

OFFICE OF OPERATIONS

NOTICE NO. 30

June 19, 1997

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: REVISED JUVENILE HALL DETENTION POLICY

EFFECTIVE: IMMEDIATELY

RECEIVED

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PLANNING AND RESEARCH
DIVISION**PURPOSE**

This Notice informs Department personnel of a recent change in the Los Angeles County Probation Department's policy for detention of minors at Juvenile Hall facilities.

INFORMATION

Currently, the Los Angeles County Probation Department has required all law enforcement agencies in the County to submit the attached Juvenile Hall Entrance Record, Form Prob. 1295, and a copy of the Arrest Report for each minor who is to be detained at a Juvenile Hall detention facility. Based on a previous agreement with the Probation Department, Department personnel were exempt from the requirement to complete the Juvenile Hall Entrance Record, Form 1295. The agreement only required Department personnel to submit a copy of the juvenile Arrest Report at the time the minor was detained at a Juvenile Hall facility. The agreement saved valuable processing time for officers.

The Probation Department now requires Department personnel to complete the Juvenile Hall Entrance Record, Form 1295, and provide a copy of the Arrest Report whenever a minor is detained at Juvenile Hall. This change is necessary because some information required for consistent and accurate detention records is not included in the Arrest Report. Completing Form 1295 will enable the Probation Department to input complete information into the Juvenile Automated Index and the Department of Justice Criminal Identification and Information systems. The information contained on the Juvenile Hall Entrance Record,

Form 1295, is the basis for all information in the minor's Probation Kardex File and Behavior Chart and contains the Probation Detention Number. The Detention Number is very important to the Probation Department for the classification and identification of the detained minor.

PROCEDURE

Effective immediately, existing juvenile detention procedures are amended to require the completion of the Juvenile Hall Entrance Record, Form 1295. Whenever an officer determines that a juvenile requires detention at a Juvenile Hall facility, the officer shall provide a copy of the Arrest Report and a completed Juvenile Hall Entrance Record, Form 1295, to the Intake and Detention Control staff member at the detaining facility. The Form 1295 may be completed at the officer's Area of assignment or at the Juvenile Hall facility.

NOTE: The Los Angeles County Probation Department has agreed to provide the Juvenile Hall Entrance Record, Form 1295, to officers for their use in Area stations. The forms are available to officers at all Juvenile Hall facilities.

In those instances where detention is necessary and extenuating circumstances exist, e.g., crime scene investigations, lengthy interviews, etc., which prevent the completion of the Arrest Report within the six-hour time limit for which minors can be temporarily detained in a police department facility, the minor shall be delivered to a Juvenile Hall facility. The Juvenile Hall Entrance Record, Form 1295, shall be used in lieu of the Arrest Report and shall accompany the minor, or be completed at the concerned Juvenile Hall detention facility.

If there are any questions or additional information is required, Department personnel should contact the Operations Section, Juvenile Division, during normal business hours at (213) 485-2803. During off-watch hours, advice can be sought from Detective-Headquarters Division at (213) 485-2504.



BERNARD C. PARKS, Deputy Chief
Director
Office of Operations

Attachment

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