

## Hernando County Youth Court Offender Notebook

### IMPORTANT

Please read the following statement and sign below.

- I have received this Offender Handbook from Youth Court that contains information necessary for the successful completion of my Youth Court sentence.
- I understand that this handbook must be returned to Youth Court staff on my sentence completion date.
- I understand that I must return the handbook in proper condition and on time.
- If the handbook is lost or damaged I agree that I will be responsible for completing an additional 5 hours of community service to be done no later than 7 days after my original sentence completion date.

Date \_\_\_\_\_

Book Number \_\_\_\_\_

\_\_\_\_\_  
Offender's Signature

\_\_\_\_\_  
Parent/Guardian Signature

My child has permission to drive to and from Youth Court.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

This notebook has been provided to assist you in successfully completing your Youth Court sentence. Take the time to read all of the information. If you have any questions, at any time, contact the Youth Court coordinator at (352) 540-6263.

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### ***Dropping Off & Picking Up Youth Court Participants***

- All Youth Court participants must arrive at the Hernando County Government Complex Center between 5:00 and 5:30 p.m. Anyone arriving later than 5:30 p.m. will not be allowed to participate in the Youth Court proceedings.
- Parents/guardians are permitted to drop their children off as long as the youth is picked up as soon as the last court session is over.
- Juveniles participating in Youth Court are not allowed to leave the building to wait for their transportation home. Parents/guardians must park and come into the building to sign out and pick up youth. A handicap entrance is available if needed.
- Youths who are licensed to drive themselves must have written permission from parent/ legal guardian and must ask the permission of the adult supervisor before leaving. They are responsible for signing themselves out.
- Pickup time is generally around 7:30 p.m. Please be patient if court runs past 7:30 p.m.
- Parents/guardians, please be punctual in arriving to pick up your child.

### ***Youth Court Conduct***

It is a privilege to serve in and use the courthouse and courtrooms. Please show your respect by following the court rules.

- If you must carry an electronic communication device, it must be turned off in the courtroom.
- Chewing gum is not permitted.
- Do not put your feet on the furniture.
- Once court begins, there is no talking permitted and you are to remain in your seat.
- Do not leave or enter the courtroom once proceedings have begun.
- All Youth Court participants will follow instructions given by the Youth Court Coordinator/Clerk and all Adult Volunteers. Failure to comply with the instructions and rules of Youth court will result in dismissal from the program.

### ***Dress Code for Court***

- Shorts, Capri pants, or crop pants are not allowed to be worn in the courtroom by anyone.
- T-shirts and jeans may be worn by Youth Court participants as long as they are neat and clean, and do not have any holes in them.
- Overalls, sweat suits are not appropriate attire for court.
- Flip flops are not appropriate.
- Hats are not permitted.
- Youth Court participants may not wear any clothing that has writing, slogans or logos of any kind.
- All shirts must be tucked into pants or skirts.
- Headsets and portable music players are not permitted in court.

## ***Jury Duty***

- All offenders are required to serve at least two jury duty nights in Youth Court and there are several rules that must be observed while the offender serves as a juror.
- Everyone involved in the Youth Court program, juveniles and adults, must comply with the Oath of Confidentiality. This means that you may not talk about any offender, nor discuss any case that you have heard in Youth Court. Anyone who violates the Oath of Confidentiality will be removed from the program.
- As a juror on Youth Court, you will have an opportunity to participate in a very important part of our democracy. Jury duty is a privilege and a serious responsibility.
- A Youth Court jury member determines appropriate and fair consequences for the defendant. You must listen carefully to the facts of the case and pay close attention to the questioning of the Defense and Prosecution. You are required to base your deliberation upon the evidence as you hear it in court, and upon the law as the Judge instructs you in it. The sentence should be designed to hold the Defendant accountable for his/her actions to the community and/or the victim. The sentence should be proportional to the offense and the aggravating and mitigating factors.
- A Youth Court juror must be able to treat each case individually and without prejudice. You are obligated to perform honestly and conscientiously, without fear or favor.
- You must abide by the Oath of Confidentiality administered at the beginning of court.
- Acknowledge if you know the Defendant prior to the hearing.
- Always sit in the same seat in the jury box.
- Listen to every question and answer.
- Do not discuss the case with anyone.
- Control your emotions – no facial expressions, eye-rolling, laughing, etc.
- In carrying out your duty as a Juror, conduct yourself in such a way that no one can question your integrity. You are a judicial officer through your participation in Youth Court and your behavior must not arouse the distrust of the most suspicious.

In the deliberation room:

- A foreperson will be selected by the jury to preside over the deliberation.
- The selected foreperson shall see that all Jurors have an opportunity to express their opinions. The business of the jury shall be conducted in an orderly, courteous, and respectful manner.
- Keep discussions on topic in order to save time.
- In case of any questions regarding the hearing, the Youth Court Coordinator or the Judge should be consulted. Both the Coordinator and the Judge are always ready and available to answer all questions of law pertaining to the case.

## ***Community Service Work Hours***

- You have been sentenced to perform community service as part of your Youth Court sentence. **These hours may not be performed while school is in session.**
- A listing of approved community service work sites is enclosed in this handbook. You may only work at the approved work sites. Work performed at any non-approved work site will not be accepted. An extension for completion of your sentence will not be granted without prior, written approval from the Youth Court Coordinator.
- While in the Youth Court program, you are required to follow all instructions given to you by the community service site supervisor. Failure to do so will result in your immediate dismissal from this program.
- Youth Court is about being responsible. You may not just “show up” at the work site. You are responsible for contacting the work site and setting up dates and times to perform the community service. Be on Time. If you are late, the supervisor will send you home and then contact the Youth Court Coordinator. If you do not show up for the appointed community service, the supervisor will contact the Youth Court Coordinator. In either case the Coordinator will call and inform you that you may not go back to that work site.
- The second time this happens, you will be removed from the program. If there is an emergency, and you cannot get to the work site on time, phone the work site supervisor.
- Your Community Service time sheet is included in this handbook. Do not take the time sheet out of this book. If you lose the time sheet, you will not be given credit for hours you worked. Print your name and Youth Court case number on the time sheet. It is your responsibility to have the work site supervisor sign the time sheet every time you work. The work site’s name must be clearly noted on the time sheet. All time sheets will be verified by the Youth Court Coordinator.



**Community Service Work Site Listing**

	<b>Contact</b>	<b>Hours</b>	<b>Duties</b>	<b>Minimum Age</b>
<b>All PRO Dads of South Brooksville Inc.</b> 75 Kennedy Blvd. Brooksville	Eric Riggins Sr. 352-593-6133	Call to arrange	Set up for special events	10-17
<b>Brooksville Moose Club #1676</b> 17129 Wiscon Rd. Brooksville	Richard Groome 352-796-8371	Monday-Sunday 11 am-9 pm	Kitchen: clean up, wash dishes, set tables, sweep, mop floors, empty trash cans Light yard work	14
<b>Career Central</b> 7361 Forest Oaks Blvd. Spring Hill, 34606	Yvonne Woods 352-200-3028	Monday-Friday 8 am-5 pm	Filing, answer phones, stack items on shelves, mailing, copying & faxing	16
<b>Christian Life Assembly of God</b> 13065 Jacqueline Rd. Brooksville, 34613	Sarah Hull Youth Director 352-597-1139 Cell: 352-442-2346	Monday-Thursday 9 am-4 pm Wed 6:30-8 pm Sun 9:30 am-12:30 pm, 6-8 pm	Cleaning, windows, dusting, nursery, weeding	13-17
<b>Elks Lodge</b> 14494 Cortez Blvd. Brooksville, 34613	Joe Morrow 352-596-2582	Call to arrange	General cleaning, special projects	16
<b>Faith Presbyterian Church</b> 200 Mt. Fair Ave. Brooksville, 34601	David Steadman Administrator 352-796-4969	Monday-Friday 8:30 am-5 pm	Clerical work, housekeeping, yard work	14
<b>First Presbyterian Church</b> 250 Bell Ave. Brooksville, 34601	Andrew Beery 796-4228	Saturday 10 am-3 pm	Painting, yard work, event supervision, light office work, video production	10-17
<b>First United Methodist Church</b> 9344 Spring Hill Dr. Spring Hill, 34608	Robert Weatherall 352-683-2600	Monday-Friday Negotiable Some Saturdays	General cleaning	12-17
<b>Heaven's Gate Christian Fellowship</b> 7138 Lykes St. Weeki Wachee, 34613	Rev. Ray Favichia 352-597-3838	Call to arrange	Painting, yard work, light office work, cleaning	

	<b>Contact</b>	<b>Hours</b>	<b>Duties</b>	<b>Minimum Age</b>
<b>Heritage Museum</b> 601 Museum Court Brooksville, 34601	Virginia Jackson or Virginia Rusk 352-799-0129	Tuesday-Saturday 12-3 pm	Raking, weeding, light office work	15-17
<b>Hernando County Animal Control</b> 6420 Broad St. Brooksville	Cathy Evans 352-796-5062	Monday-Friday 6:30 am-4 pm Saturday 7 am-1 pm	Clean dog & cat cages, pick up dog bowls, squeegee dog runs, wash dishes	16-17
<b>Hernando County Dept of Public Works</b> 1525 E. Jefferson St. Brooksville, 34601	Linda Cleveland 352-540-6584	Monday-Friday 8 am-5 pm	General office duties General labor duties – sign shop, roadway clean-up and maintenance, inventory, groundskeeping	14
<b>Hernando County Fair Association</b> 6436 Broad St. Brooksville, 34601	Joy Jackson 352-796-4552	Monday & Friday 9 am-4 pm	Yard work: weeding, mowing, hedge trimming, muck out horse stalls, re-bed stalls, repairs, janitorial work, clerical work	16-17
<b>Hernando County Recreation Division</b> 205 E. Fort Dade Ave. Brooksville, 34601	Harry Johnson or Penny Oliver 352-754-4031	Monday-Friday 9 am-4 pm	Cleaning & organizing office & storage shed, cleaning county car, pick up trash on grounds. Some clerical work. General cleaning or meeting rooms or kitchen. <b>No cell phones or other electronics.</b>	15-17
<b>Hernando County Tourist Development</b> Welcome Center 30305 Cortez Blvd. (Lobby of Best Western) Brooksville, 34602	Carole Knudson 352-754-4405	Monday-Friday 8 am-5 pm	Clerical, answering phones, assembling info packets	15-17
<b>Humane Society of the Nature Coast</b> Wiscon & Mobley Rds. Brooksville, 34601	Emilia Raia 352-796-2711	Saturday-Sunday 8 -11 am	Cleaning dog & cat kennels, feeding cats & dogs Must wear long pants & closed shoes	16 13-16 with parent/ guardian
<b>Jericho Road Ministries Thrift Stores</b> Sunrise Plaza, Ridge Manor OR Winchester Plaza, Hwy 19	Cheryl Hart 352-799-2912	Monday-Friday 9 am-5 pm	Clerical work. Cleaning, window washing. Processing donated materials, sorting, pricing	14

	<b>Contact</b>	<b>Hours</b>	<b>Duties</b>	<b>Minimum Age</b>
<b>Love Your Neighbor's Donations Station</b> 409 W. Jefferson St. Brooksville, FL	John Rudny 352-573-8756	Mon & Wed 10 – 6 pm Saturday 10-4 pm	Sort donations, stock shelves, sweep & vacuum	14
<b>Nature Coast Botanical Gardens</b> 1489 Parker Ave. Spring Hill	352-683-9933	Saturday, Monday, Wednesday 9 am-12 pm	Spreading mulch, weeding, watering, raking, digging, clearing brush	14
<b>Ridge Manor Community Center</b> 34230 Cortez Blvd. Ridge Manor, 34601	John Shoppa 352-583-4582	Saturday 9 am-5 pm & by appt.	Cleaning, painting, yard work, setting up for events.	10-17
<b>Shiloh Problem Solvers</b> 601 MLK Blvd Brooksville	Pastor Clark 352-345-9596	Call to arrange	Set up for special events	10-17
<b>Spring Hill Fire &amp; Rescue</b> 3445 Bob Hartung Ct. Spring Hill, 34606	Michael Rampino, Chief Bill Davies, Asst Chief 352-754-5800	Monday-Friday 8 am-5 pm (possible weekend work as required)	Light clerical, outside work, equipment cleaning	14-17
<b>Sterling Hill Community Center</b> 4411 Sterling Hill Blvd. Spring Hill, FL	Jason Pond (Manager) 352-686-5161	Monday thru Sunday 7 days 8 am – 6 pm	Cleaning pool, yard work, bathroom, cleaning fences, washing windows.	12-17
<b>Wildlife Rehab of Hernando Inc.</b> 360 Suncoast Blvd. Spring Hill, FL 34608	James Jablon 352-279-3600	Monday – Friday 9:00 am – 5:00 pm Sat– mornings only	Clean cages, exercise, water & feed animals rake leaves, spread mulch, clean food prep area, help build habitats & do landscape.	15- 17

### ***Law Related Education Packets***

- Write your name, case number and the date on the front of the packet.
- Read all the information before completing the activities outlined in the packet.
- Complete all the activities required in the packet. This includes letters, essays, and personal surveys.
- The crime specific packet is to be turned into the Youth Court Coordinator or one of the Adult Volunteers.

### ***Writing Letters of Apology***

- All apology letters should be typed or printed neatly, and single spaced.
- In the top right corner of the page, print the following information.
  - Your full name (first and last name)
  - Date
  - Your case number (09- -TC)
- A stamped, letter size envelope must be turned in at Youth Court with your letter.
- *In your apology letter, you must take full responsibility for your actions.*

### ***Writing Essays***

- In the top right corner of the page, print the following information.
  - Your full name (first and last name)
  - Date
  - Your case number (09- -TC)

### ***Final Essay & Speech***

- All Hernando County Youth Court offenders are required to complete a 200-word essay and speech. The speech is to be delivered after all other sanctions are completed.
- When you arrive, you must advise an Adult Supervisor that you need to give a speech on that night. Your name will be called when it is your turn.
- All speakers will be required to answer questions from the audience in attendance that night, as well as from Adult Supervisors.
- Your essay/speech must be handed in after you have given the speech.

## ***Paying Restitution***

### ***If your case is a Juvenile Civil Citation:***

- Restitution is to be paid by money order, made payable to the Clerk of the Circuit Court.
- The money order is to be completely filled out and returned to the Youth Court Coordinator on or before the completion date. There will be no extensions for payment of restitution.
- The money order must be turned in inside a stamped, unsealed, letter size envelope.

### ***If your case is a Juvenile Criminal Case:***

- Restitution is to be paid to the Juvenile Clerk, Room 133, located on the 1<sup>st</sup> floor of the government complex enter between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- Payment must be made in cash or money order. Personal checks are not accepted.
- A \$3.50 Clerk's fee will be added to the restitution amount.
- You must give a copy of the restitution receipt to the Youth Court Coordinator as proof of payment.
- Payment must be made on or before the completion date. There will be no extensions for payment of restitution.

## Hernando County Youth Court

### *Parent/Guardian Evaluation of Youth Court*

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

**Name:** \_\_\_\_\_

Please take a few minutes to evaluate your experience with Youth Court. This will help us to make future changes to keep the program effective.

#### *Initial parent-child interview with Youth Court Coordinator:*

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#### *Court Session and Sentencing:*

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#### *Contract/Exit Interview after court:*

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#### *Community Service:*

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#### *Jury Duty:*

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**Substance Abuse Program** (if applicable):

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**Suggestions for Improving the Youth Court Program:**

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**Additional Comments:**

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**Thank you for taking the time to complete this evaluation.**

# Hernando County Youth Court

## *Juvenile Evaluation of Youth Court*

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

**Name:** \_\_\_\_\_

Please take a few minutes to evaluate your experience with Youth Court. This will help us to make future changes to keep the program effective.

### **Initial parent-child interview with Youth Court Coordinator:**

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### **Court Session and Sentencing:**

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### **Contract/Exit Interview after court:**

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### **Community Service:**

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**Jury Duty:**

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**Substance Abuse Program (if applicable):**

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**Suggestions for Improving the Youth Court Program:**

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**Additional Comments:**

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**Thank you for taking the time to complete this evaluation.**