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TO: REGIONAL DIRECTORS - **FOR INFORMATION**
CEO YTCs - **FOR ACTION**
MANAGERS YSUs - **FOR INFORMATION**

FROM: VAUGHAN DUGGAN, ASSISTANT DIRECTOR, JUVENILE JUSTICE
BRANCH

DATE: 3 December 1992

TOPIC: INSTRUCTIONS ON REPORTING TO POLICE ALLEGATIONS OF
PHYSICAL OR SEXUAL ASSAULT IN A YTC/YRC

BACKGROUND:

1. Past incidents indicate that clear instructions should be provided to reporting to police allegations of physical or sexual assault in a YTC/YRC.
2. Instructions exist for such incidents in the Disability Services Program.

ISSUES:

3. The issues relating to such incidents are sufficiently different between custodial juvenile justice services and other H&CS program areas to warrant a separate instruction.
4. This instruction will be included in the YTC Operating Manual due to completion in early 1993.
5. In implementing this instruction all staff should be made aware of its contents through:
 - distribution to all work locations
 - seminars
 - inclusion in any local manuals
6. Any queries can be directed to **Mr. Johan Top (tel: 412 7266)**.

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7. Consultation occurred with the Discipline Unit, YTC CEOs and relevant section of Victorian Police.

RECOMMENDATION:

8. That this instruction be implemented.



for VAUGHAN DUGGAN
ASSISTANT DIRECTOR
JUVENILE JUSTICE BRANCH

cc Mark Griffiths
Niall Hensey
Barbara Spalding