

City of Portland Office of Youth Violence Prevention

Youth Referral Pilot Program Starting date mid April 2009

The Youth Referral Form Pilot Program has been established to provide greater service to the requested needs of Portland's at-risk youth and their families.

The Portland Police Bureau in coordination with the City of Portland Office of Youth Violence Prevention (OYVP) will provide the referral request for contacted youth (age 25 and below) living in the City of Portland to public or private non-profit service organizations.

The goal of the referral program is to link at-risk youth with services and secondarily measure service capacity verses the requested need for services. The City of Portland Office of Youth Violence Prevention recognizes that Police Bureau employees have contact with youth on a daily basis and part of their mission is to provide prevention and intervention information. This pilot program will allow officers who have contact with at-risk youth to refer them to the Office of Youth Violence Prevention for a referral to an appropriate service agency or organization.

Police officers having contact with at-risk youth may refer those in need of services to The Office of Youth Violence Prevention using the aside shown form:

The referral form (single copy only) will capture basic information per the name, address, phone, age / year of birth, guardian contact information and requested service needed to allow private non-profit organizations offering the services requested to make contact.

The single copy referral forms will be routed to the City of Portland Office of Youth Violence Prevention, 449 NE Emerson / Northeast Precinct / Bldg 200 for dispersal to selected service agencies or organizations.

The Youth Referral Program Form is not a public record. The Office of Youth Violence Prevention will not retain referral forms beyond 5 working days after receipt, after which time the forms will be shredded.

No additional copies of a completed referral form shall be made at any time during the referral process.

A service number will be applied to each form received by the Office of Youth Violence to coordinate outcome information needed Prevention provided by the agency or organization receiving the referral form.

Service agencies will be responsible to immediately shred the referral form once contact information for service has been gathered and the

Office of Youth Violence Prevention has been notified regarding successful or attempted contact with the referred youth.

The Office of Youth Violence Prevention will retain the following information from each Referral Form received to account for the form process time, groups submitting forms, requesting party city area proximity to services, services receiving forms and service acceptance outcomes.

- Date the form was received prior to referral
- Service need requested
- Sex and Age of the person with service need
- Location and date where service request took place
- Referral agency filling out the Referral Form
- Service agency the referral form was submitted as well as the date of submission
- Date of requesting party contact by a referral service agency
- "Yes" or "No" of the youth and or parent / guardian to receive offered referral service

For further information please contact the Office of Youth Violence Prevention.

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