

SEMINOLE COUNTY SHERIFF'S  
OFFICE  
TEEN COURT  
**VOLUNTEER PROCEDURAL  
MANUAL**



PROSECUTION ALTERNATIVES FOR YOUTH

190 Eslinger Way, Sanford FL 32773

(407) 665-5363 • Fax (407) 665-5365

## OATH OF CONFIDENTIALITY



The importance of honoring the Oath of Confidentiality cannot be overstated. The business appearing in any court is a personal matter, but juvenile court is confidential. All aspects of a Teen Court session should be considered confidential. Failure to respect this Oath can result in dismissal from participation in the program.

**I solemnly swear that I will not divulge, either by words or signs, any information which comes to my knowledge in the course of a teen court session, and that I will keep secret all said proceedings which may be held in my presence.**

### TRIAL OVERVIEW

- A. Judge Enters
- B. The Judge addresses the courtroom
- C. The Clerk calls the case
- D. Defendant is qualified with the jury
- E. Prosecution Opening
- F. Defense Opening
- G. Defendant is brought to the stand and sworn in
- H. Prosecution Examination
- I. Defense Examination
- J. Prosecution Re-Cross Examination (if any)
- K. Defense Re-Direct Examination (if any)
- L. Prosecution Closing
- M. Defense Closing
- N. Jury Instructions
- O. Jury Leaves
- P. Jury Returns after next case and verdict is published

### REQUIREMENTS FOR VOLUNTEERS

- ✓ Appear on time for Teen Court. Tardiness is not tolerated in the court system.
- ✓ Dress appropriately to dignify the Court (see “dress code”).
- ✓ Address the Judge with respect at all time by saying “Your Honor” or “Yes, sir” or “Yes, ma’am”.
- ✓ Refrain from inappropriate comments directed towards volunteers, defendants and parents. Respect all participants at all times.
- ✓ No one is allowed behind the Judge’s bench. This area is reserved for the Judge.
- ✓ Do not sit on tables or place your feet on any furniture.
- ✓ Be willing to work as a team. As a member of the jury, you must all agree on the sentence given.
- ✓ Do not discuss your personal opinion of the charge or of the outcome of the case with parents, defendants, or other jurors once you have left the deliberation room.
- ✓ Return all paperwork to the Teen Court staff before leaving the courthouse. Return all papers and any notes that may have the defendant’s name or information on them.
- ✓ No gum, food or drinks are allowed in the courtroom. Hats, sunglasses, etc., must be removed from your head. All cell phones are to be turned off.
- ✓ All males must leave shirts tucked in until you leave the building.
- ✓ Refrain from the use of profanity and any other foul language.
- ✓ You must arrive by **5:15 pm** in order to participate in Teen Court. Teen Court is held on Tuesday’s.
- ✓ Teen Court meets weekly. Teen Court does NOT meet during weeks with a holiday, they **WILL NOT** meet the week of
  - New Year
  - Seminole County Spring Break
  - July 4<sup>th</sup>
  - Thanksgiving
  - Christmas
  - Martin Luther King Day
  - Memorial Day
  - Labor Day
  - Veterans Day
- ✓ Call the Juvenile Intervention Officer at 407-665-5363 to schedule your Teen Court sessions.

### DRESS CODE

NO shorts, halters, backless dresses or tops, spaghetti straps, tube tops, short skirts, flip flops, muscle shirts, or clothing that shows your midriff. Males must have their shirts tucked in at all times. No sweat pants, baggy pants, or hats will be allowed. No shirts with inappropriate or offensive writing. **If you are not following the dress code, you will be asked to leave and not receive credit.**

### VOLUNTEER CREDIT

Volunteering with Teen Court will give you the satisfaction of helping other youth and their families bring an end to a difficult time that has resulted from an offense committed by a juvenile. All participants benefit from their involvement with this program. The following additional benefits can help you as well:

- ✓ Letters of recommendation: for college applications or job applications can be obtained from the adults you work with as long as we know that your involvement has been responsible.
- ✓ Community service hours for school, etc.: can be obtained as long as you follow the rules of the program and the dress code. Volunteers receive 3 hours of community service for serving on the jury and 4 hours for volunteering as a teen attorney, clerk, bailiff, or panel member. **All volunteer forms must be filled out COMPLETELY before submitting them to be signed for community service hours.**

**Teen Attorney's:** You must participate as a Juror at least three times before becoming an Attorney. If you are interested in being an Attorney, please see a Teen Court staff member for assistance. Attorneys receive four hours of community service credit.

### RULES OF CONDUCT

In order to participate in teen court, you must follow these rules:

- ✓ No food, drinks or gum are allowed in the courtroom or jury deliberation rooms
- ✓ No illegal substances
- ✓ Turn off all cell phones
- ✓ Once court is in session, remain in your seat and do not talk
- ✓ No talking to/from the jury deliberation room
- ✓ Do not leave the courtroom or building until dismissed
- ✓ Uphold the oath of confidentiality and do not discuss any case you hear or see with anyone outside the courtroom and courthouse.
- ✓ DO NOT BE DISRESPECTFUL TO ANYONE. If you make disrespectful comments or gestures towards any member of the Teen Court staff, you will be asked to leave and not return
- ✓ Exchanging personal information (Phone number, Email, Snap Chat, Instagram, Facebook, or any form of social media.) with anyone while participating in Teen Court is NOT allowed & will not be tolerated. Failure to abide by this will result in removal and elimination from being able to participate in Teen Court or Teen Court events in the future.

## JOB DESCRIPTION

### **JUROR**

As a juror, you will have an opportunity to participate in a very important part of our democracy. Jury duty is a privilege and a serious responsibility. As a juror, you are required to base your verdict upon the evidence as you hear it in court and upon the law as the Judge instructs you in it. The juror is obligated to perform honestly and conscientiously without prejudice.

To be a QUALIFIED JUROR, the juror must meet the following requirements:

- ✓ Be between the ages of 12 - 18
- ✓ Must abide by the Rules of Conduct and Dress Code
- ✓ Must observe one night of Teen Court prior to volunteering
- ✓ Must read and sign the Volunteer Jury Manual
- ✓ Must complete Volunteer Jury Procedure Manual test

Please observe the following rules of conduct during trial:

- ✓ Report at proper hour and date
- ✓ Abide by the Oath of Confidentiality
- ✓ Acknowledge if you know the defendant prior to the case
- ✓ Listen to every question and answer
- ✓ Do not discuss the case with anyone
- ✓ Control your emotions (facial expressions, laughing, etc.)

All jurors should conduct the following in the deliberation room:

- ✓ The business of the jury shall be conducted in an orderly fashion
- ✓ The selected Foreperson shall see that all jurors have an opportunity to express their opinions
- ✓ Only discuss the verdict when in the deliberation room
- ✓ The verdict must be unanimous

Once you have heard your case, you will be escorted out of the courtroom and taken to the deliberation room. You will remain here while another case is heard. When you are done deliberating and the other case has been heard you will be escorted back into the courtroom where the verdict will be heard. You must remain in the courtroom until dismissed by the Judge. You are expected to stay for all Teen Court Hearings being heard in the courtroom you were assigned.

Types of cases you will hear:

Defendants have all admitted guilt prior to their trial, so the purpose of the hearing is for you to hear the facts and assess a fair consequence. These are some common cases heard in Teen Court:

- ✓ Petit Theft (Misdemeanor) - Theft of something worth less than \$300.00 in value. This is also another name for shoplifting or retail theft.
- ✓ Resisting Officer Without Violence (Misdemeanor) - The defendant, in some way, either by running, struggling, etc., resisted the officer without violence
- ✓ False Info to Law Enforcement Officer (Misdemeanor) - Giving false information to LEO. This could include lying to the officer
- ✓ Battery (Misdemeanor) - unauthorized touching of someone such as hitting



VOLUNTEER JURY PROCEDURE MANUAL TEST/CONTRACT

1. To participate in Teen Court, I should arrive by \_\_\_\_\_.
2. List at least three (3) Dress Code options not accepted: \_\_\_\_\_  
\_\_\_\_\_
3. All aspects of a Teen Court session should be considered \_\_\_\_\_.
4. I will receive \_\_\_\_\_ hours for serving on the jury.
5. The Job title and phone number of the person I am to schedule my volunteer hours with is: \_\_\_\_\_
6. True/False I can have my cell phone on while I am in Teen Court.
7. True/False Food, drinks, and gum are not allowed in the courtroom or jury deliberation room.
8. What is not allowed to be shared at Teen Court? \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (print name) acknowledge that I have received a copy of the Volunteer Jury procedure Manual. I have read and understand what is required of me and will adhere to the Oath of Confidentiality.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature \_\_\_\_\_

**Volunteer Information**

Name \_\_\_\_\_ School \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**VOLUNTEER HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

\_\_\_\_\_ (a minor) wish to perform services as for the Seminole County Sheriff's Office, Florida, in the **Seminole County Sheriff's Teen Court** as a volunteer \_\_\_\_\_.

I undertake to perform these services for the experience and self-satisfaction I will gain from this public service. I understand that I am not nor will I be a Seminole County Sheriff's Office employee nor will I be eligible for any of the benefits of a Seminole County Sheriff's Office employee except to the extent State law mandates volunteer participation in a benefit program.

(We, \_\_\_\_\_, and \_\_\_\_\_ parent(s) or guardian(s) of \_\_\_\_\_, wish our child/ward to have the benefit of performing services for the Seminole County Sheriff's Office.)

In consideration of Seminole County Sheriff's Office permission to perform volunteer services, I for myself and my assigns, ( and we, as parents or guardians, for ourselves and our assigns) do hereby release and discharge the Seminole County Sheriff's Office, its agents, officers and employees from any and all claims, demands, grievances, and causes of action of every kind whatsoever, including, but not by way of limitation, all liability for property damages and personal injury of every kind, nature or description arising or which may hereafter arise from said permission, volunteer's performance of services or volunteer's presence on the work site.

I/We hereby indemnify and hold harmless Seminole County Sheriff's Office for any and all claims, demands and causes of action of every kind and nature arising out of said permission, volunteer's performance of services, or volunteer's presence on the work site.

\_\_\_\_\_  
Volunteer's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
IF MINOR, Signature of Parent (s) or Guardian(s)

Date: \_\_\_\_\_