

THURMONT POLICE DEPARTMENT			
GENERAL ORDER	<i>Date Issued:</i> June 28, 2006	<i>Effective Date:</i> June 28, 2006	<i>Order No:</i> Chapter 9
<i>Authority: Chief of Police</i> <i>Gregory L. Eyer</i>		<i>Manual Page No:</i>	
<i>Subject: JUVENILE OPERATIONS</i>		<i>Replaces Page No:</i>	
CALEA <i>Standard: Chapter 44</i>	<i>Distribution: ALL</i>	<i>Amends:</i>	<i>Number of Pages: 16</i>
<i>Related Documents:</i>		<i>Rescinds:</i>	

I. POLICY:

The Thurmont Police Department is sensitive to the special needs of the community's youth and is committed to the prevention of juvenile crime, diversion of offenders when appropriate and affording any special provisions required when dealing with juvenile offenders.

II. DEFINITIONS:

Arrest – for the purpose of this order, pertains to taking a juvenile into custody for the commission of a delinquent act.

Child – a person under eighteen (18) years old.

CINA – a child in need of assistance. A juvenile who, regardless of whether or not they have committed a prohibited act, may be in need of immediate assistance from a service provider for any number of emotional, medical, mental, or physical concerns that are not being appropriately attended to by the juvenile's parents and/or guardians.

CINS – a child in need of supervision. A juvenile who has committed a status offense.

Delinquent Act – a crime committed by a juvenile, that would be considered a crime if committed by an adult.

In Absentia Arrest – referring charges to the Department of Juvenile Justice (DJJ) without a juvenile physically being taken into custody.

Infancy – as defined by the Annotated Code of Maryland, a child under the age of seven (7) who is, by virtue of his/her age, conclusively presumed incapable of committing a crime.

Status Offense – an act, or conduct, declared by statute to be an offense but only when committed or engaged in by a juvenile, and that can only be adjudicated by a juvenile court.

III. PROCEDURES:

Alternatives to Juvenile Justice Referral

- A. In dealing with juvenile offenders, all officers will use the least coercive action among reasonable alternatives, consistent with preserving public safety, order and individual liberty. Any action taken must conform to and not be in violation of the Annotated Code of Maryland, Title 3, subtitle 8.
- B. A officers contact with a juvenile offender does not automatically necessitate a referral to the Department of Juvenile Justice. The following is an example of some courses of action the officer may take with regard to diverting the juvenile from the juvenile justice system.
 1. Release the juvenile with no further action.
 2. Making a "for information only" report and release to a responsible party.
 3. Suggesting a program of treatment on a voluntary basis using the services of one or more social agencies.
 4. Referral to Operation Runaway: 24 hours Contact Service of Charter Behavior Health Systems of Maryland at Potomac Ridge, 14901 Broschart Road, Rockville, MD 20850, 1-800-204-8600.
 - a. Purpose: to intervene with families in crisis
 - b. Agency Involvement: Multi-agency Consortium of Health Care, Public Schools, Addiction Specialists, Victims, Mental Health, Juvenile Services, Social Services, Runaway Shelter, Police and Charter Behavioral Health System of Maryland at Potomac Ridge providers.
 - c. Voluntary participation by families of adolescents during and after a runaway crisis.
 - d. Police Involvement:
 - (1) Officers may release the runaway adolescent and refer the services of Operation Runaway, which will be offered free of charge. The parent may enter their child into the program after release of custody.

- (2) Officers with supervisory and parental authorization may transport the runaway to the operation runaway center located at Charter Behavioral Health System of Maryland at Potomac Ridge at 14901 Broschart Road, Rockville, MD in Montgomery County. Custody of the runaway minor will be released to the parents or legal custodian at the operation runaway center.
 - (3) This program is a free service to parents, family, and youth in crisis and is voluntary in nature.
 - (4) The Thurmont Police Department Records Division, upon receiving a Missing Person Report, will send out a form letter notifying the parents or legal custodian of the runaway minor about the availability of the Operation Runaway Program.
 - (5) The release of the runaway minor to either parents or legal custodian whether at the operation runaway center or the minors residence, will terminate our agency's involvement with the runaway minor.
- C. The authority to refer a juvenile to Juvenile Court rests solely with the Department of Juvenile Justice. Once a juvenile has been referred to the Department of Juvenile Justice, any programs to divert the juvenile from Juvenile Court will be determined by the Department of Juvenile Justice.

Child Custody Decrees:

- A. No member of the Department will enforce, nor attempt to enforce, a custody decree, separation agreement or judgment of absolute divorce rendered by any court of this or of any state. Such judicial orders are civil as opposed to criminal in nature and are enforced by the family courts of this state. However, a member will initiate the following actions to fulfill his/her responsibilities in connection with any such call for service.
1. Such action as is necessary to stop a disturbance, or to prevent or terminate a breach of the peace.
 2. Exert every responsible effort to secure proper identification from all involved in any such call for service, and will query both MILES and NCIC to determine:
 - a. Whether or not any child involved in any such dispute has been bentered as "missing;" and,
 - b. Whether or not any custodian of any child involved in the dispute has been entered as "wanted."
 3. Take into custody, a "Child in need of Assistance," when they have responsible grounds to believe is in immediate danger from his/her surroundings and whose removal from those surroundings is necessary to ensure his/her protection.

4. Effect the arrest of any custodian of any child involved in the call for service whom they have probable cause to believe has committed a crime and meets the criteria for an on-scene arrest.
5. Enforce exparte orders, peace orders and protective orders signed by a judge in a court of this state or out of state as provided by law.

Juvenile Diversion

- A. Officers may divert from the juvenile justice system any juvenile for whom in their opinion legal proceedings would be inappropriate or the use of other resources would be more effective. The officer having contact with the juvenile offender should take into consideration the nature of the offense, the age and circumstances of the alleged offender, the offender's past record if it is known, and the availability of community based programs that could assist the child.
- B. Officers should also consider the recommendation for diversion if it is made by the complainant or victim.

Juvenile Classifications

- A. A juvenile as defined in the Juvenile Justice and Delinquency Prevention Act of 1974 is an individual under the age of eighteen; or an individual between the ages of eighteen and twenty-one who is still under the jurisdiction of the Juvenile Court.
- B. A juvenile classified as a status offender is one who has been alleged or adjudicated for an offense for which adults cannot be charged. Juveniles in this classification should not be held in secure custody for any length of time. Status offenses include:
 1. Runaway
 2. Truancy
 3. Incurrigible
 4. Curfew violation
- C. A juvenile classified as a non-offender is one who is not charged with any offense such as a child in need of assistance. This classification of juvenile should not be held in secure custody for any length of time. The Department of Social Services should be contacted for any further assistance or guidance.
- D. A juvenile classified as a delinquent is one who has been charged with an offense for which an adult can be charged, but for the juvenile he/she remains within the jurisdiction of the Juvenile Court. This classification of juvenile should not be held in secure custody for more

than six hours. The Department of Juvenile Justice should be contacted if any assistance is needed regarding the investigation.

- E. A juvenile classified as a waived offender is one who has been remanded to adult criminal court due to the seriousness of the charges or due to the treatment options of the juvenile system being exhausted. * Waived offenders may be housed in secure custody as adult offenders.
- F. Juveniles (with exception of waived offenders) will always be separated by sight and sound from adult prisoners.

Release of Juveniles/Case Adjustments

Officers may employ a range of alternative remedies apart from diverting juveniles to other social service agencies or referring them to The Department of Juvenile Justice. These alternatives include a verbal warning and release, issuing a citation, or leaving corrective action up to the parents.

Juvenile Justice Intake Referrals

- A. Juvenile Justice intake referrals will be made involving juvenile offenders committing status offenses and criminal offenses when the complainant wishes to prosecute. The complainant should be referred to the Department of Juvenile Justice and they will provide assistance with filling out a referral. Officers must give the complainant their incident report number and the necessary information to file a complaint. The complainant must be told to contact the Thurmont Police Department Records Section and request a copy of their report be sent to the Department of Juvenile Justice. The complainant will not be given a copy of the incident report nor will a copy of their report be sent to the Department of Juvenile Justice without their requesting it.
- B. Official referrals to the Department of Juvenile Justice will not be limited to the above situations. Official referrals should be made on serious criminal conduct and repeated criminal violations. In general, delinquent acts requiring referral to the Department of Juvenile Justice should include but not be limited to the following:
 - 1. All delinquent acts that if committed by an adult would be a criminal offense.
 - 2. All delinquent acts involving weapons.
 - 3. All delinquent acts involving aggravated assaults.
 - 4. All delinquent acts committed by juveniles known to be under probation or by those known to have a case pending.
- C. Official referrals will be made on a Police Referral Form to the Department of Juvenile Justice.

Issuing a Motor Vehicle Summons/Civil Citation

- A. Juveniles 16 years of age or older must be issued a Maryland Uniform Complaint and Citation (traffic ticket) for offenses not requiring a court appearance. If the juvenile is to be cited for an offense requiring a court appearance, the juvenile will be charged on a Police Referral Form to the Department of Juvenile Justice. If any offense requires a police referral form, then all the charges will be cited on the referral form. Copies of these incidences are forwarded to the States Attorney's Office and the Department of Juvenile Justice.
- B. Juveniles 15 years of age or younger charged with any violation of the Maryland Transportation Article will be charged on a Police Referral Form and that form forwarded to the Department of Juvenile Justice.
- C. Juveniles seven (7) years of age or older are all charged the same for alcohol and tobacco.

Taking Juveniles Into Custody

- A. The Annotated Code of Maryland, Courts and Judicial Proceedings, Sub Section 3-814 outlines the situations when a juvenile may be taken into custody.
- B. Pursuant to these guidelines, a juvenile may be taken into custody:
 - 1. Pursuant to an order of the court,
 - 2. By a law enforcement officer pursuant to the laws of arrest, Art. 27 section 594B
 - 3. By a law enforcement officer or other person authorized by the court if he has reasonable grounds to believe that the child is in immediate danger from his surroundings and that his removal is necessary for his protection.
 - 4. By a law enforcement officer or other person authorized by the court if he has reasonable grounds to believe that the child has run away from his parents, guardian, or legal custodian.

- C. When an officer makes a physical juvenile arrest, the juvenile will be conveyed to Police Headquarters without delay. Once at Headquarters, the juvenile's parent or guardian will be contacted immediately, advised of the situation, and asked to come in.
1. The arresting officer will fill out a Juvenile Justice Referral Form as completely as possible. The form must contain the Maryland statute number of the offense charged or reference the common law offense charged.
 2. The officer will also fill out an incident report detailing the crime with which the juvenile is being charged. An Arrest Intake form will be completed also.
 3. If the juvenile is going to be placed in one of the holding cells at Thurmont Police Headquarters then the juvenile lock-up form must be completed including juveniles name, DOB, age, nature of offense, date, cell#, time-in, time-out, total time processed, number and time of visual checks made by the officer, total time in cell, and to whom juvenile was released to after processing. Physical checks will be made every 30 minutes and will be logged on the form.
 4. Status offenders will not be placed in any locked room nor handcuffed to a stationary object. For officer safety issues, they may be handcuffed, but only if an officer remains with them at all times. The use of handcuffs will be documented in the Incident Report.
 5. At the completion of processing, the juvenile will be released to a parent, legal guardian, or other adult person having written consent of the parent or legal guardian to accept custody. The person taking custody of the juvenile will be required to sign a release form for the juvenile. The officer will make sure the person signing the release form understands the form and the conditions on the form. In the absence of the above, the Department of Juvenile Justice and/or Department of Social Services will be contacted to make disposition.
 6. If the circumstances appear to warrant detention of the juvenile, the officer will contact the Department of Juvenile Justice. The circumstances will be explained to them. The decision for detention of a juvenile rests solely with the Department of Juvenile Justice.
 - a. If detention is warranted, the juvenile will be transported to the intake facility without delay.
 - b. If the juvenile is in need of emergency medical treatment, he/she will be transported to a medical facility immediately via ambulance where a physician can determine whether or not a medical treatment is necessary. Officers will attempt to contact a parent/guardian and must continue until they are actually contacted and final disposition of the child can be determined. All actions will be documented in an Incident Report.

7. Anytime an officer arrests a juvenile of certain specified ages for any crimes outlined in Courts and Judicial Proceedings Article 3-804 (Jurisdiction of Court), which requires a juvenile to be charged as an adult, the officer will, if charges are placed, charge the juvenile as an adult. The States Attorney's Office Juvenile Division can be contacted for guidance and the Commissioner's Office will also be familiar with these offenses.
8. Runaways:
 - a. Pursuant to Section 3-814 of Courts and Judicial Proceedings, an officer may take a juvenile status offender into custody if the officer has reasonable grounds to believe that the juvenile has run away from his/her parents or guardian.
 - b. Alleged "out of control" juveniles or runaway juveniles who return home will not be removed at the request of the parent or guardian unless a thorough investigation leads the officer to believe the situation is potentially dangerous and harmful. At this point, the juvenile will only be removed from the home if DJJ personnel authorize detention/shelter. Regardless of the disposition of the juvenile, officers will complete a thorough Incident Report and ensure that a copy of the report is referred to DJJ.
 - c. Should detention/shelter be authorized, DJJ personnel will advise the officer of the name of the facility to which the juvenile is to be transported and they will contact the facility to advise then the police are en route.

Procedures for Juveniles in Custody

- A. If a juvenile is to be detained at a juvenile detention facility or taken into custody, the following procedures will be followed:
 1. The juvenile will be advised of his constitutional rights if he is to be questioned and a notation of this action will be in the incident report. A Miranda form will be completed and placed in the file.
 2. The arresting officer will contact the Department of Juvenile Justice and explain the circumstances necessitating detention and obtain the authorization to detain. The decision to detain and the location of that detention is the responsibility of the Department of Juvenile Justice.
 3. It will be the responsibility of the arresting agency to transport the juvenile to the detention facility. It will be the responsibility of the Department of Juvenile Justice to transport the juvenile from the detention facility to any hearings.
 4. State law requires a detention hearing for the juvenile by the next available court day after the initial detention. Officers must furnish a copy of their completed report to the Department of Juvenile Justice as soon as possible prior to the scheduled hearing. Officers must be available for the detention hearing and must bring a copy of their completed report to the detention hearing.

B. The arresting officer will contact the parent or guardian prior to transporting the juvenile to the detention facility, if possible, or as soon as practical.

C. Response to Juvenile Incidents on School Property:

It is important that incidents involving juvenile acts on school property are frequently handled differently than similar incidents occurring at other locations; however, offices will always adhere to the laws of arrest when dealing with juveniles who have committed delinquent acts on school grounds.

1. Incidents while school is in session:

a. For incidents for which there is no observable emergency, upon arrival, responding officers will:

(1) respond to the administrative office of the school and confer with the administrator who requested the assistance;

(2) take the appropriate and necessary police action;

(3) notify the on-duty supervisor of any arrest or other enforcement action taken as soon as practical after the incident has been resolved; and,

(4) properly document the incident per departmental reporting procedures.

b. Emergency situations will be addressed immediately with appropriate and necessary police action. The provisions of .45.1.A will be adhered to after the emergency has been resolved.

c. Juvenile arrests on school property:

(1) Make every effort to attract minimal attention from the student body.

(2) Ensure the ranking school administrator is aware of the arrest and removal of any student from school property. The notification will be made prior to the student's arrest unless exigent circumstances prohibit it, in which case the ranking school administrator will be notified as soon as possible after the student's removal. The administrator's name will be included in the appropriate report.

(3) All incidents which occur on school property which result in an arrest or specific enforcement action should be documented thoroughly on an Incident Report by the end of the responding officer's tour of duty.

(4) Parents/guardians will be notified of the juvenile's arrest as soon as practical after the juvenile has been taken into custody. Under no circumstances will arresting

officers assume that school officials have notified parents/guardians. If uncertain, arresting officers will initiate contact with parents/guardians as soon as practical after the incident has been resolved.

2. Extracurricular/School Sponsored Events:

- a. Officers who are assigned to school events or are working the event off-duty as an off-duty assignment, will handle all incidents in the same manner as described in this Order.
- b. In the event an arrest is made during these events and a juvenile is taken into custody and removed, the on-site school administrator will be notified of the incident and given the student's name, age, and address if known.
- c. Due to the arrest, should the officer working the event determine that his absence from the event while processing the arrestee would jeopardize safety and/or good order at the event, the officer shall contact the on-duty supervisor for guidance.
- d. Any arrest or enforcement action during an extracurricular/school-sponsored event shall be documented on an Incident Report prior to the end of the arresting officer's tour of duty.

3. Investigation/Questioning of Student:

- a. Except under the most compelling circumstances in which an immediate arrest must be made for safety reasons, no student identified as a suspect in a criminal investigation for an act that occurred outside the school environment will be taken into custody while on school property or questioned while school is in session.
- b. Should an investigating officer believe that the circumstances of a crime warrant the apprehension and/or questioning of a student while school is in session, they will confer with an on-duty supervisor and guided by his direction. The ranking school administrator will be apprised of the situation prior to initiating any action and will be present during the questioning or apprehension of any student that occurs on school property.

4. Notification of Parents/Guardians:

In the event that a juvenile student is arrested and removed from school property, the arresting officer will ensure that the student's parent/guardian is notified of the fact as soon as practical after being taken into custody. Officers should never assume an administrator has contacted the juvenile's parents or guardian, unless done so in the officer's presence.

5. Notifying School Officials of Juvenile Arrest

- a. Officers shall ensure the notification of a designated school official (Executive Director of Legal Services at 301-696-6851, a voice mail message is sufficient) upon the arrest of a child enrolled in the public school system if the arrest is for any of the following from the Annotated Code of Maryland:
 - (1) A crime of violence as defined in Article 27, § 643B
 - (2) Any of the offenses enumerated in § 3-804(e)(4) of the Courts Article
 - (3) A violation of Article 27, § 36, § 36A, § 36B
- b. The arresting officer shall notify the appropriate school official of the arrest and the charges within 24 hours of the arrest, or as soon as practicable.
 - (1) The officer shall note the following in the incident report:
 - i. Who was notified?
 - ii. How was the person notified (e.g. phone or FAX)?
 - iii. What were the date and time of notification?
 - (2) If a copy of the incident report is sent to the official, the officer shall:
 - i. Obtain the approval of the Records Section Supervisor before providing the copy.
- c. Thurmont Police personnel shall send the information to the superintendent of schools of the appropriate county for juveniles enrolled in other county's schools in Maryland.

Custodial Interrogation of Juveniles

- A. If a juvenile is in custody and is to be interviewed, they will be informed of their constitutional rights. It is not necessary that a parent or guardian be present during the interview; however, the age, education, nationality, intelligence, psychological traits and mental condition of the juvenile should be taken into consideration before questioning begins. If a parent, guardian, or attorney is requested by the juvenile, questioning will stop. The juvenile will be given the opportunity to consult the requested person. Although, the presence of a parent/guardian is not required, it is suggested that they be contacted prior to the investigation.
 1. The number of officers involved in the custodial interrogation should be limited to two.

2. The duration of the interview should be limited to a reasonable amount of time and should not be of such length and constructed in such a manner as to cause undue stress for the juvenile.
- B. When an officer questions a juvenile offender or suspect, the officer should make certain that the juvenile understands the agency's procedures in dealing with juvenile offenders and the implications that may be forthcoming in the juvenile justice system.

Charging Juveniles as Adults

- A. Section 3-804 of the Courts and Judicial Proceedings Article outlines the offenses with which juveniles will be charged as adults. Accordingly, since the Juvenile Court does not have jurisdiction over a juvenile initially charged as an adult, officers will charge the juvenile as adults in accordance with the statutes stated below, in accordance with departmental policy and practice.

1. Age 14 and Older

- a. Murder, 1st Degree (C.R. 2-201)
Attempt (C.R. 2-205)
- b. Rape, 1st Degree (C.R. 3-303)
Attempt (C.R. 3-309)
- c. Sex Offense, 1st Degree (C.R. 3-305)
Attempt (C.R. 3-311)
- d. Any conspiracies of above (CR)
- e. Any solicitations of above (CR)

2. Age 16 and Older

- a. Abduction (C.R. 11-305)
- b. Kidnapping (C.R. 3-502)
- c. Murder, 2nd Degree (C.R. 2-204)
Attempt (C.R. 2-206)
- d. Voluntary Manslaughter (C.R. 207)
- e. Assault, 1st Degree (C.R. 3-202)
- f. Rape, 2nd Degree (C.R. 3-304)
- g. Sex Offense, 2nd Degree (C.R. 3-306)

Attempt (C.R. 3-310)

- h. Sex Offense, 3rd Degree (C.R. 3-307)
 - i. Armed Robbery (C.R. 3-403)
Attempt (C.R. 3-404)
 - j. Armed Carjacking and Carjacking (C.R. 3-405)
 - k. Wear, Carry, Transport Handgun & Use of Handgun in Commission of Felony/Crime of Violence (C.R. 4-203)
 - l. Firearms and Drug Trafficking (C.R. 5-621)
 - m. Possess Firearm with Prior CDS Conviction (C.R. 5-907)
 - n. Possess/Use Machine Gun (C.R. 4-404 & C.R. 4-405(b) to (d))
 - o. Possess, Sell, Transfer Handgun – Previous Conviction Crime of Violence (Art. 27, Sec. 445)
 - p. Possess, Sell, Transfer Stolen Handgun (Art. 27, Sec 446)
 - q. Possess Short-Barreled Rifle/Shotgun (Art. 27, Sec 481C)
 - r. Non-Jailable Traffic and Boating Offenses
- B. Juveniles to be waived to adult status for any other delinquent act other than those stated in this Order must be done so by the prosecutors of the Juvenile Court system via a waiver hearing, and only subsequent to the juvenile being initially charged by an officer as a juvenile as outlined throughout this Order.

Social Service Agency Directory

- A. The Thurmont Police Department will maintain a list of all community-based social agencies that provide services to juveniles. This list will be updated as needed and made available to all officers upon request.
- B. The agencies that are most often used include:
 - 1. Frederick County Department of Social Services: 301-694-4555
 - 2. Frederick County Health Department, Mental Health Services: 301-694-1755
 - 3. Project 103: 301-694-1775

4. Operation Runaway: 1-800-204-8600

School Liaison Program

- A. The Thurmont Police Department will be responsive to the needs of the student population in Thurmont. The department will avail itself as a resource with respect to delinquency prevention and other programs within the school system.

Participation in Community Oriented Youth Programs

The Thurmont Police Department supports the philosophy of police and youth interaction and encourages all its members to volunteer their time to become active in community-oriented youth programs either sponsored by this Department or by another agency. Some of the programs include the following:

- A. The Thurmont Police Department, Frederick County Sheriff's Office, Brunswick Police Department, Explorers Post #1218 was established to provide youth interaction between officers and teenagers in order to support leadership through out the community.

Juvenile Fingerprints and Photographs

Fingerprints and photographs of a child under 18 years of age will be taken by law enforcement officers when arrested or otherwise taken into custody for the commission of a criminal offense, and there is probable cause to believe that the child may have been involved in the commission of that act. Fingerprints may also be taken when a juvenile is suspected of a crime and there are latent prints to send to the Crime Lab for comparison purposes. Photographs may also be taken for identification purposes when the juvenile is suspected of a crime.

- A. If an officer arrests a juvenile for a criminal offense, he will obtain two complete sets of fingerprint cards from that juvenile offender. The officer will utilize one red FBI fingerprint card and one green State fingerprint card for that purpose. The arresting officer will ensure that the following has been completed on both fingerprint cards:
 1. The subject being fingerprinted has signed both cards.
 2. The officer taking the fingerprints has signed both cards and written his ID number and date.
- B. At no time will a juvenile taken into custody for a status offense be fingerprinted.
- C. The officer will note the collection of the fingerprints on the arrest report. Both fingerprint cards and a copy of the Arrest/Intake Report are to be placed immediately in the Records Section mailbox. The Records Section will finish filling out the fingerprint cards and ensure that the State card is sent to the Central Repository as soon as possible.

- D. In conjunction with the fingerprinting of the juvenile offender for a criminal arrest, a photograph of the offender will be taken during the arrest process. If no fingerprints are taken from the juvenile, then no photograph will be taken. The photograph of the juvenile offender will be taken in accordance with guidelines established for the photographing of any criminal offender.
- E. The officer will make a notation on the back of the photograph indicating the subject is a juvenile offender by using the word JUVENILE and writing the subject's full name and date of birth.
- F. The red FBI fingerprint card will be retained in the juvenile's identification file. Juvenile photographs are retained in the juvenile photograph identification file. At no time will the fingerprints or photographs of juvenile offenders be maintained with adult offenders.
- G. Photographs, fingerprints and records of juveniles may not be released to the general public, to the child or his parents, or to military recruiters. Information contained in a juvenile file may only be released in accordance with established guidelines on the issue. This also applies to other forms of identification on the juvenile, that includes, but is not limited to, hair, blood, urine, and handwriting samples.
- H. The Records Section will have the responsibility of maintaining the files of juvenile offenders and any information contained therein.

Control of Juvenile Records

The Records Section supervisor is accountable for the collection, dissemination and retention of all juvenile records. All records and information pertaining to Juvenile matters, especially relating to past involvement with police or juvenile authorities, are confidential and will not be released to victims, complainants, witnesses, media, etc., unless allowed by law or by a court order.

Communication with Other Elements of the Juvenile Justice System

- A. During the annual review of this Order, DJJ and the juvenile section of the Frederick County State's Attorney's Office will be consulted, encouraging their review and comments relating to the procedures outlined in this Order.

ATTACHMENTS :

DOCUMENT DATES :

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: *Sergeant Shawn R. Tyler, Chief G. L. Eyer*
Order Edited and Approved by: *Chief of Police*

CALEA Standards included in this order
Chapter 44 Juvenile Operations