

REQUEST FOR CONTACT VIA MAIL

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-302, dated 1/07/15
- FORMS:** Request for Contact: DPO, Public Defender F057-6231.1
Request for Religious Contact F057-6008.2
- PURPOSE:** To provide a uniform method of notification when youth request contact with a Probation Officer, Public Defender, or religious personnel (i.e., ministers, priests, rabbis, etc.)

I. PROCEDURE

Unit Staff will:

- A. Instruct a youth requesting contact to fill out Form F057-6231.1 (Probation Officer or Public Defender), or Form F057-6008.2 (religious contact), as follows:
1. Name of youth
 2. Date and unit
 3. Reason for request (a brief statement or name of person he/she desires to see)
 4. On Form F057-6231.1, request to see Deputy Probation Officer (DPO) or Public Defender only:
 - a. Check the box indicating routing
 - b. Name of assigned DPO or Public Defender
 - c. Youth's name and unit/location (i.e., Unit H, Juvenile Hall)
 - d. Youth's juvenile case number, date and youth's court status
 - e. Youth may place the request form in a sealed, addressed envelope, or staff may route it in a County "Pony" envelope
 5. On Form F057-6008.2, religious contact only:
 - a. Youth's full name and unit/location.
 - b. Religious Affiliation (Note: Youth may not pick more than one affiliation)
 - c. Name of minister, priest, rabbi or other religious representative

- d. Staff verification: Unit staff will check and identify person or organization whom youth wishes to see by checking Form F057-9129.10 in youth's folder and verifying that the request is consistent with the youth's Religious Preference Form and has parental consent (if required).
 - e. If at all possible, schedule an appointment with the youth's minister, priest or rabbi.
 - f. If youth requests to see Protestant or Catholic Institutional Chaplain, contact designated representative by phone or send request through Probation "Pony" mail service.
 - g. Youth may place the request form in a sealed, addressed envelope.
- B. Check all forms for correct completion and clarity and forward to administrative secretary or designee.
- C. The staff checking the form will initial the request on the top right corner (Form F057-6231.1, Deputy Probation Officer or Public Defender, only).

REFERENCES:

Procedures:	3-1-009	Meeting the Religious and Spiritual Needs of Youths in a Probation Facility
	3-1-012	Residents' Grievance Procedure
	3-1-022	Minors' Rights
	3-1-024	Youth's Mail
	3-1-025	Attorney Contact with Incarcerated Youths

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APPROVED BY: