

ALLAN H. KITTLEMAN  
County Executive



GARY L. GARDNER  
Chief of Police

## HOWARD COUNTY DEPARTMENT OF POLICE

YOUTH SERVICES SECTION, 10741 LITTLE PATUXENT PARKWAY, COLUMBIA, MD 21044

Welcome to the 2018 Winter Session of Teen Court! We anticipate a busy court season and we will rely on the commitment of our volunteers to ensure that the program meets our goals.

Attached you will find an application and other important information you will need before volunteering. Please take the time to read the information and familiarize yourself with the Teen Court rules.

The 2018 Winter Session will consist of one evening a month, from February through May. In addition, new volunteers are required to attend a mandatory training night on February 8th. Please refer to the training flyer included in this packet for additional details.

Regular attendance during your term of Teen Court is mandatory. Excused absences may be granted by the Teen Court Coordinator; however, missing more than one session will result in the forfeiture of your accrued Student Service Learning hours.

Applications must be submitted by January 17, 2018 to [ktuner@howardcountymd.gov](mailto:ktuner@howardcountymd.gov). Please ensure your email address and phone number are clearly printed on the application. The number of applicants accepted per school may be limited to ensure a fair and impartial jury. Volunteers will be accepted on a first-come, first-served basis.

Accepted applicants will be notified via email prior to January 27, 2018. Adding my email address to your contacts may prevent email(s) from going to your spam folder. If we are unable to contact you by email, you may miss your opportunity to participate in this Teen Court session.

Thank you for your interest in participating in Teen Court. Please contact me if you have any questions or concerns.

Sincerely,

*Katie Turner*

Katie Turner  
Teen Court Coordinator





**HOWARD COUNTY TEEN COURT  
STUDENT VOLUNTEER APPLICATION**

**Winter 2018**

**High school students interested in volunteering should email the completed Student Volunteer Application to the Teen Court Coordinator, Katie Turner, at [ktturner@howardcountymd.gov](mailto:ktturner@howardcountymd.gov). To be eligible, you must be in grades 9-12 and under the age of 18 for the duration of the session, through May 2018. All applications must be received no later than January 17, 2018. If your application is accepted, you will receive a confirmation email approximately ten (10) business days after the application deadline. Remember to check your spam folder if you do not see an email within ten (10) business days.**

**Please type or print legibly.**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Sex:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**(Please print clearly or you may not receive your acceptance email)**

**Telephone – Home:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**School You Attend:** \_\_\_\_\_

**Current Grade:** \_\_\_\_\_

**Parent(s)/Guardian(s) Name(s):** \_\_\_\_\_

**School Activities:** \_\_\_\_\_

**Activities Outside of School (church, community, etc.):** \_\_\_\_\_

\_\_\_\_\_

**Have you been a Teen Court volunteer before?** \_\_\_\_\_ **If yes, year/session:** \_\_\_\_\_

**Why do you want to be a part of Teen Court?** \_\_\_\_\_

\_\_\_\_\_



**Students and Parents: Please read all the information provided in your Volunteer Packet.**

**By signing this Volunteer Application, I understand and agree to the following:**

- **I have read and agree to abide by the Teen Court Dress, Conduct, and Behavior Code.**
- **I understand that I will not be permitted to participate in court for the evening if my attire does not comply with the dress code.**
- **I understand that I will sign and be bound by the Teen Court Confidentiality Agreement. I further understand that if I am found to have violated the Confidentiality Agreement, I will be dropped from the Teen Court Program and will forfeit my accrued SSL hours.**
- **I understand that Teen Court volunteers are responsible for their own transportation.**
- **I understand that I am volunteering for the session that runs from February through May, 2018.**
- **I understand that if I am a new volunteer, I must attend the mandatory training session on February 8, 2018.**
- **I understand that I am allowed one (1) excused absence from the Teen Court sessions.**
- **I understand that Teen Court runs from 4:30 – 7:30 p.m., and I am required to attend the entire session unless excused by the Coordinator.**

**Student Signature:** \_\_\_\_\_

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

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**CONFIDENTIALITY AGREEMENT**

I solemnly declare that any information that I have access to through my participation in Teen Court shall be treated as confidential. I understand that some juvenile information is prohibited by law from disclosure and any such disclosure will result in termination from the program. I will not identify, directly or indirectly, verbally, in photographs, video, or writing, the identity of any person participating as a respondent in the Teen Court program. I shall also not post, comment, or share this information on any social media platform.

I understand that a breach of this agreement on my part will result in dismissal from the Teen Court Program and that any Student Service Learning hours that I have accumulated for the current Teen Court session will be forfeited.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

(410) 313-2618  
FAX (410) 313-2611  
WWW.HCPD.ORG  
HCPD@HOWARDCOUNTYMD.GOV



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**PARENT/GUARDIAN AGREEMENT**

**I have read and understand the attached Teen Court Student Volunteer Application and authorize my child to participate in the Teen Court Program.**

**I understand that if my child has any breach of the confidentially agreement it will result in their dismissal from the Teen Court Program and that any Student Service Learning hours that they have accumulated for the current Teen Court session will be forfeited.**

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

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

**PARENTS:**

**Please read the following agreement and sign below if you agree to have your child appear in photographs and/or recordings.**

**I consent to videotaping and/or photographing of my child during sessions of Teen Court to be used for education and research by the Howard County Department of Police. I release Howard County, Maryland, and its officials and employees, from any liability connected with such recordings or publications.**

**I waive all rights I may have to any claim for payments or royalties in connection with the use of these materials, regardless of the purpose.**

**I have fully informed myself of this consent, waiver of liability, and release before signing it.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## HOWARD COUNTY TEEN COURT DRESS CODE AND CONDUCT, BEHAVIOR

These rules and guidelines apply to respondents as well as all volunteer participants in the courtroom. It is important to remember that you are participating in a court of law and that your manner of dress and your conduct must display the proper respect for the court.

***DRESS CODE – Strictly Enforced! Please adhere to avoid being sent home.***

<b><i>YOU CAN WEAR.....</i></b>	<b><i>YOU CANNOT WEAR.....!!!!</i></b>
<ul style="list-style-type: none"> <li>• Dress pants, nice shirts, or blouses</li> <li>• Collared shirts – polo or golf type shirt</li> <li>• Ladies may wear dresses or skirts of acceptable length</li> <li>• Appropriate shoes</li> </ul> <p><b>Note: Coats/jackets/sweatshirts must be left in your seat in the courtroom gallery. They cannot be worn when you are on the witness stand.</b></p>	<ul style="list-style-type: none"> <li>• <b>Jeans of any kind! NO EXCEPTIONS!</b></li> <li>• <b>T-shirts!</b></li> <li>• <b>Hats!</b></li> <li>• <b>Shorts or cut-offs!</b></li> <li>• <b>Pool type flip-flop shoes!</b></li> <li>• <b>TANK TOPS/SPAGHETTI STRAP shirts or other sleeveless spandex shirts!</b></li> <li>• <b>Bare midriffs – shirt and pants/skirts must meet!</b></li> <li>• <b>Spandex leggings unless worn with skirt of proper length!</b></li> </ul>

### ***CONDUCT and BEHAVIOR***

<b><i>YOU MUST....</i></b>	<b><i>YOU CANNOT.....!!!!</i></b>
<ul style="list-style-type: none"> <li>• Arrive at the 4:30P start time.</li> <li>• Be courteous and respectful to all participants</li> <li>• Always pay attention to the court proceedings</li> <li>• Speak clearly and loudly</li> <li>• Keep your voices down in the jury deliberation room</li> <li>• Always address the judge as “Judge _____” or “Your Honor”</li> <li>• Remain in the courtroom once a hearing has begun.</li> <li>• Refrain from facial expressions, nodding/shaking your head or conduct that might indicate your agreement/disagreement with the court proceedings.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Use cell phones or electronic devices in the courtroom or the jury deliberation room! No text-messaging at any time! Cell phones will be taken.</b></li> <li>• <b>Do homework or other work in the courtroom or jury deliberation room!</b></li> <li>• <b>Carry on private conversations in the courtroom or deliberation room!</b></li> <li>• <b>Display anger or lose your temper!</b></li> <li>• <b>Bring food or drinks to court!</b></li> <li>• <b>Chew gum in court!</b></li> </ul>

**TEEN COURT SCHEDULE**  
**WINTER SESSION 2018**

<b>ALL TEEN COURT DATES OCCUR ON</b>	
<b><u>Thursday 2/8/18</u></b> <b><u>****Mandatory Training for New Volunteers Only****</u></b>	
<b>Monday 2/12/18</b>	<b>Tuesday 3/20/18</b>
<b>Thursday 4/26/18</b>	<b>Thursday 5/10/18</b>

**CHECK-IN TIME IS PROMPTLY AT 4:30 P.M. IN THE LOBBY OF THE GEORGE HOWARD BUILDING, 3430 COURT HOUSE DRIVE, ELLICOTT CITY, MD 21043**

**YOU ARE REQUIRED TO DRESS APPROPRIATELY FOLLOWING THE TEEN COURT DRESS CODE**

**IMPORTANT!!**  
**IN CASE OF INCLEMENT WEATHER**

**WE FOLLOW THE HCPS POLICY FOR CANCELLATION OF SCHOOL AND COMMUNITY ACTIVITIES/EVENTS. IF HOWARD COUNTY SCHOOLS ARE CLOSED FOR THE DAY, OR HAVE EARLY RELEASE DUE TO WEATHER, COURT IS CANCELLED FOR THAT EVENING**

# TEEN COURT TRAINING

DATE: 2/8/18

TIME: 5 PM

WHERE: GEORGE HOWARD BUILDING, 3430 COURT HOUSE DRIVE,  
ELLCOTT CITY, MD, 21043

WE WILL KICK OFF THE WINTER 2018 TEEN COURT SESSION WITH THIS MANDATORY TRAINING SESSION FOR ALL NEW TEEN COURT VOLUNTEERS.

## TRAINING TOPICS

- KATIE TURNER WILL DISCUSS GENERAL PROCEDURES FOR TEEN COURT INCLUDING TOPICS SUCH AS PROPER DELIBERATION PROCEDURES, CONFIDENTIALITY AGREEMENT, AND PROPER QUESTIONING TACTICS.
- REPRESENTATIVES FROM THE STATES' ATTORNEYS OFFICE, JUDGE OR DEFENSE ATTORNEY WILL DISCUSS COURT AND LEGAL PROCEDURES.

*AND BEST OF ALL!!!!*

*PIZZA WILL BE SERVED AND JEANS ARE ALLOWED  
FOR THIS NIGHT ONLY!*