

OFFICE OF THE CHIEF OF POLICE

OPERATIONS NOTICE NO. 3

May 13, 2005

**SUBJECT: PROCEDURES FOR LOGGING DETAINED JUVENILES AT
DEPARTMENT FACILITIES**

EFFECTIVE: IMMEDIATELY

A recent State of California, Board of Corrections (BOC) audit of the Secured/Non-Secured Juvenile Detention Logs, Forms 9.05 and 9.06, has revealed that Department personnel are often incorrectly logging detained juveniles on more than one juvenile detention log, at more than one location, stemming from a single arrest.

This Notice informs Department personnel that detained juveniles **shall be documented** on the proper Secured/Non-Secured Juvenile Detention Logs, Forms 9.05 and 9.06, **at the original location of detention only**. If it is necessary to transport the juvenile to a secondary location to complete the booking process only, the juvenile **shall not** be re-logged on the Secured/Non-Secured Juvenile Detention Log at the booking location.

Any questions regarding this Notice should be directed to the Consultants Office, Juvenile Division, at (213) 485-2803.



**GEORGE GASCON, Assistant Chief
Director, Office of Operations**

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