



YOUTH INVESTIGATIONS DIVISION
Criminal Trespass to Vehicle (CTTV) Workshop Juvenile Intervention Program

CONDITION OF STATION ADJUSTMENT - CTTV WORKSHOP VIOLATION

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

IR# _____ CB# _____ Date of Arrest: _____

VIOLATION DATE: _____ TYPE: Did NOT Attend Arrived Late/After Program Start Left Prior to Dismissal

NOTICE TO PARENT OR GUARDIAN OF VIOLATION

The above juvenile was previously scheduled to appear at the CCTV Workshop and either failed to attend, arrived after the program had started, and/or failed to complete the program.

The Criminal Trespass to Vehicle (CTTV) Workshop is an intervention program intended to help your young person avoid the dangers that other youth have experienced. The workshop takes place in a classroom environment, does not involve any physical activity, and focuses on positive choices. The session is held on a Saturday and lasts three to four hours.

Your young person's **COMPLETION IS REQUIRED** as a Condition of Station Adjustment.

DATE OF VIOLATION NOTIFICATION SUMMARY

Notification to Parent/Guardian: _____ In Person Via Telephone: _____ Time: _____

No Contact/ Unsuccessful Notification Successful/ Rescheduled Date Not Provided Notification Successful/ Rescheduled Date Provided: _____

Field Response Team Follow-Up Required Field Response Team Follow-Up NOT Needed

Preparing Member: _____ Star _____ Signature: _____

IN-PERSON SERVICE OF FINAL APPEARANCE DATE

Your child MUST attend the CTTV Workshop session scheduled for:

11:00 AM on Saturday, _____
(Final Workshop Date)

Location of the Workshop:

Your child must arrive on time. Plan on your child being in the CTTV Workshop until between 2:30 PM and 3:00 PM.
 If your child does not complete the workshop, his/her case can be referred to Juvenile Court.

Parent/Guardian Resp. Adult (Name): _____ Parent/Guardian Resp. Adult Signature: _____

Relationship to Juvenile: _____ Date/ Time Served: _____ Address of Service: _____

Serving Member (Name): _____ Star _____ Signature: _____

“Condition of Station Adjustment – CTTV Workshop Violation” Digital/Printed Copy Instructions for Form CPD-24.421

INSTRUCTIONS:

When using a computer generated/printed one-sheet version, “Condition of Station Adjustment – CTTV Workshop Violation” (CPD-24.421), preparing members will:

- (a) Prepare and forward the completed form with the original signatures; and
- (b) Make and distribute photocopies and facsimile copies.

ONE-SHEET FORM VERSION PREPARATION:

1. A member assigned as a workshop presenter will ensure that a violation form is initiated on the date that a workshop violation occurs, this member will complete:
 - a. the juvenile's name, and the associated IR#, CB#, and date of arrest;
 - b. the violation date and the type of violation; and
 - c. the "Date of Violation Notification Summary" portion of the form.
2. When the preparing member is able to successfully notify a parent/guardian of a rescheduled workshop date, the member will proceed to distribute the form as indicated below.

ONE-SHEET FORM VERSION DISTRIBUTION:

1. The computer generated/printed original form, bearing the original signatures, will be forwarded to the Administrative Section of the Youth Investigations Division.
2. A photocopy of the completed form will be provided to the parent/guardian or responsible adult taking custody of the juvenile.