SAMPLE LETTER TO CRIME VICTIMS FROM WESTMORELAND COUNTY YOUTH COMMISSION VOLUNTEER PROGRAM

Dear _____:

The juvenile offender in your case has been referred to the _____Youth Commission, a unique program for first-time juvenile offenders that originated in Westmoreland County over thirty-five years ago. This program provides an opportunity for the community to be involved in helping to solve the juvenile crime problem. Instead of appearing before a judge or a court master, first-time juvenile offenders appear before a panel of community members who will hold the youth accountable for his or her offense. The juvenile offender must admit involvement in the incident and complete the disposition or obligation determined by the commission. This may include community service and/or restitution to you, the victim, for any out-of-pocket loss caused by the crime.

The Westmoreland County Youth Commission Volunteer Program is committed to helping crime victims and providing services and support to people in our community who have been a victim of crime. Your involvement and input are vital to promoting individual and community safety and holding the offender accountable for the harm he or she has caused.

If the juvenile offender accepts and fulfills all of the obligations ordered by the Youth Commission, she or he will avoid a formal record. Failure to accept *and* complete the Youth Commission disposition will cause the case to be unsuccessfully discharged, which will return the case to the referral source - the Westmoreland County Juvenile Court or the District Justice's Office – for further proceedings.

We think it is important that you have an opportunity to provide input on this referral. If you are willing, **please complete the enclosed victim impact statement and return it to _____ within _____days so that the members of the Youth Commission will know how you have been affected by this crime.** If you suffered any out of pocket loss, please include documentation with the enclosed form. If you wish for this information to remain confidential, please indicate that on the form.

If you have any questions or need additional information, please call Michael J. Sturnick, Juvenile Probation Supervisor, at 724-830-4200. Thank you for your time and assistance.

Very Truly Yours,

(Name)
(Title)

SAMPLE COVER LETTER TO SEND TO VICTIM UPON CONCLUSION OF CASE

Dear _____:

The Westmoreland County Juvenile Justice System is committed to helping crime victims and providing services and support to people in our community who have been victims of crime. In an effort to provide you with information regarding your case, please be advised that the _____ Youth Commission's terms and conditions have been (successfully or unsuccessfully) completed.

Thank you for your involvement and input in this case. If you have any questions or need additional information, please call Michael Sturnick, Juvenile Probation Supervisor at 724-830-4200. Thank you for your time and assistance.

Very Truly Yours,

(Name)
(Title)