
Teen Court Database

Requirements and Research Document (Concept of Operations)

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Revision History

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1.0 Overview

Teen Courts, or youth courts, are a voluntary program that provides an alternative course for juveniles who are first time offenders. The defendants are assisted in assuming responsibility for their behavior through involvement in the judicial process and service in the community. Generally, these teen courts are recognized as a valid and legal process for sentencing fulfillment.

This project will be a web-based application used to gather data, monitor progress, and generate statistics for teen court participants. Individual courts will manage their own defendants and volunteers while the community administrators will have access to site wide statistics. Better data tracking could allow these teen courts to obtain more funding for their programs.

1.1 Scope

The scope of this document is to examine the needs of the teen courts, research the project and discover user stories that will be used to develop project requirements.

1.2 Purpose of the Product

The purpose of this document is to report user stories gathered from the client, name potential stakeholders, some initial requirements, and any limitations or design constraints.

2.0 Stakeholder Information

The primary stakeholders for this project are the local teen court administrators. Other stakeholders would be judges, court officials, juvenile defendants and their parents, and program volunteers.

2.1 Product Owner

The Product Owner would be the *Lawrence Country Teen Court* (LCTC). Their director, Marlene Todd, is the primary point of contact for this project. Other end users could be any of the 1000+ teen court programs administrators throughout the United States.

2.2 Management or Instructor (Scrum Master)

Professor Jeff McGough will be the overall Manager, although he will allow the Scrum Team to manage the project and does not need to drive or attend Sprint Meetings. The Scrum Team will send Sprint Status Reports to him on a scheduled basis and will be available for any other needs that may arise.

2.3 Investors

There are no investors or funds available for this project. Lawrence Country Teen Court is responsible for current website hosting, data transfer fees, and any other domain requirements.

2.4 Developers | Testers

Project lead and primary developer is Andrew Thompson. Robert Reilly will function as a developer and the primary tester.

3.0 Business Need

Currently, *Lawrence County Teen Court* use an Access Database developed by *JAT Trax Studios* to track defendants and volunteers within their program. This application and database has become outdated and a new solution is needed. This would also serve as a low cost, web-accessible resource for other *National Association of Youth Court (NAYC)* programs that lack management applications. By allowing other teen court to access and administer their own programs through this web application, data could be collected on a national level. This would allow better statistics for each program and the NAYC.

4.0 Requirements and Design Constraints

The project will be developed using PHP, a HTML-embedded scripting language, with a MySQL database and other libraries and/or frameworks discussed in the Software Design Documentation. The final project will be located on a web server provided by Lawrence County Teen Court. A developmental server may be used as an interim during the development process.

4.1 System Requirements

The web application will provide cross-browser support for the following versions of web browsers:

- Internet Explorer 6+
- Firefox 3.6+ (PC, Mac)
- Safari 4+
- Chrome 10+
- Opera 11+ (PC, Mac)

4.2 Network Requirements

The web server will be accessible for any user with an active internet connection.

4.3 Development Environment Requirements

Finding out web/database server requirements

4.4 Project Management Methodology

The Scrum Team is scheduled to have Sprint Meetings every Tuesday and Thursday at 10:00 AM. These meetings will not last longer than 15 minutes. Additional Meetings will be scheduled as needed. The Project Lead, Andrew Thompson, is the primary contact with the Product Owner, Marlene Todd.

The project backlog will be tracked within Trello – an online collaboration and organization tool. Scrum Masters and Scrum Team Members are required access to this site. The Product Owner will not need to access this site. The Scrum Team will manage Sprint Backlog priorities based upon the Product Owners input. Sprints will last between two and three weeks. Sprint Reports will be sent to the Scrum Master and Product Owner at the end of scheduled Sprints.

The online repository, GitHub, will provide source control, source-code browser, and a project wiki. Scrum Team Members and the Scrum Master are required to have access to this site.

5.0 User Stories

The intended use of this project is to allow teen court, or youth courts, to manage, track, and generate reports and statistics for juvenile defendants and volunteers. The following User Stories provide the requirements needed for the web-application.

5.1 User Access

The web application can only be accessed with authorized user accounts. These accounts are setup prior to accessing the website and are available only to teen court administrators. Defendants, volunteers, or other people trying to access the site will not be allowed. Each user will be only allowed to view data available to their teen court. Site Administrators will have access to statistical data based upon all teen courts and individuals using the web application.

5.1.1 Court Administrator

The Court Administrator will be able to set the following after their court has been created by the Site Administrator. All options will be allowed to change at a later time. The Court Administrator also has all actions that are available to a Court User according to 5.1.2.

Information about the court

- The names of schools within the court jurisdiction
- Volunteer types
- State
- Court Types
- Court Location with Directions and Comments
- Court Personnel with options to select volunteer qualifications
- Logo Design
- Court mailing information
- Court document information

Information used for court cases

- Workshop Title
- Statute Number, Title, and Type
- Valid marks for identification

Personal management

- Valid accounts/passwords for court users

5.1.2 Court User

Court Users will have the following actions available to them.

- Create court activity reports, court dockets, hours by a volunteer or group reports, workshop/class schedule, court demographics reports, jury summons, name log, case log, and past due sentences reports.
- Pull statistics for the local court. Pulled statistics will be limited to:
 - Sex
 - Age
 - Offense
 - Completion/failure of sentence

5.1.3 Site Administrator

The Site Administrator will have the following action available to them. Creating or removing a court will require the Court Administrator to confirm the action.

- Create a new court
- Remove a court
- Pull statistics for a state, region, or national courts. Pulled statistics will be limited to:
 - Sex
 - Age
 - Offense
 - Completion/failure of sentence

5.2 Defendants

The database will store the following information for Defendants within the court. All of this information will be set by the Court Administrator.

Defendant information

- First and Last name
- Citation Number
- Citation Date
- Citation Time
- Home phone number
- Date of Birth
- Court Case number
- Agency Case number
- Expunged date
- Closed date
- Address
- School and grade level
- Description
- Driver's License number and state
- Parental names, numbers, and addresses

Citation information

- Citation location
- Identification for citing officer
- If the defendant was Mirandized
- What offense was committed
- If drugs were used
- If alcohol was used
- Description of items stolen or vandalized

Intake interview information

- Intake interview date, time, interviewer, and if they qualify for court

Court information

- Court date, time, type, and location
- List of court officers, judge, advisor, and jury used

- Confirmation if a contract was signed within court

Sentencing information

- Data for sentence to be completed by
- Fields to mark each sentence assigned to the defendant
- Field to track workshops used

Expunging information

- Fields to mark how far the defendant made it through the court system

Report information

- Data from previous fields will be available for printing

5.3 Volunteers

The database will store the following information for Volunteers within the court. All of this information will be set by the Court Administrator.

- Volunteer name, address, and phone number
- Hours the volunteer would be available to assist the court
- Positions within the court the volunteer is qualified for
- Hours the volunteer has worked

5.4 Jury Pool

The database will store the following information for Defendants within the court. All of this information will be set by the Court Administrator.

- Jury member name, address, and phone number
- Hours the member would be available to be a member
- If the member is fulfilling a sentence, how many times they need to serve
- Hours the member has worked.

5.5 Reports

The database will be able to generate the various reports. These reports are only available to be printed by the Court User and Administrator.

- Court activity reports
- Court dockets
- Hours by a volunteer or group
- Workshop/class schedule
- Court demographics
- Jury summons
- Name log
- Case log
- Past due sentences

5.6 Statistics

The database will allow the following statistics to be pulled. Court Users and Administrators are able to pull statistics only for their local court. Site Administrators are able to pull statistics for all courts, states, and nationwide.

Users will be able to generate reports of the following statistics:

- Age
- Sex
- Offense
- Completion/failure of sentence

5.7 Surveys

Surveys to gather information will be able to be sent out by Site Administrators and Court Administrators.

All surveys will have the following:

- Questions will have standard ways to answer them (such as multiple choice and ranking) available
- Surveys will be done via the website
- Those creating the surveys will select who can access the survey via specified emails.

6.0 Research or Proof of Concept Results

This section is reserved for the discussion centered on any research that needed to take place before full system design. The research efforts may have led to the need to actually provide a proof of concept for approval by the stakeholders. The proof of concept might even go to the extent of a user interface design or mockups.

Appendix I: Supporting Material

This document might contain references or supporting material which should be documented and discussed in appendices. This material may have been provided by the stakeholders or it may be material garnered from research tasks.