**Letter of Working Agreement**

DATE

The following is a letter of working agreement regarding the potential development and implementation of a Teen Court Program in XXXX County, WV. XXXX Circuit Judge, XXXX XXXX (herein referred to as “Judge”) and XXXX XXXX (herein referred to as “Agency”) agree to the following:

**Description of work:**

In accordance with West Virginia Code §49-5-13(d), XXXX is investigating the feasibility of implementing a Teen Court in XXXX County. With the assistance of the West Virginia Teen Court Association, the Agency is hoping to increase the capacity of our current juvenile justice system throughout West Virginia by allowing youth to participate in a positive peer pressure prevention system (Teen Court), and which will serve as an early intervention tool to hold first time misdemeanor and certain status offenders accountable for their actions in an efficient and effective manner. Teen Court programs are shown to be an effective tool in preventing youth risk behaviors, and also an effective tool in keeping substance related issues to a minimum. This meaningful forum also allows participants the ability to learn and practice new skills with a “hands-on” approach and will create new avenues for building ties between youth and the community.

In the next nine (9) months, the Agency will research and analyze various strategies for the potential development of a Teen Court Program in **XXXXX** County. Part of this developmental process will include, but is not limited to the following,

* Collection of Key “Letters of Working Agreement” between County Judge and County Probation Officer - **MANDATORY**
* Documentation to show **level of participation by local community leaders** (judges, probation officers, youth, etc.), attendance rates, diversity of membership, and satisfaction with the Teen Court process.
* **Formation of an Advisory Group consisting of key stakeholders.** At least one member per each will represent youth, parents, the legal system, community-based organizations, religious affiliations, public heath, social services, youth-serving organizations, substance abuse treatment services, education, the media, and the business sector.
* Advocate for the $5.00 fee for Teen Court operations through the local County Commission. **XXXX** County understands that per §49-5-13d of the WV State Code **it is** authorized and will work to adopt a mandatory fee of up to $5.00. Any mandatory fee established by a county commission or city council in accordance with the provisions of this subsection shall be paid by the defendant on a judgment of guilty or a plea of nolo contendere for each violation committed in the county or municipality of any felony, misdemeanor or any local ordinance, including traffic violations and moving violations but excluding municipal parking ordinances.
* Identification of other key possible funding sources

In return, I **XXXX**, Circuit Judge, agree to refer youth, as appropriate, directly to the Teen Court program or issue an “Administrative Order” (sample attached) to the Chief Probation Officer in XXXX County that will allow cases to be referred to Teen Court by the probation department.

Either Agency or Judge can terminate this agreement for any reason at any time. Upon agreement of the objectives spelled out in this letter, please sign and date two copies. Return one copy to the Agency, and retain one copy for files.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(JUDGE) XXXX (AGENCY) XXXX

****XXXX County XXXX County