



YOUTH INVESTIGATIONS DIVISION
Criminal Trespass to Vehicle (CTTV) Workshop Juvenile Intervention Program
CTTV WORKSHOP PARTICIPANTS ROSTER AND SESSION LOG

Instructions: The "Anticipated Roster" portion below to be prepared by the CTTV Coordinator no later than the Friday prior to a scheduled workshop date. The anticipated roster is to be left for delivery to the assigned workshop presenters on the Saturday the workshop is conducted. The "Attendance Information" portion below is to be prepared by the workshop presenters on the day of the workshop.

ANTICIPATED ROSTER – SESSION DATE: _____				ATTENDANCE INFORMATION
Juvenile's Name (Last, First) [Check box if previously a "no show," "late," or "incomplete"]	IR#	CB#	Parent/Guardian Phone Number	
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior Vio <input type="checkbox"/>				Arrived for Start Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Session Yes <input type="checkbox"/> No <input type="checkbox"/>

Note 1: If more than ten juveniles are scheduled for a session, check this box: and attach an additional log.

This Log is Log _____ of _____ Logs.

Note 2: Place an asterisk next to the name of any participant added to the roster on the day of the workshop.

Anticipated Roster

Prepared by (Name): _____ **Star:** _____ **Signature:** _____ **Roster Date:** _____

SESSION INFORMATION

Instructions: The Session Information portion below is to be prepared by the workshop presenters on the day of the workshop.

Report Item	Response	Additional Instructions and Information
Did all anticipated participants arrive at the location in time to participate in the workshop?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "no," (1) ensure the "Attendance Information" on Page 1 is correctly marked for any scheduled participants <u>not</u> present, and (2) for each such youth, attempt to make a telephone notification to the parent/guardian or responsible adult, <u>and</u> prepare the upper portion of a "Condition of Station Adjustment – CTTV Workshop Violation" form.
Did the session start by 11:15 Hrs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "no," cite reason for delay:
Did any juveniles, AFTER the start of the workshop, STOP participating and LEAVE the location before dismissal? [Note: At the request of a parent/guardian of a juvenile participant, the juvenile may leave the workshop. Advise the parent/guardian that the youth's attendance at a subsequent session may be needed to avoid an adjustment conditions violation.]	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes," (1) make an immediate notification to the on-duty SVU Supervisor; (2) immediately attempt to contact the juvenile's parent or guardian; (3) if the parent/guardian is unaware of youth's departure and the youth is a "missing," follow the procedures established under Missing Persons/Youth, (4) ensure the "Attendance Information" is correctly marked for the involved juvenile; and (5) complete the upper portion of a "Condition of Station Adjustment – CTTV Workshop Violation" form. If "yes," also summarize the actions taken, including parent/guardian contact attempts/results, and indicate the RD number for any Missing Persons or other case report prepared:
Were there any safety or security incidents related to the session or participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes," make an immediate notification to the on-duty SVU and or Youth Supervisor. If "yes," also cite the type of incident, summarize the actions taken, including parent/guardian contact attempts and results, and indicate the RD number for any case report prepared:
Were there any facility or equipment issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes," summarize the issue and actions taken:
Did the session end by 15:00 Hrs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "no," cite reason for delay, the time the session ended, and the resolution to any related issues:
Other issues or information?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes," summarize the issue(s) and actions taken:

Session Presenter 1 (Name): _____ Star: _____ Signature: _____ Session Date: _____
 Session Presenter 2 (Name): _____ Star: _____ Signature: _____ Submitted: _____
 CTTV Supervisor: _____ Star: _____ Signature: _____ Approved: _____