



Worksheet

**System Partner and   
County Leadership  
Landscape**

| What is a System Partner and County Leadership Landscape?  Aside from building relationships with community partners and allies, you should also get familiar with your county governance structure and the various system partner offices, departments, or agencies that you will be engaging with as you develop your restorative justice diversion (RJD) program based on the model in this toolkit.  Many counties provide organizational charts on their websites that list governance bodies and public agencies, as well as the specific officials (who are often elected or appointed) within those agencies with whom you may build relationships, partner, or collaborate with in the course of establishing a your RJD program. To get an even more granular look at your county, go to the websites for individual departments, as they too may provide their own org charts that list the names and titles of potential systems partners. If this information is not available online, consider calling county offices individually, or partnering with folks or groups in your community who may be able to provide some of this information. |
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| Creating an RJD Systems Partner and County Leadership Chart and Systems Partner Form  A very basic RJD systems partner and county leadership chart should include at least the following information, but be sure to learn about your specific region, as there is a great deal of variation in the structure of county governance and public safety/law enforcement departments, agencies, or offices associated with juvenile justice.    Even though primary system agencies will most likely be those in the above chart (district attorney’s office, department of probation and public defender’s office), it will be useful to also identify individuals in other agencies who may help you either gain direct access to people, or play a supportive role in RJD program development and implementation (see the guiding questions and systems partner form below for more information on partner titles and roles). We suggest you identify other systems agencies that may be peripherally involved in the roll out of your program and insert them in your chart accordingly.  This chart, and the associated form, will not only help you begin to get familiar with potential systems partners and local governance bodies, it will also serve as a roadmap of relationships that can be referred to as you create your systems partner profiles and power map.   | Guiding Questions for Identifying Systems Partners and County Leadership   * **What does your county’s district attorney or state attorney’s office (SAO) leadership look like? (titles may vary by location)?**   *Common DAO Senior Staff Positions:*  District Attorney  Chief Assistant DA  Executive Assistant  Administrative Assistant  Juvenile Division Chief  Chief of Charging Unit  *Common Branches and Division:*  Juvenile Justice Center  Victims-Witness Service   * **What does your county’s public defender’s office leadership look like? (title may vary by location)?**   *Common Public Defender’s Office Senior Positions:*  Public Defender  Juvenile Division Chief   * **What does your county Probation department leadership look like (titles may vary by location)?**   *Common Executive Team Positions:*  Chief Probation Officer  Assistant Chief Probation Officer  Deputy Chief Probation Officer/ Juvenile Field Services  Deputy Chief Probation Officer/ Juvenile Facilities   * **Who are the presiding juvenile judge(s)?**   *Common Divisions:*  Superior Court of State  County Directory and Assignments   * **Does your county probation have a Juvenile Justice Prevention Commission, Standing Committee, and/or Juvenile Justice Board (titles may vary by location)? What do these collective bodies look like?**   *Example: Alameda County*  The Juvenile Justice/Delinquency Prevention Commission of Alameda County is a state-mandated, court-appointed authority. The general purpose of the Commission is to inquire into the administration of the juvenile court law in this county in order to ensure that the rights or physical, mental, or moral welfare of children are not violated by their present circumstances. The Commission is dedicated to the promotion of an effective juvenile justice system operated in an environment of credibility, dignity, fairness, and respect for the youth, their families, and their communities.  *The Commission’s responsibilities include:*   * Annual inspections of juvenile facilities including any jail or lockup shelters within the County, and detention facilities, and group homes used for the confinement and/or placement of any minor in the county * Conducting public or closed hearings on matters relating to juvenile law in the county * Advocating for youth and needed services for youth in the justice system * **What is a Board of Supervisors?**   A board of supervisors is a [governing](https://en.wikipedia.org/wiki/Govern) [body](https://en.wikipedia.org/wiki/Organization) that oversees the operation of [county](https://en.wikipedia.org/wiki/County_(United_States)) government in the [American](https://en.wikipedia.org/wiki/U.S.) [states](https://en.wikipedia.org/wiki/States_of_the_United_States) of [Arizona](https://en.wikipedia.org/wiki/Arizona), [California](https://en.wikipedia.org/wiki/California), [Iowa](https://en.wikipedia.org/wiki/Iowa), [Mississippi](https://en.wikipedia.org/wiki/Mississippi), [Virginia](https://en.wikipedia.org/wiki/Virginia), and [Wisconsin](https://en.wikipedia.org/wiki/Wisconsin), as well as 16 counties in [New York](https://en.wikipedia.org/wiki/New_York_(state)). There are equivalent agencies in other states. Similar to a [city council](https://en.wikipedia.org/wiki/City_council), a board of supervisors has legislative, executive, and quasi-judicial powers. The important difference is that a county is an administrative division of a state, whereas a city is a municipal corporation; thus, counties implement and, as necessary, refine the local application of state law and public policy, while cities produce and implement their own local laws and public policy (subject to the overriding authority of state law).   * **Who is your County Board of Supervisors representative (titles may vary by location)?**   Identify who your county supervisor is (the person representing your district). Additionally, find out what role, if any, each supervisor has on county boards, commissions, task forces, or committees that are directly or indirectly associated with juvenile justice. | | --- | |
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| Systems Partner Form  Fill this form out with the names of folks you identify while creating your county-specific RJD systems partner and leadership chart. The titles listed below are commonly used in a number of counties, but your county may use different titles. Refer to the “roles & needs” box for more information of what is expected of each office that is supporting your RJD program. |
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| **System Partner Title** | **Name** |
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| State’s Attorney, District Attorney, or Prosecuting Attorney |  |
| Juvenile Division Chief |  |
| Chief Assistant District Attorney |  |
| Executive Assistant |  |
| Administrative Assistant |  |
| Chief of Charging Unit(s) |  |
| **Roles & Needs** | |
| | State’s Attorney/District Attorney/Prosecutor:  **Pre-implementation:**   * Shares data with community-based organization (CBO) * Works with CBO and data collecting partners to determine charges and zip codes most likely to result in young people of color being placed on probation or in detention, and create diversion criteria based on that data * Either the DA/SA or the Head of the Juvenile Division at the DAO/SAO agrees on what cases and from which zip codes to divert cases * Signs the Memorandum of Understanding (MOU) that does the following:   Puts in writing that district attorney office (DAO) can refer pre-charge cases of high level misdemeanors and felonies;  Creates legally binding agreement with the DAO that all information gathered in preparation, during the process, and in process follow up is confidential and can’t be used as evidence in court. MOU includes transactional immunity for responsible youth  MOU is co-created by DAO and CBO   * Diverts pre-charge serious cases involving direct survivors which, if prosecuted, would result in young people being placed on probation or in detention   **Post-implementation:**   * Continues to divert pre-charge serious cases involving direct survivors which, if prosecuted, would result in young people being placed on probation or in detention * Increases number of case referrals each year, based on capacity of CBO * During program Year 1, commits point person(s) to attend monthly check-in meetings * Shares data with CBO for purposes of measuring recidivism and other indicators of success (if applicable) * Selects point people from referring and partner agencies to attend trainings * Selects one person to receive case status updates * Shows support for this model of RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about restorative justice diversion   Juvenile Division Chief:  **Pre-implementation:**   * Thoroughly understands this model of RJD including: RJD-appropriate cases, RJD process, and importance of pre-charge referral * Works with CBO and data collecting partners to determine charges and zip codes most likely to result in young people of color being placed on probation or in detention, and create diversion criteria based on that data * Agrees to parameters of MOU * Ensures that all appropriate deputy DAs/SAs are trained in their role in this model of RJD * Ensures that RJD-eligible cases are being referred and creates an internal DAO process for referring cases to the CBO   **Post-implementation:**   * Ensures that RJD-eligible cases are being referred and creates an internal DAO process for referring cases to the CBO * Gives regularly scheduled reports on local arrest, probation, and detention data to CBO * Shares additional data with CBO on quarterly basis * Increases number of case referrals each year, based on capacity of CBO * Selects a point of contact in the DAO/SAO for CBO to communicate with when receiving, reporting on, or returning cases * Selects point people from referring and partner agencies to attend trainings * Shows support for this model of RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | --- | | |

| **System Partner Title** | **Name** |
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| Presiding Judge of  Juvenile Court |  |
| **Roles & Needs** | |
| | **Pre-implementation:**   * Works with CBO and data collecting partners to determine charges and zip codes most likely to result in young people of color being placed on probation or in detention, and create diversion criteria based on that data * Signs Standing Order allowing CBO to receive unredacted police reports for diverted cases   **Post-implementation:**   * Selects point people from referring and partner agencies to attend trainings * Provides information on RJD youth participant recidivism, as requested by CBO (if applicable) * Shows support for this model of RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | --- | | |

| **System Partner Title** | **Name** |
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| Public Defender |  |
| **Roles & Needs** | |
| | **Pre-implementation:**   * Works with CBO and data collecting partners to determine charges and zip codes most likely to result in young people of color being placed on probation or in detention, and create diversion criteria based on that data   **Post-implementation:**   * Protects confidentiality agreement in court * Holds line for referral of pre-charge cases only * Selects point people from referring and partner agencies to attend trainings * Provides information on RJD youth participant recidivism, as requested by CBO (if applicable) * Shows support for this model of RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | --- | | |

| **System Partner Title** | **Name** |
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| Chief of Probation Department |  |
| **Roles & Needs** | |
| | **Pre-implementation:**   * Works with CBO and data collecting partners to determine charges and zip codes most likely to result in young people of color being placed on probation or in detention, and create diversion criteria based on that data * Possibly agrees to divert cases in accordance with parameters of MOU. If diverting cases, signs MOU referenced above that DAO/SAO signs * If diverting cases, and doesn’t sign the above MOU, signs an MOU that says nothing used in preparation for, during, or in follow-up for RJD process, or fact of participation or non-participation will be used against a youth; If diverting cases, there must be an MOU signed by DAO/SAO that says everything that happens in the restorative justice diversion process is confidential and can’t be used as evidence in court * If diverting cases, agrees to not place diverted youth on probation * If diverting cases, thoroughly understands this model of RJD including: RJD-appropriate cases, RJD process, and importance of pre-charge referral * Ensures that RJD-eligible cases are being referred and creates an internal process for referring cases to the CBO   **Post-implementation:**   * Gives regularly scheduled reports on local arrest, probation, and detention data to CBO * Shares additional data with CBO to measure recidivism and other indicators of success * Selects a point of contact in the office for CBO to communicate with when receiving, reporting on, or returning cases * Selects point people from referring and partner agencies to attend trainings * Shows support for this model of RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | --- | | |

| **System Partner Title** | **Name** |
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| Chief of Police Department (or other key decision maker within Police Department) in RJD zip code |  |
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| Chief of Police Department (or other key decision maker within Police Department) in RJD zip code |  |
| **Roles & Needs** | |
| | **Pre-implementation:**   * Works with CBO and data collecting partners to determine charges and zip codes most likely to result in young people of color being placed on probation or in detention, and create diversion criteria based on that data * Possibly agrees to divert cases in accordance with parameters of MOU * If diverting cases, signs MOU referenced above that DAO/SAO signs * If police department doesn’t sign the MOU signed by DAO/SAO, signs an MOU that says nothing used in preparation for, during, or in follow-up for RJD process, or fact of participation or non-participation will be used against a youth. If diverting cases, there must be an MOU signed by DAO/SAO that says everything that happens in the restorative justice diversion is confidential and can’t be used as evidence in court * If diverting cases, agrees that diverted youth should not be placed on probation * If diverting cases, thoroughly understands this model of RJD including: RJD-appropriate cases, RJD process, and importance of pre-charge referral * Ensures that RJD-eligible cases are being referred and creates an internal process for referring cases to the CBO   **Post-implementation:**   * Gives regularly scheduled reports on local arrest, probation, and detention data to CBO * Shares data with CBO for purposes of measuring recidivism and other indicators of success * Selects a point of contact in the office for CBO to communicate with when receiving, reporting on, or returning cases * Selects point people from referring and partner agencies to attend trainings * May be able to advocate for this model of RJD and raise awareness of RJD in communities * Shows support for this model of RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | | --- | --- | | |

| **System Partner Title** | **Name** |
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| County Board of Supervisors |  |
| **Roles & Needs** | |
| | * Oversees budget for DAO/SAO, Public Defender’s Office, Department of Probation * Member(s) may be advocates for this model of RJD   See in particular, the district representative for district in which RJD program will be located   * Shows support for RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | | --- | --- | | |

| **System Partner Title** | **Name** |
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| Victim Advocate in DAs Office |  |
| **Roles & Needs** | |
| | * May be able to be internal (within the DAO) and external advocates (people harmed in the community) for RJD and assist in raising awareness of RJD * Selects point people from referring and partner agencies to attend trainings * Shows support for RJD when working with other juvenile legal system agencies and serves as advocacy source for continuation and expansion of RJD * Demonstrates willingness to speak with juvenile legal system agencies from other jurisdictions and speaks on local/national panels about this model of restorative justice diversion | | | --- | --- | | |