

## CUSTODY SERVICES DIVISION

### DIVISIONAL NOTICE

18.2.2

December 6, 2018

**TO:** All Custody Services Division Personnel

**FROM:** Commanding Officer, Custody Services Division

**SUBJECT:** PROCEDURES FOR PROCESSING THE RELEASE OF JUVENILE BOOKINGS WITHIN CUSTODY SERVICES DIVISION

In the May 2018 Audit Division Report on Custody Services Division (CSD) operations, it was noted there was inconsistency among personnel as it relates to the procedures for processing the release of a juvenile arrest. This Notice serves as a reminder on the policies relating to the management of releasing juveniles.

Custody Services Division does not house juvenile arrests. The process for releasing each presented for booking requires the Releasing Officer to fingerprint the juvenile in and out of custody on the back of the Jail Custody Record (JCR). Additionally, it requires the Releasing Officer complete the following sections on the back of the JCR, as well.

Persons Receiving Property	N/A
LAPD Ofcr. Releasing Property	N/A
Date and Time Released	<i>(Date and Time the Juvenile is Released)</i>
Released By	<i>(Name and Serial No. of Releasing Officer)</i>
Ofcr ID'ing Fingerprints	<i>(Name and Serial No. of Releasing Officer)</i>
Released to (Name, Agency and Detail)	<i>(Name and Serial No. of Arresting Officer/Agency)</i>

The Releasing Officer shall notate, next to the name of the officer the juvenile is being *Released To*, whether the juvenile is being released to a parent(s), guardian, or routed to a Juvenile Detention Facility.

This Notice does not change current policy as it relates to the management of 300 Series arrests.

If you have any questions regarding this Notice, please contact Mark Walker, Officer in Charge, Jail Operations and Training/Recruitment, CSD, at (213) 356-3450.



ROLANDO SOLANO, Captain  
Commanding Officer  
Custody Services Division