BOBBY JINDAL, Governor

Office of Juvenile Justice

MARY L. LIVERS, Ph.D., MSW, Deputy Secretary

(date) **C.1.3 (a)**

(employee address)

Re: OJJ Charges Against Secure Care Youth

Dear **(employee):**

You were the victim in an incident that occurred at **(facility)** on **(date)**. After review of this incident, the agency has made the decision not to press charges against the youth involved. The agency understands that this incident impacted you in a negative way.

There may be cases when an employee feels that their injury from a certain incident merits review even though OJJ will not be pressing charges. If you are interested in pressing charges in this case, Youth Services Policy C.1.3 "Crimes Committed on the Grounds of Youth Services Facilities/Office Buildings and/or Properties" requires that you contact me to schedule a meeting between you, the appropriate Deputy Assistant Secretary, and myself to review the incident and evidence. After this meeting you must advise me if you still plan on pressing charges in accordance with policy.

Please contact me at your earliest convenience to schedule a meeting at **(phone #)**. Thank you for your cooperation and contribution to the team here at **(facility)**.

Sincerely,

(Facility Director)
(Facility)

c: Deputy Secretary
YS Legal Counsel

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