



**JUDGE ENRIQUE H. PEÑA  
JUVENILE JUSTICE CENTER**

RICHARD L. AINSA  
REFEREE  
JUVENILE COURT I

MARIA T. LEYVA-LIGON  
REFEREE  
JUVENILE COURT II

**YAHARA LISA GUTIERREZ**  
JUDGE  
65TH JUDICIAL DISTRICT COURT

ROGER MARTINEZ  
CHIEF  
JUVENILE PROBATION OFFICER

MARC MARQUEZ  
DEPUTY CHIEF  
JUVENILE SERVICES AND OPERATIONS

LORENA HEREDIA, CPA  
DEPUTY CHIEF  
FINANCE AND SUPPORT

**Chief's Report**  
**June 22<sup>nd</sup>, 2020**

**Accounting Unit**

- Completed the Department's FY 2020 2nd quarter expenditures in the Texas Juvenile Justice's Grant Manager.

**Intake Unit**

- Intake involved in partnership with DRC, Public Defenders and County Attorneys. Exploratory committee developed criteria for Piloting of Victim Offender Conferencing and identified a cohort to start with.
- DP Team provided awesome teamwork during stay at home timeframe. Assisted Intake with case audits, reassessments and initial Intake interviews for cases in which we were severely backlogged on.
- Cesar Chavez Academy provided many accolades to Field Officers who have worked in partnership with them on issues with students involved with JPD. JPO's have been diligent attending virtual JJAEP Exit Meetings and responding promptly to emails regarding school issues while transition to online instructional time.
- PACT Interrater Reliability Scores came in and Intake JPO Jessica Blake received the highest score within JPD!
- JJAEP Administrator Jennifer Contreras showed teamwork and initiative by buying pizzas on 2 different occasions for Detention staff.

**Detention Unit**

- Completed paint and seal of all unit floor areas in Detention Housing Units.
- Promoted two JSO's to Detention Team Leaders.
- Have on-boarded 5 new officers during the last two months.
- Mounted stationary furniture in two housing units.
- All Detention Officers were tested for COVID-19 and those results were negative.

### **Probation Services Unit**

- Thanks to collaboration with the courts, JPOs were able to terminate more than ½ of the Level 3 Low Risk youth identified.
- New Virtual Community Service Learning Projects are going well with JPOs and youth/families.
- Received two beautiful new vehicles (white Ford Explorers) to conduct transports.

### **Clinical Unit**

- Clinical case managers continue to assist youth exiting Challenge with employment and educational opportunities: six youth completed financial aid applications pending enrollment into college. One youth was linked to a GED provider in the community to complete/obtain his GED; two youth have received their GED while in Challenge. Three youth gained employment. Case managers also coordinated with KSSI radio to assist families in obtaining donations for obtaining graduation cap and gowns and assisted with virtual ceremonies and prom.
- Case managers assisted 20 parents in accessing MS Teams for counseling sessions.
- 25 Families receiving clinical services were linked to the food pantries for assistance.
- Families were linked and/or provided with virtual assistance on completing employment applications, Medicaid application and/or General Assistance Applications.
- Counselors have provided stress management sessions for parents and caregivers experiencing stress from loss of work, child care issues due to COVID 19
- Counselors have dedicated session time for youth to process feelings bade on the impact of COVID 19 and apply stress management techniques.
- Recognition on the tremendous collaboration between Challenge, Detention and IT in establishing the virtual session for telehealth services. There has been a great deal of communication and teamwork to ensure we are able to continue to provide necessary and quality series to those we serve.

### **Challenge Academy**

- 6 Cadets received their GED's.
- Cadets have completed over 1,149 CIP hours in FY2020 Q2.
- All Challenge cadets and staff tested negative for Covid-19.
- Current in custody is 18 boys and 3 girls – Total of 21 cadets.

### **Maintenance Unit**

- Completed remodeling 21 Intake offices.
- Changed 2 Compressors (1) in Detention (1) Challenge without hiring an outside company.
- We are fully staffed for 2 weeks.

### Training Unit

- JPD staff have been successfully completing trainings that may have been pending for a while. Since they started working from home, staff have had the time to get their mandatory & Departmental trainings completed.
- JPD staff have had numerous training opportunities to develop themselves professionally. This is due to the fact that there is less distraction because they are out of the office and have less clients to supervise. Giving them time to focus on their professional needs.
- The collaboration with Directors, Seniors, and staff has been absolutely outstanding while we are all working from home.
- We have been successful by working from home. We've had the ability to start projects that have been pending, we're getting responses faster and completing projects. For example, entering information in TM2, getting feedback regarding curriculums and meeting on a regular basis via Teams to complete curriculums.

### Culinary Unit

- The West Texas Food Service Cooperative was approved and extended for another year. This allows to purchase food items that are child nutrition approved through our Vendor Labatt food services.
- Received an extra \$ 4,000 in commodity funds from the U.S.D.A.
- Developed the COOP plan for the Culinary unit.
- The kitchen area was disinfected by Germ blast.

### Special Programs Unit

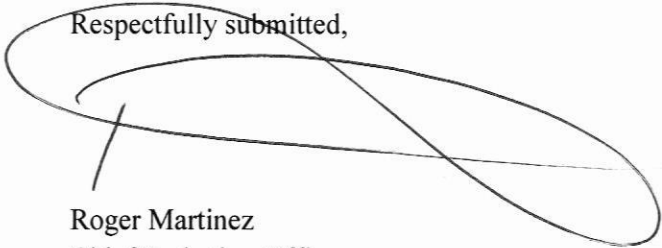
- SPU created a virtual training simulation lab for two new JPO's to practice their skills during this telework time. We are grateful to Judge Ainsa, Judge Ligon, County Attorney's Office and Public Defenders for their support and participation.
- SPU in collaboration with accounting, probation services and legal secured a contract for community based drug testing services for youth to be tested during quarantine.

### Information Systems and Records Unit

- **TJJD's Comprehensive Data Audit:** Compared to previous two years, with the audit implemented in JMIS, training provided to Data Entry Clerks, and monthly report audits, the department reduced by 80% the possible errors portrayed in the 2020 Comprehensive Data Audit (CDA) generated by TJJD.
- **Implementation of electronic documents & signatures:** during the past 5 weeks the units has focused on adding a total of 7 new electronic documents into the Juvenile Management Information System (JMIS) with electronic workflows and signatures; these documents allow Probation Officers, Private Attorneys, Prosecutors, Public Defenders, Judges, and families be able to review and sign electronically.
- **JPD Portal (<https://juv.epcounty.com>):** This Website Portal allows juveniles associates to access the juvenile cases, including Probation Officer contact information, hearings,

appointments, electronic court documents, and if e-signature exists, portal user is able to sign documents electronically; Probation officers are responsible to create and monitor these portal accounts.

Respectfully submitted,

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

Roger Martinez  
Chief Probation Officer  
Public Servant  
El Paso County Juvenile Justice Center

