



**Youth Investigations Division  
Special Order**

DATE OF ISSUE

27 JULY 2018

EFFECTIVE DATE

28 JULY 2018

NO.

18-04

SUBJECT

**Criminal Trespass to Vehicle (CTTV) Workshop  
Juvenile Intervention Program**

DISTRI-  
BUTION  
JISC

RESCINDS

**RELATED DIVISION DIRECTIVES:** Station Adjustment Conditions Compliance Support; JISC Juvenile Arrest Screening Procedures; JISC Procedures for Unusual Departures from the Center of a Youth Not in Police Custody; Community Risk Response Initiative

**I. PURPOSE**

This directive identifies:

- A. Outlines the implementation procedures for the Criminal Trespass to Vehicle (CTTV) Workshop Juvenile Intervention Program.
- B. Establishes the following forms:
  - 1. "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420).
  - 2. "Condition of Station Adjustment - CTTV Workshop Violation" form (CPD-24.421).
  - 3. "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422).
  - 4. "CTTV Workshop Participants Roster and Session Log" (CPD-24.423).
  - 5. "CTTV Workshop Sign-In Sheet" (CPD-24.424).

**II. POLICY**

It is the policy of the Youth Investigations Division and the Juvenile Intervention and Support Center (JISC) to develop and advance programming that enhances the effectiveness of the station adjustment process to both: reduce the need to refer cases involving lower-level acts of delinquency to Juvenile Court; and increase the likelihood that such court diversion efforts will reduce the risks of future delinquency by the involved youth.

**III. CTTV WORKSHOP PROGRAM ELIGIBILITY AND OVERVIEW**

- A. The CTTV Workshop is a station-adjustment and court diversion program intended to encourage youthful offenders arrested as passengers in stolen vehicles to avoid such delinquent behaviors in the future. Participant youth are eligible for the program when:
  - 1. The current arrest involves a charge of "Criminal Trespass to Vehicle" (720 ILCS 5/21-2).
  - 2. The current arrest disposition comprises either a formal or informal station adjustment.
  - 3. The involved youth has not previously attended the CTTV Workshop.
- B. Consistent with the authority granted to the department's juvenile arrest processing detectives under the Illinois Juvenile Court Act (reference 705 ILCS 405/Art. V Pt. 3), assignment to the CTTV Workshop shall comprise a condition of the associated station adjustment, and as such, completion of the workshop by the assigned youth is required.

C. CTTV Workshop sessions:

1. Take place in a classroom environment at the JISC.
2. Do not involve any physical activities on the part of the participants and focus on positive choices.
3. Occur on Saturdays, with a scheduled arrival time for the participants of 11:00 hrs and an end time no later than 15:00 hrs.

Note: Generally, the CTTV Workshop sessions will be held on the third Saturday of each month, with additional or cancelled session dates as approved and posted by the Commander of the Youth Investigations Division.

D. The workshop curriculum involves:

1. The use of a video interview series with community volunteers covering topics focusing on:
  - a. the impact on victims and the victim experience, from the victims of vehicular hijackings and other vehicle thefts.
  - b. the dangers of vehicle crashes, from the perspective of a trauma surgeon and the experiences of crash victims.
  - c. the legal consequences with continued delinquency and the station adjustment opportunity, from the perspective of a senior prosecutor and other adults.
  - d. the impact on the families of youth who early on were arrested for CTTV, and continued to be involved in delinquency and gang activity, from the perspective of family members.
  - e. messages from the community on how far more positive futures are attainable for these youths from the perspectives of the founder of a community-based gang intervention program that builds automotive mechanic and restoration job skills, as well as adolescent and young adult participants in that program, and others.
2. The use of group discussions and the completion by the participating youth of discussion worksheets, developed in collaboration with the Center for Conflict Resolution, focusing on:
  - a. the impact on victims and being in the "victim's shoes."
  - b. the physical dangers and potential long-term physical consequences of being in a vehicle crash.
  - c. the future barriers and obstacles that a person with an extensive criminal record may face.
  - d. the impact on the families of the participating youth if they were no longer present.
  - e. preparing for success, by planning ahead on how to avoid future involvement in delinquency, and envisioning success, by establishing a positive goal for their own future.

#### IV. WORKSHOP ASSIGNMENT BY JISC PROCESSING DETECTIVES

Processing detectives assigned to the JISC will:

- A. Perform the juvenile arrest screening process consistent with the Youth Investigations Division Special Order entitled, "JISC Juvenile Arrest Screening Procedures," and complete the JISC Arrest Disposition Screening Instrument (CPD-24.419), to aid in the identification of program eligible youth as defined by Item III-A.
- B. When youth are station-adjustment eligible, and the current arrest charges include CTTV, ensure the JISC Arrest Disposition Screening Instrument (CPD-24.419) and CLEAR arrest disposition are recorded consistent with the following:
  1. For youth with no prior arrests, and no "Part C" screening instrument risk factors, only a referral to the CTTV workshop is required:
    - a. Select the risk level "Low+ CTTV" in Step 3 of the screening instrument.
    - b. Select the CLEAR arrest disposition of either "Formal Adjustment (CTTV Workshop Only)" or "Informal Adjustment (CTTV Workshop Only)," as appropriate.
  2. For youth with no prior arrests, with "Part C" screening instrument risk factors, a referral to both the CTTV workshop and JISC case management services should be made:
    - a. Select the risk level "Med+ CTTV" in Step 3 of the screening instrument.
    - b. Select the CLEAR arrest disposition of either "Formal Adjustment (CTTV Workshop AND SGA Case Mgmt)" or "Informal Adjustment (CTTV Workshop AND SGA Case Mgmt)," as appropriate.
    - c. Follow the established JISC case management referral process, and include in the case management packet a copy of the "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420).
  3. For youth with one to four prior arrests, complete "Part E" of the screening instrument by reviewing the arrest history of the involved juvenile and determining if the juvenile has previously been assigned to the CTTV Workshop.
    - a. If the juvenile has not previously been assigned to the workshop, the youth should be referred to both the CTTV workshop and to the JISC case management agency:
      - (1) In "Part E" of the screening instrument, select the box beginning with the phrase "not previously referred."
      - (2) Select the risk level "Med+ CTTV" in Step 3 of the screening instrument.
      - (3) Select the CLEAR arrest disposition of either "Formal Adjustment (CTTV Workshop AND SGA Case Mgmt)" or

"Informal Adjustment (CTTV Workshop AND SGA Case Mgmt)," as appropriate.

Note: If the current arrest is the youth's second arrest overall and the youth has not been previously attended the CTTV Workshop, the youth should be referred to the workshop under this program and not screened for the Peer Jury Program. If the youth's first arrest included a prior referral to the CTTV Workshop, the screening for the second arrest (including an arrest for CTTV) should include completion of Part D of the screening instrument relative to the Peer Jury Program.

b. If the juvenile's arrest history indicates a previous assignment to the workshop, the youth should not be reassigned to the workshop for the current arrest. The current arrest should be processed as a standard referral to JISC case management.

- (1) In "Part E" of the screening instrument, the box beginning with the phrase "previously referred" should be checked; and
- (2) In Step 3 of the screening instrument the risk level should be marked as "medium," requiring a referral to the JISC case management agency only.
- (3) Select the CLEAR arrest disposition of either "Formal Adjustment (SGA - Case Management)" or "Informal Adjustment (SGA - Case Management)," as appropriate.

Note: The JISC Community Network Officer (CNO) will check the workshop attendance history for such juvenile arrests, and if the youth was previously assigned, but did not actually attend a session, the JISC case management agency will be advised the workshop is a recommended service approach. If the juvenile is subsequently referred to and attends the workshop, the JISC CNO will request the assistance of the Administrative Section of the Youth Investigations Division in updating the corresponding CLEAR arrest disposition to reflect both the JISC case management and CTTV Workshop referrals.

4. For youth with five or more prior arrests, when appropriate and consistent with the workshop eligibility requirements defined in Item III-A of this directive, a processing detective may make an alternate screening recommendation, which includes a CTTV workshop requirement, consistent with Item IV of the division directive entitled, "*JISC Juvenile Arrest Screening Procedures*," relative to the alternate arrest disposition recommendation procedures. If an alternative recommendation is approved by the on-duty JISC watch coordinator, the processing detective will:

- a. select the risk level "alt./exception" in Step 3 of the screening instrument.
- b. select the CLEAR arrest disposition of either "Formal Adjustment (CTTV Workshop Only)" or "Informal Adjustment (CTTV Workshop Only)," as appropriate.

**V. WORKSHOP ASSIGNMENT BY PROCESSING DETECTIVES AT AN AREA CENTER**

The JISC watch coordinator may approve requests from processing detectives assigned to the detective areas to include a station-adjusted juvenile in the CTTV Workshop Juvenile Intervention Program subject to the following:

- A. The juvenile is eligible consistent with Item III-A of this directive.
- B. The processing area detective:

- 1. contacts the JISC watch coordinator at 312-747-3934 and:
  - a. screens the arrest for program eligibility.
  - b. receives the next scheduled workshop date.
- 2. prepares a properly completed "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420) consistent with Item VI this directive.

Note: When an area detective does not have a blank four-sheet carbonless formset version of the "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420), the processing detective will either print a computer-generated single-sheet version of the form or request one be sent to the area from the JISC via facsimile message or email attachment.

- 3. distributes the "Condition of Station Adjustment - CTTV Workshop Requirement" form consistent with Item VII of this directive:
  - a. Ensuring the original sheet of the form is included with the juvenile arrest packet forwarded to the Administrative Section of the Youth Investigations Division (Unit 184).
  - b. Ensuring a completed copy, showing the date the juvenile is scheduled to attend the workshop is provided to the parent/guardian or responsible adult taking custody of the juvenile.
  - c. Sending via facsimile message a copy of the completed "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420) and the associated arrest report packet to the attention of the on-duty JISC watch coordinator at either 312-747-8202 or 312-747-3915.

Note: The area processing detective should call the JISC and confirm that the facsimile copies were received.

- 4. records in CHRIS the juvenile arrest disposition as either "Formal Adjustment (CTTV Workshop Only)" or "Informal Adjustment (CTTV Workshop Only)."

Note: Area processing detectives may not station-adjust a juvenile arrest as a referral to the JISC case management agency and should not use any SGA-related arrest dispositions.

- C. The JISC watch coordinator shall review completeness and then forward the facsimile copy of the completed "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420) and associated arrest report packet to the JISC CNO.

**VI. CONDITION OF STATION ADJUSTMENT - CTTV WORKSHOP REQUIREMENT FORM PREPARATION**

Upon assignment of a station-adjusted youth to the CTTV Workshop, the processing detective will complete a "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420), to include:

- A. Recording the corresponding name, IR number, CB number and date of arrest for the juvenile being referred.
- B. Recording whether the involved arrest was a "JISC Arrest" processed at the JISC or was a "Non-JISC" arrest processed at an area center.
- C. Indicating whether the involved juvenile was being referred to the CTTV Workshop only, or to both the workshop and JISC case management.

Note: Only eligible juvenile arrests processed by a JISC processing detective may be referred to the JISC case management agency.

- D. Reading the "Message to Parent or Guardian" portion of the form to the parent, guardian, or responsible adult taking custody of the juvenile upon release with a station adjustment, and:
  - 1. having the parent, guardian, or responsible adult check the appropriate box indicating either the juvenile will be dropped off and picked up on the day of the workshop by an adult, or will be authorized to travel to and from the workshop alone.
  - 2. obtaining the name and signature of the parent, guardian, or responsible adult taking custody of the juvenile.
  - 3. obtaining a telephone number at which a parent or guardian of the involved juvenile can be contacted on a Saturday.

- E. In the "Notice to Juvenile" portion of the form:
  - 1. Recording the next available workshop date in the field "Assigned Workshop Date," which can be obtained from the listing of scheduled workshop dates posted in the JISC processing detectives offices.

Note: Generally, the workshop dates will be the third Saturday of each month. See Item III-C-3 of this directive.

- 2. Obtaining the involved juvenile's signature.

**VII. CONDITION OF STATION ADJUSTMENT - CTTV WORKSHOP REQUIREMENT FORM DISTRIBUTION**

Upon completion, a "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420) will be distributed as follows:

- A. For those CTTV Workshop arrest referrals processed utilizing the four-sheet carbonless formset:
  - 1. The original "white," bearing the original signatures, will be included with the arrest packet forwarded to the Administrative Section of the Youth Investigations Division (Unit 184).
  - 2. The "yellow" copy will be forwarded to the JISC CNO (Unit 384).
  - 3. When a juvenile arrest is referred both to the CTTV workshop and the JISC case management agency, the "pink" copy will be included with

the packet prepared for the JISC case management agency and emailed to [JISC@sga-youth.org](mailto:JISC@sga-youth.org).

Note: When the arrest is being referred to the CTTV workshop only, the "pink" copy will be forwarded with the packet provided to the JISC CNO. Additionally, detectives assigned to an area are to be reminded that only arrests processed through the JISC may also be referred to the JISC case management agency. Area detectives should forward all "pink" copies to the JISC CNO (Unit 384) via intradepartmental mail.

4. The "gold" copy will be provided to the parent/guardian or responsible adult taking custody of the juvenile.
- B. For those CTTV Workshop arrest referrals **not** utilizing the four-sheet carbonless formset:
1. The computer generated/printed original form, bearing the original signatures, will be included with the arrest packet forwarded to the Administrative Section of the Youth Investigations Division.
  2. A photocopy of the completed form (with signatures) will be provided to the parent/guardian or responsible adult taking custody of the juvenile.
  3. A photocopy of the completed form (with signatures) will be provided to the JISC CNO, as follows:
    - a. When the juvenile arrest is processed at the JISC, the copy will be included with the standard JISC station adjustment arrest packet forwarded to the JISC CNO.
    - b. When the juvenile arrest is processed by a detective assigned to an area center, the detective should send the form copy and the associated arrest report packet copy via a facsimile message to the attention of the on-duty JISC watch coordinator at either 312-747-8202 or 312-747-3915.

Note: The area processing detective should call the JISC and confirm that the facsimile copies were received. The JISC watch coordinator will, after review, forward the completed form and arrest packet to the JISC CNO.

4. When a juvenile arrest processed at the JISC is referred to both the CTTV workshop and the JISC case management agency, a photocopy of the completed form (with signatures) will be included by the JISC processing detective with the packet prepared for the JISC case management agency and emailed to [JISC@sga-youth.org](mailto:JISC@sga-youth.org).

Note: Detectives assigned to an area center are to be reminded that only arrests processed through the JISC may also be referred to the JISC case management agency.

#### **VIII. WORKSHOP COORDINATION AND PARTICIPANT ROSTER PREPARATION**

- A. The JISC CNO will be responsible to:
  1. Utilize the information provided in the various station adjustment packets received, and prepare the "Anticipated Roster" section on

"Side 1" of a "CTTV Workshop Participants Roster and Session Log" (CPD-24.423). The "Anticipated Roster" section will:

- a. indicate the upcoming session date.
- b. list all youth, who have not yet completed a CTTV workshop session, for which a workshop requirement has been either:
  - (1) directed as a specific condition of station adjustment by a processing detective, or
  - (2) a workshop referral has been received from the JISC case management agency for a youth who had been station-adjusted to the agency for services on a CTTV charge.

Note: Upon such a referral, the JISC CNO will notify the Administrative Section of the Youth Investigations Division and request that the corresponding CLEAR arrest disposition be updated from a station adjustment with an SGA referral only to an adjustment to both the CTTV Workshop and SGA.

- c. record whether each youth will be dropped off and picked up by an adult, or has been authorized to travel to/from the session alone, consistent with the entry made by the parent/guardian or responsible adult on the juvenile's "Condition of Station Adjustment - CTTV Workshop Requirement" form (CPD-24.420).
  - d. indicate, by checking the corresponding "Vio" box, if any listed juvenile had been rescheduled to the current session following a program violation at a prior workshop session for not attending, arriving late, or leaving prior to dismissal.
  - e. for each listed youth, include the age, IR, CB, and at least one phone number at which a parent/guardian may be contacted.
2. Whenever, the number or anticipated participants for any one workshop session reaches or exceeds 15 youth, close out the date:
    - a. send an email notification of the session date closing to the Commander of the Youth Investigations Division, the JISC commanding officer, and Youth Investigations Division community risk liaison.
    - b. update the listing of upcoming dates posted in the two JISC Processing Detective Offices to show the date closed.
    - c. in collaboration with the community risk liaison, recommend to the Commander of the Youth Investigations Division the scheduling of additional session workshop dates whenever the next session date is more than four weeks away.
  3. No later than the Friday before the scheduled workshop, for each "CTTV Workshop Participants Roster and Session Log" (CPD-24.423) initiated:
    - a. Email a copy of the form to the Youth Investigations Division community risk liaison at [JISCRISK@chicagopolice.org](mailto:JISCRISK@chicagopolice.org).



- b. Leave the partially completed original form with the on-duty JISC watch coordinator.
  - c. Retain a photocopy of the form until the completed original is returned by the workshop presenters after the session.
- B. The on-duty JISC watch coordinator, will:
- 1. Receive any "CTTV Workshop Participants Roster and Session Log" (CPD-24.423) left by the JISC CNO prior to a Saturday workshop.
  - 2. Provide to the workshop presenters, on the Saturday the workshop session is to be held, the "CTTV Workshop Participants Roster and Session Log" (CPD-24.423) previously left by the JISC CNO.

**IX. CONDUCTING WORKSHOP SESSIONS AND PRESENTATIONS**

- A. All workshop sessions will be conducted in a manner that:
- 1. Establishes a respectful and positive learning environment.
    - a. Workshop presenters will be dressed in casual business attire and will wear their department-issued identification cards.
    - b. Personnel conducting or assisting in the operation of the workshop session will maximize the instructional and delinquency intervention potential of the program with the participating youth.
    - c. Workshop session presentations shall follow the approved curriculum and utilize only approved materials.
  - 2. Maintains the safety and security of the JISC, facility staff, workshop participants, and all others present in the center.
    - a. The on-duty JISC watch coordinator will ensure the front desk is adequately staffed to ensure monitoring of the desk, front entrance, hallways, and restrooms.
    - b. At all times that program youth are present, the workshop presenters will ensure that at least one presenter or JISC staffer is present in the room that the workshop is being conducted.
    - c. Access to the room in which the workshop is being conducted will be restricted to the presenters, participating youth, and assisting JISC personnel, including case management staff, unless specifically authorized by the Commander of the Youth Investigations Division or the Commanding Officer of the JISC.
  - 3. Encourages cooperation and support from the parents/guardians of the participating juveniles.
    - a. While not allowed to attend the actual classroom presentation of the workshop, parents/guardians or accompanying adults may wait in the JISC main lobby waiting area during the session.
    - b. Prior to the start of the session, a workshop presenter will be available to answer any parent/guardian questions.

- B. The parent/guardian of a youth scheduled to attend a workshop session may at any time prior to, or during, a workshop session request to have his/her young person leave the session. Prior to such departure:
1. The requesting parent/guardian will be advised that the departure may (if the departure is prior to completion of the workshop) constitute a station adjustment conditions violation.
  2. An attempt to reschedule the youth to a subsequent workshop session should be made by a workshop presenter.
  3. If the involved juvenile has already signed-in to the session, the youth should be asked to sign-out, and a notation of the time of the youth's early departure should be recorded on the sign-in sheet.
- C. The participant sign-in and attendance documentation procedures on the day of a workshop session shall comprise the following:
1. The sworn member of the JISC assigned to the front desk will receive a "CTTV Workshop Sign-In Sheet" (CPD-24.424) from the workshop presenters, and will:
    - a. direct all juveniles arriving at the JISC for the workshop session prior to 11:30 hrs to sign-in.
    - b. at 11:30 hrs provide the sign-in sheet to the presenters.
    - c. after 11:30 hrs, advise the parents/guardians of late arriving youth, and any late arriving youth, that the reporting time for the workshop was 11:00 hrs, the session has started, and the involved youth will need to reschedule.
      - (1) Late arriving youth of any age who are then unaccompanied by a parent/guardian or adult will be directed to wait in the JISC lobby while the sworn member assigned to the JISC front desk attempts to contact and notify a parent/guardian or responsible adult consistent with the procedures under Item X of this directive.
      - (2) When the then-unaccompanied youth is age 13 or younger, and an adult cannot be contacted to pick up the youth, as a safety precaution, the youth will be accepted late into the session. The workshop presenters will make the determination whether the youth arrived in sufficient time to be recorded as meeting the workshop requirement.
  2. The workshop presenters will ensure that at 11:30 hrs the corresponding session sign-in sheet is compared to the "Anticipated Roster" portion of the session's "CTTV Workshop Participants Roster and Session Log" (CPD-24.423).
    - a. For each youth, record "yes" or "no" relative to the item "Arrived for Start" in the "Attendance Information" portion of the form.
    - b. For all anticipated participants listed who have **not** arrived at the JISC, the workshop presenters will provide the youth's information and associated parent/guardian telephone number to

the JISC front desk member to initiate parent/guardian notifications consistent with Item X of this directive.

3. At the conclusion of the session, the workshop presenters will:
  - a. direct all participating youth to sign-out.
  - b. update the "Completed Session" indicator by recording "yes" or "no" in the "Attendance Information" portion of the "CTTV Workshop Participants Roster and Session Log" (CPD-24.423).
- D. Youth requests or actions to leave the workshop and JISC prior to the conclusion of the session will require the following response:
  1. The involved youth will be:
    - a. encouraged to complete the session.
    - b. advised that non-completion of the session would be a violation of the juvenile's conditions of station adjustment, requiring reattendance and completion at a subsequent session.
    - c. directed not to leave the JISC prior to dismissal of the session or without the approval of a parent or guardian.
  2. If the involved youth is disruptive and/or refuses to remain in the session, initiate the parent/guardian notification procedures identified under Item X of this directive.
  3. If the involved juvenile departs the JISC prior to dismissal of the session and without the knowledge of the youth's parent/guardian (or a responsible adult acting on behalf of the parent/guardians), and the youth constitutes a "missing juvenile," immediately notify the JISC watch coordinator and initiate the procedures identified in the Division Special Order entitled, "*JISC Procedures for Unusual Departures from the Center of a Youth Not in Police Custody.*"
- E. If there is any other safety or security incident or issue during the workshop session, the discovering personnel will:
  1. Initiate the appropriate police response consistent with department, Bureau of Detectives, and Youth Investigations Division directives.
  2. Immediately notify the on-duty JISC watch coordinator.
  3. Initiate the parent/guardian notification procedures for the involved youth identified in Item X of this directive.
- F. At the conclusion of each workshop session:
  1. The workshop presenters will:
    - a. complete the "Session Information" portion of the "CTTV Workshop Participants Roster and Session Log" (CPD-24.423).
    - b. email a copy of the completed "CTTV Workshop Participants Roster and Session Log" (CPD-24.423) and "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422) to the Commander of the Youth Investigations Division and the JISC commanding officer.

- c. submit the "CTTV Workshop Participants Roster and Session Log" (CPD-24.423), "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422), and "CTTV Workshop Sign-In Sheet" (CPD-24.424) to the on-duty JISC watch coordinator for approval.
2. The on-duty JISC watch coordinator will:
- a. review and approve the workshop session reports submitted by the workshop presenters.
  - b. forward all approved workshop session reports to the JISC CNO.

**X. DAY OF WORKSHOP SESSION PARENT/GUARDIAN NOTIFICATION PROCEDURES**

A. Utilizing the attendance and contact information provided by the workshop presenters, based upon the comparison of the anticipated session roster to the actual listing of the youth present and signed in at the start of the session, the sworn member assigned to the JISC front desk will:

- 1. At 11:30 hrs initiate notification calls to the parent/guardian of all youth on the anticipated roster that have either:
  - a. not arrived at the JISC for the session, or
  - b. arrived late/after the start of the session.

Note: Refer to Item IX-C-1-c for additional procedural information relative to late arriving youth.

- 2. If contact is made with the parent/guardian, the contacting member will:
  - a. notify the involved parent/guardian or responsible adult contacted:
    - (1) the reason for the notification, and
    - (2) the purpose of the workshop as a positive delinquency intervention program.
  - b. attempt to notify the involved parent/guardian or responsible adult of the next workshop session date and advise that the youth's attendance is a requirement of the juvenile's conditions of station adjustment.
  - c. relative to late arriving youth who missed the start of the session and are then waiting in the JISC lobby:
    - (1) if the juvenile is age 14 or older, the parent/guardian or responsible adult will be advised to provide direction to the juvenile as to whether the youth should await pickup by an adult or how else to proceed home.
    - (2) If the juvenile is age 13 or younger, direct the parent/guardian or responsible adult to arrange immediate pickup of the youth.

Note: If no adult can pick up a youth age 13 or younger at that time, the youth will be accepted late into the workshop [see Item IX-C-1-c-(2)].

3. Record all contact attempts and the corresponding results in the "Contact Results" portion of the "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422) initiated for the session.
- B. Relative to a request from any youth attending the workshop seeking to leave, or who has left the JISC after the session started without the knowledge of a parent/guardian or responsible adult, the JISC front desk officer will:
1. Refer to the procedures identified in Item IX-D of this directive and the Youth Investigations Division directive entitled, "*JISC Procedures for Unusual Departures from the Center of a Youth Not in Police Custody*."
  2. Prioritize immediate notification attempts to the parent/guardian at the contact telephone number provided, and/or any additional contact numbers or methods identified.
  3. Immediately notify the on-duty JISC watch coordinator of the results of all contact attempts.
  4. Record the outcomes from each contact attempt on the "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422) initiated for the session.
- C. Relative to any youth participating in a workshop session who are involved in a safety or security incident, the JISC front desk officer will:
1. Prioritize immediate notification attempts to the parent/guardian at the contact telephone number provided, and/or any additional contact numbers or methods identified.
  2. Immediately notify the on-duty JISC watch coordinator of the results of all contact attempts.
  3. Record the outcomes from each contact attempt on the "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422) initiated for the session.

#### **XI. WORKSHOP VIOLATIONS AND FOLLOW-UP**

- A. Violations of the CTTV Workshop station adjustment condition shall comprise those occurrences when a referred juvenile:
1. does not attend an assigned workshop session.
  2. arrives at the JISC late, and after the start of the workshop session.
  3. leaves the session prior to dismissal and completion.
- B. For each youth in violation, the workshop presenters will ensure the completion of a "Condition of Station Adjustment - CTTV Workshop Violation" form (CPD-24.421), to include:
1. drawing upon the parent/guardian contact attempt/results information recorded on the "CTTV Workshop Parent/Guardian Notification Call Log" (CPD-24.422) initiated for the session.

2. Indicating in the "Date of Violation Notification Summary" portion of the violation form whether or not follow up is required by the Youth Investigations Division Field Response Team, and.
    - a. forwarding those violation forms requiring Field Response Team assistance to the sergeant supervising the team.
    - b. distributing those violation forms not requiring Field Response Team assistance as follows:
      - (1) the original ("white") sheet, forwarded to the Youth Investigations Division, Administration (Unit 184).
      - (2) the "yellow" copy forwarded to the JISC CNO.
      - (3) the "pink" copy provided to the JISC CNO, for forwarding to the JISC case management agency, if the involved juvenile was also a referral to JISC case management.
      - (4) the "gold" copy presented to the juvenile's parent/guardian or a responsible adult, if present at the JISC at the time the notice was completed.
- C. The sergeant supervising the Youth Investigations Division Field Response Team will:
1. Facilitate at least one outreach attempt with a parent/guardian of each youth in violation of a CTTV Workshop station adjustment condition when either:
    - a. the telephone notification attempts to the juvenile's parent/guardian on the date of the violation **did not** result in the successful notification of an alternate workshop session assignment date.
    - b. the telephone notification attempts to the juvenile's parent/guardian on the date of the violation **did** result in the successful notification of the assignment of an alternate workshop session, however the juvenile subsequently did not successfully attend the alternate session date.
  2. For those home visit attempts to a parent/guardian (or a responsible adult on behalf of the parent/guardian) of a youth in program violation that do result in contact, ensure:
    - a. the "In-Person Service of Final Appearance Date" portion of the juvenile's "Condition of Station Adjustment - CTTV Workshop Violation" form (CPD-24.421) is completed.
    - b. The completed "Condition of Station Adjustment - CTTV Workshop Violation" form (CPD-24.421) is distributed as follows:
      - (1) the original ("white") sheet to Youth Investigations Division, Administration (Unit 184).
      - (2) the "yellow" copy to the JISC CNO.
      - (3) the "pink" copy to the JISC CNO, for forwarding the JISC case management agency, if the involved juvenile was also a referral to JISC case management services.

- (4) the "gold" copy to be presented to the signing parent/guardian or responsible adult.

## **XII. GENERAL PROGRAM DUTIES**

A. The Commander of the Youth Investigations Division will:

1. Direct the overall intervention program design and implementation.
2. Direct the development of the workshop curriculum.
3. Designate the Youth Investigations Division personnel who will serve as regular and relief workshop presenters.
4. Review recommendations for additional workshop session dates from the JISC CNO and Youth Investigations Division community risk liaison when the number anticipated participating youth is elevated.

B. The Commanding Officer of the JISC will:

1. Oversee overall program compliance by JISC personnel with the duties assigned by this directive.
2. Monitor the juvenile arrest screening process to ensure eligible station-adjusted youth are properly assigned to the program.
3. Ensure an active listing of upcoming CTTV Workshop session dates is posted in both JISC Processing Detectives Offices.

Note: The Youth Investigations Division community risk liaison should be notified for an updated listing of session dates prior to the last date on the posted listing passing.

C. The on-duty JISC watch coordinator will be responsible to:

1. Direct the juvenile arrest screening process to ensure eligible station-adjusted youth are properly assigned to the program.
2. Oversee the safe operation of each Saturday workshop session.
3. Monitor the participant sign-in and parent/guardian notification processes conducted by personnel assigned to the JISC front desk.
4. Ensure the assistance and compliance of JISC personnel with the provisions of this and related directives.
5. Perform the specific duties outlined elsewhere in this directive.

D. The sergeant supervising the Youth Investigations Division Field Response Team will:

1. Ensure the Field Team duties identified in Item XI are performed.
2. If an "unusual departure," as defined in Youth Investigations Division Special Order entitled, "*JISC Procedures for Unusual Departures from the Center of a Youth Not in Police Custody*," occurs during a workshop session and any members of the team are working, assist in the response effort.

E. JISC CNO will:

1. Perform the workshop coordination and participant roster preparation duties identified in Item VIII of this directive.
2. Serve as the primary point of contact for the CTTV Workshop Juvenile Intervention Program with the JISC case management agency relative to those station-adjusted juvenile offenders who were also referred for JISC case management services.
3. Receive copies of completed "Condition of Station Adjustment - CTTV Workshop Requirement" forms (CPD-24.420), as part of:
  - a. the JISC station adjustment arrest packets forwarded via the JISC process flow.
  - b. an arrest packet received via facsimile message for a youth processed at a Bureau of Detectives Area Center and referred to the CTTV Workshop under Item V of this directive.
4. Review all station adjustment packets involving youth charged with CTTV and processed at the JISC, but who were not issued a CTTV Workshop station adjustment condition with the current arrest.
  - a. The review will seek to identify any youth who:
    - (1) had fewer than five prior arrests; and
    - (2) did not previously complete a CTTV workshop session.
  - b. When a juvenile has been identified via this review process, **and** said youth was referred to the JISC case management agency, a notification will be made to the case management agency that inclusion of the CTTV workshop is a recommended case plan service option. If the youth subsequently completes the workshop, Youth Investigations Division Administration will be requested to assist in updating the arrest disposition to indicate both the case management and workshop referrals.
  - c. When the above review process identifies a youth, who was neither referred to the CTTV Workshop, nor the JISC case management agency, a notification of the screening discrepancy will be made to the JISC commanding officer.
5. Maintain an accurate CTTV Workshop Juvenile Intervention Program listing of station-adjusted juveniles who were referred, and:
  - a. are assigned/scheduled to attend an upcoming workshop session.
  - b. are currently listed as being in violation of the workshop requirement due to a failure to attend the assigned session, having arrived late/after the start of the assigned session, or having left a workshop prior to the completion of the session and dismissal.
  - c. successfully completed a workshop session.
  - d. the referral was closed as "not completed."



Note: Prior to closing a referral as "not completed," the outreach efforts identified under Item XI of this directive will be attempted.


6. Maintain a file of CTTV Workshop Juvenile Intervention Program documents to include:
  - a. For each workshop session, occurring during the current month and the prior 12 months:
    - (1) the approved original "CTTV Workshop Participants Roster and Session Log" (CPD-24.423).
    - (2) the approved original "CTTV Workshop Parent/Guardian Notification Log" (CPD-24.422).
    - (3) The approved original "CTTV Workshop Sign-In Sheet" (CPD-24.424).
  - b. Copies of all completed "Condition of Station Adjustment - CTTV Workshop Violation" forms (CPD-24.421) forwarded by the workshop presenters or the Youth Investigations Division Field Response Team.
7. Forward to the JISC case management agency any "pink" copies, of a "Condition of Station Adjustment - CTTV Workshop Violation" form (CPD-24.421), received from the workshop presenters or the Field Response Team that correspond to a youth that was referred to both the CTTV Workshop and JISC case management.

F. The Youth Investigations Division community risk liaison will:

1. Serve as a point of contact for parents and guardians who have questions regarding the CTTV Workshop Juvenile Intervention Program and the associated workshop curriculum and class procedures.
2. Act as a program liaison between the JISC CNO and the Youth Investigations Division Field Response Team.
3. Work in collaboration with the JISC CNO relative to the scheduling of additional workshop dates, beyond the third Saturday of each month, when the volume of anticipated participants is elevated. Such additional dates require the approval of the division commander.
4. Serve as a workshop presenter.

F. Youth Investigations Division personnel assigned as workshop presenters or relief workshop presenters will:

1. Ensure each workshop session is conducted and any required parent/guardian notifications are attempted consistent with the requirements of Item IX and Item X of this directive.
2. Ensure the procedures identified under Item XI of this directive are followed relative to workshop participant program violations.

  
Thomas J. Lemmer, Commander  
Youth Investigations Division

TJL