

NCJRS

APR 13 1973

ACQUISITION

PILOT DIVERSION PROJECT

ESSEX COUNTY DIVERSION PROGRAM

46491

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## PHILOSOPHY

For many years the Criminal Justice System has been the only method of dealing with juvenile offenders. However, it has become evident that in many cases, it is not in the best interests of either society or the juvenile to follow the traditional justice process. Research indicates that the probability of delinquent behaviour reoccurring increases in children who have been identified as delinquent by a formal court process. It seems that once an individual enters the justice system he has extreme difficulty in extricating himself and usually remains within the system. Based upon this rationale, "Diversion" represents an approach which minimizes involvement in the traditional adversary process and maximizes conciliation and problem settlement.

Diversion is a method of temporarily deflecting or administratively sidetracking juvenile offenders from the juvenile justice system, that according to certain acceptable criteria do not belong to that system.

This deflection of youthful offenders began in the late 1960's and has been successfully adopted by many jurisdictions in the United States. Its purpose is to take the first offender or pre-delinquent child (usually between 12 and 14 years of age) and play down or minimize his perception of being important because he is an offender. Thus the official role of the Juvenile Court is minimized so that it does not become attractive to him.

In order to accomplish this purpose, it is necessary that:

(a) These cases be handled as much as possible, on an unofficial basis, with minimal (or no) direct involvement of the child in the Court procedure.

(b) No use of detention and minimal use of various forms of probation.

(c) Immediate referral of the youngster and his parents to some kind of program involving family counselling, emphasising the problem as a family problem, requiring efforts by all of them.

(d) Increasing the child's belief that there is more to be gained from adults through socially desirable kinds of behaviour than misbehaviour.

The key casework tool in this community based approach is behavioural contracting.

It is not necessary nor is it desirable that all the children receive identical treatment. Of importance is the impact made and the assistance received through the development of non-traditional resources.

Hopefully, the child should not be able to associate these services with the official Juvenile Court.

Finally, participation in the program must be voluntary.

GOALS OF DIVERSION PROGRAM

The process of Diversion encourages interaction and involvement between the delinquent child, the parents, the victim, and the Diversion Worker. This interaction is designed to attain the following goals:

1. To provide an informal means of solving problems involving delinquent acts of children.

2. To offer assistance to children on a voluntary basis without court intervention.

3. To give immediate attention to the problem to protect the community from a child's continued delinquent behaviour.

4. To allow the child to be actively involved in undoing his wrong.

5. To involve the victims of delinquent acts in the resolution of the problem, i.e. confrontation and compensation.

6. To engage parents in formulating and carrying out a plan to deal with their child's behaviour.

7. To elicit the participation of community groups and institutions in an actualizing response to the child's behaviour.

8. Bringing the youngster into contact with appropriate interested adults, where this is already inaccessible at home.

9. To enlist the aid of trained citizen volunteers.

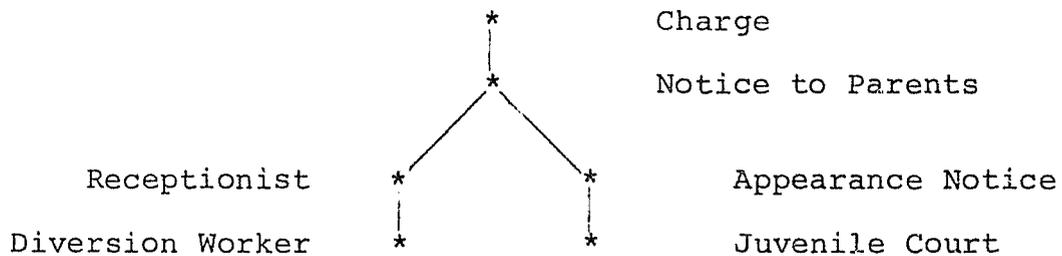
10. To instil responsibility for conduct and de-emphasize punishment.

ADMINISTRATION

The program in Essex County was instituted on June 18, 1975 under the direction of Provincial Judge T.L. Docherty. For 12 months, it is being operated as a Pilot Project under the supervision of Patricia Rolfe, a Probation Officer with Juvenile Probation and After Care. Other part-time staff includes Mary Pylak and Neville Cheeseman, social workers with the John Howard Society of Windsor. Jack Buhlman, Executive Director of the John Howard Society acts as Casework Supervisor and Consultant to the program.

Staff requirements can be consolidated as two full-time persons.

FLOW CHART



The informality of the administration allows for quicker intervention to curb the antisocial behaviour. The expected time lag between the laying of the information and the first appointment is 7 days.

Monthly meetings are held between the diversion workers and the Judge to discuss new resources and to assist in enlisting the cooperation of helping agencies.

CRITERIA FOR PROGRAM

A fixed set of criteria is essential to ensure that access to diversion is granted consistently in each case, and to ensure that the program deal only with those cases it is designed to handle.

The availability of personnel and the ability of the program to adequately deal with certain behavioural problems dictate the criteria for diversion. Criteria should be arrived at by friendly cooperation between the Police, the Crown Attorney and the Court.

The following cases are not to be diverted:

1. Armed robbery
2. Robbery with violence
3. Murder
4. Manslaughter
5. Any offense involving violence except common assault.
6. Where the Crown insists on Court intervention.
7. Where the child or his parents insist on Court intervention.
8. Where the Prosecutor's case will become stale or unprovable through the lapse of time.
9. Where the child has previously appeared in Court or been diverted.

## PROCEDURES FOR DIVERSION

### 1. At In-Take.

At the first meeting of child, parents and Diversion Worker, a brief explanation of the program and its processes leading to either a Compensatory Task Agreement and or a referral to a Helping Agency are given. When it is established that the child has a clear understanding of the charge alleged against him/her and options available, the Diversion Worker leaves the family and is replaced by the acting Duty Counsel.

### 2. Importance of Admission of Facts.

Duty Counsel peruses the Crown brief attached to the charge, advises of the probability of a finding of delinquency if the charge proceeded to Court, and assists the family in arriving at a decision to proceed either to Diversion or to Court. Before a child can elect for diversion, it must be clearly understood that the plea would be "guilty" if the charge proceeded to Court. At this point, the parents sign, on the child's behalf, a General Admission of Facts, stating that they have had access to legal counsel and that their child accepts responsibility for the behaviour attributed to him in the Information.

### 3. Options Available for Diversion Worker.

Within two weeks of the initial interview, the Diversion Worker meets with parents and child to ascertain how the child functions in the home, the school, and the

community; to identify strengths existent in the family constellation; and to discuss the need (if one exists) for referral to a resource agency. Possible diversion responses include: cautioning the child verbally, developing a Compensatory Task Agreement, developing a Referral Agreement, or moving the case on to Court process.

4. The Plan.

The Diversion plan is mutually developed by child, parents, victim and Diversion Worker. It is specific and time limited. It is individually tailored to the needs and abilities of the child.

5. Compensatory Task Agreements.

Each restitution plan is arrived at through negotiation between child and victim with the Diversion Worker acting as a facilitator and mediator. Work values for offenses are developed based on actual monetary cost incurred by the victim and the community (police time), personal suffering and inconvenience incurred by victim, and the child's age and work capacity. When victims choose not to be involved in Compensatory Task Agreements, they are asked to participate in developing a work value, and to suggest a community service area to which the child's work can be applied.

6. Referral.

Only those children whose social profiles indicate the need for ongoing intervention and support are referred

to resource agencies. The child and his parents are engaged with the Diversion Worker in identifying the appropriate agency and in negotiating the duration of their involvement with that resource.

#### 7. Follow-up.

In the instance where a Compensatory Task Agreement is developed, the Diversion Worker remains in contact to assure that the child keeps his/her promise of restitution, and to mediate any interpersonal difficulties between the child and the adult supervising the child's work.

When a referral is made to a resource agency, a request is made to that agency to feedback on the child's progress at one, three, six and nine months. At these intervals, the Diversion Worker makes a contact with the child, parents, the resource agency to ascertain that the child remains engaged in the helping process and to mediate any difficulties.

#### 8. Closing Option.

The charge against the child remains pending until the child fulfills his agreement. If at any time the child fails to live up to the terms, or indicates a lack of cooperation the charge is activated and the child must appear in Court. When the child has fulfilled his agreement, and upon recommendation of the Diversion Worker, the charge is adjourned sine die. The process is thus completed without the child having had a

formal court appearance or ever having been adjudicated delinquent.

At any point in the Diversion program of a child that the worker is assured of the child having attained satisfactory social adjustment, a recommendation for sine die adjournment -may be made and the contract regarded as having been completed. At the point of sine die adjournment, the case is closed.

#### PROTECTING THE JUVENILE

##### (a) Reasons for a Formal Charge.

Any Diversion program should be designed to deal effectively with those persons presently coming into the system. Like all new programs, if not controlled, it will expand and will bring into the justice system many juveniles not normally dealt with by the system and whose conduct is normally overlooked.

Accordingly, criteria should be laid down to guard against this danger. This is the main reason for insisting that a charge be laid.

##### (b) Legal Advice.

Again to ensure that the program is a refinement in the existing system and not an informal expansion of the existing system, it is essential that the offence charged be a provable offence, i.e. if it proceeded to Court as set out in the Crown brief, a finding of delinquency would probably

follow. At the first meeting of the child and the Diversion Worker, Duty Counsel is present to read the Crown brief and to advise the family if the offence is a provable one. If it is not, he is obliged to advise the Diversion Worker of this fact and to advise the family to refuse diversion.

(c) No Court Record.

The fact that the child has been directed or refused diversion is not taken into account in any future hearings and is not a matter of record to the Court. Once diversion has been completed and the charge adjourned sine die, the file is closed. No reference is to be made to the Juvenile Court of any previous diversion process prior to any disposition being made to avoid any prejudice to the child.

POLICY GUIDELINES

1. Partial Admission of Facts.

At the first Diversion interview with child and parents:

- a) where there is more than one information and the child is prepared to make a General Admission of Facts to only one information, all informations are returned to court process;
- b) where the child disputes the facts as stated in the information (e.g. information alleges property damage to two cars and child admits damage to one), the Diversion Worker contacts the police officer who laid the information and ascertains if the officer is willing to amend the information.

After the information is amended and child signs General Admission of Facts to amended information, Diversion may proceed. If the officer chooses not to amend the information, the case is returned to court process.

2. Insurance Liability.

Since the child is doing work voluntarily and is not actually an employee of the corporation, the corporation's liability in the case of accident or injury would be the same as the corporation's liability in the case of any citizen who suffered accident or injury while on the corporation's premises. In essence, a corporation's existing insurance liability coverage is sufficient to allow it to participate in compensatory task agreements.

3. Workmen's Compensation and Child Labor Law.

Since the child is doing voluntary work and is not an employee, the child's work is not subject to these statutes.

With regard to Labour Unions, a child who is involved in a compensatory task agreement is not an employee of a corporation nor is he/she doing work ordinarily done by an employee. The child's role is that of a voluntary helper to an existing employee. The employee who the child is assisting is a gainfully employed citizen and is therefore a responsible model for the child.

4. Return of Property to Victims.

In those cases where the information laid against a child is held pending, and where the victim requests it,

property can be returned to the victim before the case is completed in Diversion (i.e. Compensatory Task Agreement or Referral is not yet completed).

Procedure: Informations of all children in Diversion involved in the offense are presented to Judge Docherty. Judge Docherty orders return of property to victim on the information and endorses it. Diversion Worker xeroxes the informations and sends them to the police officer involved. A letter of explanation may accompany the informations to the police officer or a telephone contact of explanation may precede them.

#### PLAN FOR EVALUATION

##### 1. Present.

Monthly meetings are held between all persons involved to revise and update any forms and procedures and to critically examine the program itself. Meetings with the law enforcement agencies are scheduled every six months to establish uniformity of procedure. A weekly meeting of diversion workers takes place to examine and review all cases diverted to identify any need for modification of approaches to behavioural modification.

##### 2. Future.

A comprehensive report evaluating the program is to be prepared by the University of Windsor, School of Social Work as part of a Master's Thesis. It is to be available by the fall of 1976.

APPENDIXPROCEDURE FOR DIVERSION WORKER

1. Review all information laid to determine if it is a diversion case, i.e. meets diversion criteria.
2. If NO, to return information to Court for processing in accordance with established procedure.
3. If YES, to have secretary mail form letter requesting appointment and personal history sheet.
4. Receptionist to be provided with Diversion Worker's book to arrange appointments and determine if parents intend to retain their own counsel.
5. An appointment date to meet with accused and his/her family.
6. Procedure at first meeting: (to take place within one week of laying information). Ideally, this first Diversion Interview should provide an opportunity for participation in discussion by the juvenile, his parents or guardian, duty counsel and diversion worker.
  - (a) Present facts of occurrence as given in police information. Permit individual reactions and opinions to emerge in discussion. Note the views toward and reasons for the occurrence as presented by juvenile and parents.
  - (b) Introduce and explain diversion program, including purpose of program, responsibilities of participants, involvement of victim, role of duty counsel, role of diversion worker. Gather views from individual family members

concerning the program as well as involvement of victim in the diversionary process.

(c) Have duty counsel meet privately with the family to consider the information from a legal perspective, determine its provability, offer legal advice to juvenile and parents and assist them in reaching a decision regarding their intention toward the program.

(d) If decision is to proceed with diversion, meet with family and begin to explore present home situation, family constellation and relationships, juvenile's attitude toward school, and problem areas. Invite solutions from family, as well as suggestions for compensatory tasks and feelings toward program.

(e) Arrange to meet with the family within two weeks.

7. (d) It is then the diversion worker's responsibility to record the interview and develop a diagnosis. Based on the diagnosis, the worker then formulates a tentative treatment program.

(b) Within the two week period, contact the victim and explain diversion as well as the victim's role in the process. If victim is willing to proceed, arrange an interview during which compensation and expectations can be discussed. Invite victim to second diversion meeting. If victim expresses an unwillingness to be involved, contact a Community Resource.

8. Procedure at second meeting:

(a) If victim is unable to attend the second interview with the juvenile and family, present victim's view regarding compensation, as well as tentative treatment program.

Encourage individual members to express their views toward the proposed program. Once agreement has been reached by all the participants, obtain signature on the necessary documents.

9. Send police xerox copy of Settlement Contract and Consent to Referral.

10. Send referral letter to agency with xerox copy of Settlement Contracts and Consents to Referral with Feedback Outlines.

11. Diarize case for 30 days for interim report.

12. Review file at 1,, 3, 6, and 9 months.

13. In no case is program to exceed 9 months from date of intake.

14. In event there is an apparent lack of cooperation by either the parents or child at any stage, the matter is to be referred back to Court for processing in accordance with established Court procedures.

15. File may be closed at any time upon satisfactory results being obtained.

Conditions mitigating Verbal Caution to the child and no further action by Diversion Worker:

a) Child having had little or no previous contact with police.

- b) Child presenting relatively few or no serious behaviour problems at home, at school and in the community apart from the occurrence.
- c) Child living in a stable home environment.
- d) Demonstrated strength in child's parental figures to deal with problematic behaviour child presents (gleaned from parents' own disciplinary response to the occurrence).
- e) Child's attitude demonstrating an appreciation of the seriousness of the offense, remorse, and firm intent not to get into further difficulty with the police.

#### COMPENSATORY TASK AGREEMENT

##### PURPOSE:

To afford a child charged with an offense for the first time an opportunity to voluntarily compensate the victim of the offense.

##### GOALS:

1. To acquaint the child and victim personally with each other, thereby personalizing their appreciation of each other beyond the experience of the offense.
2. To have children do productive, useful work which is beneficial either to a citizen or to the community at large and to the child.
3. To provide a means by which children are given the opportunity to assume responsibility for their own behaviour.

4. To involve victims and juveniles with members of the community in the process of dealing with the offense, fostering an interpersonal response to delinquent behaviour.

FORMULA FOR THE DEVELOPMENT OF A WORK VALUE FOR AN OFFENSE

<u>FACTORS:</u>		<u>\$ VALUE:</u>
A. Personal Suffering or Inconvenience of Victim	+	\$2.40 (or more)
B. <u>Property Damage</u> # of children involved	+	actual cost of repairs or replacement
C. Company Time Spent Dealing with Offense (Including Security Officer's Time)	+	\$2.40/hr. (or more)
D. Police Time Spent in Investigation of Offense and Taking Statements	+	\$8.00/hr. per Officer
E. Value of Articles Stolen		<u>actual \$ value of merchandise</u> \$ Value
Minimum \$2.40 wage	<u># of Hours to be Worked</u> \$ Value	

CAUTION:

Formula is to be used as a guideline and not a rigid rule. Pre-Court Settlement Contracts are individualized and tailored to the capacities of the child and the needs of the victim or the community. In offenses that have an exceptionally large Dollar Value, and therefore an exceptionally large Work Value, common sense is to prevail and excessive long-term demands not to be made on the child's time. Work Values in these offenses, however, should be sufficient to reflect the seriousness with which the community regards such behaviour.

DETERMINING THE BENEFICIARY OF THE CHILD'S WORK

In all cases where Settlement Contracts are being developed, the Diversion Worker contacts the victim of the offense to solicit the victim's participation in the Contract. In those instances where victims choose not to, or are unable to participate, a Community Service Contract is developed. In a Community Service Contract, the beneficiary of the child's work is the community at large. Charitable, municipal and provincial institutions and agencies are solicited as participants.

FINANCIAL COMPENSATION

Consideration is to be given to the appropriateness of the child doing financial restitution when the child has a source of income that is an allowance or a part-time job, and when the child chooses this option. Contracts are entered into whereby the child chooses to make a given monthly payment for a specified number of months not exceeding nine. Cheques are made payable to Mary Pylak and Pat Rolfe and mailed to the Juvenile Court. When the lump sum is arrived at, Diversion Worker then cashes the cheques and issues a cheque either to the victim or to the party who suffered financial loss. For example, the insurance company which paid the victim's claim - Diversion Worker then sends a copy of the victim's or compensated party's receipt to the child and the process is completed.

It is desirable for the Diversion Worker to personally accompany the child to the place of work to introduce the child to the adult who will be providing work instructions and equipment. It is desirable that the Diversion Worker provide the adult participant with receipts which the adult issues to the child at the end of each work period as proof of work done. When the Contract is completed, the child returns the receipts to the Diversion Worker and the process is completed.

#### ROLE OF THE LAWYER

In General, Diversion refers to a process whereby certain types of delinquent behaviour are handled by some other means than the Juvenile Justice System. A child is given the chance to voluntarily compensate for the harm he has caused and if necessary, consent to treatment by a helping agency. This pre-court settlement arrangement is designed to make a first offender aware of the responsibilities of delinquent behaviour by a less serious means than court procedure.

#### Role at initial diversion:

1. Lawyer will review informations screened by the Diversion Worker to determine whether there is a provable offense.

2. Also he will review the file to determine whether the prosecutor's case will become stale if the program is not

successfully completed by the individual.

Role at first meeting:

1. After the facts of the occurrence have been presented to the accused, the lawyer will explain in private that a provable charge has been laid and determine if the accused has a good defense.

2. If there is no defense and child intends to plead guilty he will discuss the program with them.

3. In any event the lawyer will advise the parents and the accused of their right to reject the alternatives of diversion and proceed to trial.

4. The lawyer will further be available to advise the parties during the meeting.

ROLE OF DIVERSION SECRETARY

1. Secretary will type information on all charges.
2. Information will be scrutinized on Monday morning by the Diversion Worker. The Diversion Worker will determine informations to be diverted.
3. Informations not diverted will be returned to court clerk for court processing in the usual manner.
4. On informations being diverted, secretary will:
  - a) send out diversion letter to child's parents. Enclosed in the letter will be pages 1 and 2 of the child's Personal History Sheet.

- b) Settlement Contract - Statement of Intentions
  - c) Consent to Referral
  - d) Profile of the Child - Part I and II
  - e) Diversion Index Card
7. When files prepared, index cards included, appointments arranged, secretary puts files and appointment book in Diversion Cabinet under New Cases.
  8. Secretary types all follow-up correspondence on accepted diversion clients.
  9. Secretary will provide reading material explaining the Diversion Project to parents and children waiting for their appointments.

DIVERSION FILING PROCEDURE

ENTRY - Secretary receives no response from letter and enters "no response" on Index Card. File and case are put into Court process.

FILE - Index Card under NO RESPONSE

Diversion Worker receives Court File with Information and Index Card

ENTRY - Date letter sent to parents

ENTRY - Date of first appointment

WHEN PLEADING NOT GUILTY:

ENTRY - Diversion Worker notes pleading not guilty

Takes out Personal History Sheet

Creates Diversion File

FILE - Under NOT GUILTY

Returns file to court clerk for court processing.

FILE - Index Card under NOT GUILTY PLEA

WHEN ADMITTING FACTS:

FILE - Signed admission of facts

FILE - Personal History

When discussion of child's needs and difficulties indicate:

ENTRY - a) Diversion Worker gives caution; sends child home  
Sends form letter to police, copy for file, copy to parents. Diversion Worker takes out Diversion documentation, returns file to Judge. Makes up Diversion file

FILE - File under CAUTION

FILE - Index Card under CAUTION

ENTRY - b) Diversion Worker discusses concept of settlement contract; compensatory task schedules second interview (with victim to be present)

ENTRY - c) Diversion Worker discusses the need for a comprehensive Social History; obtains Release of Information; schedules interviews with parents, child, school, other agencies; schedules next meeting with parents and child to discuss referral and/or treatment plan

ENTRY - Settlement contract interview

ENTRY - Note if victim present or not

FILE - Signed settlement contract  
Send xerox copy to police

FILE - Index Card under month contract to be completed (if  
no referral involved)

ENTRY - Child's name and date contract to be completed on  
Diversion Worker's List of Active Contracts

ENTRY - Date and person involved in Social History interviews

FILE - Social History and recommendations

ENTRY - Referral or treatment planning interview

FILE - Referral Contract  
Send Xerox copy to police

ENTRY - Date Referral Contract sent to referral agency

FILE - Index Card under month first feedback required

ENTRY - Child's name and date first feedback required under  
Feedback Outlines

ENTRY - Dates feedback received

FILE - Feedback Outline

ENTRY - Date case resolved  
Send closing letter to Police - xerox copy to parents -  
xerox copy remains in file.  
Diversion worker removes Diversion documentation from  
Court file, returns file to Judge. Make up Diversion file.

FILE - File under COMPLETED

FILE - Index Card under COMPLETED



#1

Provincial Court  
(Family Division)

Ministry of the  
Attorney  
General

County of  
Essex

519/254-2871

880 Ouellette Avenue  
Windsor Ontario  
N9A 1C7

Dear

An incident involving \_\_\_\_\_ has  
been referred to this Court by \_\_\_\_\_.

It is essential that we meet with your child and  
you and your husband in order to conclude this matter  
in the best interests of your family. We invite you to  
phone Juvenile and Family Court within 48 hours, at  
254.2871 to arrange a friendly, confidential conference.  
Also please complete the attached form and bring it with  
you on the day of your appointment.

A lawyer will be present to advise you at this  
conference unless you wish to retain your own counsel.

We trust that your cooperation in this matter  
will be voluntary and it will not be necessary for this  
Court to issue a subpoena.

Yours truly,



PERSONAL HISTORY SHEET

Give particulars of other members of your family who reside in your household.

Name                      Relationship to Child      Age    Occupation or school

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Child's School:

Address:

If your child has been helped in the past by any agencies such as The Children's Aid Society, please indicate the agency and location.

I/we are interested in helping our child and will cooperate in doing whatever is necessary.                      YES                      NO

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ Relationship to Child

JUVENILE AND FAMILY COURT FOR ESSEX COUNTY

880 OUELLETTE AVENUE, SUITE 504

WINDSOR, ONTARIO

DIVERSION PROGRAM

RE: Name of child:

Address:

We have been advised of our legal rights by a lawyer and have a general understanding of this program.

Notwithstanding the right to insist on a trial to prove the facts alleged against our child, he readily admits to those facts and we both agree to meet with the Diversion Worker and cooperate to whatever extent necessary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent .

\_\_\_\_\_  
Parent

JUVENILE AND FAMILY COURT FOR ESSEX COUNTY  
880 OUELLETTE AVENUE, SUITE 504  
WINDSOR, ONTARIO

DIVERSION PROGRAM  
PRE-COURT SETTLEMENT - STATEMENT OF INTENTIONS

RE: Name of child:

Address:

Occurrence:

I, \_\_\_\_\_ without prejudice, for the purposes of settlement, acknowledge my responsibility under this program to make restitution for any damages or inconvenience I may have caused.

To discharge this obligation, I agree to do the following things:

Date to be completed:

\_\_\_\_\_ Child

\_\_\_\_\_ Date

Witnesses:

\_\_\_\_\_ Parent

\_\_\_\_\_ Parent

\_\_\_\_\_ Diversion Worker

JUVENILE AND FAMILY COURT FOR ESSEX COUNTY

880 OUELLETTE AVENUE, SUITE 504

WINDSOR, ONTARIO

DIVERSION PROGRAM  
CONSENT TO REFERRAL

RE: Name of child:

Address:

1. We consent to the referral of \_\_\_\_\_  
to the following specified agencies for help.
  - a)
  - b)
  - c)
  - d)
  
2. We commit ourselves to remain cooperative and involved  
with the above mentioned agencies for a period of up  
to nine months.
  
3. We also consent to the release of any information about  
our family among various agencies that may become involved  
in this matter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child

\_\_\_\_\_  
Witness: Diversion Worker

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

DIVERSION PROGRAM

PROFILE OF CHILD

CHILD: D.O.B.:

ADDRESS: SCHOOL:

TELEPHONE: GRADE:

---

PERSONS LIVING IN CHILD'S HOME:

Father	Age	Occupation
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Mother

Other Children

---

DIFFICULTIES OF CHILD:

At Home:

At School:

In Community:

DATE:

DIVERSION PROGRAM

PROFILE OF CHILD

FAMILY RELATIONSHIPS:

Between the Parents:

Between Father & Child:

Between Mother & Child:

Between Child & Siblings:

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OTHER IMPORTANT INFORMATION:

IDENTIFIED NEEDS & SERVICE RECOMMENDATIONS:

Ontario

Provincial Court  
(Family Division)

Ministry of the  
Attorney  
General

County of  
Essex

519/254-2871

880 Ouellette Avenue  
Windsor Ontario  
N9A 1C7

DIVERSION PROGRAM

RELEASE OF INFORMATION

This is your authority to release to a Diversion  
Worker of the Juvenile Court of Essex County any or all  
information that you have in your possession relating  
to \_\_\_\_\_.  
(name of child)

This release shall remain in full force and effect  
until advised by me that it is cancelled.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date



#8

Provincial Court  
(Family Division)

Ministry of the  
Attorney  
General

County of  
Essex

519/254-2871

880 Ouellette Avenue  
Windsor Ontario  
N9A 1C7

DIVERSION PROGRAM

Date:

Constable

Dear Constable

Re:  
Address:  
D.O.B.:  
CHARGE:

In response to an information sworn by you against the above named, this child and his/her parents were seen by a Diversion Worker of the Juvenile Court. After an assessment of this child's and his/her family's needs, it was determined that the appropriate response to the occurrence was to caution the child and send him/her home.

No further intervention or court process appears to be needed at this time.

Should you have any further contact with this young person, kindly inform the writer. Your assistance will help us to evaluate the effectiveness of the Diversion Program.

Yours truly,

c.c. parents



#9

Provincial Court  
(Family Division)

Ministry of the  
Attorney  
General

County of  
Essex

519/254-2871

880 Ouellette Avenue  
Windsor Ontario  
N9A 1C7

DIVERSION PROGRAM

Date:

Attention:

Dear

RE:  
ADDRESS:  
D.O.B.:  
CHARGE:

Subsequent to our telephone conversation of Diversion Worker is referring the above-named child to your agency for assistance. Enclosed you will find a Profile of the child and a copy of the family's Consent of Referral.

In order to effect follow up, Diversion Worker is requesting feedback from your agency at periods of one, three, six and nine months from the date of referral. Enclosed are Feedback Outlines for this purpose.

Your agency's cooperation and service in this child's regard are appreciated.

Yours truly,

Enclosures

DIVERSION PROGRAM

TO:  
Diversion Worker  
Juvenile & Family Court of Essex County  
880 Ouellette Ave., Suite 504  
Windsor, Ontario  
N9A 1C7

FEEDBACK OUTLINE

Date:

CHILD:

HELPING AGENCY:

DATE REFERRAL RECEIVED:

SERVICES PROVIDED TO DATE OR SINCE LAST FEEDBACK:  
(please use point form).



#11

Provincial Court  
(Family Division)

Ministry of the  
Attorney  
General

County of  
Essex

519/254-2871

880 Ouellette Avenue  
Windsor Ontario  
N9A 1C7

DIVERSION PROGRAM:

Date:

Chief of Police

Attention:

Dear Sir:

RE:

ADDRESS:

D.O.B.:

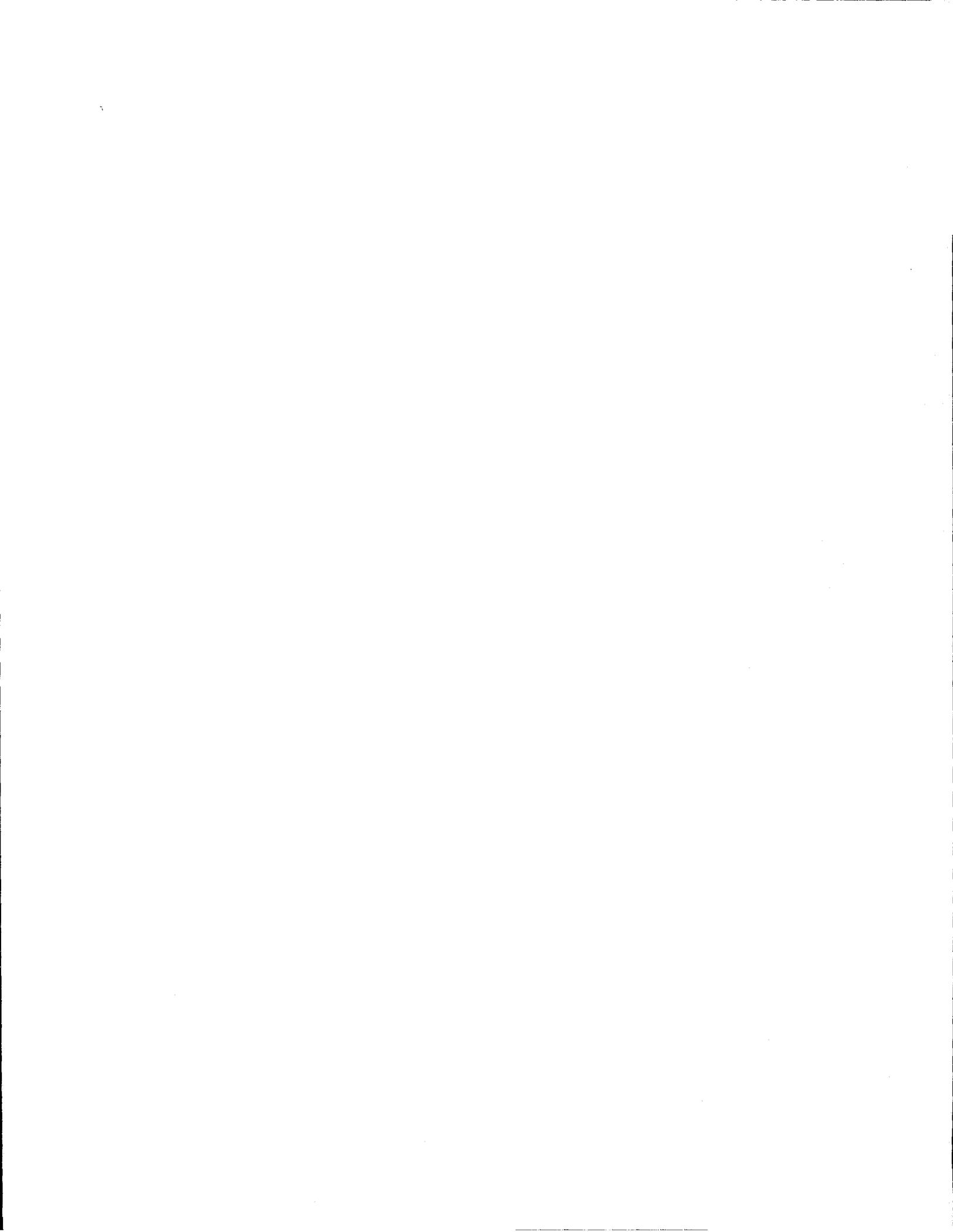
This is to inform you that the above named, who was charged in Juvenile Court by your department and entered into the Diversion Program, has successfully completed the Program.

His/her involvement with the Diversion Program has therefore terminated, the file has been closed, and the charge adjourned Sine Die.

Thanking you for your continued interest and cooperation in this Program, I remain

Yours truly,

Diversion Worker



**END**