

NIGHT LETTERS-YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-305, dated 01/21/15
- FORMS:** YLA Night Letter (English/Spanish) (Attachment A)
- 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 or from the Youth Leadership Academy (YLA).

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 they cannot be reached by telephone within a reasonable length of time, the Deputy Juvenile Correctional Officer **II Nights** must ensure that a night letter is sent in order to notify. This will normally be done on the 10:00 p.m. to 6:00 a.m. DJCO **II Nights** shift after the 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 **II Nights**. The DJCO **II Nights** 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. Parent's/guardian's name and address
 3. Youth name and DL#
 4. Type of letter:
 - a. Transfer to YLA
 - b. Escape from YLA
 - c. Transfer back to Juvenile Hall
 - d. Other
 5. Signature of the DJCO **II Nights**

- C. The unit **DJCO II Nights** completes the form letter accurately and with relevant information. Make a log note in the Integrated Case Management System (ICMS) stating that a night letter has been sent out for said youth. Make two copies of the letter; one for the youth's file, the other for the check off sheet.
- D. The night letter will be placed inside an envelope, sealed and routed to the Administrative Office for processing.

REFERENCES:

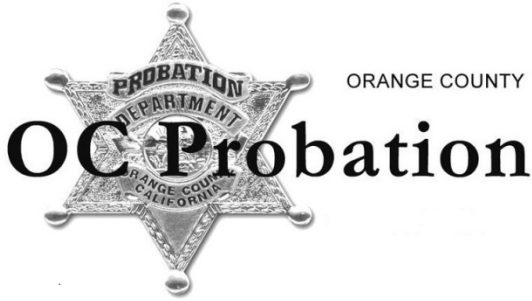
Procedures:

3-1-029	Transfer of Youth Between Open Institutions
3-1-102	Reporting Juvenile Facility Escapes
3-1-106	Death, Serious Suicide Attempts and Other Serious Incidents Related to Youths in Custody.
3-3-305	Night Letters at Youth Guidance Center

Attachment

J. Stokely

APPROVED BY:



STEVEN J. SENTMAN
CHIEF PROBATION OFFICER

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

PROBATION DEPARTMENT
YOUTH LEADERSHIP ACADEMY
3155 W. Justice Center Way
Orange, CA 92868
PHONE: 714-935-7099

DATE _____

ADDRESS:

RE: _____
J/DL #: _____

DEAR PARENT and/or LEGAL GUARDIAN,

This letter is to advise you that there had been a change in your sons housing, such change will be indicated below:

_____ Your son was transferred to the Youth Leadership Academy and is now in YLA-1/ YLA-2 effective _____. Please call 714-935-7099 to obtain visiting information.

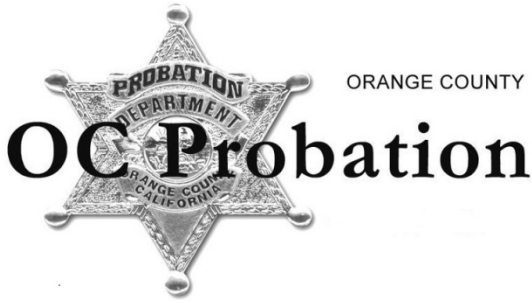
_____ Your son escaped from the Youth Leadership Academy on _____. If your son contacts you or returns home, immediately contact the assigned Deputy Probation Officer and/or your local Police Department.

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

_____ OTHER _____

While your son is at YLA, counselors will be available for one-on-one and group sessions. If you have any concerns regarding these sessions, please contact our Safe Schools Therapists at 714-██████████

Sincerely,



STEVEN J. SENTMAN
CHIEF PROBATION OFFICER

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

PROBATION DEPARTMENT
YOUTH LEADERSHIP ACADEMY
3155 W. Justice Center Way
Orange, CA 92868
PHONE: 714-935-7099

FECHA _____

DOMICILIO:

RE: _____
J/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. Dicho cambio se explica a continuación:

_____ Su hijo ha sido transferido a Youth Leadership Academy y se encuentra en la YLA-1/ YLA-2 a partir de _____. Favor de llamar al número 714-935-7099 para información sobre horarios de visita.

_____ Su hijo se escapó de Youth Leadership Academy el día _____. Si su hijo 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 fué transferido a Orange County Juvenile Hall el día _____. Favor de llamar al número 714-935-6660 para información sobre horarios de visita.

_____ OTRO _____

Atentamente,
