

PEER JURY

MANUAL



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Definitions

Area Agency Referral List:

Listings of Social Service Agencies will be maintained by each Area Special Victims Unit. Agencies appearing on this list are utilized by the Peer Jury for referrals for counseling or community service. These agencies will be registered with the Area Special Victim's Unit prior to receiving referrals from the Peer Jury.

Community Network Officer: (C.N.O.)

Each Detective Area will have a Detective assigned as the C.N.O. whose duties include coordinating the agency distribution of referrals made through the station adjustment process. He/she will serve as the liaison to the social services agencies utilized by the Special Victims Unit personnel. The C.N.O. coordinates efforts with the District Peer Jury Police Liaison Officer and will attend or coordinate with District Liaison Officer to ensure all documents are available for the Peer Jury hearing. Cases appearing on a **Peer Jury Tracking Form** will be compiled by the C.N.O. and submitted to the Commanding Officer of the respective Area Special Victims Unit. Each Area Special Victims Unit will maintain a separate file. A report will be submitted monthly to the Commanding Officer of the Youth Investigations Section indicating the number of cases of compliance and the number of cases of non-compliance for each district.

Community Service Agency Liaison (Civilian Volunteer):

A contact person for each agency; where community service is performed. This individual will also schedule the prescribed community hours sanctioned to the diverted juvenile offender.

Moderator/Assistant Moderator (Civilian Volunteer):

A person assigned to assist the Peer Jury Police Liaison Officer with the operation of Peer Jury. The moderator will be granted access to court files of new and returning cases for the District Peer Jury. The moderator will also assist the liaison officer with tracking compliance records of each Peer Jury case. No forms, applications or court documents will be removed from the District Community Policing Office without the consent of the Peer Jury Police Liaison Officer.

Peer Jury Police Liaison Officer:

A Police Officer/Sergeant assigned to a District Community Policing Office who coordinates the Peer Jury Program and the volunteers. The Peer Jury Police Liaison Officer will ensure that all Peer Jury records are maintained and secured in the Community Policing Office.

Program Coordinator:

The Commanding Officer of the Youth Investigations Section will appoint a member of his/her office to be the coordinator for the Peer Jury Program. The Peer Jury Program Coordinator will maintain statistics, administrative records, meet with the Peer Jury liaison from the Office of Community Policing to monitor the progress of the citywide program. The Peer Jury Coordinator will meet with the Peer Jury liaison from the Office of Community Policing quarterly to: seek viable resources to enhance the program; knowledge of the balanced and restorative justice principles; maintain current changes in local, state and national laws as they pertain to the Juvenile Justice System; coordinate training with district liaison officers in the district community policing office; coordinate and update appropriate materials for the Department.

I Peer Jury Program Overview

Peer Jury Philosophy

The Chicago Police Department's Peer Jury Program promotes the concepts of Balanced and Restorative Justice (BARJ) principles and philosophy. Restorative Justice recognizes the importance of bringing closure, security and a sense of control to victims of crime, while calling for accountability on the part of the diverted juvenile offender. The BARJ strategy seeks to address competency development of the diverted juvenile offender so that he/she will not re-offend. These concepts are a perfect fit with our present community policing model. The peer jury system requires the cooperation of law enforcement, social service agencies, courts, schools, parents, youth and the community. Collectively, we must develop positive solutions to improve social or behavioral conditions from which delinquency may arise in order to foster a new generation of leaders, problem-solvers and responsible citizens.

What is the Peer Jury Program?

The Peer Jury program is a juvenile intervention and prevention program designed as a collaborative community-based partnership among neighborhood youth and their parents, the Chicago Police Department, the Juvenile Court of Cook County, adult and youth volunteers, local area businesses, and community leaders. The program is established by the authority of the Juvenile Court Act (705ILCS 405/5-315) and operates under the auspices of the Chicago Police Department. District Community Policing Offices will operate a peer jury under the direction of the district commander.

The peer jury is comprised of a panel of youth volunteers who live or attend school in the district and are supervised by a Peer Jury Liaison Officer. The peer jury does not determine guilt or innocence. A peer jury is authorized to decide only the disposition of selected minor non-violent juvenile offenses. These dispositions may include community service, referral to professional counseling, or other types of social services in lieu of referring the diverted juvenile offender to the Juvenile Court of Cook County for adjudication. These dispositions should effectively hold the juveniles accountable for their actions. A case is sent to Peer Jury for a hearing by a jury consisting of approximately five to eight juveniles and a moderator only when the following conditions are met:

- (1) The diverted juvenile offender and his/her parent/guardian must indicate consent by signing a form agreeing to such a disposition. In addition the parent/guardian agrees to attend peer jury with the diverted juvenile offender and abide by the findings of the peer jury.
- (2) After having been advised of his/her Constitutional rights, the juvenile admits to having committed the offense.
- (3) The current offense is the first or second offense committed by the juvenile.

- (4) The assigned Detective determines that such a disposition is appropriate for the offense committed.
- (5) The offense is a non-traffic offense.
- (6) The offense is a non-violent misdemeanor where a victim did not suffer any physical injury.
- (7) The offense is a non-violent felony where a victim did not suffer any physical injury.

When these conditions are met, the diverted juvenile offender and his/her parent(s) or guardian(s) are scheduled for a hearing before a Peer Jury panel in a police station or appropriately designated site. The juvenile will be notified of the date and time of the hearing by the Detective. The victim is not usually invited to Peer Jury Hearings however, the diverted juvenile offender may see the victim if sanctioned to attend a restorative justice program, peace circle, or facilitated meeting. The Peer Jury Police Liaison Officer will notify the victim if necessary. When a victim indicates an interest in participating in the Peer Jury process, consideration for allowing victim participation should be made on a case by case review of the circumstances. (Victim involvement should be encouraged in the spirit of balanced and restorative justice.)

At the hearing, a Detective or a designee will read the charges, state the possible sanction had the offense been committed by an adult, and summarize the facts of the case. The juvenile will be questioned by the members of the Peer Jury. Questions should be geared toward determining the appropriate sanction requirements. After the questioning, the diverted juvenile offender and his/her parent(s) or guardian(s) are excused from the proceedings while the jury deliberates and determines an age-appropriate sanction. The sanction may include some form of individualized community service, counseling from appropriate agencies, or participation in restorative justice programs. (Area SVU detectives will have a resource list.)

The diverted juvenile offender and his/her parent(s) or guardian(s) are then recalled and informed of the agreed sanction. Adjustments (if necessary) are made to allow for any scheduling conflicts. A date for the completion of the sanction is determined and a return hearing date is then set. The diverted juvenile offender is given a written copy of the imposed sanction and the date for a discharge hearing (usually 30 days later - but not to exceed 90 days). When circumstances warrant, a Detective may extend the period of the formal station adjustment or diversion agreement up to a total of 90 days.

The diverted juvenile offender is required to perform the assigned tasks. The performance is monitored by the designated Peer Jury Police Liaison Officer. In the absence of the Peer Jury Police Liaison Officer, a Peer Jury Moderator will be available to monitor the sanction phase. The Peer Jury Police Liaison Officer or a moderator will report to the Peer Jury Court the success or failure of the juvenile in the completion of his/her sanction requirements. If it is determined that the diverted juvenile offender has not complied with the sanctions, an Area Detective or CNO will prepare a referral to Juvenile Court. Completion of sanctions is determined by the

written description of the sanctions, if the sanctions were completed according to the instructions listed and if the sanctions were performed within the time limit cited and written in the instructions. The completed sanctions are reviewed by the Peer Jurors for compliance and the final determination of compliance will be determined by the Police Liaison Officer.

The diverted juvenile offender and his/her parent or guardian will return to the Peer Jury panel for a discharge hearing on the designated date and time. The Peer Jury panel (which may or may not be the same group that set the original sanction) reviews the diverted juvenile offender's performance and questions the diverted juvenile offender about the experience of fulfilling the sanctions. The diverted juvenile offenders experiences while fulfilling the sanction should be discussed. If the diverted juvenile offender's performance is satisfactory, the diverted juvenile offender is discharged. If it is determined that the diverted juvenile offender's performance was incomplete or unsatisfactory, the discharge hearing may be continued or the diverted juvenile offender will be referred to Juvenile Court.

Peer Jury Selection Process

Recruitment of Peer Jurors should be done through schools and youth organizations in the community. Presentations to the appropriate grades in local schools can be scheduled to explain the Peer Jury program and recruit volunteers. Flyers and posters can also be created.

Flyers and posters should contain basic information about the program, including where to pick up and return applications and where to call for additional information. Applications should be made available in places where teens are likely to see them, such as schools, Park District facilities, libraries, and local teen facilities. Best results are achieved by personal visits and recruitment at local high schools through government or law related classes. Students should be made aware that Peer Jury service can be applied towards fulfilling required community service hours.

The Peer Jury application will be completed by any interested teen. All applicants will be interviewed by a sworn member of the Chicago Police Department under the direction of the District Commander. Ample notice of the proposed date, time and location of the interview should be provided to the teen to avoid any scheduling conflicts. Both the prospective juror and his/her parent or guardian should be invited to participate in the interview. Under no circumstances can a teen participate in the Peer Jury program without the written consent of his/her parent or guardian. Decisions on the acceptance of prospective jurors should be made as soon as possible after the interview has occurred.

Applicants accepted into the Peer Jury program will receive a confirmation letter via U.S. Mail. The letter will include the details of the district's Peer Jury program, including the monthly hearing date, time, location, training, and orientation information. Applicants that are not accepted into the program will also be notified of their denial via U.S. Mail.

NOTE: Any juvenile or adult having an active part in any Peer Jury Program MUST notify the District Liaison Officer if you:

- Are arrested for **ANY** reason.
- Provided wrong or false information on your application.

In any instance where a Peer Juror is removed from the program, a letter will be sent to

the Juror explaining the reason for his/her removal (i.e., **breach of the rules of confidentiality**, failure to attend Peer Jury hearings or failure to notify the Police Liaison Officer or Moderator of their inability to attend, etc.). Jurors are encouraged to contact the District Liaison when they are unavailable to attend or no longer want to be a juror.

NOTE: Under any circumstance when a civilian volunteer is being removed from the Peer Jury Program, the Peer Jury Police Liaison Officer WILL submit a TO-FROM Report to the District Commander detailing all circumstances leading to this action. A copy of the volunteer's application and any other supporting documents will accompany this report.

II Orientation and Training

Training

Training sessions will be coordinated through the Bureau of Patrol, Office of Community Policing and the Bureau of Detectives, Youth Investigative Division at the discretion of the District Commander. Notifications for trainings will be made through the proper channels to the Bureau of Patrol, Office of Community Policing, attention Community Relations Director. The following is the suggested orientation and training program of peer jurors in a three stage process.

Stage One: Orientation

The initial session should include both the Peer Jurors and their parent(s) or guardian(s). The session should provide an overview of the program including the history and philosophy behind the establishment of the Peer Jury. This session should also be used to explain the expectations and responsibilities of Peer Jurors, including:

- Confidentiality requirements
- Appropriate behavior
- Appropriate dress
- The Peer Jury process including deliberation techniques, and
- The role of the Police Department and other involved agencies

If possible, the session should provide an opportunity for discussion with former or current Peer Jurors who have been involved in similar programs. The initial session should also include a presentation on specific crime and disorder issues that affect the local district.

Stage Two: Demeanor

This session shall include a detailed description of the Chicago Police Department's Peer Jury Model. In addition to confidentiality procedures in all Peer Jury Court procedures, the volunteer's demeanor will exhibit the appropriate values and respect as all members of the Chicago Police Department employees exhibit to the general public. Inappropriate behavior, language or responses will not be tolerated during a Peer Jury court procedure. Compliance will be supported and monitored by all sworn members in attendance of such court proceedings.

Stage Three: Interactive Mock Trials

This final session of training should be an interactive mock trial, a review of previous training, and a possible swearing-in ceremony. No participant will be sworn into the Peer Jury Program without the authorization of the District Commander. Districts should consider arranging field trips to the courts, detention facilities, etc. to assist Peer Jurors in gaining a fuller understanding of the justice system in Cook County.

Standards of Conduct

In order to ensure that the objectives of the Peer Jury Program are successfully met, it is imperative that the proceedings of the Peer Jury are taken seriously. To that end, the following standards of conduct are expected to be followed by all Peer Jurors. Adherence to these standards will ensure a dignified and serious attitude concerning the Peer Jury proceedings.

Appropriate attire will be worn at all times. Shorts, t-shirts with pictures or writing, sweat clothes and tank tops are not acceptable attire during Peer Jury hearings. Pants (fitting securely around the waist), shirts, skirts, blouses or dresses will be considered appropriate attire.

- All Peer Jurors hearing a case should be seated with the moderator when the diverted juvenile offender enters the courtroom. Peer Jurors not hearing the case should be seated together in a designated area in the audience or should be outside the courtroom.
- **All cellular phones or other electronic devices should be left at home or checked in with a sworn department member prior to the start of the peer jury session.**
- There should be no inappropriate behavior i.e., laughing while diverted youths/offenders is in the courtroom. In the presence of the diverted juvenile offender, all Peer Jurors should adopt a business-like demeanor.
- No gum chewing, food or beverages are allowed while hearing a case.
- Once a case has begun, no one should leave the courtroom until after the diverted juvenile offender is excused for the Peer Jury's deliberation. This is particularly important for the Peer Jurors hearing the case.
- Deliberations should be thoughtful and careful but also expeditious. A Peer Juror should take the time he/she needs to make a good decision.
- Peer Jurors should pay particular attention to any special instructions given before hearing the case and during deliberations.
- Most importantly, all proceedings of the Peer Jury must be kept in strictest confidence. A Peer Juror must never discuss Peer Jury cases outside of a Peer Jury meeting. **This includes posting or speaking of anything that happened at Peer Jury in any type of social media application. Violation of the Confidentiality policy will result in immediate dismissal from the peer jury!**

Sanction Guidelines

When assigning a diverted juvenile offender to a community service agency, consideration should be given to the age of the diverted juvenile offender and the crime(s) committed. The location of the community service agency in relation to the diverted juvenile offender's residence and the operational hours available at the site should also be considered. Consideration should be given to the requirement that the sanction be completed in the designated amount of time. Therefore, a reasonable number of hours of no less than 20 hours of community service should be assigned. Increments of no more than four hours each week should be performed. The diverted juvenile offender must contact the community work service provider and reach a mutually acceptable arrangement for the completion of service hours. Consideration should be given to appropriate meal hours, and service should not be required during those times. The safety and security of the diverted juvenile offender should be the first consideration in determining the sanction.

Sanctions can include but is not limited to writing a letter of apology to the victim, writing an essay, doing a research report on the subject of the offense, participating in a community based restorative justice program, or attending a counseling session if appropriate. Professional counseling may be recommended but should not be considered as fulfilling the requirement for community hours nor may the Peer Jury make a decision as to the number of hours of counseling needed. The diverted juvenile offender must cooperate with the counseling agency.

Community hours for sanction requirements should be restricted to local service providers. Innovative or unusual sanction requirements will be reviewed by the Moderator, District Liaison Officer and/or the Detective for appropriateness at the hearing. Other options may include presentation of informational packets regarding mentoring, tutoring, recreational services, organizations, youth clubs, etc.

The Peer Jury process presents an opportunity to interact with the diverted juvenile offender and his/her family. The family can be presented options to which they may voluntarily agree. These options may include mentoring, tutoring, or participation in recreational services locally available to youth.

Typical Offenses Referred to a Peer Jury

- Assault
- Simple Battery
- Criminal Damage to Property/Defacement
- Criminal Trespass to Land/Property
- Disorderly Conduct
- Gambling
- Liquor Law Violations
- Graffiti
- Initiating a False Police Report
- Reckless Conduct
- Possession of Drug Paraphernalia
- Vandalism
- Telephone Harassment
- Theft
- Retail Theft
- Theft of Services
- Aggravated Battery to a protected person (no injury)
- Various Municipal Violations (i.e. possess cigarettes, ride bike on

sidewalk etc.)

This list represents a sample of typical offenses and is not all-inclusive. Cases referred to Peer Jury are weighed on case by case bases and are determined on the totality of the circumstances.

NOTE(s):

- **The Peer Jury does not hear any Traffic matters.**
- **The Peer Jury coordinator will review submitted non-violent felony cases for peer jury eligibility.**
- **Upon an agreement for a CPD diversion and deflection protocol, pre-arrest diversion cases may be referred to Peer Jury.**

Peer Jury Sample Questions

Recommended Questions During Peer Jury Proceedings

Suggested Questions for the Diverted Juvenile Offender:

- Explain in your own words what happened.
- Why did you do this?
- Was it a spur- of-the-moment or did you plan to commit this crime?
- Where were you supposed to be?
- What were you thinking about before, during and after the incident?
- Were you influenced by your friends or other peers?
- Right after you got caught were you scared? What was your main concern?
- Did you consider the possible consequences of what you were doing before you did it?
- Did you have someone to talk to about this crime?
- What did you do to avoid getting caught?
- Do you have close friends? Do they get in trouble at school or with the police?
- How do your parents feel about what you did?
- Were you punished or disciplined at home?
- Did your family trust you before you got into trouble?
- What are you doing to regain their trust?
- How are you doing in school?
- How are your grades?
- Are you involved in any extracurricular activities?
- What are your plans or goals for yourself after you finish school?
- Do you think your current actions will help or hinder you in achieving your goals?
- Is there anything else you want to say before we end today?

Suggested Questions for the Diverted Juvenile Offender's Parent or Guardian:

- Tell us about your child?
- How do you feel about what your child has done?
- Is your child in counseling? Would you like a referral?
- How do you feel about what your child has done?
- What kind of sanctions do you use at home to discipline your child?
- Has your child been in trouble before? How are their grades?
- Are there older siblings influencing your child or is your child influencing younger siblings?
- Have you talked to your child how you feel about what has happened?
- Would you tell him/her now?
- Has your child been in trouble before? How are their grades?

Frequently asked Questions about the Peer Jury Program

Can any of the diverted juvenile offender friends be on a Peer Jury?

No. A list of all diverted juvenile offenders appearing at any hearing is given to the prospective Peer Jurors. Peer Jurors are required to disqualify themselves from any case in which they know or could possibly know the diverted juvenile offender.

What kind of sanctions will be imposed?

Typically, the sanctions imposed by a Peer Jury will involve the performance of a designated number of community service hours at a Community Referral Agency. Agencies could include a hospital, nursing home or local government office. Referral to a counseling service provider selected from a Special Victims Unit Agency Referral List may also be made. The Community Referral Agency will be selected with the needs of the diverted juvenile offender in mind and in the spirit of a balanced and restorative justice model. Sanctions should be individualized and not be made into group projects. Sanctions may also include special projects such as reports/essays related to the offense the juvenile committed.

Will anyone outside the Police Department and the Peer Jury group know that a youth is serving a sanction?

Except for the designated liaison at the Community Service Agency, or if appropriate, a counselor from a recognized counseling service agency, no one will know that a child is serving a sanction. At the Community Service Agency, diverted youths/offenders are only identified as volunteer workers. Additionally, because the Peer Jury program is an official juvenile proceeding, it is covered under confidentiality restrictions established by state law. Proceedings and records of the Peer Jury are strictly confidential. A suspected violation of confidentiality by a Peer Juror will result in dismissal from the program. No listing of the diverted juvenile offenders appearing before the Peer Jury is published and the press is not permitted to attend Peer Jury proceedings.

How are Peer Jurors and the other personnel selected?

The Peer Jury operates under the authority and direction of the District Commander. Peer Jury Moderators are individuals in good standing with the community who are selected on the basis of a background investigation and interviews conducted by district police personnel. Peer Jurors are recruited through the local schools and other appropriate youth-serving agencies. Following the submission of a written application form, prospective Peer Jurors are interviewed by the Peer Jury Police Liaison Officer. If selected, all personnel associated with the Peer Jury are required to complete an orientation and training session(s) before assuming their duties.

Is it possible for a former diverted juvenile offender to serve on a Peer Jury?

After remaining arrest free for a six-month period, a former diverted juvenile offender who has satisfactorily completed his/her sanctions may be invited to become a Peer Juror if deemed appropriate by the interviewing personnel.

What is the attitude of the Peer Jury toward diverted juvenile offender?

One of the goals of the Peer Jury program is to develop a sense of responsibility and accountability in the diverted juvenile offender. To help accomplish that goal, all diverted youths/offender's appearing before the Peer Jury are treated with dignity and respect. Any unrelated information that is not needed to make a decision in a case, will be closely monitored by the Peer Jury Liaison and/or the Detective.

III Description of Peer Jury Roles

Bailiff

The bailiff announces the cases of each of the diverted juvenile offenders and family, and collects all documents regarding each case. After a case is heard, the bailiff turns over all documentation to the Detective or designee assigned to that hearing. The bailiff may be chosen from the juror pool or may be a committee member appointed by the Liaison Officer.

Community Policing Office – District Liaison Officer

A police officer assigned to the Community Policing Office will be designated as the liaison for the District Peer Jury Programs. This officer will be responsible for the day-to-day coordination of activities related to the Peer Jury. These duties will include monitoring of the recruitment process, appointment to the jury, supervision of Peer Jury personnel including moderators, peer jurors, maintenance of records pertaining to the peer jurists, files, dockets, scheduling of a location for Peer Jury proceedings (preferably a location where both new and returning cases can be heard separately), and recruitment of community-based agencies to serve as Community Referral Agencies. Access to the files will be granted to the Peer Jury moderators as needed in preparation for court.

District Community Policing Officers will seek out appropriate Community Referral Agencies willing to accept referrals from the Peer Jury and make available a list of the sites. These sites may include offices of local Aldermen, Congressmen, Park District facilities, local youth centers, etc. The District Commander will review and approve selected sites. It is recommended that the Community Policing Officers periodically monitor the Community Referral Agencies to ensure that the agency is suitable for referrals. In instances where a proposed work service site is not included on the Special Victims Unit Agency Referral List, district personnel will ensure that appropriate background checks are conducted for the designated site moderator before a recommendation for inclusion is made. All designated site moderators will be required to sign an oath of confidentiality.

Community Referral Agencies

Community Referral Agencies are selected from the current Special Victims Unit's Social Service Referral List or from an approved list by the district commander of the district in question. The Community Referral Agencies are comprised of agencies that are either licensed by the State to perform juvenile counseling and have a record of successful collaboration with the Youth Investigations Division. Many of the agencies on this list perform counseling services. They may be willing to also serve as community agencies for the fulfillment of community hours

that the diverted juvenile offender must serve. The agencies from either list must still be recruited and agree to participate in the Peer Jury program following established guidelines.

Community Referral Agencies agree to accept a specified number of diverted juvenile offenders for the performance of community work service hours. To the extent possible, each diverted juvenile offender should be given an individualized program of community service that is tailored to his or her offense. The Community Referral Agencies should designate one staff member to act as liaison with the Peer Jury Moderator and to supervise the juvenile while he or she is at the facility. This designated individual must sign a confidentiality agreement and submit to a background investigation to be conducted by district personnel. The Community agency liaison will furnish a report and evaluation for each diverted juvenile offender at the conclusion of his or her service. A certification that a certain number of hours have been completed by the diverted juvenile offender is only one part of the report. A summary of the quality of work and overall experience of the diverted juvenile offender is an important part of the report. This report should be discussed with the diverted juvenile offender at the discharge hearing.

Moderator/Assistant Moderator

The moderator/assistant moderators are adult volunteers who will assist the police liaison officer with the operation of the Peer Jury Program. Duties of the moderator include acting as the community liaison to the Community Policing Office, recruiting, assigning Peer Jurors, notifying the victim, acting as liaison with agencies accepting diverted juvenile offenders under the program for service projects, and supervision of the performance of the diverted juvenile offender.

District personnel will conduct a background check of all moderators. The background check will include a criminal history records search and a background check through the Department of Children and Family Services. A signed agreement of confidentiality will be required for all moderators associated with the Peer Jury.

Moderators associated with the Peer Jury program should be familiar with the Police Department's policies, have experience working with and relating to teenagers, and are familiar with the laws involving juvenile crimes and confidentiality. Volunteers should be willing to make a commitment of at least one year, volunteer four (4) hours per month to the program, live or work within the community, and be of good character and reputation. In order to ensure that the moderators possess these qualities, such volunteers will be required to submit applications and agree to submit to background investigations. District Commanders and/or their designee should interview all applicants for these positions.

Peer Jurors:

Peer Jurors must approach each case seriously and in a professional manner. Some requirements for assignment as a Peer Juror are:

- Has obtained the age of 13 but is not older than 18, and is in grades eight through twelve;
- Possesses an interest in helping peers;
- Displays a commitment to the Peer Jury program and has a willingness to work with the Police, other teens, and the community;
- Is of good character and has no felony or misdemeanor convictions in the past 6 months;
- Lives or attends school in the community;
- Commits to serving on the Peer Jury for a period of one year;
- Obtains the written approval of a parent or guardian to participate in the program;
- Completes the required application and training process.

- Passes a criminal and sex offender background check.

During the initial hearing, Peer Jurors will question the diverted juvenile offender about why he/she committed the offense, how he/she feels about what he/she has done, and other appropriate issues relating to the offense. If the peer jurors choose, they may also question the victim regarding the impact the crime has had on his/her life. Peer Jurors will then determine an appropriate sanction for the offense within the guidelines provided at the discharge hearings, Peer Jurors will again have an opportunity to question the diverted juvenile offender about his/her community work service experience, the effect of his/her actions, and other issues relevant to determining whether the diverted juvenile offender has satisfactorily completed his/her sanctions.

Written outlines of procedures and suggested questions will be provided to each Peer Juror. Each Peer Juror should also observe at least one hearing prior to actually serving on a Peer Jury. Each Peer Juror must make a commitment to attend meetings and hearings on a regular basis and to respect the confidentiality associated with the program. Peer Jurors must disqualify themselves from a jury if they know or could possibly know the diverted juvenile offender. Peer Jurors are also required to report any attempts by individuals to intimidate them or influence their decisions.

Records

All records relating to the Peer Jurors, diverted juvenile offender's appearing before them, and adult personnel involved in the program must be kept in a locked storage cabinet located in the police district in accordance with 705ILCS 405/5-905. Records will not be kept in a non-police facility. When a sanction has been completed, all district records of the proceedings will be destroyed six months after a disposition has been determined.

Special Victims Unit: Detective Division

The Special Victims Unit operates under the Chicago Police Department's Bureau of Detectives. Special Victims Units are located in each of the Detective Division's five Areas. Referrals of cases to the Peer Jury program are made by Detectives within the Special Victims Units as a condition of a formal station adjustment or diversion program.

The Detective may offer a referral to the Peer Jury Program to diverted youths/offenders and their parents or guardians when appropriate. The Detective should fully explain the program to the diverted juvenile offender. In all cases where the diverted juvenile offender is referred to the Peer Jury, the Detective will read the diverted juvenile offender their Miranda Warnings. A juvenile must receive these warnings if an admission of guilt is to be admissible at further court hearings. (Reference 705 ILCS 405/5-301). The Detective then schedules the case for hearing and forwards the information concerning the diverted juvenile offender to another Detective known as the Area Community Network Officer (CNO).

The Detective may provide the diverted juvenile offender's family with informational packets listing additional services at the time of the Formal Station Adjustment. This may include options for mentoring, recreational services, tutoring, youth clubs, and local organizations having programs to benefit youth.

The Community Network Officer (CNO) is responsible for preparing a file containing a copy of the case report, the formal station adjustment forms and any other related documents for

each diverted juvenile offender. The CNO will also maintain a file for each district. The CNO will forward copies of the Formal Station Adjustment forms to the appropriate district seven days prior to the scheduled jury hearing. The CNO will monitor the number of cases referred to the Peer Jury in each district, (eight cases per month per district should be the maximum) and will track the results of the Peer Jury. He/she will determine whether the juvenile has met the conditions of the sanction and further determine whether the case is concluded or whether it should be referred to Juvenile Court for resolution. The Detective will read the charges, state the possible sanction if the offense had been committed by an adult, and summarize the facts of the case.

IV Operation of the Peer Jury

General Procedures:

The recommended Peer Jury operations should be held in two separate rooms operating simultaneously; the first room to be used for returning cases, and the second room for new cases. If only one room is available, the session will begin with the hearing of returning cases followed by new cases.

Prior to calling the diverted juvenile offender's case, the moderator will distribute any papers written by the diverted juvenile offender for examination by the Peer Jury and will announce the results of any community placements served by the diverted juvenile offender. The diverted juvenile offender will be called before the Peer Jury. At this time, jurors may want to ask questions or make comments on any papers written by the diverted juvenile offender or ask questions regarding the diverted juvenile offender's community. The Peer Jurors, with some reference or guidance from the adult personnel, will decide if the diverted juvenile offender is then released or reassigned.

After all releases are heard, new cases are called in the order that they are listed on the distributed docket. For the new case call, the bailiff will escort the diverted juvenile offender and his/her parent or guardian to the diverted juvenile offender table and the moderator will call the first case, giving the name of the diverted juvenile offender, age, and school grade. The diverted juvenile offender will rise and the Detective or Police Liaison Officer will read and explain the offense, including the adult penalty, to the diverted juvenile offender. The Detective or Police Liaison Officer will explain the facts of the case and make any other comments he/she feels are important.

The moderator will ask the diverted juvenile offender if he/she understands the charge and will state to the diverted juvenile offender that he/she has admitted guilt. The Peer Jurors will ask questions of the diverted juvenile offender, his/ her guardian, the victim, and the Detective or Police Liaison Officer to assist in determining an appropriate sanction for the diverted juvenile offender. Once the Peer Jurors have finished their questioning, the diverted juvenile offender and his/her parent(s) or guardian(s) are dismissed pending the Peer Jury deliberation. After deliberation, the diverted juvenile offender and his/her parent(s) or guardian(s) will return to the courtroom. The diverted juvenile offender stands while the moderator announces the Peer Jury's decision on the appropriate sanction. This process continues until all cases are completed.

Sample Procedural Schedule

The following is a checklist of tasks and responsibilities that should be completed prior to

and as a follow-up to each Peer Jury hearing. In general, hearings should be scheduled once a month. Depending on the availability of both the moderators and the Peer Jurors, hearings should be held on a scheduled work day and the assigned watch of department personnel involved. Hearings should not be scheduled during school hours or weekend evenings.

Special Victim's Unit Area Community Network Officer will:

Ten days prior to the hearing:

Forward a copy of the Formal Station Adjustment Form to the appropriate district. The Moderator, the Detective, and the Community Policing Officer should all have the docket no later than the afternoon before the session is scheduled. The Area Special Victims Unit Community Network Officer or designated Detective will attend the Peer Jury and introduce the case to the Peer Jurists. In all cases where the diverted juvenile offender has not completed their community hours, the Detective will refer the case to juvenile court after review.

The Moderator will:

Seven days prior to the hearing

Contact any victims to remind them of the hearing if they have indicated a desire to attend. Three days prior to the hearing, verify that the release forms for the diverted juvenile offenders from the previous hearings have been received. If a release form for a diverted juvenile offender has not been received, contact the agency to determine how many hours have been served. Contact the diverted juvenile offender or parent and remind him/her that the hearing is three days away and the hours must be completed.

Prepare a docket that includes all new diverted juvenile offenders scheduled for an initial hearing and all diverted juvenile offenders scheduled for discharge hearings. The Moderator, Detective and the Community Policing Officer should all have the docket no later than the afternoon before the session is scheduled.

Day of the hearing:

- Ensure that any approved Peer Jury visitor signs a visitor's list and a confidentiality agreement.
- Have the victim sign a confidentiality statement when appropriate.
- Have each Peer Juror complete the Attendance Sheet.
- Have Jurors review the diverted juvenile offender list. Request to be excused if a diverted juvenile offender is known or possibly known by them.
- At the conclusion of the hearing, return all records and case files to Police Department personnel.

Five days after the hearing:

- Contact all community agencies where juveniles have been placed. If arrangements to complete the community hours have begun, no further contact is needed for ten days. If contact has not been made, contact the juvenile to remind him/her that one of the four weeks is almost complete.
- If the juvenile is still uncooperative by his/her return date, the Detective will make a referral to Juvenile Court.

Two weeks after the hearing:

- Contact all community agencies where juveniles have been placed and check on the progress of those juveniles.
- If reports are positive, call and share the positive feedback with the juvenile or family members.
- If a conflict has developed, do not hesitate to reassign the juvenile to a more appropriate agency. Any changes in sanction should be reviewed with the Peer Jurors at the dismissal hearing.
- Send a letter of acknowledgment and appreciation to service providers.
- Contact the victim to apprise him/her of the outcome, if necessary.

Information Guidelines for Community Referral Agencies

Active community involvement is a key to the success of the Peer Jury Program. Community agencies play an integral role in the Peer Jury process providing a meaningful community-based work-service experience that helps to instill a sense of responsibility in youthful diverted juvenile offenders and provides potential skills that can assist those diverted juvenile offenders in becoming productive members of the community.

Each community agency should designate a liaison that will be the principal point of contact for the program. This individual must sign a confidentiality agreement before there is any contact with a diverted juvenile offender. The liaison will be contacted by the Peer Jury Moderator once a diverted juvenile offender has received a sanction at the site. The Moderator will provide the liaison with information about the diverted juvenile offender including his/her name, age, phone number, and the nature of his/her offense, the number of community service hours that have been assigned and the anticipated completion date for that community service. The name and phone number of a contact person from the Peer Jury Program will be provided should there be any questions or concerns. The diverted juvenile offender should be treated as all other volunteers at the site and will not be identified as a diverted juvenile offender to anyone other than the designated liaison. Diverted juvenile offenders should not be required to work at a site for more than a four hour increment. The safety and security of the juvenile must be the main concern when tasks are assigned. Some suggested services that may be performed are light office tasks, janitorial work such as emptying waste baskets, sweeping, etc.

The diverted juvenile offender is responsible for contacting the agency's volunteer supervisor to set up an orientation meeting. If he/she has not contacted the agency within a week, the District Liaison Officer or his/her designee should contact the Special Victims Unit Detective. The Peer Jury recognizes that at times the number of hours required cannot be completed within the given time frame. Any special arrangements or changes to the Peer Jury sanctions should be facilitated through the Peer Jury Moderator.

The diverted juvenile offender is responsible for contacting the Community Agency Liaison to make arrangements for scheduling the community hours. The Peer Jury recognizes that at times the number of hours assigned cannot be completed within the given time frame. If special arrangements or changes to the Peer Jury sanction are necessary, the Community Agency Liaison should contact the Peer Jury Moderator.

After a juvenile completes his/her sanctioned hours, the Community Agency Liaison will complete the Diverted Juvenile Offender Performance Release Form and provide a copy to the diverted juvenile offender. The diverted juvenile offender is required to bring this form to the

Peer Jury at the disposition hearing to show that he/she has completed the sanction. The release form may be mailed to the Moderator by the Community Agency Liaison if deemed appropriate.

The Peer Jury Moderator will monitor the progress of the juvenile by making periodic phone calls to the community agencies liaison. The Community Agency Liaison will receive periodic phone calls from the Peer Jury Moderator to monitor the progress of the juvenile. The Community Agency Liaison should also feel free to contact the Peer Jury Moderator should the agency have any questions or comments.

Confidentiality is extremely important to the Peer Jury process. All possible precautions should be taken to ensure that only the Community Agency Liaison is aware that the diverted juvenile offender is performing community service as a result of a Peer Jury proceeding.

APPENDIX

FORMS ASSOCIATED WITH THE PEER JURY PROGRAM

All forms can be located online at the Department Directives System.

A.	Peer Jury Program Juror Application	CPD-24.460
B.	Peer Jury Confidentiality Oath	CPD-24.461
C.	Peer Jury Program Parent/Guardian Consent	CPD-24.462
D.	Peer Jury Program Moderator Application	CPD-24.463
E.	Peer Jury Program Work Assignment and Placement	CPD-24.464
F.	Peer Jury Program Diverted Juvenile Offender Performance Release	CPD-24.465
G.	Peer Jury Program Victim Notification Letter	CPD-24.467
H.	Peer Jury Program Juvenile Victim Notification Letter	CPD-24.468
I.	Peer Jury Court Activity Sheet	CPD-24.469
J.	Peer Jury Program Notice of Non-Compliance	CPD-24.470