

**REQUEST FOR CONTACT VIA MAIL**

<b>AUTHORITY:</b>	Administrative Directive		
<b>RESCINDS:</b>	Procedure Manual Item <b>3-15-007</b> , dated <b>08/18/23</b>		
<b>FORMS:</b>	Request for Contact: DPO, Public Defender	F057-6231.1	
	Request for Religious Contact	<b>F057-6008.3</b>	
<b>PURPOSE:</b>	To provide a uniform method of notification when youth request contact with Probation Officer, Public Defender, or religious personnel (i.e., ministers, priests, rabbis, etc.)		

**I. PROCEDURE**

Unit Staff will:

- A. Instruct a youth requesting contact to fill out Form F057-6231.1 (Probation Officer or Public Defender), or Form F057-6008.2 (religious contact), as follows:
  1. Name of youth
  2. Date and unit
  3. Reason for request (a brief statement or name of person they desire to see)
  4. On Form F057-6231.1, request to see Deputy Probation Officer (DPO) or Public Defender only:
    - a. Check the box indicating routing
    - b. Name of assigned DPO or Public Defender
    - c. Youth's name and unit/location (i.e., Unit H, Juvenile Hall)
    - d. Youth's juvenile case number, date and youth's court status
    - e. Youth may place the request form in a sealed, addressed envelope, or staff may route it in a County "Pony" envelope
  5. On Form **F057 6008.3**, religious contact only:
    - a. Youth's full name and unit/location.
    - b. Religious Affiliation (Note: Youth may not pick more than one affiliation)
    - c. Name of minister, priest, rabbi or another religious representative

- d. Staff verification: Unit staff will check and identify person or organization whom youth wish to see by checking Form F057-9129.10 in youth's folder and verifying that the request is consistent with the youth's Religious Preference Form and has parental consent (if required).
  - e. **If a youth requests to see other religious representatives (Rabbi, minister, etc.), the unit supervisor will complete a background clearance. The clearance will include the criminal record, review of probation system (ICMS), Superior Court Adult Information (Vision), and the California Megan's Law website.**
  - f. If youth request to see Protestant or Catholic Institutional Chaplain, contact designated representative by phone or send request through Probation "Pony" mail service.
  - g. Youth may place the request form in a sealed, addressed envelope.
- B. Check all forms for correct completion and clarity and forward to administrative secretary or designee.
- C. The staff checking the form will initial the request on the top right corner (Form F057-6231.1, Deputy Probation Officer or Public Defender, only).

#### REFERENCES:

Procedures:	3-5-004	Youth's Rights/Orientation
	3-8-011	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-9-001	Youth's Mail
	3-9-005	Attorney Contact with Incarcerated Youth
	<b>3-5-015</b>	Resident's Grievance Procedure

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**APPROVED BY:**