



STATE OF WASHINGTON

WASHINGTON STATE PARTNERSHIP COUNCIL ON JUVENILE JUSTICE

OFFICE OF JUVENILE JUSTICE
PO Box 40975 · Olympia, WA 98501
Phone: (360) 529-7448

DATE

NAME

ADDRESS

ADDRESS

Dear **NAME**

My name is Aaron Moore, Compliance Monitoring Manager for the Office of Juvenile Justice (OJJ) within the Washington State Department of Children, Youth and Family. The OJJ staffs the Washington State Partnership Council on Juvenile Justice (WA-PCJJ), and has the responsibility of monitoring and collecting data from facilities statewide that may hold juveniles in secure custody, for compliance with the requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDP). This includes law enforcement departments/facilities that have a lockable interview room; cuffing bar, ring or bench; or a holding cell(s).

I am scheduling site visit to your facility on **DATE and TIME**. The site visit will take approximately 30 minutes. During the visit, I will need to review your department's holding logs for the previous year to determine the number of juveniles securely detained; how long the juveniles were detained; and whether or not sight and sound separation from adults in custody was maintained. I will also need a copy of your department's policies specific to detaining and holding juveniles, and a tour of your facility.

To better understanding the entire Compliance Monitoring core requirements and processes, please visit our website at www.dcyf.wa.gov.

We appreciate your cooperation. If you have questions regarding the monitoring process and site visit, please call me at 36.529.7448 or email me at Aaron.Moore@dcyf.wa.gov.

Respectfully,

Aaron Moore

Aaron Moore J.D. | OJJDP Federal Compliance Manager
Office of Juvenile Justice | Government Affairs and Community Engagement
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