

## A CHECKLIST FOR JUVENILE PROBATION AGENCIES ON RACIAL AND ETHNIC EQUITY AND INCLUSION

REQUIRED ACTIVITY	YES	NO	STATUS (if under development)
1. Establish a standing committee, led by one or more high-level administrators, dedicated to examining and addressing racial and ethnic equity.			
2. Assign a Racial and Ethnic Equity Coordinator for the department, who serves as a liaison between the racial and ethnic equity committee and the probation department.			
3. Recruit respected leaders in communities of color to participate in and help lead the racial and ethnic equity committee.			
4. Conduct frequent data analyses, disaggregated by race and ethnicity, to identify possible disparities for each decision point in the juvenile court process, as well as disparities in arrest rates for varying offenses and lengths of stay in detention/ placement, levels of supervision, violations of probation, etc.			
5. Provide support and advocacy for parents by employing family navigators, or some form of parent support network, and by establishing a Family Council that reflects the demographics and culture of the youth population being served.			
6. Undertake geographic mapping to identify disparities in where youth are being arrested and where programs and services to serve them are located.			
7. Regularly measure the relative effectiveness of service providers working with youth of different races and ethnicities (as measured by program completion rates, youth/family surveys and/or subsequent system involvement).			
8. Survey youth and family members as well as respected community leaders and top staff of community organizations located in neighborhoods where large numbers of system-involved youth reside to identify service barriers, gaps in culturally responsive programs and services and other concerns of youth, families and communities of color.			
9. Review staff composition to determine whether staff reflect the cultural composition and native languages of probation clientele; refocus hiring practices to address glaring demographic, cultural and linguistic gaps.			
10. Implement mentoring, credible messenger or advocate-type programs that utilize staff who are from the communities being served.			
11. Implement a staffing process for cases being considered for out-of-home placement that includes a community member from the racial and ethnic equity committee.			
12. Develop a racial and ethnic equity plan, overseen by the Racial and Ethnic Equity Coordinator.			
13. Provide regular staff training on racial and ethnic equity and disparities and on implicit bias.			
14. All policies should include a racial and ethnic equity impact statement.			
15. Wherever significant problems and disparities are identified, the racial and ethnic equity committee must take concerted action, including: <ul style="list-style-type: none"> <li>• devise new strategies or practices to address the situation;</li> <li>• establish clear quantitative goals for selected strategies;</li> <li>• monitor the impact of the new strategies; and</li> <li>• refine the approaches as needed in an ongoing pursuit of greater equity.</li> </ul>			