

APPENDIX E:
FORMS FROM INDIVIDUAL PROGRAMS



CLACKAMAS COUNTY

Juvenile Department

Victim Offender Mediation Program

DOUGLAS W. POPPEN
DIRECTOR

October 24, 2000

child's name
street address
city, state and zip

Dear child's name:

You have been referred to the Victim Offender Mediation Program (VOMP) by your Juvenile Department Counselor. Your Counselor believes it will be beneficial for you to meet with the victim(s) of your offense. The meeting will give you an opportunity to take direct responsibility for your actions. Also, the victim(s) will have a chance to ask questions about the incident and to tell you how it has affected them. A mediator will be at the meeting and help with the process. You will have a chance to reach an agreement that will allow you to make amends with the victim.

VOMP is operated by the Juvenile Department. However, participation is voluntary. I am enclosing some information about the program. Someone from the program will be calling you and your parents soon to talk about this opportunity. If your address or phone number has changed, or you did not provide a phone number when a police report was taken, please call the Juvenile Department and let me know how to reach you. If I am not available, please leave a message.

Sincerely,

Warren Oster
VOMP Coordinator
655-8342 Ext. 7127

Enclosure
typist's initials

2121 Kaen Road • Oregon City, OR 97045 • (503) 655-8342 • FAX (503) 655-8448

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JACKSON COUNTY

Oregon

Juvenile Department

1504 Armory Drive
Medford, Oregon 97501
(541) 774-4800
Fax (541) 774-4868

DATE

FIELD(name)

FIELD(address)

FIELD(city) OR FIELD(zip)

Re: FIELD(youth)

Charge(s): FIELD(offense)

As a portion of the youth's disposition (sentence), we are requiring that the above youth participate in and complete the Victim Offender Program (VOP). VOP is primarily designed for nonviolent property crimes such as burglary, criminal mischief and theft, but is also appropriate for cases of harassment and minor assault. Many of the youth who are referred to this program are "first-time" referrals to the Juvenile Department. The Juvenile Department may impose VOP as a condition of probation or as a condition of diverting a youth from the court process.

This program is an opportunity for you to become involved in the rehabilitative process of Juvenile Justice. The intent of this program is to hold youth accountable to the community at large, and specifically to you, the individual they have wronged. An important part of being held accountable is facing the person who was affected by your criminal behavior. It is all too easy for youth to ignore the humanity of the victim and give themselves permission to commit a crime. This program forces youth to recognize the thinking errors they used when committing their crimes. Youth are required to attend four classes focusing on thinking errors, empathy building, and changing behavior. The classes will culminate in the youth writing an apology letter to be presented to you in a clarification dialogue. A clarification dialogue is a meeting between the victim and the youth, facilitated by a trained mediator who is familiar with thinking errors.

We are asking you to participate in this program. The advantages for you include: resolving issues of your victimization, understanding the impact of consequences on the youth, having an opportunity to hear an apology from the youth, and having your questions answered by the youth offender.



JACKSON COUNTY

Oregon

Juvenile Department

1504 Armory Drive
Medford, Oregon 97501
(541) 774-4800
Fax (541) 774-4668

Soon you will be contacted by Joanne Lescher who will talk with you about the program and your participation. This discussion will help prepare you for the clarification dialogue with the youth. The classes that the youth has attended will be described and you will be able to discuss the crime committed against you. Joanne will discuss the guidelines and ground rules of a clarification dialogue and talk about expectations and limitations. You will also have an opportunity to prepare for the clarification dialogue by formulating questions you would like to ask and statements you want to make.

This program is only part of the consequences for the youth. You have the right to decline participation in this program. The youth will be required to complete this program regardless of your decision. In the event that you do not wish to participate, an alternative clarification will take place with another person affected by the crime. It is our intention to offer you an opportunity for a meaningful discussion with the youth offender who committed a crime against you.

Should you have any questions or comments about this program or would like to confirm your participation, please feel free to call Joanne at 770-2468.

Sincerely,

Jennifer Gentry
Victim Services Coordinator
Juvenile Department Center

Joanne Lescher
Victim Offender Program Coordinator
Mediation Works
A Community Dispute Resolution

[LETTER SENT OUT ON LANE COUNTY DEPARTMENT OF YOUTH SERVICES LETTERHEAD]

Dear Parent

The Lane County Department of Youth Services has received a police report that alleges **Joseph** was involved in an incident of **Theft-2**.

The Department of Youth Services is responsible for determining how to proceed with this matter in order to best serve the interests of the victim, your child, and the community at large. As a diversion option to a juvenile court appearance, this case is being referred to the Restorative Justice Program (RJP). RJP is a non-profit, community-based program that works in partnership with the Department of Youth Services.

The Restorative Justice Program seeks to assist juvenile offenders in taking responsibility for their actions by meeting with their victim to craft a fair solution to the incident. The process is completely voluntary and confidential, and is assisted by a trained RJP mediator. Typical mediation agreements may include, but are not limited to, community service, monetary restitution, apology letters, and writing assignments. Fines, detention (lock up), and loss of privileges are not actions considered by RJP.

When the victim and youth reach an agreement through RJP, all parties sign an agreement form that outlines the steps the youth is to follow. If the youth successfully completes the terms of the agreement, the case will be closed at the Department of Youth Services and no further action will be taken.

There is no cost to the parents or youth to participate in the Restorative Justice process. A Restorative Justice mediator will be calling you to set up an initial meeting. If you choose not to participate in the program, we will schedule an interview with you and your child at the Department of Youth Services to determine how we will proceed with this matter.

If you have any questions, please call me at 682-4776.

Sincerely,

DEPARTMENT OF YOUTH SERVICES
Lynne M. Schroeder, Acting Director

Michael Davis
Michael Davis
Intake Counselor

MD/lj



MULTNOMAH COUNTY OREGON

DEPARTMENT OF JUVENILE AND ADULT COMMUNITY JUSTICE
JUVENILE COMMUNITY JUSTICE
1401 N.E. 68TH
PORTLAND, OREGON 97213
(503) 248-3460
TDD 248-3561

BOARD OF COUNTY COMMISSIONERS
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TANYA COLLIER • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

May 19, 1998

Dear Parents/Guardian of:

RE: Burglary I

Incident Date: 4-13-98

Your child has been referred to the Department of Juvenile Justice Services due to their involvement in the above named crime. Because of the nature of this incident DJJS is referring your child to Resolutions Northwest (RNW), a professional mediation organization.

RNW is designed for nonviolent property crimes, typically residential burglary, criminal mischief, theft, or harassment/minor assault. Most of the youth are "first time" referrals to the Department of Juvenile Justice Services.

The RNW process starts with a referral from the Juvenile Court to RNW. RNW may be imposed as a condition of probation or as a condition of postponement of criminal charges. The purpose of mediation is to work out a mutually satisfactory disposition between the youth and the victim.

You will be contacted by RNW within the next two weeks with the date, time, and place of your mediation. RNW reports back to the Juvenile Court as to the outcome and whether a Restitution/Community Service Agreement has been made. A youth who fails to work with RNW will be referred back to the Juvenile Court for further disposition.

It is important for you to have no contact with any of the parties in this case prior to the mediation. If you have any questions, please contact the RNW program at 306-5610.

Sincerely,

Michelle Aguilar
RNW/DJJS Liaison



POLK COUNTY

JUVENILE DEPARTMENT

182 S.W. ACADEMY ST., SUITE 326 * DALLAS, OREGON 97338-1922
(503) 623-2349 * FAX (503) 831-3013 * TDD (503) 623-4406

Judges

CHARLES E. LUUKINEN

Presiding Judge

WILLIAM M. HORNER

Circuit Court Judge

Patricia A. Reding

Manager

April 3, 1998

To the Parents of:

Dallas OR 97338

Dear Parents:

Recently, your child was referred to the Juvenile Department for Assault IV. These charges resulted from an incident which occurred January 9, 1997, in which it is alleged _____ struck victim in the nose.

In an effort to avoid further penetration into the Juvenile Justice System, I have chosen to handle this matter informally by referral to the Victim Offender Reconciliation Program (VORP). VORP is an excellent community program which strives to bring victims and offenders face-to-face in a neutral setting to discuss the conflict which occurred and negotiate a resolution for both. I encourage your support of your child's participation and cooperation in this program as a way to help resolve the charges which resulted from _____ actions. A referral has been made to the program, and I anticipate a VORP representative making contact with you in the near future.

If _____ participates in and successfully completes the VORP program (to include completion of the mediated contract), then the referral will be closed at the Juvenile Department level. If this matter is not resolved in this way, then further action by the Department may be necessary.

Thank you for your time and cooperation with this matter. I can be reached at 623-2349 if you have any questions.

Sincerely,

Chuck Meyer
Juvenile Counselor

enclosure
