

NIGHT LETTERS AT YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-305, dated 08/28/17 (Recertified)
- FORMS:** Night Letter (Attachment)
- PURPOSE:** To establish procedures and provide examples of night letters. Night letters are sent to parents or legal guardians in lieu of telephone calls that serve to notify the appropriate parties of the arrival or departure of the youth to/from Youth Guidance Center.

I. GENERAL INFORMATION

Departmental policy requires that the parent or legal guardian of youth in custody be notified of change of location due to transfer, removal to Orange County Juvenile Hall, or escape. In the event that they cannot be reached by telephone within a reasonable length of time, the Overnight Staff must ensure that a night letter is sent in order to notify them. This will normally be done during the 10 p.m. - 6 a.m. DJCO shift, after the change of location due to transfer has taken place. The night letter will be delivered by surface mail.

II. PROCEDURE

- A. If unit staff are unable to notify the parent/guardian before the end of the p.m. shift, a log note will be left for the DJCO. The DJCO will then be responsible for writing and mailing said letter during their shift.
- B. The information required for the form letter is as follows:
1. Date
 2. Parents'/guardians' name and address
 3. Youth's name and DL#
 4. Type of letter:
 - a. Transfer to YGC
 - b. Escape from YGC
 - c. Transfer back to Juvenile Hall
 - d. Other
 5. Signature of the DJCO

- C. The unit DJCO completes the form letter accurately and with relevant information. Make a log note in ICMS stating that a night letter has been sent out for said youth.
- D. The night letter will be placed inside an envelope sealed and routed to the Administrative Office for processing.

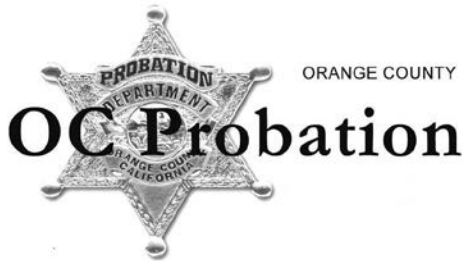
REFERENCES:

Procedures:	3-1-029	Transfer of Youth Between Open Facilities
	3-1-102	Reporting Juvenile Facility Escapes
	3-3-014	Youth Guidance Center Release Guidelines

Attachments

L. Mac Brayne

APPROVED BY:



STEVEN J. SENTMAN
CHIEF PROBATION OFFICER

TELEPHONE: (714) 645-7000

1055 N. MAIN STREET, 5TH FLOOR
SANTA ANA, CA 92701

MAILING ADDRESS:
P.O. BOX 10260
SANTA ANA, CA 92711-0260

**PROBATION DEPARTMENT
YOUTH GUIDANCE CENTER**
3030 N. HESPERIAN ST., SANTA ANA, CA 92706
PHONE: 714-836-2700

DATE _____

ADDRESS:

RE: _____
DL #: _____

DEAR PARENT and/or LEGAL GUARDIAN,

This letter is to advise you that there had been a change in your son/daughter(s) housing, such change will be indicated below:

_____ You son/daughter was transferred to the Youth Guidance Center and is now in unit 200 / 300 / 400 / 500 effective _____. Please call 714-836-2700 for obtaining visiting information.

_____ Your son/daughter escaped from the Youth Guidance Center on _____. If your son/daughter contacts you or returns home, immediately contact the assigned Deputy Probation Officer and/or your local Police Department.

_____ Your son/daughter was transferred to the Orange County Juvenile Hall on _____. Please call 714-935-6660 for visiting information.

_____ OTHER _____

Sincerely,

Nef: 1/20/05



STEVEN J. SENTMAN
CHIEF PROBATION OFFICER

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**PROBATION DEPARTMENT
YOUTH GUIDANCE CENTER**
3030 N. HESPERIAN ST., SANTA ANA, CA 92706
PHONE: 714-836-2700

FECHA _____

DOMICILIO:

RE: _____
DL #: _____

ESTIMADO(A) PADRE/MADRE y/o TUTOR LEGAL,

Por medio de la presente le informamos que ha ocurrido un cambio en la detención de su hijo(a).
Dicho cambio se explica a continuación:

_____ Su hijo(a) ha sido transferido(a) a Youth Guidance Center y se encuentra en la Unidad
200 / 300 / 400 / 500 a partir de _____. Favor de llamar al número
714-836-2700 para información sobre horarios de visita.

_____ Su hijo(a) se escapó de Youth Guidance Center el día _____. Si su hijo(a)
se comunica con usted o regresa a la casa, inmediatamente llame al Oficial de
Probation y/o al Departamento de Policía de su localidad.

_____ Su hijo(a) fué transferido(a) a Orange County Juvenile Hall el día _____.
Favor de llamar al número 714-935-6660 para información sobre horarios de visita.

_____ OTRO _____

Atentamente,

Nef: 1/20/05