

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 11

July 30, 2019

SUBJECT: NOTIFICATION TO PARENTS – JUVENILE ARREST – REVISED

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/218.80, *Notification to Parents – Juvenile Arrest*, in order to clarify that when an officer takes a juvenile arrestee to a place of confinement (i.e., Area station, juvenile detention center), the officer shall, no later than one hour after the juvenile has been taken into custody, notify the juvenile's parent, guardian or responsible relative that the juvenile is in custody and the location where the juvenile is being held.

PROCEDURE: Attached is the revised Department Manual Section 4/218.80, *Notification to Parents – Juvenile Arrest*, with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/218.80 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

 for MM
MICHEL R. MOORE
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order No.11, 2019**

218.80 NOTIFICATION TO PARENTS – JUVENILE ARREST. When an officer takes a juvenile arrestee to a place of confinement (i.e., Area station, juvenile detention center), the officer shall, *no later than one hour after the juvenile has been taken into custody*, notify the juvenile's parent, guardian or responsible relative that the juvenile is in custody and the location where the juvenile is being held. *Any deviation from procedure shall be articulated within the Comments section of the Juvenile Arrest Supplemental Report, Form 05.02.06.*

Juvenile Releases. *When a juvenile is arrested and being released to a parent or guardian, the arresting officer shall obtain advice from a detective supervisor (preferably from the investigative unit that will be assigned the follow-up investigation), or in his or her absence, the Area Watch Commander.*

The following are release options:

- *Issue a Juvenile Court Notice to Appear, Form 09.01.00; or,*
- *Issue a Juvenile Notice to Appear, Form 09.03.00; or,*
- *Issue a Juvenile Arrest Diversion Program Agreement, Form 09.13.01; or,*
- *Other appropriate action, as determined by the concerned supervisor.*

Note: When an arrested juvenile under the influence of narcotics or dangerous drugs is to be released to his *or her* parent, guardian or responsible relative, the officer releasing the juvenile shall inform the parent, guardian or responsible relative that the juvenile is under the influence of dangerous drugs or narcotics and should be carefully observed. If the juvenile *is not responsive or appears to need medical attention*, he *or she shall* be given medical attention without delay.

Detention of Juvenile. If an arrested juvenile is detained after booking, the juvenile's parents, guardian or responsible relative shall be notified and given the location where the juvenile is detained.