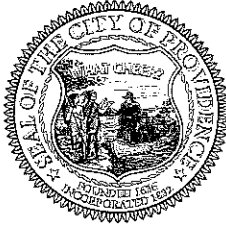


Kira J. Wills
Chairwoman
Providence Juvenile Hearing Board
25 Dorrance Street
Providence, RI 02903



Providence Juvenile Hearing Board

August 30, 2017

Councilwoman Sabina Matos
President
Providence City Council
25 Dorrance Street
Providence, RI 02903

Dear Council President Matos:

I am pleased to inform with you and the City Council that as of August 17, 2017 the Providence Juvenile Hearing Board Rules have been completed and approved by Chief Clements and the Providence Juvenile Hearing Board. The rules were developed collaboratively by the Providence Juvenile Hearing Board, members of the Providence Police Command Staff and members of the Juvenile Services staff. Based on this action and previous discussions, regarding procedural processes and community resources for youth and families, we will begin having hearings. Our first hearing will be on September 28, 2017.

We thank you, and all the members of the Providence City Council, for your support and guidance in reinstating the Providence Juvenile Hearing Board and reaching this point to provide a diversionary intervention for youth and their families within the City of Providence.

Sincerely,

Kira J. Wills
Chairwoman
Providence Juvenile Hearing Board

IN CITY COUNCIL
SEP 07 2017
READ
WHEREUPON IT IS ORDERED THAT
THIS SAME BE RECEIVED.
[Signature] CLERK

JORGE O. ELORZA
Mayor

STEVEN M. PARÉ
Commissioner of Public Safety



HUGH T. CLEMENTS, JR.
Chief of Police

Department of Public Safety, Police Department
"Building Pride in Providence"

August 17, 2017

Kira J. Wills
Chairwoman
Providence Juvenile Hearing Board
25 Dorrance Street
Providence, Rhode Island 02903

Dear Ms. Wills:

After reviewing the proposed Providence Juvenile Hearing Board Rules submitted to my office, I am pleased to say that I concur with the rules as they are proposed. I was appreciative that the Command Staff as well as members of our Youth Services staff were able to have input into this important process.

The Providence Police Department takes great pride in the relationships that we have fostered with our community partners and in particular the Providence Juvenile Hearing Board. It is because of these relationships that we as a department are able to work with the community, build solid relationships with stakeholders and improve the quality of life for our residents.

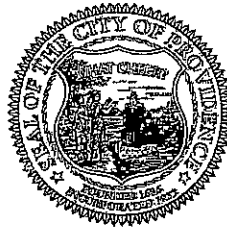
Sincerely,

A handwritten signature in cursive script, reading "Hugh T. Clements, Jr.", written in dark ink.

Hugh T. Clements, Jr.
Chief of Police

Public Safety Complex | 325 Washington Street | Providence, RI 02903
401-272-3121 phone | 401-243-6464 fax | 401-831-3456 TDD

Kira Wills
Chairwoman
Providence Juvenile Hearing Board
25 Dorrance Street
Providence, RI 02903



Providence Juvenile Hearing Board

August 1, 2017

Colonel Hugh T. Clements Jr.
Chief of Police
Providence Police Department
Providence Public Safety Complex
335 Washington Street
Providence, RI 02903

Dear Colonel Clements,

I am pleased to inform you that in our meeting on Thursday, July 27, 2017, the members of the Providence Juvenile Hearing Board and Providence Police Department, which included both Command staff as well as Juvenile Services Bureau staff, discussed and reviewed the Providence Juvenile Hearing Board Rules. After the discussion, the Board voted to approve the Juvenile Hearing Board Rules discussed that evening. In accordance with Sec. 2-375 of Ord. No. 2016-20, which states:

"The board shall have the power from time to time to draft rules governing its proceedings or to amend or repeal any rules theretofore adopted, with the approval of the chief of police, and not inconsistent with this article."

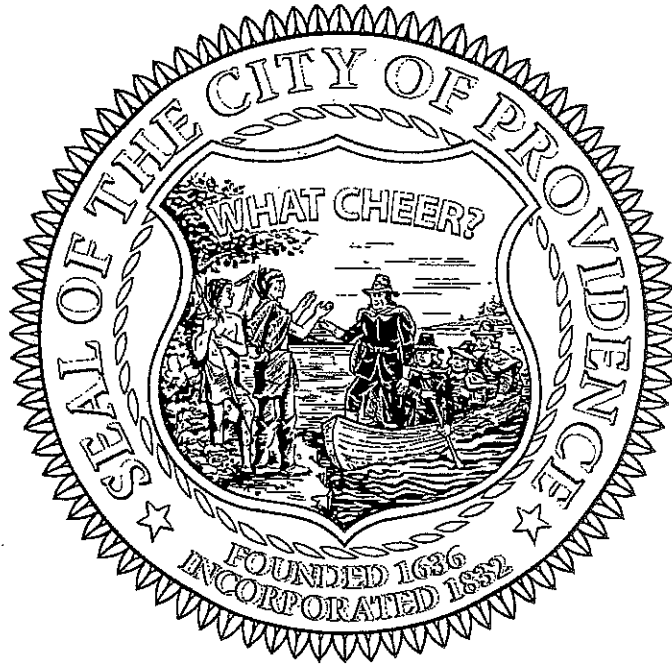
We ask that you review the rules, as compiled and provided to you. If there are any necessary amendments that you feel still need to be made before you are able to approve this new document please reach out to the coordinator, Kyle Delgado, in the City Council office. He will promptly notify me of your request so that any concerns may be addressed by myself and the board. The Board acknowledges our partnership with the Providence Police Department and greatly appreciates your consistent and continuous support of the Providence Juvenile Hearing Board and its work.

Sincerely,

A handwritten signature in black ink, reading "Kira J. Wills". The signature is fluid and cursive, with the first name "Kira" being the most prominent part.

Kira J. Wills
Chair
Providence Juvenile Hearing Board

Rules Governing the Proceedings of the Providence Juvenile Hearing Board



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

July 2017

The following rules will be used in conjunction with an ordinance in amendment of Article XXIV, "Juvenile Hearing Board," of Chapter 2 of the Code of Ordinances of the City of Providence. [Appendix viii]

Table of Contents

Contents

Article 1 Member Structure.....	4
Article 2 Quorum.....	5
Article 3 General (Open) Meetings.....	6
Article 4 Hearing.....	7
Article 5 Coordinator.....	8

Appendix

i - Confidentiality Agreement.....	12
ii - Letter of Completion.....	13
iii - Letter of Non-Compliance.....	14
iv - Notice of Hearing.....	15
v - Sanction Instructions.....	16
vi - Sanction(s) Ordered.....	17
vii - Schedule.....	18
viii - Providence Juvenile Hearing Board Ordinance.....	19

Article 1. Member Structure

Section 1.

The Chairperson will act as the spokesperson at hearings and will preside over the session.

Section 2.

In the event the Chair is not able to attend a meeting, those responsibilities named in Article 2, Section 1 will be moved to the Vice-Chair.

Section 3.

In the event the Chair and Vice-Chair cannot attend, those responsibilities named in Article 2, Section 1 will be moved to whoever the present body elects to that night by simple majority or discussion. In the event of a tie, or no one volunteers, someone will be chosen randomly.

Section 4.

There is no maximum amount of Hearing Board Members that can choose to attend a session. All 7 regular members and 7 alternate members may attend making a total of 14 at any given session.

Section 5.

The Chair, Vice-Chair, or acting spokesperson shall write the agreed upon sanctions, after discussion with the present Board Members, using the "Sanction(s) Ordered" [Appendix vi] form and keep one copy in the master file and give one copy to the juvenile.

Article 2. Quorum

Section 1.

A quorum at a hearing will consist of any combination of 4 or more regular or alternate members present.

Section 2.

A quorum at an open meeting will consist of 4 or more regular members present.

Section 3.

Members shall sign-in for the night of a hearing on the master file's "Notice of Hearing." [Appendix iv].

Article 3. General (Open) Meetings

Section 1.

When applicable by law, the Providence Juvenile Hearing Board will comply with the Open Meetings Act.

Section 2.

The Hearing Board will conduct an annual open meeting to report to the public all non-identifying statistics on all the cases, sanctions, etc. for the calendar year.

Section 3.

The Hearing Board Chair or Vice-Chair may call to order additional open meetings throughout the year to draft/edit the Rules Governing the Proceedings of the Providence Juvenile Hearing Board, or for any other necessary reason.

Article 4. Hearing

Section 1.

Hearings will be held at a predetermined, undisclosed location, at an agreed upon time and by the majority of Hearing Board Members.

Section 2.

The Hearing Board will decide the number of cases to be heard each hearing and communicate that recommendation to the Coordinator.

Section 3.

Hearings will be closed to the public.

Section 4.

Each Hearing Board member is responsible to let the Coordinator know if they will be attending the next month's hearings, and likewise will let the Coordinator know if they are unable to attend, or have to miss after confirming.

Section 5.

In the event that there is a non-defined issue in the way a hearing is progressing, then Robert's Rules of Order will be followed.

Article 5. Coordinator

Section 1.

The Coordinator shall be in charge of securely storing all documents and related documents as pertaining to the Juvenile Hearing Board.

Section 2.

The Coordinator shall be in charge of receiving all referrals of cases from the Providence Police per the Providence Juvenile Hearing Board Ordinance [Appendix viii], and will

determine if additional languages will be needed or if handicap accessibility will be needed.

Section 3.

The Coordinator shall be in charge of preparing and sending out the "Notice of Hearing" letter [Appendix iv] to each juvenile.

Section 4.

The Coordinator shall schedule each session with the general guideline of 45 minutes for a new case, and 15 for a return case, with discretion.

Section 5.

The Coordinator will prepare a copy for each of the attending Hearing Board Members (Minus the Chair, Vice-Chair, or acting spokesperson) the following per juvenile: the corresponding police report, and the "Schedule." [Appendix vii].

Section 6.

The Coordinator shall prepare for the Chair, Vice-Chair, or acting spokesperson everything in Article 5, Section 5 with the additions of the "Notice of Hearing" [Appendix iv], and the "Sanction(s) Ordered" [Appendix vi] form. This will be kept in a master file per each juvenile.

Section 7.

The Coordinator shall be responsible to follow-up/check on the status of each juvenile completing their sanctions based on the predetermined time frame of each sanction. In the event the juvenile doesn't successfully complete the sanctions, the coordinator shall notify the Juvenile Hearing Board which will then notify the police using the "Letter of Non-Compliance" [Appendix iii].

Section 8.

The Coordinator shall notify the police, the Juvenile Hearing Board, and juvenile using the "Letter of Completion" [Appendix ii] when it is discovered that the Sanctions have been successfully completed.

Section 9.

The Coordinator shall securely keep a database of all pertinent statistics regarding the Juvenile Hearing Board.

Section 10.

The Coordinator will compile an annual report to help fulfill Article 3, Section 2.

Section 11.

The Coordinator shall be in charge of collection and securely destroying all copies of the police reports, and "Schedule" forms [Appendix vii]

Section 12.

In the event a Coordinator isn't available from the City, the Hearing Board may discuss with the City who to have temporarily act as such.

Section 13.

The Coordinator shall report to the Juvenile Hearing Board a report of completed/non-completed sanctions before each Hearing.



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Confidentiality Agreement

Members of the Providence Juvenile Hearing Board and any other person(s) who have direct access to Juvenile Hearing Board Files, both written and data based, have an ethical and legal obligation to keep confidential all information received from and/or about persons with whom the Juvenile Hearing Board is currently and/or was previously involved or otherwise has knowledge of. Members of the Providence Juvenile Hearing Board are therefore required to sign this Confidentiality Agreement. Unauthorized disclosure of confidential information by such individuals could result in civil liabilities as prescribed by law as administrative sanctions as prescribed by the department.

I hereby pledge that I shall abide by this assurance of confidentiality and acknowledge and agree to the following stipulations:

1. I understand and support the Juvenile Hearing Board's firm commitment to the principle of confidentiality of case information.
2. I agree to keep confidential all information contained in Juvenile Hearing Board's records and shall only disclose such information as allowed by law or departmental policy.
3. I agree to consult with the Board Chair and City Solicitor prior to disclosure of any records or information learned as a result of being a member of the Juvenile Hearing Board or Coordinator
4. I understand that violation of the privacy rights of individuals through unauthorized discussion, disclosure, dissemination, or access to personal information is both unethical and against the law.
5. I understand that possessing personal notes, records, duplicate files, or any information received from and/or about persons currently or previously involved with the department is prohibited and that case information is to be recorded in the departmental service records per department policy.
6. I understand that all information received from and/or about the persons currently or previously involved with the department or Juvenile Hearing Board is the property of the department that such information will be relinquished to the department upon my termination or my term expires.
7. I understand that juvenile records and information are especially sensitive and agree to keep confidential any records and information that any dissemination of this information subjects me to legal action.
8. I agree to return any documents I obtain from my membership on the Juvenile Hearing Board immediately to the police, Coordinator or City Solicitor at the end of each meeting.
9. Juvenile Hearing Board Members and Coordinator agree their obligation to safeguard confidential information continues after their expiration with the Board.

Signature: _____

Name: (Printed): _____

Witness: _____

Date: _____

Appendix i



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Letter of Completion

[00/00/0000]

Dear [NAME],

This letter is to verify that you have successfully completed all sanctions imposed on you by the Providence Juvenile Hearing Board. All information has been passed along to the Providence Police Department.

Please be reminded that if you are once again arrested as a juvenile, you may not be eligible to appear before the Hearing Board. Your case may be automatically be referred to the Rhode Island Family Court system.

On behalf of the Providence Juvenile Hearing Board, we would like to express our thanks for your recent cooperation and wish you the best of luck in the future!

Sincerely,

[Name]
Coordinator
Providence Juvenile Hearing Board

Appendix ii



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Letter of Non-Compliance

[Date]

This letter is to give notice of non-compliance with the Juvenile Hearing Board of Providence for the following case:

Police Department:	[PD]
Detective:	[Detective]
Hearing Board Coordinator:	[Name]
Hearing Board #:	[#]
Offender:	[Name]
Date of birth:	[D.O.B.]
City/State:	[City/state]
Phone number:	[Phone]
Offense:	[Offense]
Date of offense:	[Date of offense]
Date of Hearing:	[Date of hearing]
Reason of non-compliance:	[Reason/notes]

Sincerely,

[Name]
Coordinator
Providence Juvenile Hearing Board

Appendix iii



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Notice of Hearing

First Last Name
Address
Providence, RI, ZIP
D.O.B.: 00/00/0000
Phone: 401-123-1234
Offense: Possession of Marijuana

This letter is to inform you that your hearing before the Providence Juvenile Hearing Board is scheduled for:

DATE: Month 00, YEAR
Time: 7:15 P.M.

The Hearing will be held at:

Name
Address
Providence, RI ZIP

You must bring a copy of your most recent report card from school, and must have a parent/guardian present. Proper dress is required.

Please notify the Board, in advance, no less than 3 business days if you require handicap accessibility or accommodations, or if you are in need of an interpreter.

It is not City Policy to ask and/or disclose immigration status of any Juvenile or their parent(s)/legal guardian(s).

First Name Last Name
Providence Juvenile Hearing Board Coordinator
Appendix iv



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Sanction Instructions

Participation in the Providence Juvenile Hearing Board is a privilege provided by the local Police Department and should be taken seriously. The alternative would be an order to Family Court. By respecting the Providence Juvenile Hearing Board, there will be no paper trail in the court system. By disrespecting the Hearing Board, the case will be forwarded to Family Court resulting in a paper trail in the court system.

- Please refer to the copy of the "Sanction(s) Ordered" sheet which lists the sanctions and the due date.
- It is extremely important that you complete all sanctions before the date noted on the "Sanction(s) /Ordered" sheet.
- **If you fail to submit your sanctions of time, the Providence Juvenile Hearing Board has the option to either have you return or send your case to Family Court.**
- Community Service hours must be completed with an appropriate organization. If you are not sure if your choice is appropriate, please check with the Coordinator for clarification or more information.
- Your case is NOT closed until you receive a "Letter of Completion" from the Hearing Board which clearly states that your case has been closed.



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Sanction(s) Ordered

Name: _____ Hearing Date: _____
Address: _____ Date of Offense: _____
Age: _____ Telephone Number: _____ JHB Log #: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Signature (Juvenile): _____

Name Printed (Juvenile): _____

Signature (Parent/Guardian): _____

Name Printed (Parent/Guardian): _____

Signature (Juvenile Hearing Board Chair/Vice-Chair or Acting Spokesperson):



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

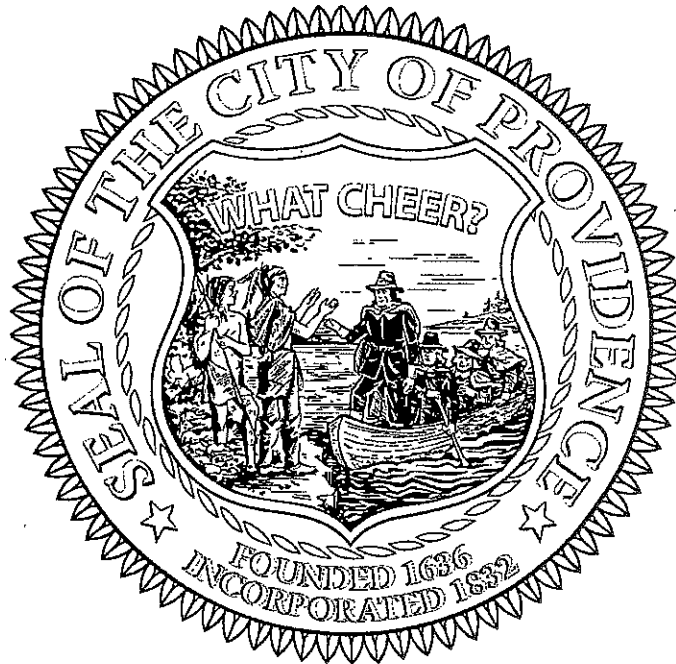
Schedule

DATE: Month 00, YEAR

Time: 7:30 P.M.

[Juvenile 1]	
[Juvenile 2]	
[Juvenile 3]	
[Juvenile 4]	

Rules Governing the Proceedings of the Providence Juvenile Hearing Board



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

July 2017

The following rules will be used in conjunction with an ordinance in amendment of Article XXIV, "Juvenile Hearing Board," of Chapter 2 of the Code of Ordinances of the City of Providence. [Appendix viii]

Table of Contents

Contents

Article 1 Member Structure.....	4
Article 2 Quorum.....	5
Article 3 General (Open) Meetings.....	6
Article 4 Hearing.....	7
Article 5 Coordinator.....	8

Appendix

i - Confidentiality Agreement.....	12
ii - Letter of Completion.....	13
iii - Letter of Non-Compliance.....	14
iv - Notice of Hearing.....	15
v - Sanction Instructions.....	16
vi - Sanction(s) Ordered.....	17
vii - Schedule.....	18
viii - Providence Juvenile Hearing Board Ordinance.....	19

Article 1. Member Structure

Section 1.

The Chairperson will act as the spokesperson at hearings and will preside over the session.

Section 2.

In the event the Chair is not able to attend a meeting, those responsibilities named in Article 2, Section 1 will be moved to the Vice-Chair.

Section 3.

In the event the Chair and Vice-Chair cannot attend, those responsibilities named in Article 2, Section 1 will be moved to whoever the present body elects to that night by simple majority or discussion. In the event of a tie, or no one volunteers, someone will be chosen randomly.

Section 4.

There is no maximum amount of Hearing Board Members that can choose to attend a session. All 7 regular members and 7 alternate members may attend making a total of 14 at any given session.

Section 5.

The Chair, Vice-Chair, or acting spokesperson shall write the agreed upon sanctions, after discussion with the present Board Members, using the "Sanction(s) Ordered" [Appendix vi] form and keep one copy in the master file and give one copy to the juvenile.

Article 2. Quorum

Section 1.

A quorum at a hearing will consist of any combination of 4 or more regular or alternate members present.

Section 2.

A quorum at an open meeting will consist of 4 or more regular members present.

Section 3.

Members shall sign-in for the night of a hearing on the master file's "Notice of Hearing." [Appendix iv].

Article 3. General (Open) Meetings

Section 1.

When applicable by law, the Providence Juvenile Hearing Board will comply with the Open Meetings Act.

Section 2.

The Hearing Board will conduct an annual open meeting to report to the public all non-identifying statistics on all the cases, sanctions, etc. for the calendar year.

Section 3.

The Hearing Board Chair or Vice-Chair may call to order additional open meetings throughout the year to draft/edit the Rules Governing the Proceedings of the Providence Juvenile Hearing Board, or for any other necessary reason.

Article 4. Hearing

Section 1.

Hearings will be held at a predetermined, undisclosed location, at an agreed upon time and by the majority of Hearing Board Members.

Section 2.

The Hearing Board will decide the number of cases to be heard each hearing and communicate that recommendation to the Coordinator.

Section 3.

Hearings will be closed to the public.

Section 4.

Each Hearing Board member is responsible to let the Coordinator know if they will be attending the next month's hearings, and likewise will let the Coordinator know if they are unable to attend, or have to miss after confirming.

Section 5.

In the event that there is a non-defined issue in the way a hearing is progressing, then Robert's Rules of Order will be followed.

Article 5. Coordinator

Section 1.

The Coordinator shall be in charge of securely storing all documents and related documents as pertaining to the Juvenile Hearing Board.

Section 2.

The Coordinator shall be in charge of receiving all referrals of cases from the Providence Police per the Providence Juvenile Hearing Board Ordinance [Appendix viii], and will

determine if additional languages will be needed or if handicap accessibility will be needed.

Section 3.

The Coordinator shall be in charge of preparing and sending out the "Notice of Hearing" letter [Appendix iv] to each juvenile.

Section 4.

The Coordinator shall schedule each session with the general guideline of 45 minutes for a new case, and 15 for a return case, with discretion.

Section 5.

The Coordinator will prepare a copy for each of the attending Hearing Board Members (Minus the Chair, Vice-Chair, or acting spokesperson) the following per juvenile: the corresponding police report, and the "Schedule." [Appendix vii].

Section 6.

The Coordinator shall prepare for the Chair, Vice-Chair, or acting spokesperson everything in Article 5, Section 5 with the additions of the "Notice of Hearing" [Appendix iv], and the "Sanction(s) Ordered" [Appendix vi] form. This will be kept in a master file per each juvenile.

Section 7.

The Coordinator shall be responsible to follow-up/check on the status of each juvenile completing their sanctions based on the predetermined time frame of each sanction. In the event the juvenile doesn't successfully complete the sanctions, the coordinator shall notify the Juvenile Hearing Board which will then notify the police using the "Letter of Non-Compliance" [Appendix iii].

Section 8.

The Coordinator shall notify the police, the Juvenile Hearing Board, and juvenile using the "Letter of Completion" [Appendix ii] when it is discovered that the Sanctions have been successfully completed.

Section 9.

The Coordinator shall securely keep a database of all pertinent statistics regarding the Juvenile Hearing Board.

Section 10.

The Coordinator will compile an annual report to help fulfill Article 3, Section 2.

Section 11.

The Coordinator shall be in charge of collection and securely destroying all copies of the police reports, and "Schedule" forms [Appendix vii]

Section 12.

In the event a Coordinator isn't available from the City, the Hearing Board may discuss with the City who to have temporarily act as such.

Section 13.

The Coordinator shall report to the Juvenile Hearing Board a report of completed/non-completed sanctions before each Hearing.



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Confidentiality Agreement

Members of the Providence Juvenile Hearing Board and any other person(s) who have direct access to Juvenile Hearing Board Files, both written and data based, have an ethical and legal obligation to keep confidential all information received from and/or about persons with whom the Juvenile Hearing Board is currently and/or was previously involved or otherwise has knowledge of. Members of the Providence Juvenile Hearing Board are therefore required to sign this Confidentiality Agreement. Unauthorized disclosure of confidential information by such individuals could result in civil liabilities as prescribed by law as administrative sanctions as prescribed by the department.

I hereby pledge that I shall abide by this assurance of confidentiality and acknowledge and agree to the following stipulations:

1. I understand and support the Juvenile Hearing Board's firm commitment to the principle of confidentiality of case information.
2. I agree to keep confidential all information contained in Juvenile Hearing Board's records and shall only disclose such information as allowed by law or departmental policy.
3. I agree to consult with the Board Chair and City Solicitor prior to disclosure of any records or information learned as a result of being a member of the Juvenile Hearing Board or Coordinator
4. I understand that violation of the privacy rights of individuals through unauthorized discussion, disclosure, dissemination, or access to personal information is both unethical and against the law.
5. I understand that possessing personal notes, records, duplicate files, or any information received from and/or about persons currently or previously involved with the department is prohibited and that case information is to be recorded in the departmental service records per department policy.
6. I understand that all information received from and/or about the persons currently or previously involved with the department or Juvenile Hearing Board is the property of the department that such information will be relinquished to the department upon my termination or my term expires.
7. I understand that juvenile records and information are especially sensitive and agree to keep confidential any records and information that any dissemination of this information subjects me to legal action.
8. I agree to return any documents I obtain from my membership on the Juvenile Hearing Board immediately to the police, Coordinator or City Solicitor at the end of each meeting.
9. Juvenile Hearing Board Members and Coordinator agree their obligation to safeguard confidential information continues after their expiration with the Board.

Signature: _____

Name: (Printed): _____

Witness: _____

Date: _____

Appendix i



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Letter of Completion

[00/00/0000]

Dear [NAME],

This letter is to verify that you have successfully completed all sanctions imposed on you by the Providence Juvenile Hearing Board. All information has been passed along to the Providence Police Department.

Please be reminded that if you are once again arrested as a juvenile, you may not be eligible to appear before the Hearing Board. Your case may be automatically be referred to the Rhode Island Family Court system.

On behalf of the Providence Juvenile Hearing Board, we would like to express our thanks for your recent cooperation and wish you the best of luck in the future!

Sincerely,

[Name]
Coordinator
Providence Juvenile Hearing Board

Appendix ii



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Letter of Non-Compliance

[Date]

This letter is to give notice of non-compliance with the Juvenile Hearing Board of Providence for the following case:

Police Department:	[PD]
Deceptive:	[Detective]
Hearing Board Coordinator:	[Name]
Hearing Board #:	[#]
Offender:	[Name]
Date of birth:	[D.O.B.]
City/State:	[City/state]
Phone number:	[Phone]
Offense:	[Offense]
Date of offense:	[Date of offense]
Date of Hearing:	[Date of hearing]
Reason of non-compliance:	[Reason/notes]

Sincerely,

[Name]
Coordinator
Providence Juvenile Hearing Board

Appendix iii



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Notice of Hearing

First Last Name
Address
Providence, RI, ZIP
D.O.B.: 00/00/0000
Phone: 401-123-1234
Offense: Possession of Marijuana

This letter is to inform you that your hearing before the Providence Juvenile Hearing Board is scheduled for:

DATE: Month 00, YEAR

Time: 7:15 P.M.

The Hearing will be held at:

Name
Address
Providence, RI ZIP

You must bring a copy of your most recent report card from school, and must have a parent/guardian present. Proper dress is required.

Please notify the Board, in advance, no less than 3 business days if you require handicap accessibility or accommodations, or if you are in need of an interpreter.

It is not City Policy to ask and/or disclose immigration status of any Juvenile or their parent(s)/legal guardian(s).

First Name Last Name
Providence Juvenile Hearing Board Coordinator
Appendix iv



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T. Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Sanction Instructions

Participation in the Providence Juvenile Hearing Board is a privilege provided by the local Police Department and should be taken seriously. The alternative would be an order to Family Court. By respecting the Providence Juvenile Hearing Board, there will be no paper trail in the court system. By disrespecting the Hearing Board, the case will be forwarded to Family Court resulting in a paper trail in the court system.

- Please refer to the copy of the "Sanction(s) Ordered" sheet which lists the sanctions and the due date.
- It is extremely important that you complete all sanctions before the date noted on the "Sanction(s) /Ordered" sheet.
- **If you fail to submit your sanctions of time, the Providence Juvenile Hearing Board has the option to either have you return or send your case to Family Court.**
- Community Service hours must be completed with an appropriate organization. If you are not sure if your choice is appropriate, please check with the Coordinator for clarification or more information.
- Your case is NOT closed until you receive a "Letter of Completion" from the Hearing Board which clearly states that your case has been closed.

Appendix v

Page 17 of 22



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Sanction(s) Ordered

Name: _____ Hearing Date: _____
Address: _____ Date of Offense: _____
Age: _____ Telephone Number: _____ JHB Log #: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Signature (Juvenile): _____

Name Printed (Juvenile): _____

Signature (Parent/Guardian): _____

Name Printed (Parent/Guardian): _____

Signature (Juvenile Hearing Board Chair/Vice-Chair or Acting Spokesperson): _____



City of Providence
25 Dorrance Street
Providence, RI 02903
(401) 680-5000

Providence Juvenile Hearing Board



Chief of Police
Hugh T Clements Jr.
Providence Public Safety Complex
325 Washington Street
Providence, RI 02903
(401) 272-3121

Schedule

DATE: Month 00, YEAR

Time: 7:30 P.M.

[Juvenile 1]	
[Juvenile 2]	
[Juvenile 3]	
[Juvenile 4]	

Appendix vii

Page 19 of 22