



YOUTH INVESTIGATIONS DIVISION

Criminal Trespass to Vehicle (CTTV) Workshop Juvenile Intervention Program

CONDITION OF STATION ADJUSTMENT - CTTV WORKSHOP REQUIREMENT

CTTV WORKSHOP REFERRAL

Juvenile's Last Name: _____ First Name: _____ MI: _____

IR# _____ CB# _____ Date of Arrest: _____

ASSIGNMENT REQUIREMENT: ☐ CTTV Workshop ☐ CTTV Workshop AND other referral

MESSAGE TO PARENT OR GUARDIAN

The above juvenile was arrested in connection with a stolen vehicle. Such actions may create challenges and harms to victims and community members. In addition, juveniles that engage in such actions may also become involved in serious vehicle crashes and/or further delinquent activity.

The mission of the Criminal Trespass to Vehicle (CTTV) Workshop is to present an intervention program that goals to positively impact juveniles and identify situational awareness to avoid potential danger. The CTTV Workshop is structured in a classroom environment that focuses on the ability to promote positive choices. The CTTV Workshop, does not involve physical activity. The CTTV Workshop session is held on a designated Saturday and lasts three to four hours.

Your juvenile person's **ATTENDANCE IS REQUIRED** as a Condition of Station Adjustment. On the day of the workshop:

☐ I or another adult will drop-off/pick-up my child. ☐ I authorize my child to travel to/from the session alone.

Parent/Guardian

Parent/Guardian

Resp. Adult (Name): _____

Resp. Adult Signature: _____

**** Contact information to reach a parent or guardian on a Saturday: phone # () _____,**

Email address _____.

[Note: This number will be used by the workshop presenters to reach the parent/guardian, if necessary to notify you of your child's absence.]

[Parent/guardian questions about the workshop can be answered by calling the appropriate CTTV Coordinator, at: _____]

NOTICE TO JUVENILE

The CTTV Workshop will be presented at:

Be on time. Plan on being in the CTTV Workshop until 3:00 PM.

Your parent/guardian will be contacted if you do not arrive on time.

If you do not complete the workshop, your case may be referred to Juvenile Court.

Juvenile's Signature: _____

Processing

Detective (Name): _____ Star _____ Unit _____ Signature: _____

“Condition of Station Adjustment – CTTV Workshop Requirement” Digital/ Printed Copy Instructions for Form CPD-24.420

INSTRUCTIONS:

When using a computer generated/printed one-sheet version, “Condition of Station Adjustment – CTTV Workshop Requirement” (CPD-24.420), the processing detective will:

- (a) forward the completed form with the original signatures;
- (b) make and distribute photocopies appropriately.

ONE-SHEET FORM VERSION DISTRIBUTION:

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 and/or responsible adult taking custody of the juvenile.
3. When the juvenile arrest is processed by a detective assigned to an area center, the detective should send a copy of the form and the associated arrest report packet copy via email to the Youth Investigations Division Administrative Office.