

Spring Grove Hospital Center Police Department

Juvenile Procedures

I. Purpose

Purpose of this policy is to establish and implement standardized protocols governing the arrest and criminal processing of juveniles in compliances with State and federal guidelines.

II. Policy

It is the policy of this Department to secure all arrested and/or detained juveniles in compliance with the juvenile's constitutional rights and *State statutes*.

III. Definitions

Juvenile Criminal Offender: Juveniles arrested and charged for any violation which could result in the juvenile's incarceration.

Juvenile Status Offender: Runaways, truants, incorrigibles, and alcohol related juvenile offenders (except those charged with driving a motor vehicle under the influence of alcohol or drugs).

Juvenile Non- Offenders: Victims, witnesses, etc.

Juvenile Holding Facility: That area of a department police facility specifically designated for the detention and processing of juveniles.

IV. Procedures

A. Officers will transport juveniles arrested or detained to the Headquarters for processing and disposition with the following exceptions:

1. The juvenile's parents or guardian are presently available to take custody of the juvenile either at the scene of the arrest or at their residence;
2. The arresting officer does not intend to seek pre-court temporary detention or shelter care;
3. The juvenile's fingerprints are not to be taken.

B. Upon completion of processing, juveniles will be released to parents or guardians.

C. Juveniles Requiring Medical Treatment

1. All juveniles in SGHC custody for any reason, who are sick or injured, will be provided with the level of treatment commensurate with their illness or injury. Officers are responsible for notification to parents/guardians of treatment provided/needed unless Protective Services are involved and/or juvenile is transported to a medical facility.
 - a. When necessary, an ambulance will be summoned and an officer

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- will accompany the juvenile in the ambulance. Medical facility personnel will contact parents/guardian.
- b. When an injured, ill or physically handicapped juvenile is being transported, in either a police vehicle or an ambulance, the use of restraining devices will be at the discretion of the officer. In these situations, the officer will use due care when considering the safety of the juvenile, the officer, and others.
2. Officers or juveniles incurring injuries as a result of an arrest or transport will be photographed whenever it would adequately depict the injuries. The injured or transporting officer will notify the shift supervisor as soon as practical and will submit any requested reports.
- E. Juvenile Criminal Offenders (those being charged with a delinquent act) will be secured in a juvenile holding cell.
 - F. Officers will conduct periodic checks (at least once in each half-hour period) of all juveniles detained in a holding cell to ensure the safety and well-being of the juvenile.
 - G. Juvenile Status Offenders are *to be held in non-secured detention. Juveniles may be handcuffed to themselves or to a non-stationary object.* Officers will not place Juvenile Status Offenders or Juvenile Non-Offenders in any holding cell at any time.
 - H. Male and female juveniles will be separated by sight and sound while being held in the Juvenile Holding Facility.
 - I. All juveniles arrested/detained will be separated by sight and sound from any and all adult arrestees at all times.
 - J. Officers will complete the necessary processing documents and arrange for the Juvenile Criminal Offender's release from Department custody within *six (6)* hours of arrest.
 - K. Officers will complete the necessary processing documents and arrange for the release of Juvenile Status Offenders and Non-Offenders within *six (6)* hours of detention.
 - L. *Juvenile detention lasting longer than six (6) hours is a violation of State law and must be clearly documented within the body of the report.*
 - M. Juvenile Admission Log will be completed when detaining any juvenile.

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Approved by:



Raymond N. Foxwell
Spring Grove Hospital Police Chief

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Paul Beeker
Spring Grove Hospital Center COO

Date

RNF/tb

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