



LINN COUNTY JUVENILE DEPARTMENT
104 4th S. W. Room 200, P O Box 100 Albany OR 97321
Phone: 541-967-3853 Fax: 541-967-4268

July 10, 2018

To: Military Recruiters

From: Torri Lynn
Director, Linn County Juvenile Department

Re: Obtaining Juvenile Record(s) on Juvenile Offenders

The Juvenile Department has changed its practice in regards to providing juvenile arrest information to military recruiters. This letter is to inform you of these changes.

The Juvenile Department wants to work with each branch of the military to provide you with the information you need in order to make decisions about your recruits. Our goal is to provide all the information up front so we are only handling a case once and you are not returning multiple times on the same youth.

If you want any portion of a juvenile record:

1. The person who is the subject of such juvenile record, shall come to the Juvenile Department in person to make the request for military records.
2. The person who is the subject of such juvenile record shall bring State Issued photo ID
3. The person who is the subject of such juvenile record shall pay a \$5.00 processing fee

The applicant or the military recruiter can pick up this documentation on or after the third business day from the date of request. **This documentation will include:** public information face sheet with complete juvenile arrest record of the applicant, copies of formal accountability agreements and/or copies of court orders regarding the applicant's juvenile record.

If a recruiter arrives in person, without the applicant, and asks our staff to complete a records check without the applicant present, we will only be able to do the following; sign your military records check form, and provide the recruiter with a **redacted** public information face sheet. **We will NOT provide recruiters with any other portion of the applicant's juvenile record.**

Torri Lynn
Director
Juvenile Department

tlynn@co.linn.or.us

Rob Perkins Jr.
Supervisor
Community Programs

rperkins@co.linn.or.us

Lisa Robinson
Supervisor
Probation Services

lrobinson@co.linn.or.us

Tracy Vaughan
Office Manager
Juvenile Department

tv Vaughan@co.linn.or.us

Kevin Husk
Detention Manager
Linn Benton Detention Center

(541) 791-9397

khusk@co.linn.or.us