

SAMPLE EMAIL
Refusal of Request for Interim Supervision

Date: September 2, 2007

To: (Email Address of ICT Officer or CJPO)

Subject: (Receiving County Name)'s Refusal of Request for Interim Supervision of (Child's Initials and D.O.B.)

Dear ICT Officer:

This electronic mail will confirm our refusal of your request dated MM/DD/YYYY to provide interim supervision of a child under Texas Family Code Section 51.072 (d).

Pursuant to Section 51.072(b), our refusal is based upon the fact that our records reflect that this child is residing at (Name of Residential Placement Facility) in our county as a result of placement arrangements made by (Sending) county. Please note your file accordingly. [Alternate language: ...our records reflect that this child is in a Department of Family and Protective Services foster care placement]. Please note your file accordingly.

If your case file reflects different information that will affect this decision, please contact me immediately. We await your prompt response and will take no further action on this request until you reply.

Please send any correspondence to the following:

Jacqueline N. Detention
Inter-County Transfer Officer
Any County Juvenile Probation Department
1234 South Street, Any Town, Texas 77777
Telephone 000-000-0000
Fax 000-000-0000
EMAIL: itc.officer@any.email.provider.com

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Name)
Inter-County Transfer Officer
(Receiving) County Juvenile Probation Department

Confidentiality Notice: The information contained in this message is CONFIDENTIAL and is for the intended addressee only. Any unauthorized use, dissemination of the information, or copying of this message is prohibited. If you are not the intended addressee, please notify the sender immediately and delete this message.

Information relating to juvenile offenders, their files, court proceedings or other records is considered confidential under Section 58.005 of the Texas Family Code and may not be disseminated to the public. Access is specifically restricted to individuals or entities authorized by statute or court order.