business man or school teacher, etc., that may have had problems as a juvenile or the man who in early adulthood served time but has been a useful citizen for several years. Example: The boy who was arrested for painting the outside of a school with red paint then had to clean it up as part of restitution. He is now an adult and a guidance counselor in the same system.

The girl who ran away from home and could not get along in her family setting was sent to a foster home. She is married with four children and working with a Juvenile Office.

8. Accepted Performance of Child: The volunteer accepts the child for himself. Only hope to modify behavior performance.
9. Personality: The volunteer's personality must be acceptable to the Court Juvenile Officer and the child.

THE FIRST MEETING

At the time of the Juvenile Court hearing, when the child is made a ward of the Court, the Juvenile Officer should notify the parents and child of a time and date to meet the volunteer. Before this meeting, assignment of a suitable volunteer is made by the Chief Court Supervisor. The volunteer meets with the Chief Court Supervisor and Juvenile Officer to hear any personal knowledge they may have of the child and family and to review the child's file. The Juvenile Office must have the treatment plan outlined in detail. This is thoroughly explained to the volunteer who is encouraged to question the reasons behind the treatment plans. The treatment plan consists of any design orientated toward the reeducation and rehabilitation of the probationer, such as following the ten rules of probation, restitution, part time employment, group counseling, foster home care, church attendance, psychological testing, physical examination, etc. The volunteer supervisor makes an evaluation of his own capabilities and assets and may ask any questions that come to mind concerning the first meeting. If, at this time a volunteer sincerely feels he is not capable of working with this particular child, he may decline the assignment.

At the first meeting, the child, parents, volunteer, Juvenile

Officer and Chief Court Supervisor gather to read aloud and discuss in detail the rules of probation. The results of violation of these probation rules are strongly impressed upon both child and parents. When all parties are certain of what probation entails, four copies of the rules are signed by child, parents, and volunteer so that no misunderstandings can arise at a later date. The treatment plan is thoroughly explained to the parents and child by the Juvenile Officer.

The volunteer takes an active part in the interview so that rapport can be established with the child. The meeting is limited to forty-five minutes to one hour and gives ample time for the child and volunteer to introduce themselves. This informal office meeting is an opportunity for the volunteer supervisor to take notes as to the child's and parents' general attitudes. Finally, the first outside meeting of child and volunteer is arranged. Telephone numbers, especially for emergency situations, are exchanged. Before leaving, the volunteer supervisor receives a packet containing report forms and reading materials which may assist in supervision.

The volunteer is always encouraged to make an individual evaluation and to compare the Court's observations with his own. Sometimes it is helpful after meeting the child and parents to visit the home unexpectedly. A better idea of the real home situation can be received this way. The volunteer becomes more

aware of the problems which have forced the Court to take action.

RELATIONSHIP OF VOLUNTEER AND CHILD

The role the supervisor plays is very flexible. Being appointed by the Juvenile Court Judge, they perform such duties as the Juvenile Officer deems necessary. The volunteer may see needs that should be filled and, with the approval of the Juvenile Officer, can act to fill these. In relating to the parents, a supervisor may support them in their efforts and work with them when the home situation needs to be altered. With the child the supervisor may act as another parent or as more of a friend and confidant, depending on what is needed. Sometimes the supervisor may find himself alternating effectively between these two approaches. There are many assorted roles which the supervisor is called upon to play and his success depends on how well he is able to handle them.

At first, possibly, it might be necessary to be very strict and set very rigid rules. As the child learns to adjust, accept, and work within this framework then controls can be lessened. It is necessary that the child understands and accepts this and learns to adjust. From the first meeting, it is essential for the child to feel and believe that the supervisor is in complete control. The child will then learn to respect him and from this becomes more trusting of the world and people in general. If

the child does not have this respect or confidence in his supervisor then in all probability supervision will fail.

A child usually gets into trouble from lack of supervision, lack of structure in his life, and the undependability of his parents and other adults. Usually, the supervisor is one of the first persons to show genuine concern for him and a willingness to help. The rules of supervision (form F) provide a structure to the child's life, e.g., go to school each weekday morning on time, be home at a specified time. From this then the child can depend on the fact that if he does such and such, then such and such will happen. This he must know and understand. This is also where the skills of the supervisor come in. It is up to the supervisor to determine what must be reported back to the Court as a violation. All violations must be reported along with any recommendation.

At first the child will test the supervisor to see if he is really there to help him or just there to check up on him and report his violations. Common sense and objectivity is a requirement.

In summary, the role of the supervisor has many facets. Not all supervision can be successful. It must be remembered that the child is placed on supervision to see if he can remain in the community without getting into further trouble. An

important point for the supervisor to remember is that he should put his effort into the assignment. Whether supervision is successful does not rest solely on the supervisor. The child, his parents, the Judges, Juvenile Court Staff and community also play an equal role.

RESOURCES AVAILABLE TO VOLUNTEERS

University of Missouri

School of Social Work
Department of Psychology
Department of Guidance and Counseling
Department of Psychiatry

Public Schools

Guidance Counselors and Principals

State and Local Employment Service

Vocational Rehabilitation

Medical

Boone County Hospital
City Health

Dental - Dentists

Welfare Office

Wardrobe (Free Clothing)

Family Service

Lions Club, Kiwanis Club, etc.

Police Department

Multiply Handicap Clinic

Community Workshop

Neighborhood Youth Corps

Job Corp

REFERENCES AVAILABLE

Books

1. First Offender, George Romney, Topic: Royal Oak Volunteer Probation Program with Judge Keith J. Leenhouts. Price \$2.95.
2. Volunteer Programs in Courts. Collected papers on productive programs. HEW Social and Rehabilitation Service. Superintendent of Documents, U.S. Printing Office, Washington D.C. 20402. Price \$1.25.
3. Using Volunteers in Court Settings. HEW Social Rehabilitation Service. Superintendent of Documents. U.S. Printing Office, Washington, D.C. 20402. Price \$1.00.
4. Volunteer Courts-A Child's Helping Hand. Description on establishment of the Volunteer Court's Program.

Other Courts

1. Royal Oaks Project, Judge Keith J. Leenhouts, Royal Oaks, Michigan.
2. Boulder County Juvenile Court, the national information center on Volunteers in Court. Dr. I. H. Sheier, Director, Hall of Justice, Boulder, Colorado.
3. Memphis, Tennessee, Judge Kenneth A. Turner, Auxiliary Probation Service.

Consultants

1. Missouri Law Enforcement Assistance Council. Ron Larkin, President, Jefferson City, Missouri.
2. 13th Judicial Circuit, Columbia, Missouri
John M. Cave, Circuit Judge
Robert J. Edlen, Juvenile Officer
Betty Adams, Volunteer Coordinator

PROBATION VIOLATIONS

A probation violation occurs when a child is alleged to have violated any of the Terms of Probation and Supervision as outlines on Form F. Supervisors are required to notify the Juvenile Office in every instance in which a probation violation occurs. Reports of violations should be submitted in writing on Form I, The Report of Probation Violation.

Experience has indicated that supervision by the volunteer should immediately cease upon the filing of the report. The volunteer should notify the child that a report has been filed and the circumstances described in the report. He should also make clear to the child that he is still intensely interested in him and that, as soon as the incident is disposed of, he is anxious to resume their relationship. It should also be explained that the volunteer is not "snitching" on him for his own pleasure but that he agreed to these conditions with the Court in order to have an opportunity to work with the child.

This approach removes the volunteer from the "disposition or disciplinary phase". Past experience has shown that involvement in this process may cause distrust and friction which results in an irreparable damage to the relationship that has been established between the child and the volunteer. This approach

also removes the possibility of the volunteer becoming emotionally involved in the disposition and to take actions which are detrimental to the Court and to the effectiveness of the volunteer.

Upon receiving a report, the Juvenile Office will review the child's situation within twenty-four hours. Should it appear that it is in the best interest of the child that he be immediately reassigned to the same volunteer, all parties will be notified immediately to avoid serious time delays during these periods of crisis.

If a volunteer has any questions as to whether a violation has occurred, then he should contact the Juvenile Officer for clarification prior to taking any action. Under no circumstances should a volunteer hesitate to contact the Juvenile Officer if he feels that a situation is too serious to wait until the next meeting.

SUPERVISORY TECHNIQUES

A Juvenile Court Supervisor volunteers his time and talent to work with a child in trouble and to try to provide extra guidance and supervision to help alter or change the child's behavior to become an acceptable member of the community. This is the ultimate goal and what should be constantly strived for but which cannot always be completely achieved. As a general rule a child is placed on supervision for six months and it can hardly be expected that within this short period, this goal can always be obtained, as a child has spent many years learning this unacceptable behavior. Results will not, in all likelihood, be immediately seen. To change behavior is a long slow process but the supervisor is there to offer the encouragement, guidance and stimulus to start this change.

A supervisor should keep in mind that all the Court expects is that he put forth a sincere genuine effort and try to help the child to the best of his ability. This is not always successful, just as it is not always successful in professional probation supervision, and it is always a possibility that the supervisor may find his child back in Court for a violation of supervision. This does not mean failure but, in fact, may provide the necessary stimulus to motivate the child to realistically begin to look at his predicament and to work toward some positive

solution. The responsibility for rehabilitation lies primarily with the child. The supervisor is there to help the child realize this and to guide him into accepting the responsibility for his actions.

Most juveniles on probation have learned the art of manipulation. The volunteer should give a child the benefit of the doubt, while always keeping in mind that the truth can easily be altered either consciously or unconsciously.

Every person must learn to face and accept reality and function within its bounds. Reality is easily avoided in a child's world and the volunteer supervisor can be of great service in helping the child accept his world as it actually is.

It is always important to remember that any dealings with a juvenile on probation are confidential. No one outside of the Juvenile Office should be aware of a child's problems with the law.

It may be well for a volunteer to make his questions discreet and tactful, at least at first, in order to avoid defensive reactions such as resentment. Later it is easier to be more open. A volunteer should always be honest with the child. Often adults tend to avoid or hide the truth when talking to a youngster. Children are sensitive to the truth and can usually tell when they are not being talked to honestly. To any questions,

a volunteer should be honest and sincere. This is the best way to help a child be honest and sincere with himself.

If, at any time, a supervisor has trouble understanding a child he should discuss this with a Juvenile Officer, to help him gain understanding and insight into the child. Often times, compromise is necessary. However, before one can compromise he must have an understanding of the full meaning of the compromise to the child and the possible effects that it will have upon the working relationship. All healthy relationships involve a little giving on both sides.

Learning to listen cannot be underestimated. The supervisor might just possibly be the first person the child has ever found who will listen to what he is saying. By listening one can learn how the child thinks and what he finds important. What he is not saying is often of more significance than the words he is speaking. More can be gained from listening with both ears and mind and may be of as much therapeutic value to the child as any counseling given by the supervisor.

The key to any relationship is communication. When there is no communication a helping relationship cannot be established. One must gain the child's confidence if he is to communicate with a child in a meaningful and positive way. A necessary ingredient in this working relationship is mutual respect.

These suggestions may be helpful to the supervisor in working with children in trouble. Working with a child can be a constant challenge and often times may be frustrating. On the other hand, it may very well be one of the most rewarding experiences one will ever encounter.

There are many factors involved in establishing a working relationship with a child. Probably the most important factor to remember is that while working with a child the child has to be accepted for what and how he is. The child can tell immediately how the supervisor feels about him and if the reaction is negative, then it is doubtful a working relationship can be established.

If the child feels accepted, the supervisor can then begin to help him develop more acceptable goals and values. The child can either accept or reject this relationship or use it to whatever extent he wishes. How he uses this relationship will determine how successful the supervision has been in bringing about desirable change.

PROGRAM EVALUATION

After evaluating the Volunteer Program in the 13th Judicial Circuit for one year preceeding March 15, 1971, involving the first thirty children and volunteers assigned, we found the following information:

The average number of offenses committed per child was 5.1 with a maximum of twenty and a minimum of one.

The success rate was measured by the number of youngsters committing criminal acts during the year of 1969 supervised by the professional officer as compared with the first thirty children supervised by the volunteers in 1970. Records indicate eight out of thirty children supervised by the volunteers were referred for criminal law violations. For the same period during 1969 there were thirty criminal law violations out of forty-seven children supervised by the professional staff.

The average number of volunteer hours donated per week was 180 hours with a yearly total of 9,360 hours. At the same time the professional officer would have spent fifteen minutes per week with each child while the volunteer spent six hours per week.

We found that 50% of the children on supervision required extensive supervision of over four hours per week.

We found the supervisor donated from one to twenty hours per week.

The reasons most volunteers were not accepted are listed in order as follows: time limitation, leaving town, and unadaptable.

We accepted 89.3% of the applicants screened.

The advantages of the volunteers were noted as the following:

1. The cost was far below that of a professional officer.
2. The public relations and added services were most beneficial.
3. More frequent and intensive contact with children who requested it.
4. Someone available if assistance is required.
5. The professional is freed for other problems.
6. It provides a lot of area for research.

The disadvantages were noted as the following:

1. The volunteer may lose interest in the child and program if not kept motivated.
2. They may get too personally involved with their child.
3. Very valuable sources of information are lost when the child is assigned a volunteer.

There have been 78 people apply as volunteers as of March 17, 1971. There are 30 supervisors presently assigned; 15 awaiting assignment in Columbia, Missouri; 8 have been disapproved; 8 are awaiting assignment in Fulton, Missouri. Seventeen volunteers have completed their assignment.

ESTIMATED COST OF VOLUNTEER PROGRAMS

Printing with an off-set master runs about two cents per page	
Metal plate for off-set press	\$ 3.50
1 ream of 8x14 paper (500 sheets)	2.45
1 ream of 8x11 paper (500 sheets)	2.00
I.D. card printed on both sides	.08
Plastic laminator for I.D. cards	.25
Color photo for I.D. cards	.75
Gold printed certificate	.04
1 loose leaf notebook for volunteer	.70
Inexpensive folder	.20
Recruiting - news media	
Supervisory volunteer	
Desk calendar	6.00
Appointment book	1.49

MATERIAL USED FOR THE EVALUATION OF THE VOLUNTEER
PROGRAM IN THE 13TH JUDICIAL CIRCUIT

Description of volunteers presently assigned:

Hours Donated	Per Week	Case No.	Sex	Age	Sch.	Race	Record	Occupation
10		1673	M	49	18	W	No	Police officer
9		1558	M	53	16	W	No	Pres. clothing store
8		1581	M	39	16	W	No	physician
5		47451	F	20	15	W	No	Student/p.t. Secretary
4		1649	M	34	18	W	No	Attorney
2		1516	M	25	14	W	No	Child Care Worker
4		1451	M	25	14	N	No	Ambulance Technician
5		1447	M	17	11	W	No	Student
4		1535	M	24	17	W	Yes	Inst. Psychology
2		1678	M	43	18	W	No	V.P. savings association
1		1684	M	27	12	AI	Yes	Auto Serviceman
20		1676	M	37	16	W	No	Deputy Sheriff
5		48447	M	22	17	W	No	Student
10		1677	M	34	12	W	No	Patrolman
5		1654	M	17	12	W	No	Student
3		1653	M	21	12	W	No	Student
3		1648	M	23	16	W	No	St. Farm Insurance
2		1628	F	21	15	W	No	Student
2		1632	F	19	14	W	No	Patrolman
2		1657	M	32	13	W	No	Student
2		1695	M	46	13	W	No	Police Chief
10		1352	M	25	14	W	No	unknown
10		29774	M	29	18	W	No	unknown
10		29532	M	28	12	W	No	unknown
10		1617	M	36	18	W	Yes	unknown
7		1719	M	22	14	W	Yes	Student
10		1701	M	26	17	W	No	Student
10		1715	M	27	14	W	No	Police Officer
3		1721	M	51	20	W	No	Pastor
3		1707	F	44	18	W	No	Housewife

Types of Offenses (Involving 30 children on supervision)

Possession of marijuana	5
Skipping school	4
Possession of intoxicants	5
Burglary	35
Break-in	9
Running away	9
Shoplifting	5
Theft	14
Driving while intoxicated	1
Theft of bicycle	5
Illegal possession of license plates	1
Illegal possession of MVI certificate	1
No driver's license	5
Accident	1
Assault	9
Disturbing the peace	5
Drunk in public view	2
Rape (Statutory)	1
Malicious mischief	1
Displaying a weapon	1
Bad Check	3
Arson	3
Out past curfew	2

Case No.	Sex	Age	Grade	I.Q.	Race	Income	Parents Mar. Status	Emp.	Psy. Eval.	Type of Offense
1558	M	16	9	93	W	Middle	Married	No	Yes 12/11	Driving w/o license No operators license Assault Truancy Auto Theft Careless and imprudent driving Careless and imprudent driving Probation violation-curfew
1676	M	15	9		W	Middle	Married	No	Yes 12/18	Possession of marijuana Running Away Running Away
1628	F	14	9	88	N	Low	Divorced	No	None	Theft Running Away Shoplifting Shoplifting Prob.viol-associates
1719	M	15	10		W	Low	Married	No	None	Breaking and Entering Run away Truant from school
1701	M	16	8	86	W	Low	Married	Yes	None	Burglary/7 Break-in/3
1715	M	14	9	100	W	Low	Father deceased	No	Yes	Vandalism/2 Behavior/1 Burglary/5
1721	M	14	7	79	N	Low	Married	No	Yes	Bike Theft/2
1707	F	15	10	105	W	Low Middle	Married	No	None	Runaway/2 Shoplifting

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Types of Offenses (Continued)

Glue sniffing	1
Incorrigible	3
Speeding	1
Failure to stop	2
Careless and Imprudent driving	3
Failure to stop for red light	1
Vandalism	10
Loitering	1
Neglect	1
Auto theft	2
Drugs	1
Probation violation	2
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Case No.	Sex	Age	Grade	I.Q.	Race	Income	Parents Mar. Status	Emp.	Psy. Eval.	Type of Offense
1657	M	15			W	Low Middle	Married	No	None	Auto Theft
1648	M	17			W	Low	Separated	Yes	None	Burglary/3
1516	M	14	8	84	N	Low	Divorced	No	None	Purse snatching Peace Disturbance Theft Theft Incorrigible
1695	M	14	10		N	Low	Divorced	No	None	Assault Theft Break-in Theft Larceny Break-in Break glass sign
1673	M	16	9	96	W	Low	Married	No	None	Speeding Failure to stop Breaking car windows C & I Failure to stop for red light Possession of 5% beer Curfew violation Peace Disturbance Vandalism Attempted theft and truancy Attempted theft
1654	M	15	10		W	Low	Married	Yes	None	Assault
1617	M	14	9		N	Low	Mother deceased	No	Yes 10/14	Assault Destruction of Property Uncontrollable Destruction of Property
47451	F	15			W	Low	Mother & No Stepfather	In Fulton		Overdose Running Away

Sex	Age	Grade	I.Q.	Race	Income	Parents Mar. Status	Emp.	Psy. Eval.	Type of Offense
M	14	9	105	W	Low	Married	No	None	Possession of Marijuana
M	15	9	107	W	Middle	Married	Yes	None	Possession of Marijuana and transfer
M	15	7	79	W	Low	Father deceased	No	None	Running Away Shoplifting Truancy Running Away Shoplifting Theft
M	17	10		W	Low-Middle	Married	Yes	None	DWI Possession of 5% beer Burglary Theft of bicycle Theft of bicycle Illegal possession of license plates Illegal possession of MVI certificate No drivers license
M	15	9	88	W	Middle	Married	No	None	Possession of Marijuana
M	14	8	99	W	Low	Father deceased	No	None	Burglary - 14 violations Pop Machine/burglary Burglary Driving w/o license Burglary Break-in Wreck
M	15	10		N	Low	Father gone	No	None	Theft Shooting child w/BB Gun Assault w/weapon Disturbing Peace Theft Burglary and Larceny Assault Theft of bicycle

Case No.	Sex	Age	Grade	I.Q.	Race	Income	Parents Mar. Status	Emp.	Psy. Eval.	Type of Offense
1679	M	14	9	130	W	Middle High	Married	No	Yes 12/28	Possession of marijuana
1053	M	16	9	93	W	Middle	Married	No	None	Assault Drunk Loitering Assault
48447	M	16			W	Low	Step-Fa. in Pen.	No	None	Rape/Statutory Fighting attempted break-in Peace Disturbance Malicious Mischief Destruction of Property Neglect
1535	M	16	10	107	W	Low	Married	Yes	Yes 10/1	Assault Burglary Burglary Destruction of Property Displaying a weapon No oper. license Possession of intoxicants Stop sign violation
1632	F	16	10		W	Low	Married	Yes	None	Bad Check Bad Check Possession Bad Check
29774	M	15	10		W	Low	Separated	No	None	Intoxicated Intoxicated Setting fire Setting fire Setting fire Out past curfew
29532	M	14	8	101	W	Low	Father deceased	Yes	Yes 12/11	Glue Sniffing Stealing Theft

SUGGESTED READINGS FOR VOLUNTEER COURT OFFICERS

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