

CONNECTICUT YOUTH SERVICES ASSOCIATION

JRB Policies and Procedures Manual  
APPENDIX

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*The following documents are examples of forms used in the JRB process across Connecticut.   
Forms may be adjusted to fit the needs of individual JRBs. Some forms may not be relevant or necessary for some JRBs. The Case Closing surveys and the Data collection form are required by the CT State Department of Education for Youth Service Bureaus who run their JRBs.   
Please contact CYSA at cysa@ctyouthservices.org with specific questions regarding this document.*

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**[NAME OF JUVENILE REVIEW BOARD]**

***Confidentiality Statement and Indemnity Agreement***

The purpose of the <NAME OF Juvenile Review Board> is to offer diversion to children and families who are experiencing crisis or conflict in the community, at school, or at home. Our involvement with these children and families provides them with an alternative to the juvenile justice system.

To be effective, the children and families, and the Board members, must be free to discuss matters of a personal and sensitive nature and share otherwise private records and information.

Also, since a case that is not successfully resolved by the Board may be referred to the Juvenile Court, the confidentiality of juvenile matters, which is mandated by Connecticut General Statutes 46b-124, must be respected.

Since each person is individually and personally responsible for maintaining the confidentiality of the conversations, records and information discussed by the Board, each member of the Juvenile Review Board, as well as any other person who is permitted to attend a Board meeting as an observer, must also agree to be personally responsible for any damages caused by the unauthorized release of confidential information.

For these reasons, all members of the <NAME OF Juvenile Review Board>, as well as any other person who is permitted to attend a Board meeting as an observer, must read and sign the Confidentiality Statement and Indemnity Agreement.

***Any person who refuses to sign this Confidentiality Statement and Indemnity Agreement will not be permitted to be present at any meeting of the Board.***

***Confidentiality Statement***

I understand and agree that all conversations, records and information, reviewed, heard or discussed at any hearing or meeting of the Board, shall be confidential and used solely to enable the Board to carry out its stated purpose. Any further disclosure of any such conversations, records or information is strictly prohibited, except where authorized by statute or a properly executed, written release.

***Indemnity Agreement***

***I further understand and agree that if I cause the unauthorized release of any of the conversations, records or information, which would be otherwise confidential, I will assume personal liability for any claim of damages directly resulting from such unauthorized release and agree further to indemnify the <NAME OF Juvenile Review Board>, the members of the Board and associated agencies for any damages, expenses or losses found to be the result of such unauthorized release.***

I have read and understood the confidentiality Statement and Indemnity Agreement and agree to comply and be bound by their terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of member or observer Date  
  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Printed name

[NAME OF JUVENILE REVIEW BOARD]

Case Cover Sheet & Check List

Case ID: \_\_\_\_\_\_\_\_\_\_\_\_\_

Referred For: \_\_\_\_\_\_\_\_\_\_\_\_\_

Arrest Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Oriented:\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Referral Received:\_\_\_\_\_\_\_\_\_\_\_\_

DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule Letter Sent: \_\_\_\_\_\_\_\_\_\_\_\_ Response Date:\_\_\_\_\_\_\_\_\_\_\_\_

Date Assessed: \_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_

Diversion Contract Date: \_\_\_\_\_\_\_\_\_\_\_\_

Case Discharge Date: \_\_\_\_\_\_\_\_\_\_\_\_

File Contents:

Left Fold: Right Fold:

\_\_\_ Case Notes \_\_\_ Chart Cover Sheet

\_\_\_ SDE Reporting Form \_\_\_ Discharge Summary

\_\_\_ Youth Responsibility Paper Work \_\_\_ Letter of Completion

\_\_\_ Diversion Plan \_\_\_ Registration Form

\_\_\_ Case Summary \_\_\_ Schedule Letter

\_\_\_ GRAD Assessment \_\_\_ Contract Waiver

\_\_\_ Score Comparisons \_\_\_ Arrest Ticket

\_\_\_ GRAD Questions \_\_\_ Police Referral

\_\_\_ Student Schedule \_\_\_ Police Reports/Statement

\_\_\_ Student Grades

\_\_\_ Student Attendance

\_\_\_ Student Discipline

Best Contact Name and Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School & Guidance Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE POLICE REFERRAL FORM  
**JUVENILE REVIEW BOARD**

**REFERRAL/AGREEMENT**

**The undersigned complains that:**  CASE NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Mo., Day, Year) | | AT (Time) | | | IN (Offense Town) | | | | | TOWN CODE | |
| NAME (Last, First, Middle Initial) | | | | | | | | | | | |
| ADDRESS (No, Street, Town) | | | | | | | | | | | |
| STATE | DATE OF BIRTH | | | TELEPHONE NUMBER | | | RACE | | | | SEX |
| EYES | HAIR | | | HEIGHT | | WEIGHT | | OTHER | | | |
| **Violated the following LAWS, ORDINANCES OR SCHOOL RULES:** | | | | | | | | | | | |
| 1. | | | | | | | | | STAT/ORD. NO. | | |
| 2. |  | | | | | | | | STAT/ORD. NO. | | |
|  |
| 3. | | | | | | | | | STAT/ORD. NO. | | |
|  | | | | | | | | |
| NAME, ADDRESS, PHONE NO. OF PARENT/GUARDIAN OR OTHER PERSON HAVING CONTROL OF THE CHILD | | | | | | | | | | | |
| NAME, ADDRESS, PHONE NO. OF PARENT/GUARDIAN OR OTHER PERSON HAVING CONTROL FO THE CHILD | | | | | | | | | | | |
| JUVENILE REVIEW BOARD AGREEMENT  We hereby request and agree that this matter be diverted to the [NAME OF] Juvenile Review Board instead of being referred to the Superior Court Juvenile Matters.  We agree to immediately contact the [NAME OF CONTACT] to initiate the intake process and to comply with the established procedures for handling such cases.  We agree that the Juvenile Review Board will review this case and, if they accept it, will recommend and monitor supportive services and rehabilitative efforts on our behalf.  We also understand that if the Juvenile Review Board handles this case, certain rights that I would have if this case went to court, such as the right to a lawyer and the right to have a trial, will not be available.  We further understand and agree that if the Juvenile Review Board does not accept this case, or if the recommendations of the Juvenile Review Board are not followed, the case may be referred to the court, information regarding my involvement with the Juvenile Review Board will be shared with the court.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Child) (Signature of Parent/Guardian)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date) (Date) | | | | | | | | | | | |
| **YOU ARE TO CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **AT XXX-XXX-XXXX WITHIN 48 HOURS** | | | | | | | | | | | |
| SIGNED (Police Officer) | | | | | | | | | | | |
| POLICE DEPARTMENT/SCHOOL | | | BADGE NO. | | | | | | DATE | | |
| **POLICE: send the white copy of this ticket to**  **the [NAME AND ADDRESS OF JRB]** | | | | | | | | | | | |

SAMPLE CONTRACT (FOR POLICE REFFERALS)  
  
***[INSERT THE NAME OF JUVENILE REVIEW BOARD.]***

***CONTRACT / WAIVER OF RIGHTS / RELEASE OF INFORMATION***

**Part I: Introduction**

You have been referred to the Juvenile Review Board for allegedly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is against the law. "Allegedly" means, "not yet proven in court." You have the right to go before a judge in the Juvenile Court and have the judge decide, based on all of the evidence, whether or not the state can prove that you actually committed this offense. If the judge finds that the state cannot prove the case against you, the case would be dismissed and there would be no record of it. If the judge finds that the state has proven the case against you, you will be convicted, or adjudicated to be a child from a family with service needs, and you will have a juvenile court record. If you are convicted, or adjudicated to be a child from a family with service needs, you will likely be placed on probation or supervision and be required to comply with several conditions set by the court including visit regularly with a probation officer, attend school, participate in special programs and submit to random drug/alcohol testing. If you fail to obey the orders of probation or supervision, you could be removed from your home and community and placed in a residential facility or a state institution for up to eighteen months.

Because this is your first offense, or you don’t yet have an extensive record, and there was no serious injury or damage, you have another option. This option is called "diversion." Diversion means that instead of going to Juvenile Court, your case is "diverted" to the Juvenile Review Board. The Juvenile Review Board is not part of the court. It is a group of people who work professionally with children and youths, such as counselors, principals and social workers. This group helps the police and the schools take care of cases like yours by suggesting ways in which a child or youth can make up for or deal with the unlawful thing that he or she has done. One kind of diversion is doing community service work, like working as a volunteer in a hospital or nursing home for short time. The Juvenile Review Board's recommendations depend upon the particular circumstances of each case such as your age, the act you committed, your attitude and your school and family situation.

**What does diversion involve?**

Participation in diversion involves two steps:

1. agreeing to have the Juvenile Review Board discuss your case and propose a diversion program; and

2. agreeing to do what the Juvenile Review Board recommends.

In other words, even if you agree to have the Juvenile Review Board discuss your case, you do not have to agree to do what the Juvenile Review Board recommends. In that case, the police or school may refer your case to the Juvenile Court.

**What is the advantage to you of using the diversion program?**

It is important for you to understand the real difference between actually doing diversion and going to Juvenile Court. If you agree to follow the Juvenile Review Board's recommendations, **and** you actually carry out the recommendations, the case will end. You will not have to make several appearances in the Juvenile Court and, more importantly, **you will not have a juvenile record**.

If you agree to follow the Juvenile Review Board's recommendations and then fail to do so, such as you do not go to the recommended counseling sessions or you don't finish the recommended community service, the police or school will likely refer your case to the Juvenile Court after all. If this happens, the Juvenile Court will be aware that the diversion program was offered but you failed to comply with it.

A final point: if the act you committed involved damage to property or injury to someone, your parents may still be required to pay the victim for the damages or injury even if you complete the recommended diversion program. Diversion is designed to give you an opportunity to avoid getting a juvenile record.

**What do I give up by agreeing to do a diversion program?**

First, you have certain rights in connection with the court process that you do not have in a diversion program. If your case is handled in the court system:

You have the right to say nothing to the police or other officials. You can refuse to answer any of their questions because they can use anything you say against you in the Juvenile Court.

You have the right to talk to a lawyer before you answer any questions from the police or other officials and you have the right to have that lawyer with you if you decide to answer any of their questions.

If your parents cannot afford a lawyer the Juvenile Court may provide one for you.

If you decide to talk to the police or other officials, you have the right to stop answering questions anytime you wish. No one can force you to answer any questions.

You must also have your parent(s) or a guardian with you if you decide to make a written or verbal statement to the police or other officials, about the offense for which you are charged, if you admit to doing anything wrong or if you admit to committing a crime. If you are 16 or 17, you could give up this right and speak with the police or court officials without a parent present.

You also have the right to require the State to prove the case against you with witnesses, people who say they saw or heard you commit the offense for which you are charged, and evidence presented to a judge. You have the right to confront those witnesses, which means that your attorney can ask them questions to see what they actually saw or heard and to see if they are telling the truth.

If you feel that you are not responsible for the offense for which you are charged, you should not have your case heard by the Juvenile Review Board but instead, you should exercise your right to have your case decided in the Juvenile Court.

On the other hand, if you did commit the offense for which you are charged, you may prefer to give up these rights and agree to have the Juvenile Review Board handle your case.

Second, to give the Juvenile Review Board some basis for making a recommendation, you must give permission for the Juvenile Review Board to look at your school records and get information from school personnel. This will help the Juvenile Review Board determine if what you did is related to other things you have done or problems you may be having in school. The Juvenile Review Board also may want to get information from your counselor, if you are in counseling outside of school. The Juvenile Review Board will keep this information confidential so no one except the people on the Juvenile Review Board will ever see or hear the information.

Third, if your parent(s) brought the charges against you, they cannot decide to just forget about the case and expect that it will go away. Once the Juvenile Review Board hears the case, if you do not agree to the recommended diversion, the case will be returned to the police who may then send it to the Juvenile Court.

Fourth, the law gives the victim, any person harmed by your actions, certain legal rights. In court, they have the right to learn your name and address in the event they decide later to sue you or your parents in a civil court for their losses. They also have the right to appear in court to see what happens with your case and to tell the judge about how they feel about what you did. To preserve the victim's rights in the Juvenile Review Board process, you must agree to allow the Juvenile Review Board to release your identity to the victim, if requested, and allow the Juvenile Review Board to tell the victim how your diversion was handled if they ask for that information.

Fifth, if the recommended diversion of the Juvenile Review Board includes counseling or therapy, you and your family are not obligated to use the counseling or therapy services offered by the local Youth Services agency. You may select any qualified agency or counselor/therapist of your choosing. You will need to tell the Juvenile Review Board about your choice of agency, counselor or therapist and you will also be required to allow the agency, counselor or therapist to tell the Juvenile Review Board if you participated in the counseling or therapy recommended as part of your diversion.

Finally, although the matters discussed at the Juvenile Review Board are confidential, meaning they will not be disclosed to anyone outside the Juvenile Review Board process, if information is disclosed during the process that constitutes a violation of the law or a school policy or regulation, or that would require a mandated reporter to make a report, that information may be disclosed to the appropriate authorities.

**Be sure that you understand everything you have just read because now you have to make a choice. You can agree to have the Juvenile Review Board consider your case, or you can leave it up to the police or school who will likely send your case to the Juvenile Court. Once the Juvenile Review Board makes a recommendation, you will have the choice of whether or not to do what the Juvenile Review Board recommends. All of these decisions are up to you and your parent(s) or guardian. You and they may wish to speak with a lawyer before you make any decision. Please feel free to ask questions if you do not understand your choices or the consequences of each choice. If you decide to have the Juvenile Review Board consider your case, please sign the Contract on the next page agreeing to have your case referred to the Juvenile Review Board. After the Juvenile Review Board makes a recommendation for a diversion, you will be asked to sign another Contract, agreeing to participate in the diversion program recommended by the Juvenile Review Board, if you agree to do so. Your parent(s) or guardian will also be asked to sign these contracts if they agree with your decision.**

**[INSERT NAME OF JUVENILE REVIEW BOARD]**

***CONTRACT / WAIVER OF RIGHTS / RELEASE OF INFORMATION***

**Part IIA: Agreement to refer the case to the Juvenile Review Board and Release of Information**   
***(For use in cases referred by the Police)***

By signing below, I consent (agree) to have the police refer my case to the Juvenile Review Board. I understand that I do not have to agree to do anything that the Juvenile Review Board recommends and that the Juvenile Review Board does not have to recommend a diversion program. If the Juvenile Review Board does not recommend a diversion program, or if I do not agree to do the recommended diversions, then the case will likely be sent to the Juvenile Court. I also understand that if I agree to do the recommended diversions, but do not complete them as agreed, the case will likely be sent to the Juvenile Court.

I understand that by agreeing to have my case considered by the Juvenile Review Board, I give up certain rights that I would have if my case went to the Juvenile Court.

* I give up my right to remain silent.
* I give up my right to be represented by a lawyer and to have the court appoint a lawyer to

represent me at no cost if I qualify.

* I give up my right to require the State to prove the case against me.
* I give up my right to confront the witnesses against me.
* I give up my right not to answer questions about the case asked by the police or other officials.
* I give up my right to have a lawyer with me when those questions are being asked.
* I give up my right to stop answering questions or to stop talking with police or other officials.

I agree to appear, with my parent(s) or guardian, before the Juvenile Review Board, to answer any questions they have before they consider a diversion program for me.

I give consent for the [*Insert the title of the person who will request the information.*], who works on behalf of the Juvenile Review Board, to obtain relevant information from school personnel and records if the information provided would help in the handling of my case.

I give consent for the [*Insert the title of the person who will request the information.*] to speak to and receive information from any counselor, therapist, physician or case worker with whom I am currently working or seeing, have worked with in the past or will work with as part of the Juvenile Review Board program, to discuss with them the nature of my work with those persons, if the information provided would help in the handling of my case.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Child's/Youth’s signature* *Date*

I (We) agree and consent to the terms of the above Contract/Release of Information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent/Guardian's signature Witness' signature*

This release expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE CONTRACT FOR PARENT REFERRALS**  
[INSERT NAME OF JUVENILE REVIEW BOARD]

***CONTRACT / WAIVER OF RIGHTS / RELEASE OF INFORMATION***

***(Parent referral)***

**Part I: Introduction**

You have been referred to the Juvenile Review Board for allegedly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is against the law. "Allegedly" means, "not yet proven in court." You have the right to go before a judge in the Juvenile Court and have the judge decide, based on all of the evidence, whether or not the state can prove that you actually committed this offense. If the judge finds that the state cannot prove the case against you, the case would be dismissed and there would be no record of it. If the judge finds that the state has proven the case against you, you will be convicted, or adjudicated to be a child from a family with service needs, and you will have a juvenile court record. If you are convicted, or adjudicated to be a child from a family with service needs, you will likely be placed on probation or supervision and be required to comply with several conditions set by the court including visit regularly with a probation officer, attend school, participate in special programs and submit to random drug/alcohol testing. If you fail to obey the orders of probation or supervision, you could be removed from your home and community and placed in a residential facility or a state institution for up to eighteen months.

Because this is your first offense, or you don’t yet have an extensive record, and there was no serious injury or damage, you have another option. This option is called "diversion." Diversion means that instead of going to Juvenile Court, your case is "diverted" to the Juvenile Review Board. The Juvenile Review Board is not part of the court. It is a group of people who work professionally with children and youths, such as counselors, principals and social workers. This group helps the police and the schools take care of cases like yours by suggesting ways in which a child or youth can make up for or deal with the unlawful thing that he or she has done. One kind of diversion is doing community service work, like working as a volunteer in a hospital or nursing home for short time. The Juvenile Review Board's recommendations depend upon the particular circumstances of each case such as your age, the act you committed, your attitude and your school and family situation.

**What does diversion involve?**

Participation in diversion involves two steps:

1. agreeing to have the Juvenile Review Board discuss your case and propose a diversion

program; and

2. agreeing to do what the Juvenile Review Board recommends.

In other words, even if you agree to have the Juvenile Review Board discuss your case, you do not have to agree to do what the Juvenile Review Board recommends. In that case, your parent may contact the Juvenile Court and request that the court help deal with your behavior.

**What is the advantage to you of using the diversion program?**

It is important for you to understand the real difference between actually doing diversion and going to Juvenile Court. If you agree to follow the Juvenile Review Board's recommendations, **and** you actually carry out the recommendations, the case will end. You will not have to make several appearances in the Juvenile Court and, more importantly, **you will not have a juvenile record**.

If you agree to follow the Juvenile Review Board's recommendations and then fail to do so, such as you do not go to the recommended counseling sessions or you don't finish the recommended community service, your parent will likely refer your case to the Juvenile Court after all. If this happens, the Juvenile Court will be aware that the diversion program was offered but you failed to comply with it.

**What do I give up by agreeing to do a diversion program?**

First, you have certain rights in connection with the court process that you do not have in a diversion program. If your case is handled in the court system:

You have the right to say nothing to anyone about your behavior. You can refuse to answer any of their questions because they can use anything you say against you in the Juvenile Court.

You have the right to talk to a lawyer before you answer any questions and you have the right to have that lawyer with you if you decide to answer any of their questions.

If your parents cannot afford a lawyer the Juvenile Court may provide one for you.

If you decide to talk to anyone, you have the right to stop answering questions anytime you wish. No one can force you to answer any questions.

You must also have your parent(s) or a guardian with you if you decide to make a written or verbal statement about your behavior. If you are 16 or 17, you could give up this right and speak to anyone without a parent present.

You also have the right to require the State to prove the case against you with witnesses, people who say they saw or heard you commit the offense for which you are charged, and evidence presented to a judge. You have the right to confront those witnesses, which means that your attorney can ask them questions to see what they actually saw or heard and to see if they are telling the truth.

If you feel that you are not responsible for the offense for which you are charged, you should not have your case heard by the Juvenile Review Board but instead, you should exercise your right to have your case decided in the Juvenile Court.

On the other hand, if you did commit the offense for which you are charged, you may prefer to give up these rights and agree to have the Juvenile Review Board handle your case.

Second, to give the Juvenile Review Board some basis for making a recommendation, you must give permission for the Juvenile Review Board to look at your school records and get information from school personnel. This will help the Juvenile Review Board determine if what you did is related to other things you have done or problems you may be having in school. The Juvenile Review Board also may want to get information from your counselor, if you are in counseling outside of school. The Juvenile Review Board will keep this information confidential so no one except the people on the Juvenile Review Board will ever see or hear the information.

Third, if your parent(s) brought the charges against you, they cannot decide to just forget about the case and expect that it will go away. Once the Juvenile Review Board hears the case, if you do not agree to the recommended diversion, the case may still be sent to the Juvenile Court.

Fourth, if the recommended diversion of the Juvenile Review Board includes counseling or therapy, you and your family are not obligated to use the counseling or therapy services offered by the local Youth Services agency. You may select any qualified agency or counselor/therapist of your choosing. You will need to tell the Juvenile Review Board about your choice of agency, counselor or therapist and you will also be required to allow the agency, counselor or therapist to tell the Juvenile Review Board if you participated in the counseling or therapy recommended as part of your diversion.

Finally, although the matters discussed at the Juvenile Review Board are confidential, meaning they will not be disclosed to anyone outside the Juvenile Review Board process, if information is disclosed during the process that constitutes a violation of the law or a school policy or regulation, or that would require a mandated reporter to make a report, that information may be disclosed to the appropriate authorities.

**Be sure that you understand everything you have just read because now you have to make a choice. You can agree to have the Juvenile Review Board consider your case, or your parent can send your case to the Juvenile Court. Once the Juvenile Review Board makes a recommendation, you will have the choice of whether or not to do what the Juvenile Review Board recommends. All of these decisions are up to you and your parent(s) or guardian. You and they may wish to speak with a lawyer before you make any decision. Please feel free to ask questions if you do not understand your choices or the consequences of each choice. If you decide to have the Juvenile Review Board consider your case, please sign the Contract on the next page agreeing to have your case referred to the Juvenile Review Board. After the Juvenile Review Board makes a recommendation for a diversion, you will be asked to sign another Contract, agreeing to participate in the diversion program recommended by the Juvenile Review Board, if you agree to do so. Your parent(s) or guardian will also be asked to sign these contracts if they agree with your decision.**

**[INSERT NAME OF JUVENILE REVIEW BOARD]**

***CONTRACT / WAIVER OF RIGHTS / RELEASE OF INFORMATION***

**Part II: Agreement to refer the case to the Juvenile Review Board and Release of Information**

By signing below, I consent (agree) to have my case heard by the Juvenile Review Board. I understand that I do not have to agree to do anything that the Juvenile Review Board recommends and that the Juvenile Review Board does not have to recommend a diversion program. If the Juvenile Review Board does not recommend a diversion program, or if I do not agree to do the recommended diversions, then the case will likely be sent to the Juvenile Court. I also understand that if I agree to do the recommended diversions, but do not complete them as agreed, the case will likely be sent to the Juvenile Court.

I understand that by agreeing to have my case considered by the Juvenile Review Board, I give up certain rights that I would have if my case went to the Juvenile Court.

* I give up my right to remain silent.
* I give up my right to be represented by a lawyer and to have the court appoint a lawyer

to represent me at no cost if I qualify.

* I give up my right to require the State to prove the case against me.
* I give up my right to confront the witnesses against me.
* I give up my right not to answer questions about the case asked by anyone about my

behavior.

* I give up my right to have a lawyer with me when those questions are being asked.
* I give up my right to stop answering questions or to stop talking with anyone about my

behavior.

I agree to appear, with my parent(s) or guardian, before the Juvenile Review Board, to answer any questions they have before they consider a diversion program for me.

I give consent for the JRB Case Manager, who works on behalf of the Juvenile Review Board, to obtain relevant information from school personnel and records if the information provided would help in the handling of my case.

I give consent for the JRB Case Manager to speak to and receive information from any counselor, therapist, physician or case worker with whom I am currently working or seeing, have worked with in the past or will work with as part of the Juvenile Review Board program, to discuss with them the nature of my work with those persons, if the information provided would help in the handling of my case.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Child/Youth signature* *Date*

I (We) agree and consent to the terms of the above Contract/Release of Information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent/Guardian signature Witness signature*

This release expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Referral\_\_\_\_\_\_\_\_\_\_\_\_\_

**JUVENILE REVIEW BOARD - CASE INTAKE SUMMARY** (for internal use)

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D.O.B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long at this residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for referral:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Previous involvement with police/legal system:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Previous involvement with DCF:  
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 **Family Information:**

|  |  |  |
| --- | --- | --- |
| Name | Age | Relation to child |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

General family description (Relationships):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Marital summary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reaction to incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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External sources of support (friends, relatives, programs, counseling):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Child Information**

General description (attitude, etc):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reaction to incident:

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Responsibilities within family:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Activities/interests outside of home:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**School Information**

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report card summary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Disciplinary action noted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Attitude towards school:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Summary Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Recommendations**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**STUDENT QUESTIONNAIRE**

**[INSERT NAME OF JUVENILE REVIEW BOARD]**

**Please answer these questions to the best of your ability. Discuss your answers with your parents and have them sign at the bottom. Return this information to the Case Worker on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your answers will be shared with the Juvenile Review Board.**

1. What did you do that is causing you to appear before the Juvenile Review Board? Explain in detail.

2. How have you been disciplined for this at home and/or school?

3. Do you think the punishment was fair? Why or why not?

4. Have you been in trouble before, either with the school or the police? Explain.

5. Was it a “spur of the moment” act or had you been planning it for some time? Explain your answer.

6. Who was impacted by your conduct in this case?

7. Name two (2) positive qualities about yourself and explain why you think they are positive?

1.

2.

8. What are three (3) things that you could do to make things better for yourself?

1.

2.

3.

9What are three (3) things the school could do to make things better for you?

1.

2.

3.

10. What are three (3) things your family could do to make things better for you?

1.

2.

3.

11. Write three (3) goals that will help you stay out of trouble in the future.

1.

2.

3.

12. What job would you like to eventually get?

13. Name someone you consider to be a “hero” and explain why?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s signature Date

I HAVE READ AND DISCUSSED THESE ANSWERS WITH MY CHILD.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature Date

SAMPLE LETTER TO PARENT/GUARDIAN – CONFIRMATION OF HEARING

(ON YOUR LETTERHEAD)

Date

Parent/Guardian Name  
Address  
City, State Zip

Dear SALUTATION,

This letter is to confirm that (JUVENILE NAME) is scheduled to appear before the Juvenile Review Board for an Initial Hearing on (DATE at TIME). The hearing will be held at (ROOM LOCATION/ADDRESS). Please plan to arrive five minutes early and wait in the lobby until you are called in to the meeting.

We expect you to accompany (JUVENILE NAME). Failure to attend this hearing will result in this case being immediately referred to Juvenile Court for adjudication. If you have any questions prior to the hearing, please contact me at (PHONE NUMBER)

Sincerely,

**[INSERT NAME] JUVENILE REVIEW BOARD DIVERSION CONTRACT**

**AGREEMENT TO PARTICIPATE IN DIVERSION RECOMMENDED**

**BY THE JUVENILE REVIEW BOARD**

By signing below, I agree to participate in the diversion that the [INSERT NAME] Juvenile Review Board has recommended. This diversion, which has been explained to my parent/guardian, and me, includes the following requirements:

These items *must be completed* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that in accepting this diversion, I agree to give up any and all other rights I would have had if I went to court. If counseling is part of the diversion, I agree to give the JRB the name of my counselor so the Board can request a statement documenting completion of the required counseling. Additionally, I authorize my counselor or therapist to release to JRB any information relevant to the completion of the JRB contract. Furthermore, I understand that it is my responsibility to report back to the JRB when I have completed the conditions set forth above. Finally, I understand that if I do not carry out my part of this agreement…. that is, if I do not do the things written above…. the JRB may send my case back to the authorities who may refer my case to the Juvenile Court.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s signature Date

**I (We) agree and consent to the terms and conditions of the above Diversion Contract.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s signature Parent/Guardian’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness’ signature Date

**COMMUNITY SERVICE LOG SHEET**

**[INSERT NAME OF JUVENILE REVIEW BOARD]**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AGENCY: | # HOURS COMPLETED: | DATE: | AGENCY SIGNATURE: | CONTACT PHONE: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

A representative from each agency must sign this form to confirm community service hours completed.

A note on agency letterhead is an acceptable substitute for this form, if it is signed, dated, and states the number of hours completed.

*[Insert name of your Juvenile Review Board*]

JRB Community Service Report

***To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***JRB Hearing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Hours to be Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Hours Ordered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Hours Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***COMPLETED SUCCESSFULLY*** ***\_\_\_\_\_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_\_\_\_ NO***

***Tasks Performed:***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Attitude \_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_ fair \_\_\_\_\_\_\_\_\_ poor***

***Relation to staff \_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_ fair \_\_\_\_\_\_\_\_\_ poor***

***Overall contribution \_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_ fair \_\_\_\_\_\_\_\_\_ poor***

***Attendance \_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_ fair \_\_\_\_\_\_\_\_\_ poor***

***Completion of task \_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_ fair \_\_\_\_\_\_\_\_\_ poor***

***Estimated hourly value of the work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Evaluation Comments:***

***Signature/Title of Agency Supervisor*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date \_\_\_\_\_\_\_\_***

***Please return this form to:* [***Insert name and address of person designated to receive this report.*]

**[INSERT NAME OF JUVENILE REVIEW BOARD]**

**COUNSELOR/THERAPIST ASSESSMENT**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Hearing: \_\_\_\_\_\_\_\_\_\_\_\_

This family agreed to participate in a minimum of \_\_\_\_\_\_\_\_\_ sessions of counseling as recommended by the Juvenile Review Board. At the end of that time, future direction will be suggested based on your recommendation. Please complete this form and return it to [INSERT NAME AND ADDRESS OF PERSON TO RECEIVE THIS REPORT]. Thank you for your assistance in this matter.

Number of sessions completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of the sessions, (and who attended): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did participants come as scheduled? \_\_\_\_\_Yes \_\_\_\_\_No

If not, how was rescheduling or timing addressed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In your estimation, is the family utilizing

your services to their benefit? \_\_\_\_\_Yes \_\_\_\_\_No

Have the initial goals of counseling been met? \_\_\_\_\_Yes \_\_\_\_\_No

What are your recommendations for this family based upon the present family situation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you have any questions or wish to discuss this form please contact: [INSERT CONTACT INFORMATION FOR JRB CASE WORKER]*

**MEMORANDUM OF AGREEMENT  
(for use among police departments to allow referrals to home JRB)**

This Agreement is by and between the town of , its law enforcement agency and juvenile diversion program and the town of , its law enforcement agency and juvenile diversion program.

The purpose of this Agreement is to establish the policy and procedure regarding children of one town, party to the Agreement, that get charged with certain offenses in another town, party to the Agreement.

It is the policy of the undersigned parties that a child from one town, party to the Agreement, that gets charged with certain offenses in another town, party to the Agreement, be considered for handling by the juvenile diversion program available in the child’s town of residence.

The procedure shall be as follows:

1. If a child, age eighteen or under, from one town, party to this Agreement, is charged with a delinquent act, as defined in subsection (9) of Connecticut General Statutes §46b-120, by the law enforcement agency of another town, party to this Agreement, that law enforcement agency may, in its discretion, refer the matter to the law enforcement agency of the child’s town of residence for consideration for handling by the juvenile diversion program in the child’s town of residence.
2. The law enforcement agency charging the child with a delinquent act has sole discretion to bypass this Agreement and refer the matter directly to the Superior Court – Juvenile Matters having jurisdiction over the matter when appropriate or necessary in the interests of public safety, due to the seriousness of the charge, the child’s prior record, the child or family’s refusal to participate in a juvenile diversion program or for any other reason as determined by that law enforcement agency.
3. If the law enforcement agency in the child’s town of residence receiving such a referral determines that the matter is not appropriate for handling by that town’s juvenile diversion program for whatever reason, the matter shall be promptly returned to the referring town’s law enforcement agency for possible referral to the Superior Court – Juvenile Matters having jurisdiction over the matter.
4. If the law enforcement agency in the child’s town of residence refers the matter to the juvenile diversion program and that program determines that the matter is not appropriate for handling by that program for whatever reason, or if the child does not successfully complete the program, the matter shall be promptly returned to the law enforcement agency in the child’s town of residence who will then promptly return it, with an explanation of the reason for the return, to the referring town’s law enforcement agency for possible referral to the Superior Court – Juvenile Matters having jurisdiction over the matter. This determination should be made within ninety days of the referral to the law enforcement agency of the child’s town of residence.
5. In the case of any matter referred to the law enforcement agency or juvenile diversion program of the child’s town of residence that is returned as not accepted or as unsuccessfully completed, the law enforcement agency in the town where the offense occurred may, in its discretion, refer the matter to the Superior Court – Juvenile Matters having jurisdiction over the matter or make any other appropriate disposition of the case. Any referral to the court should reflect the fact that an attempt was made to handle the matter through the juvenile diversion program of the child’s town of residence.

The undersigned agree to the provisions of this Agreement dated .

Chief Executive Officer or Designee Chief Executive Officer or Designee

Police Chief or Designee Police Chief or Designee

Juvenile Diversion Program Representative Juvenile Diversion Program Representative

**Data Collection Form for JRB data**

A link to the document can be found   
on the CYSA website in the **Member Login** area,   
or by clicking the link below:  
  
[**www.ctyouthservices.org/customer-content/www/cms/files/jrbdataform.xlsx**](http://www.ctyouthservices.org/customer-content/www/cms/files/jrbdataform.xlsx)









