

OFFICIAL CORRESPONDENCE REVIEW

INITIATED BY: (Name, Bureau or Division, etc.) Commander Michael P. Rimkunas Assistant to the Director, Office of Operations		DATE September 2, 2020	
STAFF OFFICER ASSIGNED: (Name, Bureau or Division, Phone Extension, etc.) Richard Guzman, Police Officer II, Office of Operations, (213) 486-6050			
SUBJECT: DOCUMENTATION OF JUVENILE TELEPHONE CALLS			
ATTN	REVIEWED BY:	ATTN	REVIEWED BY:
1	Assistant to the Director, Office of Operations <i>MR</i>		
2	Director, Office of Operations <i>MR</i>		
3	Commanding Officer, Risk Management and Policies Division		

70-15.75.0 (7/03)

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Risk Management
and Policies Division

OFFICE OF OPERATIONS

NOTICE

1.11

September 15, 2020

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: DOCUMENTATION OF JUVENILE TELEPHONE CALLS

Recent audits over the documentation of juvenile parental notifications, juvenile advisements and juvenile phone calls indicate that compliance levels are well below the Department standard.

This Notice serves as a reminder of the procedures established in Department Manual Section 4/218.80, titled *Notification to Parents – Juvenile Arrest*, and Department Manual Section 4/658.17, titled *Telephone Calls – Juveniles In Custody*.

No later than one hour after the juvenile has been taken into custody, officers shall inform the parent, guardian, or responsible relative the juvenile has been taken into custody and the location the juvenile is being held at.

Additionally, *no later than one hour* after being taken into custody, officers shall advise the juvenile of their right to and provide the opportunity to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile also has the right to make at least *one additional telephone call within three hours of arrest*.

The term “taken into custody” shall mean an arrest under Sections 601 or 602 of the California Welfare and Institutions Code, and the **time of custody begins at the actual time of the arrest in the field.**

If any juvenile refuses to make any of the telephone calls, the refusal must be documented by checking the appropriate boxes of the refusal section in the Juvenile Arrest Supplemental. **Any deviation from the above procedures shall be articulated within the Comments section of the Juvenile Arrest Supplemental Report, Form 05.02.06.**

Watch commanders are responsible for the final review of reports and must ensure the following are documented thoroughly on the Juvenile Arrest Supplemental Report Form:

- Refusal(s) of phone calls; and,
- Deviations from the required time periods.

Watch Commanders shall compare the arrest time to the times the notifications, advisements and phone calls were completed to ensure deviations from the required time periods are documented.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



ROBERT N. ARCOS, Assistant Chief
Director, Office of Operations

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