

CHIEF OF DETECTIVES

NOTICE

May 18, 2019

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: PROCEDURE FOR COMPILING JUVENILE ARRESTS AND JUVENILE ARREST DIVERSION PROGRAM DATA

The purpose of this Notice is to establish a procedure for compiling and tracking data relative to the Department's juvenile-related 602 Welfare and Institutions Code (WIC) arrests/booking, and youth diversion efforts. The Juvenile Arrest Diversion Program (JADP) guidelines have been established in a separate directive.

The Commanding Officer (CO), Juvenile Division, is the Youth Diversion Coordinator (YDC) and as such, is responsible for providing timely and accurate information when responding to requests concerning the Department's JADP. The Department's youth diversion efforts will require comprehensive information not only from pre-booking diversion arrests, but all 602 WIC arrests, to provide the most reliable data. To accomplish this objective, the YDC will provide the Areas with an Incident Tracking Database which contains a Juvenile Diversion portal for input of all applicable juvenile arrests; this will include periodic status updates of pre-booking juvenile diversion cases. The YDC will be responsible for proper compilation of all entries on a Department-wide basis.

The below-listed procedures will be supplemented with training and additional information.

PROCEDURE:

JUVENILE COORDINATOR'S RESPONSIBILITIES. The Area Juvenile Coordinator or a designee assigned by the Detective CO, is responsible for ensuring that all juvenile related 602 WIC arrests/booking and youth diversion information is entered into the Automated Field Data Report (AFDR)/Incident Tracking System timely and accurately.

AREA TABLE COORDINATOR'S RESPONSIBILITIES. The Area Table Coordinators shall forward a copy of any juvenile related arrest/booking and cases related to youth diversion, to the Area Juvenile Coordinator or designee as soon as possible to ensure the most current information is reflected in the AFDR/Incident Tracking System.

DETECTIVE CO'S RESPONSIBILITIES. The Detective CO is responsible for ensuring all juvenile related arrests/booking and diversion efforts are captured in the AFDR/Incident Tracking System.

All Concerned Personnel

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Should you have any questions regarding this Notice, please contact Juvenile Division, at (213) 486-0500.



SEAN W. MALINOWSKI, Deputy Chief
Chief of Detectives

APPROVED:



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