

## OFFICE OF OPERATIONS

October 23, 2014

**NOTICE**  
11.2

**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

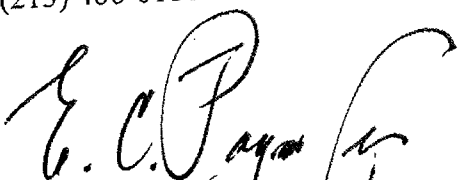
**SUBJECT:** DOCUMENTATION OF TELEPHONE CALLS FOR JUVENILES UNDER CUSTODIAL ARREST

Several recent audits of juvenile detention procedures indicate that officers are not consistently complying with Department expectations. State law as well as Department policy dictates that specific requirements are met with every juvenile custodial arrest. The following areas are of concern and require special attention by arresting officers:

- Juveniles taken into custody **must be advised** of their right to make two telephone calls no later than one hour after being taken into custody. If made, one call can be completed to his/her parent or guardian, a responsible relative, or to his/her employer and the other call to an attorney;
- Telephone calls made **must be documented** within the Juvenile Arrest Supplemental Report; and,
- If the Juvenile refuses to make either of the two telephone calls, the refusal **must be documented** by checking the appropriate boxes of the refusal section in the Juvenile Arrest Supplemental.

Since watch commanders are responsible for the final review of reports, they must ensure the appropriate information is included or that the refusal is thoroughly documented within the appropriate form.

Should you have any questions, please contact Commander Matt Blake, Office of Operations, at (213) 486-0110.



EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

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