

INTRODUCTION TO POLICIES/PROCEDURES AND APPROVAL

The policies and procedures contained in this document, dated 7/12 have been drafted with the intent of complying with changes made to the Children's Code (Chapter 48) and additions made by the Juvenile Justice Code (Chapter 938).

EXCEPTIONS

In using this manual, there are a few prefacing remarks that should be kept in mind:

1. This manual is not an all-inclusive reflection of statutes related to issues with children. Most policies and procedures related to jurisdiction over children are contained in the specific statutory language of Chapter 48 and 938.
2. Policies may not be adopted that are in contradiction to statute. Therefore, in cases in which, either through error or oversight, policies are not consistent with statute, the statutory language is governing.
3. Within statute and policy, in those cases in which the Court feels that an exception to the general policy is necessary, exceptions may be made by the Court consistent with the best interests of the child and the goals and principles of the Juvenile Court. By their nature, the lives and situations of children and families presented to the Court are unique and require the thoughtful consideration of individual factors.

PROCEDURE FOR AMENDING AND REVIEW OF THESE POLICIES/PROCEDURES

An **official** version of the this Juvenile Court Policy/Procedure Manual will be maintained in the following locations, and each designated person/location shall receive a copy of any changes, additions, or modifications approved by the Court as they are made:

- Each current Juvenile Judge
- The Juvenile Court Commissioner
- The Chief Judge of the judicial district
- The Clerk of Courts
- The Juvenile Court Administrator
- A single designated location or individual in the Dane County Human Services Department
- A single designated location or individual in the District Attorney's Office

- A single designated location or individual in the Corporation Council's Office
- A single designated location or individual in the State Public Defender's Office
- The District Court Administrator
- A full set of policy/procedures will be available on the Juvenile Court Program's website at www.countyofdane.com/juvenilecourt

Amendments or changes to these operating policies may be made with the approval of the Juvenile Judges, as determined by the Chief Juvenile Judge, and the Chief Judge of the Judicial District. Changes/amendments will be written in a format similar to the format of these policies and signed by the Chief Juvenile Judge and Chief Judge of the District and distributed to the above parties upon approval.