



Buffalo/Pepin County Teen Court

Buffalo County Courthouse
PO Box 276
Alma, WI 54610
608-685-6256(Phone) 608-685-6259 (Fax)
711 For Wisconsin Relay
annie.lisowski@ces.uwex.edu



Dear Buffalo/Pepin County Teen Court Panelist Applicant:

Thank you for your interest in applying as a panelist for the Buffalo/Pepin County Teen Court. We are confident that you will find this experience both challenging and rewarding. If you have any questions or concerns please feel free to contact us at the contact information above. We would encourage you to speak to the panelists from your school to learn of their experience as well.

Application Procedure and Deadline:

- _____ Contact and distribute one reference form
- _____ Complete personal application form
- _____ Attach professional cover letter with optional resume
- _____ Application must be received by **February 1, 2017**
- _____ Participate in Teen Court Panelist Interview on **February 22, 2017**
- _____ Plan to participate in Teen Court Panelist Training on **April 5, 2017**

Applications can be mailed, faxed or emailed to:

Buffalo County UW-Extension
Attn: Teen Court
PO Box 276
Alma, WI 54610
608-685-6259 (Fax)
annie.lisowski@ces.uwex.edu

Sincerely,

Annie Lisowski,
Teen Court Co-Coordinator
4-H Youth Development Educator
Buffalo County UW-Extension

Marie Ritscher
Teen Court Co-Coordinator
4-H Youth Development Agent
Pepin County UW-Extension

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What is Teen Court?

Teen Court offers eligible youth an alternative to appearing in Juvenile Court. They have an opportunity to receive a meaningful consequence from a jury of their peers.

Why a Teen Court?

Teen Court offers eligible youth an opportunity to take responsibility for their actions. It provides positive peer pressure with community based consequences.

Who is eligible?

The Buffalo/Pepin County Teen Court will serve youth ages 10-16 years who commit first time violations of offenses such as:

- Disorderly Conduct or Bullying
- No Valid Driver's License
- Damage to Property/Vandalism
- Shoplifting/Retail Theft
- Trespassing
- DNR/Park Offenses, Littering, Curfew, or ATV violations
- Possession of Alcohol, Tobacco, Marijuana, or Paraphernalia
- Truancy
- Unlawful Use of a Telephone

Referrals for Teen Court will come from the Court, Human Services, Law Enforcement, and School Administrators.

How Does Teen Court Operate?

1. The offender appears before a panel of three to five teen judge panelists.
2. Panelists will be from a local school district, excluding the offender's school.
3. Panelists have received specialized training in court procedures.
4. A parent or legal guardian is required to attend the session with the offender.
5. Offender must admit the violation offense.
6. Panelists discuss the offense with the offender to determine why the offense occurred and determine the most effective consequences.
7. Panelists may question parents.
8. Panelists decide the consequences which may include essays, community service, apology letter or other innovative sanctions.
9. A coordinator monitors the offender's performance of the sentencing guidelines.
10. Offender pays a small fee towards the cost of Teen Court.
11. All procedures are confidential.
12. If offender successfully completes the work, the case is closed without the offender receiving a conviction record. If offender is unsuccessful in completing sentence the offender will be returned to the referring agency.



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Buffalo/Pepin County Teen Court Panelist Position Description

Court Location:

Pepin County Government Center
Durand, Wisconsin
First Wednesday of Each Month
9:00AM-11:00AM

Buffalo County Courthouse
Alma, Wisconsin
Second Wednesday of Each Month
9:00AM – 11:00AM

Term of Appointment: One year with the option to renew annually until graduation

Panelist Responsibilities:

1. Engage in the juvenile justice system in ways that promote restorative justice for youth offenders
2. Attend scheduled Teen Court hearings; notify Teen Court Coordinator when unable to participate
3. Conduct one's self within the established guidelines for the Buffalo/Pepin Teen Court
4. Honor the Oath of Confidentiality for Teen Court panelists at all times
5. Participate in Teen Court hearings; question youth offender and his/her parent/guardian
6. Accept and fulfill role as Teen Court spokesperson, escort, recorder as appropriate
7. Hold juvenile offenders accountable for their actions by issuing fair and innovative sanctions
8. Attend and engage in annual Teen Court Panelist trainings
9. Serve as an advocate for Buffalo/Pepin County Teen Court
10. Assist in additional responsibilities as opportunities arise

Panelist Qualifications:

- Be enrolled in a Buffalo or Pepin County high school
- Ability to attend scheduled cases during the school day in Durand or Alma
- Access to transportation to attend Teen Court hearings
- Ability to identify issues related to first time juvenile offenders who are involved in the judicial system
- Good organizational and communication skills
- Willing to openly express themselves to both a youth and adult audience
- Positive attitude and commitment to teamwork in collaborative environment
- Views position as a learning experience for self and others
- Ability to think creatively and flexibly to solve problems
- Ability to work with people of diverse backgrounds



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To: Buffalo/Pepin County Teen Court Applicant Reference

From: Buffalo/Pepin County Teen Court Coordinators

The mission of the Buffalo/Pepin County Teen Court is to join together as a council of professional and community members to find ways to enhance positive youth and family development in both counties. The Teen Court will serve to modify behavior of youthful, first-time offenders by combining positive peer pressure and involvement within our counties, families, schools, and religious organizations to promote youth development and restorative justice.

The panelists' objectives are:

- 1) To hear first time juvenile cases.
- 2) To create a logical sequence of consequences based in restorative justice.
- 3) To increase their leadership and communication skills while serving the community.

_____ has been identified by their school to apply for Buffalo / Pepin County Teen Court. You have been selected as a reference. Your honest opinion of this applicant's qualifications to represent your community on the Buffalo / Pepin County Teen Court is appreciated. The information you provide will be handled in a confidential manner and will not be released without your permission.

Please take your time to be complete and return the reference by the **February 1, 2017** deadline to the UW-Extension Office at the address above.

Feel free to provide additional information that goes beyond that addressed by the reference form by attaching a letter. If you have any questions about the position or the reference form, please contact Annie Lisowski at 608-685-6256 or via e-mail at annie.lisowski@ces.uwex.edu.

Thank you for your time and dedication to youth development in Buffalo and Pepin Counties.

Enclosure: Reference Form



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Buffalo/Pepin County Teen Court Panelist Application Reference Form

Name of Applicant: _____ Date: _____

Person Furnishing Reference: _____

Title: _____ Agency: _____

How long have you known the applicant? _____ What is your relationship to the applicant? _____

Daytime Phone (_____) _____ E-mail: _____

QUALITIES RELATED TO JOB SUCCESS

1. Success in previous job(s) or projects _____
2. Able to work with people (team) _____
3. Able to lead or inspire others _____
4. Oral communication skills _____
5. Written communication skills _____
6. Completes assignments _____
7. Organizes time and work _____
8. Accepts guidance _____
9. Creative and innovative _____

Rating Scale

- 5 = Far Exceeds expectations
- 4 = Above expected level
- 3 = At expected level
- 2 = Below expected level
- 1 = Not satisfactory
- NA = Not able to judge

PERSONAL QUALITIES THAT AFFECT PERFORMANCE

1. Professionalism _____
2. Tactful and courteous _____
3. Dependability and promptness _____
4. Maturity and poise _____
5. Deals constructively with pressure _____
6. Flexibility/adaptability _____
7. Demonstrates honesty/integrity _____
8. Commitment to employer/school _____
9. Accepts differences in others _____
10. Potential for professional growth _____



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- Do you know of any reason(s) why this applicant should not be considered for this type of position with the Buffalo/Pepin County Teen Court? YES NO

- If yes, please explain:*

- A. What qualities such as leadership, organization, or dedication would this applicant bring to the Teen Court Panel?

- B. What limitations (if any) does the applicant have for this position (transportation, inability to follow through with commitment, lack of professionalism, etc.)?

- C. Additional information is welcome and may be included on an attached sheet.

I believe this information is fair and accurate based upon my experience with the applicant.

Signature of Reference

Date

Please sign on the line following this statement if you give permission to release information contained in the reference to the applicant upon applicant request. No signature will imply lack of consent.

Signature to authorize release to applicant



PERSONAL INFORMATION:		
Name: (Last)	(First)	(M.I.)
Cell Phone: ()	Home Number: ()	
Address:		
City:	State:	Zip Code:
Parent/Guardian Name (s):		
Email (checked regularly):	Date of Birth:	

EDUCATION:	
Name of School:	Current Grade:
Extracurricular Activities:	
Future Education and Career Plans:	

EMPLOYMENT OR VOLUNTEER EXPERIENCE:			
Company:	(Please circle) Work Volunteer		
Address:	Phone: ()		
Position:	Supervisor:	Dates Worked: From:	To:
Reason for leaving:			
Company:	(Please circle) Work Volunteer		
Address:	Phone: ()		
Position:	Supervisor:	Dates Worked: From:	To:
Reason for leaving:			
Company:	(Please circle) Work Volunteer		
Address:	Phone: ()		
Position:	Supervisor:	Dates Worked: From:	To:
Reason for leaving:			

ADDITIONAL QUESTIONS:

Do you have access to reliable transportation to attend hearings? YES NO

Does your schedule allow you to participate in hearings most of the time? YES NO

Do you agree to remain caught up with all homework and lessons missed while serving on the panel? YES NO

SHORT ANSWER:

Explain in your own words what keeping "An Oath of Confidentiality" means to you.

What is your biggest fear about being involved in Teen Court?

Have you ever received a citation for any offense? YES NO

If so, please describe the citation and outcome:

I grant the University of Wisconsin Board of Regents and University of Wisconsin-Extension (hereinafter University), the right to use, publish, and copyright my image (including audio, moving image, or photograph) for educational programs, web sites, and promotion of University programs. The University adheres to all Federal and State laws associated with the use of these materials.

I hereby certify the facts set forth in the above application are true and complete to the best of my knowledge. Parent/Guardian signature below indicates that my child has permission to serve as a Teen Court panelist.

Signature of Youth Applicant

Date

Signature of Parent/Guardian

Date