

**Massachusetts Juvenile Detention Alternatives Initiative
Case Processing Subcommittee Charter**

Purpose

The purpose of the Case Processing Subcommittee is to review the case processing policy and practice in the JDAI pilot counties and make recommendations as to how sites can reduce unnecessary delay while upholding due process.

Committee Membership and Organization

Committee membership is voluntary, and open to any juvenile justice stakeholders. The Committee seeks individuals with experience or expertise in the movement of cases through the juvenile court and the law, policy, and practice that govern case processing. Specifically, involvement from the District Attorney, the defense bar, the Juvenile Court, DYS, DSS, and DMH is essential.

Meetings

The Committee shall meet at least monthly, and more often as its members deem necessary to perform the Committee’s responsibilities.

Committee Responsibilities and Authority

The Committee shall have the following authority and responsibilities:

Phase One

- Build upon the pilot sites’ existing system maps to document current case processing flows.
- Collect data on movement through the court (i.e. time to disposition, time to each decision point, etc.).
- Review information on case processing reforms implemented in other JDAI sites.
- Highlight case processing practices in the juvenile court that are efficient and effective.
- Develop recommendations for the statewide steering committee on policy and practice changes that may streamline case processing.

Phase Two

- For recommendations that the Statewide Steering Committee wishes to adopt, develop an implementation plan and oversee implementation.
- Monitor the impact of any policy and practice changes, report on results, and make any needed changes.
- Work with the Data Subcommittee, local steering committees, and other subcommittees as needed.

Deliverables

- Subcommittee Work plan
- Case Processing Data Report
- Recommendations on Case Processing Improvement
- Case Processing Implementation Plan
- Case Processing Monitoring Report

Authorizing Signatures

As the chair of the Detention Reform Statewide Steering Committee (SSC), I authorize the members of the Case Processing Subcommittee to fulfill the role(s) described above for as long as this charter remains in effect.

SSC Chair

Date

As the chair of the Case Processing Subcommittee, I accept responsibility for the tasks above, and will regularly report progress to the SSC.

Case Processing Subcommittee Chair

Date