

Chapter 18
JUVENILE OPERATIONS

18.1 JUVENILE OPERATIONS FUNCTION

A written directive governs the agency's assignment of its juvenile operations function.

18.2 RELEASE OF JUVENILES

A written directive establishes procedures for the release of juveniles or adjustment of juvenile cases by the agency.

18.3 REFERRAL TO INTAKE

A written directive establishes criteria governing referral of juvenile offenders to intake.

18.4 CITATIONS OR SUMMONS

A written directive establishes criteria and procedures for issuing written citations or summons to juvenile offenders to appear in juvenile court in lieu of taking them into custody.

18.5 PROTECTIVE CUSTODY

The agency has a written procedure for taking a juvenile into custody when:

- A. The juvenile is alleged to have engaged in non-criminal misbehavior (a status offense); or
- B. The juvenile is alleged to have been harmed or to be in danger of harm.

18.6 JUVENILES IN CUSTODY

A written directive establishes procedures for juveniles that have been taken into custody, including:

- A. Immediately advising the juvenile of his/her constitutional rights;
- B. Taking the juvenile to the intake facility or juvenile component without delay unless emergency medical treatment is required; and
- C. Explaining agency and juvenile justice system procedures to the juvenile prior to interview or interrogation.

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18.7 SOCIAL SERVICE AGENCIES

The agency maintains a listing of social service agencies in its area providing youth services.

18.8 FINGERPRINTS AND PHOTOGRAPHS

A written directive establishes procedures for the collection, dissemination, and retention of fingerprints, photographs and other forms of identification pertaining to juveniles.

18.9 RECORDS

A written directive establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, including:

- A. Separation of adult and juvenile arrest and identification records;
- B. Provisions relating to court ordered expungement of records;
- C. Provisions governing disposition of records when juveniles reach adult age; and
- D. Provisions for access to records on a need to know basis only.

18.10 POSITION ACCOUNTABLE FOR RECORDS

A written directive designates an identifiable person or position as accountable for the collection, dissemination, and retention of juvenile records.