Local Juvenile Court Rule 1.6
JUVENILE COURT ADMINISTRATOR DUTIES AND AUTHORITY

(A) Juvenile Court Administrator

1. In accordance with RCW 13.04.035, the Juvenile Court will be directed by an Administrator who is appointed by the Judges of the Superior Court and shall serve at their pleasure.

2. The Administrator shall direct the Juvenile Court in accordance with the policies and rules of the Judges and shall be directly responsible to the presiding Juvenile Court Judge for all departmental operations and for the carrying out of court rules and policies.

3. The Administrator shall establish written departmental rules and procedures to carry out the statutory duties of the court and to comply with court rules and policy. Such written rules and procedures shall be approved by the Superior Court Judges.

4. In accordance with RCW 13.04.040, the Administrator shall appoint probation counselors who shall serve at the pleasure of the Administrator. The Administrator may also designate a Deputy Administrator subject to concurrence of the Judges.

5. The Administrator shall have the authority to organize the personnel of the department as the Administrator may deem appropriate for the carrying out of the statutory duties of the court and to comply with court rules and policy.

6. The Administrator shall have the authority to administer the approved budget of the department, to contract for expenditures, and authorize payment in accordance with state law and county policy. All contracts are subject to review as to form by the respective County Prosecuting Attorney.

7. The Administrator shall have the authority to establish written working agreements with other agencies in regard to the carrying out of the statutory work of the court. Such written working agreements are subject to review as to form by the respective County Prosecuting Attorney.

8. The Administrator shall, in accordance with RCW 13.04.037, adopt written standards for the regulation and government of the juvenile detention facility and services and shall appoint a detention counselor who shall have charge of the detention facility and shall be responsible to the Administrator for compliance with the adopted detention standards. Such standards shall be reviewed and the detention facilities shall be inspected annually by the Administrator.

9. The Administrator shall establish written departmental rules concerning the assignment and use of all equipment, including all motor vehicles registered or assigned to the Juvenile Court to ensure the equipment is being used for the business of the court and in accordance with state law and county policy.

10. The Administrator shall establish written rules regarding employee working hours and conditions. The Administrator may authorize or prescribe deviations from the normal workday as the business of the court or department may require. The Administrator shall represent the court in any negotiations with employees regarding working conditions, hours and rules.

11. The Administrator shall establish written rules for employee discipline, which may include, but are not limited to, verbal and/or written reprimand, suspension without pay or termination, in accordance with state law and county policy.

12. The Administrator in conjunction with an ad hoc committee comprise of one (1) panel attorney, the prosecuting attorneys or one (1) deputy prosecuting attorney from each county, one (1) attorney from the local Washington State Attorney General Office, a representative from the court's legal process unit and the juvenile court commissioner shall annually review the Juvenile Court policy and rules, the departmental rules and procedures, and the detention standards and facilities and shall prepare and present a written annual report to the Superior Court Judges.

13. The Administrator shall establish and maintain a central record keeping system. Written rules and procedures shall be established governing the record keeping system. Such rules and procedures shall be subject to review by the Judges. Such record keeping system may be computerized.

14. The Administrator shall prepare annually a plan for the Juvenile court, which shall include a proposed budget for the next calendar year.

15. The Administrator shall perform such other duties as required by the Judges.

[Adopted effective April 1, 1988]