

DEPARTMENT GENERAL ORDER 06-21

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 95-06/99-57
SOP 501.40.00/501.41.00

DATE: December 11, 2006

JUVENILE OPERATIONS

I. PURPOSE.

To define the role and responsibilities of the Juvenile Operations function and how same relates to, and compliments, the department's operational guidelines governing the protections and special status accorded juvenile offenders.

II. DEFINITIONS.

Juvenile - Any person who is less than seventeen (17) years of age.

Referral - To submit a juvenile offense to the St. Louis Family Court for review.

St. Louis Family Court - Established by the State of Missouri, the judicial organization having legal jurisdiction over juvenile offenders and other related matters.

Separated - To keep apart.

III. JUVENILE OPERATIONS FUNCTION.

The Juvenile Operations function of this department is formally divided between the Criminal Investigations and Support Bureau and Field Operations Bureau. Juvenile officers assigned to the Criminal Investigations Division shall be responsible for the administration of follow-up investigations into juvenile offenses, liaison activities with the court and juvenile's parents, reviewing juvenile cases, recommending referrals or alternates to formal adjudication and/or incarceration, and record keeping. School Resource Officers, who are also attached to the Criminal Investigations Division, shall perform their duties in close association with the

administrators of the Clayton School District, and will be responsible to not only counsel and provide information to students and parents, but serve as a conduit of information between the department and the schools.

The Drug Abuse and Resistance Program (D.A.R.E.) is a responsibility of the Field Operations Bureau and the officers assigned to same are tasked to present a pre-designed program to school children with the intent to reduce substance abuse.

Taken as a whole, the Juvenile Operations component of this department is dedicated to the development and implementation of programs intended to deter and control juvenile delinquency. Specific goals include, but are limited to:

1. A reduction in the amount of substance abuse by juveniles.
2. A more positive relationship between students and police officers.
3. Improved decision making on the part of juveniles.
4. Strengthened relationship with the schools and community.
5. A reduction in juvenile delinquency.
6. The identification and apprehension of juvenile offenders.
7. To educate young people to the potential consequences for bad decision-making.
8. To enhance communication with the Family Court, school district officials, and parents.

However, irrespective of the number and/or types of specialist personnel assigned to administer the juvenile function, it shall be the responsibility of all department personnel and components to either participate in, or support, the Juvenile Operations function as circumstances require.

IV. JUVENILE CUSTODIAL PROCEDURES.

Officers of this command may be expected to take juveniles into custody for a variety of offenses. These may include felony and misdemeanor offenses, traffic offenses, and status offenses. In each case, it shall be incumbent upon the officer(s) involved to determine if the behavior is criminal or non-criminal, and to ensure that the constitutional rights of juveniles are protected to the same degree as an adult. The parents or guardian of a juvenile taken into custody will be notified of the event as soon as possible, and in keeping with the special considerations involving investigatory procedures as they pertain to juveniles, same shall be released or conveyed to the Family Court in a timely manner.

Should it be evident at the time of contact or apprehension that a juvenile requires medical attention, same shall be transported to a hospital or other medical facility for treatment without delay.

The procedures involving juvenile custodial operations are presented as follows:

A. Felony Offenses

Juveniles taken into custody for a felony offense will be searched and handcuffed in the same manner as adult offenders. Evidence shall be collected, witnesses interviewed, and a full investigation conducted into the offense for which the juvenile was charged.

The juvenile will then be returned to this department at which time they shall be photographed and fingerprinted. The arresting officer will then file a report in the CARE system and the officer will provide the operator with all necessary personal data on the juvenile so that a juvenile suspect page may be completed. Upon review and processing, the incident report will be forwarded to the department's Juvenile component.

At the conclusion of this process, the juvenile will be conveyed directly to the St. Louis County Family Court or the St. Louis City Juvenile Court. The location of the juvenile's apprehension will determine the ultimate destination. Should a juvenile be taken into custody within the geographical limits of St. Louis county, the juvenile shall be conveyed to the St. Louis County Family Court. Likewise, should a juvenile be taken into custody within the geographical boundaries of St. Louis City, the juvenile shall be conveyed to the St. Louis City Juvenile Court.

The St. Louis County Family Court has established guidelines whereby the court prefers to lodge only those juveniles who have committed selected felony offenses as listed in the attached table. Should a juvenile be taken into custody for a felony charge not contained in the list, the juvenile shall be conveyed to this department, at which time they shall be processed, and then released to a parent or guardian.

In the event an officer wished to detain a juvenile for a violation of criminal law, the officer must comply with the following procedures:

- 1). The officer must complete the Initial Detention Admission form (IDA) which will include a narrative by the officer of the results of his/her investigation. The IDA must contain information such as the identity, address, and statement of each victim and witness; an indication of the victim's willingness to assist in the prosecution of the matter; description of physical injuries or property damage sustained by the victim(s); description of weapons or other instruments used in the commission of the alleged offense; etc. The information must be set out in sufficient detail to permit the filing of a petition by the Juvenile Officer and a finding of probable cause by the court. The IDA must be supplemented with copies of all appropriate documents (e.g. evidence receipts, lab reports, etc.).

Initial Detention Admission forms and continuation forms will be made

available at the Family Court's detention center.

- 2). If available, a copy of the police report will be conveyed to the Family Court's detention center at the time a juvenile is admitted to the facility. The report must be accompanied by all necessary attachments (refer above).
- 3). In addition to the preceding, the officer will also be required to complete a brief affidavit which will be provided to the officer by detention personnel. To complete this document, the officer will provide a quantity of basic information regarding the offense in a fill-in the blank format.

With the exception of offenses such as those involving drugs or some weapons violations, an individual person shall be identified as the victim and not the State of Missouri.

Note: If adequate information is not presented to the court via the Initial Detention Admission form, police report, and/or supporting documents, the juvenile will not be admitted to secure detention and the officer shall be instructed to release the juvenile to a parent or guardian.

The on-duty supervisor at the Family Court will review the facts presented by the apprehending officer and make a determination if the juvenile is to be lodged. Should he/she decide the case lacks sufficient merit, the Detention Supervisor will order the release of the juvenile on the spot. In the event that this should occur, the officer shall release the juvenile to a parent or guardian, or otherwise arrange/provide transportation to convey the juvenile to their residence.

If the juvenile is accepted for placement in the detention facility, Missouri Supreme Court Rule 111.07 provides that extending detention beyond twenty-four (24) hours can only occur if:

- 1). A petition has been filed and,
- 2). A judicial officer, after reviewing the available case materials, is able to make a probable cause finding that a delinquent offense has been committed, and that said offense was committed by the juvenile in custody.

Consequently, if the final police report is not available upon the juvenile's admission to the detention center, it must be presented to the Family Court before 9:00 a.m. of the day following admission. In such cases, the report may be hand-delivered to the court, or forwarded for review by facsimile (FAX).

Questioning of a juvenile will only be done after a Deputy Juvenile Officer of the court has advised the juvenile of his constitutional rights per the Miranda Decision. The juvenile's parents, legal guardian, or attorney must be present at the time their rights are presented to them. Should none of the above individuals be available, the juvenile may not be questioned.

The Deputy Juvenile Officer will present the completed rights form to the officer at the end of the interview, and same shall be retained to be entered into the case file.

A police report shall be initiated detailing the incident for which the juvenile was charged. Again, this shall follow the same standard format as that used for adult offenders. The only exceptions shall be that the face sheet of the report will be stamped "Juvenile" and that the offender may be identified by name only a single time within the report's narrative text. All other references to the juvenile offender in the narrative shall be Juvenile #1, Juvenile #2, etc.

It should be noted that the department's Juvenile Officers shall have full discretion to override an officer's request to have a juvenile offender referred to Family Court. However, such authority shall be exercised only with deliberation and upon just cause.

B. State Misdemeanor Offenses

Juveniles taken into custody for a state misdemeanor offenses shall be searched and handcuffed in the same manner as that applied to adult offenders. Evidence shall be collected, witnesses interviewed, and a full investigation conducted into the offense for which the juvenile was charged. However, juvenile suspects in misdemeanor offenses shall not be photographed or fingerprinted in conjunction with their arrest except with the express permission of the Family Court.

Determining the appropriate court jurisdiction over the juvenile shall be accomplished in the same manner as that used for felony offenders.

Should the arresting officer wish to interview the juvenile in regard to the offense, he/she shall convey the subject to the St. Louis County Family Court. A Deputy Juvenile Officer will then advise the juvenile of their constitutional rights per the Miranda Decision. Again, a parent, guardian or attorney must be present at the time a juvenile's rights are administered.

In those instances where there is no need to interview the juvenile, the

apprehending officer may release the juvenile at the scene, convey same to their residence and release them to their parents/guardian, or convey the juvenile back to this department where they shall be detained until a parent or guardian, or their designate can appear to take custody of same.

Reporting and booking procedures shall be the same as those detailed in Section IV, Subsection A.

C. Municipal Charges

In those instances where a juvenile may be charged with a municipal ordinance violation (e.g. minor in possession of alcohol, curfew, etc.), the apprehending officer shall complete a formal police report with the necessary juvenile information.

Except for the curfew ordinance which has already been placed on file with the Family Court, the arresting officer shall be required to attach a copy of the appropriate municipal ordinance to the police report.

Once a juvenile report has been approved in CARE, a copy will automatically print at the Family Court for their review.

1). Curfew Violation

A minor, under seventeen (17) years of age, noted to loiter, wander, idle, stroll, drive, ride in or upon a motor vehicle, or play in or upon public property between 2300 - 0600 hours, Sunday through Thursday, and 2400 - 0600 hours on Friday and Saturday, may be in violation of the curfew ordinance (Section 17-37) unless the minor be accompanied by an adult, be engaged upon a legitimate errand, be travelling between work or school, or otherwise have a legitimate reason for his/her presence in the area.

Should a minor be observed under such circumstances, the following guidelines shall apply:

- a. A juvenile observed in violation of curfew may be temporarily detained (thirty minutes maximum) on the street, or in the area where the violation occurred. A verbal warning may be issued advising the juvenile of the offense, and of the necessity to proceed home immediately.

No formal police report is necessary; however, a Memorandum

Report may be completed if the officer believes the situation calls for documentation.

- b. If circumstances are more serious, a juvenile in violation of curfew may be taken home by an officer, at which time immediate contact will be made with the parents or guardian to advise them of the violation and associated facts.

In the event that it is impractical to take the juvenile home, the officer(s) involved may return the juvenile to the Police Department. The officer(s) will then attempt to make contact with the parents or guardian, and request they appear at this agency to take custody of the juvenile.

In these instances a formal police report is again optional depending upon the circumstances.

- c. In cases where an officer returns a juvenile curfew offender to the Police Department and the parents or guardian cannot be located, or are unwilling to take custody of the juvenile, the officer will complete a formal police report charging the juvenile with curfew violation. The juvenile will then be conveyed to the St. Louis County Family Court facility and lodged.
- d. Officers will use discretion and common sense in enforcing the curfew ordinance. The purpose of the ordinance is to enable officers to properly look after the welfare of juveniles who are involved in criminal, disruptive, or harmful activities.

2). Tobacco Violation

In accordance with the City of Clayton Code of Ordinances, Sections 13-81 through 13-90, "Possession, Sale, Use, and Distribution of Tobacco Products," all persons seventeen (17) years of age and under, determined to be in violation of the possession section of the ordinance, shall be handled in compliance with the provisions listed in appropriate general order.

D. Traffic Offenses

The St. Louis County Family Court has no jurisdiction over those juveniles fifteen and a half (15 1/2) years of age or older who have been charged with a non-felony violation of the state or municipal traffic code. In such instances, the juvenile offender shall be subjected to the same system of justice as an adult operator of a motor vehicle.

Consequently, qualifying juvenile offenders who violate a traffic law or ordinance will generally be issued a summons but who may be physically taken into custody at the discretion of the officer, for a serious traffic offense. For instance, should an officer write a juvenile fifteen and a half (15 1/2) years of age or older a traffic summons, the summons shall be handled in accordance with established department procedure. D.W.I. offenses shall be handled in a similar manner, except felony DWI which shall be handled as a felony juvenile arrest.

In the event a juvenile under fifteen 15 1/2 years of age is charged with a traffic offense, the officer will file a police report via CARE. Once approved by a supervisor, a copy of the report will be forwarded to the Family Court for review. It shall not be necessary to attach a copy of the appropriate ordinance(s) to the police report.

E. Capias Orders (Warrant)

In those instances where the St. Louis Family Court has issued a Capias Order for a juvenile offender, the department having jurisdiction over the area in which it is believed the juvenile may be found, has seven (7) days in which to take the juvenile into custody. If the Capias Order has not been executed within the allotted time, a representative of the department must deliver a handwritten report to the court describing the department's efforts to locate the juvenile.

At the time the juvenile named in the warrant is taken into custody, the arresting officer shall transport the juvenile suspect to the Family Court and lodge same. A police report will subsequently be prepared in regard to the incident via CARE.

F. Status Offenses

While the Family Court has jurisdiction over status offenses, the court prefers to divert this type of offender away from official court involvement/action whenever possible. As such, should an officer take a juvenile into custody for a status offense, the apprehending officer shall call the Detention Supervisor for instructions.

1). Incurrible Juveniles

The St. Louis County Family Court will no longer accept or handle incorrigible juveniles. Should this department be contacted by a resident seeking official intervention with a chronically unruly/unmanageable child, they shall be advised to seek private counseling. However, such resident shall also be advised that should the juvenile in question threaten themselves or others, members of this department will respond to preserve the peace and/or protect the lives of those involved.

2). Runaway Juveniles

Runaway juveniles shall be handled in accordance with established procedures.

3). Truancy

Truancy referrals will generally originate from school authorities and not involve the police. However, should an officer encounter a truant juvenile, the officer may contact the appropriate school authorities to make them aware of the situation or call the Division of Family Services. Truancy is not an adequate cause for detention.

G. Investigatory Procedures

The following policies and procedures have been established by the Family Court to serve as a guide in the investigation of crimes involving juvenile suspects.

1). Fingerprinting

Pursuant to RSMo 43.503, Subsection 2, police officers shall fingerprint all juveniles, regardless of age, who are alleged to have committed a felony. With the introduction of the automated Livescan Fingerprinting System, juvenile fingerprints will automatically be sent electronically to MSHP for database inclusion. Officers will print a hard copy from the system at this department and forward the copy to the juvenile officer. The juvenile officer will then forward same to St. Louis County Singleprint for processing and submission to the Family Court.

The use of juvenile fingerprints for comparison requires the consent of the Family Court.

2). Photographs

During processing, juvenile photographs will not be taken with the

REJIS IRIS mugshot system. A separate digital camera will be used to take juvenile mugshots. The suspect will hold a placard with identifying information on same and the word "Juvenile" will appear prominently on the front of the placard. These mugshots will then be forwarded to the juvenile officers in the Criminal Investigations Division.

Regarding juvenile line-ups, it is not permissible to use a juvenile photograph in a line-up containing any adult photographs. Any photo line-up in reference to a juvenile suspect must consist of juvenile photographs only.

REMINDER: Only juveniles charged with a FELONY offense can be printed and photographed without consent of the court. To perform such processing for misdemeanor charges requires the permission of the Family Court.

3). Breath Analysis

While the issue of breath analysis examinations is not addressed by the Missouri Juvenile Code, the St. Louis County Family Court requires each officer who desires such a test to contact the Family Court for approval. The request should be directed to the Detention Supervisor who will relay the information to the on-duty judicial officer. The Detention supervisor will subsequently advise the officer of the court's decision as soon as possible.

4). Blood Testing

As with breath analysis tests, the Family Court requires each officer who desires such tests to contact the court for approval.

a. Emergency Situations

In an emergency situation where time lapses can compromise test results, a written request for blood testing should be directed to the Detention Supervisor containing sufficient facts to establish probable cause to conduct the test. The Detention Supervisor will relay this information to the on-duty judicial

officer and provide the police officer with the court's decision as soon as possible.

b. Non-emergency Situations

In non-emergency situations, an officer requesting the court's authorization for blood testing must secure a search warrant.

In consent situations, the written consent of the parties must accompany the written request.

5). Line-ups

When identification of a juvenile by a victim or witness is at issue in a juvenile matter, the investigating officer may request that a line-up be conducted by the Family Court. Such requests should be tendered to the Detention supervisor who will relay same to the court's legal department. If authorized, the line-up will be conducted by detention staff and will automatically include permission to photograph the line-up. A log will also be maintained by detention staff to record the date and time the line-up was conducted and photographed. Any photographic negatives or prints of a line-up taken by police personnel shall be maintained in the juvenile suspect's file.

The investigating officer should advise the juvenile and the juvenile's custodian of the intention to conduct a line-up and of the juvenile's right to be represented by an attorney. If the juvenile desires to have an attorney present during the line-up, an opportunity will be afforded the juvenile's family or guardian to secure an attorney and have them present when the line-up occurs.

6). Polygraph/CVSA Examinations

If a juvenile is under investigation for a violation of state law, the Family Court must be notified for permission to administer the examination. Permission may be obtained by contacting the detention supervisor who will present the request to the on-duty judicial officer. If approval is granted, and the juvenile is accompanied by an attorney at the time the examination is given, a Deputy Juvenile Officer will not be required to attend. If the juvenile is not accompanied by a lawyer, a Deputy Juvenile Officer must be present. A reading of constitutional rights by the Deputy Juvenile Officer will not be necessary if the sole purpose of the investigating officer is to administer the examination. However, if the investigating officer intends to question the juvenile at

the conclusion of the deception examination, a Deputy Juvenile Officer must be available to advise the juvenile of his rights.

In the event, an officer elects to administer an examination for deception to a juvenile victim or witness, there is no need to involve the court.

H. Temporary Detention of Juveniles

Recent amendments in the Federal Juvenile Justice and Delinquency Prevention Act of 1974, provide for restrictions on the length of time a juvenile may be held in temporary custody, and the type of temporary detention employed. These restrictions are:

1. Temporary custody of a juvenile is limited to six (6) hours.
2. Juveniles must be held in a non-secure custodial situation as follows:
 - a. An unlocked multi-purpose area such as a lobby, office, or interrogation room which is not designated, set aside, or used as a secure detention area, or is part of such an area.
 - b. A secure area which is used only for processing purposes. In no event can the area be designed or used for residential purposes.
 - c. The use of such areas are limited to providing non-secure custody only long enough to accomplish suspect identification, investigation, processing, release to parents, or to arrange transfer to a juvenile facility or court.

Juveniles will be handcuffed as any other person when taken into custody, but such individuals may not be physically secured to a handcuff ring, rail, or other stationary object during the period of temporary custody.

Juveniles must be under continuous visual supervision by a law enforcement officer or facility staff member during the entire period of time such juveniles are in non-secure custody.

As adult prisoners may only be held in the department's temporary detention facility for a maximum of two (2) hours, the custodial time limitations imposed on juveniles (refer above federal law) shall also be restricted to two hours (as feasible) so as to maintain equity in the application of law.

I. Enforcement Alternatives

Contingent upon the circumstances and the offense involved, officers dealing with a juvenile offender should use the least coercive enforcement alternative whenever possible. Criteria which will influence such a decision are:

1. Nature/seriousness of offense.
2. Age of the juvenile.
3. Attitude of juvenile.
4. Prior history.
5. Waiver of prosecution by victim.

Potential enforcement options are as follows:

1). Outright Release

On those occasions when an officer may stop and temporarily detain a juvenile on the street for informational purposes, at the conclusion of the contact the juvenile may be released directly at the scene with no additional action taken. No documentation shall be necessary.

In those instances where a juvenile may be temporarily detained for investigative purposes, the investigating officer will contact the juvenile's parents or guardian and release the juvenile into their custody. Such release may occur at the Police Department, at the scene of the stop, or following a conveyance, at the Juvenile's residence. The investigating officer(s) shall complete a FIR and mark the FIR "Juvenile" for each juvenile that was detained and released under these circumstances. No police report will generally be necessary in these situations.

A copy of the FIR will be delivered to one of the departmental juvenile Officers, while the original is retained by the Administrative Division.

2). Written Summonses

Summonses for traffic offenses will be issued in accordance with the procedures outlined in Subsection D of this order.

3). Referral to Court

Juvenile offenders shall be referred to the St. Louis County Family Court for the following:

1. Felony offenses
2. Misdemeanor and ordinance violations except traffic offenses for juveniles 15 ½ to 16 yoa.

3. Status offenses (e.g. runaways).

Similarly, those juveniles who have been subjected to abuse or neglect shall also be referred to the Family Court.

J. Segregation of Juveniles

There must be sight and sound separation between adults and juveniles. As such, juvenile and adult offenders (irrespective of whether they were taken into custody at the same time or for the same offense) cannot see each other and that no conversation between the two is possible. To comply with this requirement, members of the two groups shall be physically separated at all times, with only juveniles or adults permitted in the department's processing area or interview rooms at any one time. In addition, members of the two age classifications shall not be permitted to pass each other in the hallways, nor shall they be transported in the same vehicle.

K. Fit for Confinement Evaluations

In certain situations, an officer seeking to detain a juvenile will be required to provide the Family court Detention Center with a written document from a medical doctor and/or hospital indicating that the juvenile is "Fit for Confinement." Such documents shall be necessary when:

1. The juvenile has been involved in an auto accident.
2. The juvenile has sustained injuries as a result of a fight or resisting arrest.
3. The juvenile has sustained a blow to the head.
4. The juvenile complains of any type of illness or injury.
5. The juvenile displays obvious signs of illness or injury (e.g. swelling, fever, vomiting, bleeding, etc.).
6. The juvenile displays signs of intoxication.

7. The juvenile has allegedly ingested a controlled substance within twenty-four hours preceding admission.

L. Release to Parents/Guardian

Under no circumstances shall a juvenile offender, victim, or witness be released or otherwise permitted to depart this agency during the hours of darkness or during inclement weather without suitable adult supervision. Similarly, juveniles shall not be released to anyone other than a parent, guardian, or family designee. Should a parent, guardian, or other designated adult refuse to accept custody, the juvenile should be conveyed to the Family Court or Missouri Division of Family Services and released into their custody.

M. Status Reports to Victim

As soon as practical following an arrest, victims of juvenile offenses will be informed of the status of their case (cleared by arrest, etc.) and of their options (prosecution, restitution, waiver of prosecution) in regard to same. However, due to privacy considerations established by law, no information will be released in regard to a juvenile offender's identity or address.

V. JUVENILE INTERROGATION PROCEDURES.

In those instances where a juvenile is to be questioned in regard to an alleged violation of the Juvenile Code, the arresting and/or investigating officer must abide by the Family Court's procedures in conducting such an interview.

A. Parental Notification/Conference

The officer(s) involved should notify the parents or guardian of the fact that their juvenile son, daughter, or ward has been taken into custody as soon after an apprehension as practical. The parents or guardian will then be requested to respond to the department or Family Court for a conference and to solicit their permission for an interview. The officer(s) involved must secure the presence of the following persons at the site of the proposed interview:

- 1) juvenile suspect, 2) parent or guardian of the juvenile, and 3) a Deputy Juvenile Officer. It should be noted that the vast majority of such interviews shall take place at the Family Court.

B. Interrogation Restrictions

The juvenile and his/her parents or guardian must be advised of the juvenile's rights by the Deputy Juvenile Officer prior to the interview. Once this has taken place, the investigating officer shall afford the juvenile an opportunity to consult with his parents, guardian, or an attorney regarding a decision to waive his/her constitutional rights. Should none of these individuals be available, the juvenile may not be questioned.

If the juvenile decides to waive his/her rights, the officer may proceed to interview the subject. However, if the juvenile decides to stop answering questions at any time during the interview, or requests an attorney, the interrogation must stop.

If the juvenile to be questioned is considered the victim or witness of an offense, the Family Court need not be involved and the subject may be freely questioned.

The length of such interviews will generally be contingent upon the seriousness of the crime being investigated. However, same shall be restricted to a reasonable length of time, be conducted in a non-threatening environment, and will incorporate break periods, etc. as necessary.

No more than two (2) officers shall conduct a juvenile interview session, or be present in the room at the time such an interview is in progress.

Spontaneous utterances or admissions provided by a juvenile following his/her apprehension, and upon being advised of their constitutional rights, may be admissible as evidence provided such comments/remarks are unsolicited.

C. Process/Procedural Advice

The apprehending officer will advise each juvenile suspect of the reason for which they were taken into custody and what procedural steps will be taken in regard to their case. Such information shall be repeated for the juvenile's parents or guardian, and the arresting officer(s) will be expected (to the best of their ability and knowledge) to answer parental questions in regard to the process or procedures involved in a juvenile criminal case.

The Deputy Juvenile Officer will also assist in this process, and will be able to more fully elaborate on the procedural steps inherent to adjudication by the Family Court.

D. Interview of Juvenile Victims/Witnesses

Juveniles who are classified as a victim or witness to a crime may be interviewed freely without a parent, guardian, or representative of the court being present. However, contingent upon the circumstances leading up to the interview, the investigating officer(s) may elect to conduct such interviews in the presence of a parent or guardian.

VI. JUVENILE RECORDS.

In accordance with RSMo, Section 211.321, which states in part, "Peace officers records, if kept, of children shall be kept separate from the records of persons seventeen (17) years of age or over, and shall not be open to inspection or their contents disclosed except by order of the court," juvenile records shall be segregated and filed separately from those of adults. As such, juvenile records (to include fingerprints, photographs, and other forms of identifying data) shall be filed and maintained separately according to the procedures set forth in the General Order dealing with Records Administration.

VII. PROTECTIVE CUSTODY (ABUSE/NEGLECT).

When a sworn member of this department has reasonable cause to believe that a juvenile has been harmed, or is danger of being harmed, through abuse or neglect, the officer shall follow the procedural guidelines outlined in SOP 501.17.00, entitled Child Abuse/Neglect.

VIII. SCHOOL LIAISON PROGRAM.

The Police Department recognizes the necessity of establishing an active partnership with local schools to identify potentially delinquent youths, and more importantly, to provide a forum through which officers, students, faculty, and parents can exchange ideas and information in a non-adversarial setting. School Resource and D.A.R.E. officers shall be responsible to serve as the primary liaison between the department and the schools in this regard. As such, in conjunction with their specific assigned tasks, officers assigned to the School Liaison Program will provide the following types of assistance:

A. Delinquency Prevention Resource

Act as a resource to assist school administrators/faculty in delinquency prevention through formal and informal intervention techniques; serve as an intermediary in referrals to outside law enforcement and social service agencies, provide such advice and/or information as may be requested, and assist in the promotion of a healthy learning environment.

B. Classroom and Individual Guidance

To provide students with formal classroom presentations in regard to personal safety, substance abuse, legal, and ethical issues. Beyond the classroom, School Resource and D.A.R.E. officers will, as circumstances and their training reasonably permits, provide counseling/mentoring to students and parents.

C. Educational Objectives

To acquaint students with a better knowledge of the law, and the police department's role and responsibilities within the criminal justice system and society in general; to reinforce the necessity for individuals to make wise life choices, particularly as they pertain to substance abuse and placing oneself in physical jeopardy; and to strengthen personal ethics and morals.

IX. TRAINING.

Uniformed and plain-clothes personnel who are assigned to the various components of the juvenile function shall be properly trained to perform their specialized duties. Such training shall be obtained through an accredited training academy, or via seminars or other professional training programs.

X. ANNUAL OPERATIONS/POLICIES REVIEW.

The Police Department will conduct a review and written evaluation of all enforcement and prevention programs related to juveniles on an annual basis. The supervisor of the Criminal Investigations Division will oversee the evaluation process, which shall be performed by those detectives and officers assigned to the juvenile function of the criminal investigations unit. Similarly, the Commander of the Field Operations Bureau will perform an identical process involving the D.A.R.E. program.

The purpose of such evaluations will be to determine whether existing programs or operations should be retained as is, modified, or be discontinued.

The written reports prepared as part of the evaluation process (to include any recommendations for change) shall be forwarded through the chain of command to the Chief of Police.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 44.1.1/44.1.3/44.2.1
44.2.2/44.2.3/44.2.4