



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

GENERAL ORDER 34
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Chief of Police

JUVENILE MANUAL

A. POLICY STATEMENT

Society has chosen to view youth and youthful offenders differently than adults and adult offenders. Special rules and regulations have been legislated and administrative instructions have been promulgated for the handling of youth related incidents. In an effort to guarantee that the youth of our community are dealt with in accordance with these special regulations, the department has put this manual together. The manual is the official rule, regulation and policy for the dealing with youth and youth related activities. Personnel of the department are instructed to utilize this manual when involved with incidents involving youth.

B. GENERAL

1. The purpose of this General Order is to adopt the "Juvenile Manual" as an official policy of this department.
2. The Concord Police Department shall be committed to developing and improving innovative programs designed to prevent and control juvenile delinquency.
 - .1 All sworn personnel are responsible for knowing, understanding and carrying out all provisions of the aforementioned manual.
 - .2 Supporting and participating in the Concord Police Department juvenile operations is shared by all agency components and personnel.
3. All personnel are responsible for ensuring that the constitutional rights of juveniles are protected,

C. COMPOSITION OF THE MANUAL

1. The departmental "Juvenile Manual" is divided into 12 chapters or sections.
 - .1 The table of contents lists the chapter number and title.
2. Any questions regarding the "Juvenile Manual" should be directed to the Investigations and Administrative Services Division, Special Victims Unit.

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JUVENILE MANUAL

A. GENERAL PROVISIONS

1. Title

- .1 This manual shall be known as the Manual of Juvenile Procedures.

2. Definitions

- .1 Arrest: This term is used synonymously with the terms temporary custody/temporary detention. It pertains to those instances when a minor is taken into physical custody.
- .2 Delinquent: A person under the age of 18 years, who has violated any law of this state or the United States, or any ordinance of a city or county (602 W&I).
- .3 Dependent Children (300 W&I): This type of minor is often called a “300”. A “300” may be thought of generally as a physically or mentally abused, neglected or abandoned child, and must fall in at least one of the specific categories listed in Section 300 W&I.
- .4 Juvenile: A person under the age of 18 years.
- .5 Juvenile Hall: Contra Costa County, Juvenile Hall, Martinez.
- .6 Law Violator (602 W&I): This type of minor is often called a “602”. A “602” may be considered generally as a minor who has broken the law. The “law” includes any law of this state, the United States, or any ordinance of a city or county, which defines a crime. It does not include an ordinance that establishes a curfew based solely on age.
- .7 Minor: A person under the age of 18 years.
- .8 PC: California State Penal Code.
- .9 RAJ: Runaway juvenile.
- .10 Status Offender (pre-delinquent) (601 W&I): This type of minor is often called a “601”. A “601” may be thought of generally as a “status offender”, that is, a minor who is a runaway juvenile, habitually disobedient, or truant. It includes a minor who, because of his or her age alone, violates any city or county curfew law.
- .11 Temporary Custody/Detention (625 W&I): The terms temporary custody and temporary detention are used synonymously within this text with the term arrest.
- .12 Temporary Protective Custody (305 W&I): This pertains to the taking into custody of those minors described in Section 300 W&I.

.13 W&I: California State Welfare & Institution Code.

B. BASIC RESPONSIBILITIES OF THE SPECIAL VICTIMS UNIT

1. The basic responsibilities of the Special Victims Unit shall include the following:
 - .1 Investigation of cases in which juveniles are the victims of abuse, molest and/or neglect.
 - .2 Investigation of crimes committed by juvenile offenders.
 - .3 The disposition of juvenile offenders.
 - .4 The control and prevention of delinquent acts involving juveniles.
 - .5 Intervention in matters of at-risk youth.

C. FUNCTIONAL RESPONSIBILITIES

1. Objectives. The Special Victims Unit shall maintain the major police objectives of the protection of life and property, prevention of crime, investigation of criminal offenses, recovery of property, and apprehension of offenders. As a functional component of the department, the specific objectives are:
 - .1 Investigation of cases in which juveniles are the victims of child abuse, molest and/or neglect.
 - .2 Protection of juveniles.
 - .3 Investigation of juvenile crimes.
 - .4 Investigation of delinquency and the causes of delinquency.
 - .5 Prevention of delinquency.
 - .6 Case dispositions.
 - .7 Investigation of runaway juveniles/missing juveniles.
 - .8 Registration, verification, enforcement and appropriate dissemination of registered sex offenders.
 - .9 Maintain Liaison with other juvenile justice agencies and schools and promote interagency cooperation in dealing with juveniles.
 - .10 Create and foster intervention strategies for at-risk youth.
2. Investigation of Cases in which Juveniles are the Victims of Child Abuse, Molest and/or Neglect.
 - .1 Officers assigned to the Special Victims Unit shall give priority to those cases in which juveniles are the victims of abuse, molest and/or neglect and are in immediate danger. The juvenile in danger will be provided with a safe and secure environment. The first priority will be ensuring the safety of the minor. The responsible shall be dealt with accordingly and within the parameters of the law. When the circumstances warrant criminal prosecution, the case will be fully investigated and referred to the District Attorney's office. An effort shall be made to assist Children's Protective Services in monitoring the situation and ensuring that the victims are protected from further abuse, molest and/or neglect.
3. Investigation of Juvenile Crime

- .1 Officers assigned to the Special Victims Unit shall take responsibility for the investigation of criminal offenses in which the suspects are juveniles, as part of the Special Victims Unit function. The major exception to this policy shall be homicides, (except those deaths resulting from child abuse), and those crimes related to other specialized units, e.g., burglary, auto theft, forgery, etc. Every effort shall be made to work together with other juvenile justice agencies toward obtaining the most appropriate case dispositions.
4. Investigation of Delinquency and the Causes of Delinquency
 - .1 In addition to the investigation of delinquent conditions, it is the responsibility of the Special Victims Unit to ascertain the factors that cause the condition. When underlying causes are known, a more intelligent disposition is possible. In addition to the fundamental police investigative techniques, the officers shall utilize the following:
 - .01 Records of the department
 - .02 School records
 - .03 Probation records
 - .04 CPS records
 - .05 Parole records
 - .06 Court records
 - .07 Other law enforcement agencies records
5. Prevention of Delinquency
 - .1 Special Victims Unit personnel will advise and assist all agencies up to the point where the department's effectiveness is not impaired. Personnel may engage in programs as individuals. Involvement with various community programs in an official capacity is authorized, with prior approval from the Division Commander. Such participation is to be encouraged.
 - .2 The Special Victims Unit shall maintain and utilize various diversion programs as a means of dealing with delinquent youth, e.g., California Offender Program, community service work detail, drug/alcohol workshop, youth and family counseling.
 - .3 Special Victims Unit personnel shall attempt to influence the community and its citizens to use existing facilities designed to improve social conditions, through public education and training.
6. Case Dispositions
 - .1 The Special Victims Unit Investigator must be capable of selecting a remedial program that ensures adherence to the department policy of utilizing existing resources. The disposition of each juvenile case will be made after considering the following questions:
 - .01 What is best for the community?
 - .02 What can the Police Department do in this case?
 - .03 What can other agencies *or* community services do in this case?
 - .04 What is best for the individual?

7. Investigation of RAJs/Missing Juveniles
 - .1 The Special Victims Unit shall give priority to the handling of missing persons and RAJ reports, over the handling of reports relating to crimes involving property.
 - .2 The guidelines for investigating missing persons/RAJs are set forth in General Order No. 14.
8. Registration, verification, enforcement and appropriate dissemination of registered sex offenders.
 - .1 Special Victims Unit personnel have the responsibility for the documentation of convicted sex offenders residing in Concord who are required to register under the provisions of Section 290 P.C.
 - .2 Special Victims Unit personnel will randomly verify the residence location of Concord's registered sex offenders and if violations are identified appropriate enforcement action will be taken.
 - .3 The public's access to information concerning registered sex offenders will be in compliance with state laws and it will be the responsibility of Special Victims Unit personnel to supply this information. Refer to our department policy regarding the dissemination of sex registrant information.
9. The Concord Police Department seeks out and encourages review and comment on its policies relating to juveniles by other elements of the juvenile justice system, such as Juvenile Probation and Child Protective Services.

D. RESPONSIBILITIES OF THE SPECIAL VICTIMS UNIT SUPERVISOR

1. The Special Victims Unit Supervisor shall be responsible for the direction, control, and supervision of all personnel assigned to the Bureau.
2. He/she shall be responsible to the Division Commander for the administration of departmental and divisional policies regarding juvenile matters.
3. He/she shall maintain liaison with agencies, both public and private, concerned with the investigation and prevention of child abuse, the prevention and control of delinquency and rehabilitation of delinquents.
4. He/she shall promote cooperation and coordination within and without the department in order that the law enforcement responsibilities of the department may best be served.
5. He/she shall review and analyze new legislation affecting the juvenile justice system and initiate and/or update department policy and procedure.
6. He/she shall complete an annual review and written evaluation of all enforcement and prevention programs sponsored by the Concord Police Department to determine if the programs should be maintained as is, modified or eliminated.

E. SPECIAL VICTIMS UNIT ORGANIZATION

1. The Special Victims Unit is a unit of the Investigations and Administrative Services Division.

F. DEPARTMENTAL JUVENILE PROCEDURES

1. Arrest/Detention Policy

- .1 Whenever information is received on a public offense committed by a juvenile or a condition which is dangerous to his/her physical or moral well-being, an investigation shall be conducted to determine whether or not the juvenile shall be arrested, temporarily detained or taken into protective custody. A report shall be submitted to the Special Victims Unit for such follow-up as may be necessary.
2. Arrest/Detention Disposition
 - .1 Concord Police Department personnel shall use the least coercive appropriate alternative when dealing with juvenile offenders. Appropriate dispositions for juveniles related to 602 W&I matters include:
 - .01 Outright release with no further action
 - .02 Verbal admonition
 - .03 Release on citation
 - .04 Release to parent/guardian with case referred to Juvenile Probation
 - .05 Book and release to parent/guardian
 - .06 Book at Juvenile Hall
 - .2 Factors to consider when determining disposition of a juvenile arrestee:
 - .01 Safety to public
 - .02 Safety of the Juvenile
 - .03 Best interest of the juvenile and community
 - .04 Seriousness of the offense
 - .05 The juvenile's prior criminal history
3. Authority to Arrest
 - .1 Officers shall govern their actions by Section 625 of the Welfare and Institution Code.
4. Categories of Arrest/Temporary Custody
 - .1 Juvenile arrests/detentions fall into the following two categories and must be based on a legal charge in accordance with the laws of arrest in the California Penal Code or under the authority of the Welfare and Institutions Code of the State of California.
 - .01 Dependent Children ("300's")
Temporary Custody/Non-Arrest (305 W&I)

"Any police officer may, without a warrant, take into temporary custody a minor:

"(a) when the officer has reasonable cause for believing that the minor is a person described in Section 300 W&I, and, in addition, that the minor has an immediate need for medical care, or the minor is in immediate danger of physical or sexual abuse, or the

physical environment or the fact that the child is left unattended poses an immediate threat to the child's health and safety.

“(b) who is in a hospital and release of the minor to a parent poses an immediate danger to the child's health or safety.

“(c) who is a dependent child of the Juvenile Court, or concerning whom an order has been made under Section 319 W&I, when the officer has reasonable cause for believing that the minor has violated an order of the Juvenile Court or has left any placement ordered by the Juvenile Court.

“(d) who is found in any street or public place suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care.”

.001 The detaining officer shall investigate the circumstances to determine if the minor has been harmed or is in danger of harm.

.0001 If the officer determines that the minor has been harmed or is in danger of harm, he/she shall do the following:

.00001 Notify an on-duty supervisor and advise him/her of the situation.

.00002 Determine if the minor is in need of medical attention, and if so, arrange for the appropriate treatment.

.00003 Notify an investigator in the Special Victims Unit.

.00004 Notify Children and Family Services.

.00005 Document his/her observations and actions in a police report.

.02 Status Offenders & Law Violators (“601’s & 602’s) Arrest and/or Temporary Detention (Welfare & Institution Code, 625)

“A peace officer may, without a warrant, take into temporary custody a minor:

“(a) who is under 18 years and the officer has determined that the juvenile has engaged in non-criminal misbehavior or a status offense per 601 W&I.

“(b) who is under the age of 18 years when such officer has reasonable cause for believing that such minor is a person described in Section 601 or 602, or

“(c) who is a ward of the juvenile court or concerning whom an order has been made under Section 636 or 702 W&I, when such officer has reasonable cause for believing that person has violated an order of the juvenile court or has escaped from any commitment ordered by the juvenile court, or

“(d) who is under the age of 18 years and who is found in any street or public place suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care per 625 W&I.

“In any case where a minor is taken into temporary custody on the grounds that there is reasonable cause for believing that such minor is a person described in Section 601 or 602, or that he has violated an order of the juvenile court or escaped from any commitment order by the juvenile court, the officer shall advise such minor that anything he says can be

used against him and shall advise him of his constitutional rights, including his right to remain silent, his right to have counsel present during any interrogation, and his right to have counsel appointed if he is unable to afford counsel.” per 625 W&I.

Note: This section authorizes a peace officer to arrest a juvenile, without a warrant, for any misdemeanor not committed in the officer’s presence if the officer has reasonable cause to believe the minor committed the offense. Although there is no case on point, the “adult” requirement that a warrantless misdemeanor arrest be made at the time of the offense or within a reasonable time thereafter probably does not apply to juveniles.

Welfare & Institutions Code Section 702 describes the process by which the court finds a minor to be “a person described by Sections 300, 601, or 602.

.001 The officer shall investigate the circumstances to determine if the conduct of the minor amounts to a status offense (non-criminal behavior) or is criminal in nature.

.0001 If the violation is determined to a status offense, the officer shall make every reasonable effort to release the minor to a parent, guardian or other responsible adult without unnecessary delay.

5. Arrests on School Property

.1 The officer assigned shall report to the office of the school and contact the principal, vice-principal, or appropriate administrative personnel. He/she shall explain the purpose of the visit and request that the juvenile be brought to a private office for interview.

.2 If the juvenile is to be taken into custody, school personnel will be notified and it is the duty of such persons to relinquish the juvenile to the officer. Arrest shall be conducted as privately as possible.

.01 It is the duty of the arresting officer to ensure that the parents of an arrested juvenile are notified by a representative of the Police Department after the juvenile is taken into custody. Such notification should be made as soon as practical.

.3 The officer may advise the school officials of the results of the interview and probable disposition.

.4 If the juvenile is taken into custody but released and not detained during school hours, he/she should be returned to the school and turned over to the person who relinquished custody of the juvenile. An explanation for the release should be given. Parents shall be notified of the temporary custody by a representative of the Police Department as soon as possible.

.5 Refer to Departmental Procedure No. 3 for procedures to be followed in the arrest of school teachers for sex offenses enumerated in Section 290 PC.

6. Search of Juveniles

.1 It is the policy of this department that juveniles shall be searched incident to arrest and where the arrest will result in detention of the juvenile or prior to transportation of a juvenile. He/she shall be searched under the same legal guidelines set forth for adult arrestees.

7. Transportation of Juveniles

.1 Whenever the arrest of a juvenile requires that the juvenile be transported to another location, the following policy shall be adhered to:

- .01 It is the policy of the department that juveniles should not be handcuffed on school property, except when security and safety of the juvenile or others is imperiled. Juveniles may be handcuffed in other instances where it is warranted by the offense committed or behavior of the arrested juvenile. No juvenile shall be handcuffed to an adult prisoner or transported in the same vehicle as adult prisoners. This restriction does not apply to parents or siblings.
- .02 Whenever a juvenile is to be arrested and booked, they shall be transported to the Concord Police Department jail or Juvenile Hall without delay (unless a juvenile is in need of emergency medical treatment).

8. Booking Procedures

- .1 The general provisions set forth in Departmental Procedure No. 3 and General Order No. 47 shall be followed with the following additions:
 - .01 No juvenile shall be booked for 601 W&I.
 - .02 No juvenile shall be booked for 602 W&I alone. This section is too broad in scope and it is necessary to denote the specific criminal offense, e.g., if a juvenile is arrested for burglary, he/she should be booked for 459 PC/602 W&I.
 - .03. After being taken to a place of confinement, and no later than one hour after being taken into custody, except where physically impossible, a minor shall be advised and has the right to make at least two telephone calls from the place where he/she is being held, one call completed to his/her parent/guardian, a responsible relative, or their employer and another call completed to an attorney. The calls shall be at public expense, if the calls are completed to phone numbers within the local calling area, and in *the presence* of a *public officer or employee*.

Depriving a minor of these rights is a misdemeanor criminal offense (627(b) W&I).
 - .04 Juveniles being processed through the booking procedure shall not come into contact with adult prisoners, except as outlined in Section G.5.(1).
- .2 In accordance with 627 W&I, when an officer takes a juvenile into custody, he/she shall take immediate steps to notify the minor's parent, guardian or a responsible relative that such minor is in custody and the place where he/she is being held.

9. Custodial Interrogation

- .1 The officer conducting the interrogation should explain to the juvenile what he/she may expect during the processing and interrogation, including:
 - .01 The procedures of the juvenile justice system
 - .02 The procedures of the Concord Police Department
- .2 No more than two officers should participate in the interrogation of a juvenile.
- .3 The officer conducting the interview shall be cognizant and monitor
 - .01 The length of the interview/interrogation
 - .001 The duration of the interview/interrogation should be reasonable

- .02 The physical alertness and responsiveness of the juvenile
- .03 The need to use the rest room, provide water, or tend to other personal needs
- .04 The ability of the juvenile to understand the process
- .05 The sobriety of the juvenile
- .4 A juvenile does not have an automatic right to have a parent or guardian present during a custodial interrogation. It is not an automatic invocation of the juvenile's Miranda rights if he/she asks to speak with a parent or guardian. This must be evaluated on a case-by-case basis. The decision to continue with the interrogation shall be based on current case law.
- .5 The officer should, whenever possible, confer with the parents of the juvenile being interviewed.
 - .01 If the juvenile invokes his/her rights
 - .02 At the conclusion of the interview
 - .03 If, in the joint opinion of the officer and parents it will facilitate a quick resolution to the case.
- 10. Fingerprinting Juveniles (Refer to Departmental Procedure No. 3)
- 11. Forms Required
 - .1 In addition to the report forms used in adult arrests, a "Juvenile Intake Report" form (JH-50) shall be completed if the juvenile is lodged at Juvenile Hall.

G. PROCEDURES FOR DETENTION

- 1. Detention Defined
 - .1 Secure Detention: "secure detention" means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.
 - .2 Non-secure Detention: "non-secure detention" means that a minor's freedom of movement is controlled by the staff of the facility; and (1) the minor is under constant personal visual observation and supervision by staff of the law enforcement facility; (2) the minor is not locked in a room or enclosure; and (3) the minor is not physically secured to a cuffing rail or other stationary object.
 - .3 It is the responsibility of the arresting officer to monitor and oversee the juvenile arrestee from the time of arrest/detention to the time of release, unless otherwise authorized by the on-duty shift supervisor. If the arresting officer is released from his duty to monitor the juvenile it will be the on duty supervisors responsibility to assign someone else to monitor the juvenile until released or transferred.
- 2. Juveniles Taken into Temporary Protective Custody Pursuant to 300 W&I
 - .1 Cannot be placed in secure detention
 - .2 Cannot be in the booking area or allowed to come into contact with adults in custody

- .3 Must have constant supervision
- 3. Status Offenders (601 W&I)
 - .1 Cannot be placed in secure detention
 - .2 Must have constant supervision
 - .3 Cannot be held longer than 6 hours
 - .4 Should be released to a parent/guardian or Children's and Family Services as soon as possible
 - .5 It is the responsibility of the jailer to alert the on-duty shift supervisor at the 5 hour mark for all juveniles being held at the Concord Police Department Temporary Holding Facility. This will help facilitate the juveniles release or transfer prior to the 6-hour detention period limit.
- 4. Juveniles Taken into Custody for a Criminal Violation (602 W&I) Title 15 California Code of Regulations, Section 1545
 - .1 May be placed in secure detention only if the following criteria are met:
 - .01 The juvenile is 14 years of age or older; and
 - .02 The juvenile was taken into custody for a criminal violation as defined in section 602 W&I; and
 - .03 The police officer apprehending the minor has a reasonable belief that the juvenile presents a "serious security risk of harm to self or others".
 - .2 A minor meeting these criteria may be placed in secure detention, subject to the following conditions: (Title 15 California Code of Regulations, Section 1550)
 - .01 The detention shall be no longer than 6 hours.
 - .02 The temporary detention must be for the purpose of giving the officer time to investigate the case, facilitate the release of the juvenile to parents or arrange for transportation to Juvenile Hall.
 - .03 The juvenile must be separated from adults (208 W&I).
 - .04 Male and female juveniles are not placed in the same locked room unless they are under constant visual observation.
 - .05 The juvenile must be told by the detaining officer the reason for secure detention, how long the detention is expected to last, and of the maximum six-hour period the secure detention is authorized to last (207.1 W&I)
 - .06 The juvenile must be adequately supervised which includes at a minimum visual observation no less than every 20 minutes and constant auditory monitoring.
 - .07 If juveniles are held in secure detention outside of a locked room, they are secured to a stationary object for no more than 30 minutes and a staff person is present at all times.
 - .08 Securely detained juveniles shall not be permitted to come in contact with juveniles described by section 300 W&I, 601 W&I, or non-secured juveniles.

- .09 A written record must be kept showing the offense charged, the need for, and length of the detention.
 - .10 On a monthly basis the Special Operations Lieutenant shall report all minors held to the Board of Corrections pursuant to section 209 W&I.
- 5. Contact between Minor in Secure Detention and Adult Prisoners (Title 15 California Code of Regulations, Sections 1544 and 1545)
 - .1 There shall be no contact between the minors held in secure detention and adult prisoners who are detained in the facility, except as an extreme necessity in the following situations:
 - .01 Booking
 - .02 Movement of persons in custody within the facility
 - .03 Medical screening
 - .2 If an adult prisoner is present within the same room or area, staff of the facility trained in the supervision of inmates shall maintain a constant side by side presence with either the minor or adult prisoner to assure that there is no communication between the minor and adult.
- 6. Criteria for Non-secure Custody
 - .1 Minors held in temporary custody who do not meet the criteria for secure detention may be held in non-secure detention if a brief period of time is needed to investigate the case, facilitate release of the minor to a parent/guardian, or to arrange for transfer of the minor to an appropriate facility.
 - .2 Minors held in non-secure detention shall receive constant personal visual observation and supervision by an officer in a manner as to ensure there is **no contact with adults in custody**. This includes both visual and auditory contact. *Monitoring a minor using audio, video, or other electronic devices shall never replace personal visual supervision.
- 7. Discipline
 - .1 No form of discipline shall be administered to a juvenile being held in temporary custody, whether secure or non-secure custody.
- 8. Suicide Risk and Prevention (Title 15 California Code of Regulations, Section 1542)
 - .1 When there is reason to believe that a juvenile in temporary custody, whether secure or non-secure, presents a risk of suicide, the arresting officer or supervising staff person, shall:
 - .01 Immediately notify the Watch Commander or other on-duty Field Operations Command Personnel.
 - .02 Ensure that the juvenile is kept under constant visual observation.
 - .03 Arrange for the transfer of the juvenile to an appropriate mental health facility.
- 9. Use of Restraints (Title 15 California Code of Regulations, Section 1542)
 - .1 When a situation arises that necessitates the application of restraints, other than handcuffs and/or "leg irons," on a juvenile in temporary custody, whether secure or non-secure, the arresting officer or supervising staff person shall:

- .01 Notify and seek authorization from the Watch Commander or other on-duty Field Operations Command Personnel.
- .02 Ensure that, while in restraints, the juvenile is kept under constant visual observation.
- .03 Arrange for the transfer of the juvenile to the appropriate juvenile facility as soon as possible.

10. Medical Assistance and Services (Title 15 California Code of Regulations, Section 1542)

- .1 When a juvenile in temporary custody, whether secure or non-secure, is in need of medical assistance or services, the arresting officer or supervising staff person shall:
 - .01 Notify the Watch Commander or other on-duty Field Operations Command Personnel.
 - .02 Ensure that the juvenile is kept under constant visual observation.
 - .03 Arrange for the appropriate medical assistance.
 - .04 If needed, arrange for the transfer of the juvenile to the appropriate medical facility.

*Additional language contained in Jail Manual, General Order 47 Article VII, Section 8.01

11. Detention Facilities

- .1 Juvenile Hall
 - .01 When it has been determined that the most appropriate disposition is lodging the offender in Juvenile Hall, the Intake Officer at Juvenile Hall should first be contacted by phone to ensure admission.
 - .02 The juvenile shall be transported to Juvenile Hall as soon as possible.
 - .03 All related police reports, including a Juvenile Intake form should be completed and should accompany the juvenile to Juvenile Hall.
 - .04 In the event that the police reports are not completed at the time of the transport to Juvenile Hall, the arresting officer shall complete the reports prior to the end of his/her shift and the reports shall be forwarded to Juvenile Hall without delay, no later than the next day. The reports can be faxed to Juvenile Hall Intake.
- .2 Protective Custody/Foster Home Placement
 - .01 Juveniles taken into temporary protective custody shall be turned over to Children's and Family Services as soon as practical. Children's and family Services shall take responsibility for their placement pending appropriate court action.
- .3 Status Offenders (601 W&I)
 - .01 While police have the authority and responsibility to arrest and take into custody juveniles, who have committed "status offenses," such detention can only be temporary and the offender cannot be placed in secure detention. Every effort should be made to release the status offender to his/her parents/legal guardian or to a responsible adult with parental approval.

.001 Should efforts to release the juvenile to his/her parents/guardians prove unsuccessful, additional options of assistance are the crisis hotline (933-HELP), the Northern California Family Center (370-1990) or Children's Protective Services.

H. INTERVIEWING JUVENILE VICTIMS OF CHILD ABUSE ON SCHOOL CAMPUS

1. When victims of child abuse that occurred within the child's home are interviewed at school, they shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certified or classified employee or volunteer aide, to be present at the interview. The school staff member's role is to lend support to the child and enable him/her to be as comfortable as possible. The staff member shall not participate in the interview (PC Section 11174.3).

I. RELEASING OF JUVENILE'S NAMES, ETC.

1. Police reports involving juveniles and other information about their arrest is confidential. Names of juveniles involved in criminal activities shall not be divulged. Information may be given to:
 - .1 The District Attorney
 - .2 Law enforcement agencies
 - .3 Probation
 - .4 Social Services
 - .5 Court personnel
 - .6 Parents or guardian of the minor
 - .7 School officials at the minor's school of attendance
2. Anyone requesting copies of reports involving juveniles not covered in the preceding section shall submit their requests to the Records Bureau.

J. ISSUING CITATIONS TO JUVENILES

1. The following violations should be referred directly to the Special Victims Unit for disposition (work details, Squires program, diversion classes or cite to probation)
 - .1 CVC 31 – False Information
 - .2 CVC 10851 – Auto Theft
 - .3 CVC 10852 – Tampering with a vehicle
 - .4 CVC 14601(a) – Driving while suspended or revoked for reckless/negligent operation
 - .5 CVC14601.2 – DUI Alcohol and/or Drugs
 - .6 CVC 14601.5 – Refusal Chemical Test/Excessive B/A
 - .7 CVC 20002(a) – Hit and Run
 - .8 CVC 23103(a) – Reckless Driving

- .9 CVC 23109(a) – Only/Speed Contest
- .10 CVC 23152(a)/(b) – DUI Alcohol and/or Drugs
- .11 CVC 23140-Alcohol at .05

Any felony or misdemeanor in the P.C., Business and Professions Code, Health and Safety Code violation not listed in the traffic court section below.

2. The following violations are heard in the Municipal Traffic Court per W&I Code 256:

- .1 Any vehicle code violation not a felony, except for the above CVC Codes:
- .2 Any city ordinances related to loitering, curfew, or fare evasion
- .3 Business and Professions Codes: 25658, 25658.5, 25661, or 25662
- .4 Health and Safety Code 11357(b)
- .5 308(b) P.C. – Juvenile in Possession of Tobacco

All violations need a traffic court date listed on the citation and the minor must sign the citation.

3. Charging Vehicle Code Violations in cases where the Juvenile is booked into Juvenile Hall.

- .1 In cases where a juvenile has committed a traffic violation and the juvenile is being lodged at juvenile hall for that charge or other charges, **no citation should be issued.**
- .2 The traffic violation should be part of the classification of the report and described within the report so that it can be charged via the Juvenile Probation Department

K. SCHOOL RESOURCE OFFICER PROGRAM (SRO)

- 1. The School Resource Officer (SRO) acts as a liaison between the Concord Police Department and the Mt. Diablo School District. An SRO is assigned to each of the City’s high schools, including their respective middle schools. The SRO provides informational and educational resources for projects, as well as:
 - .1 Acting as a resource with respect to delinquency prevention
 - .2 Provide guidance on ethical issues in a classroom setting
 - .3 Providing individual counseling and mentoring to students
 - .4 Explaining the law enforcement role in society.

L. POLICE ACTIVITIES LEAGUE (PAL)

- 1. The Concord Police Department, with assistance from community resources, sponsors a Police Activities League (PAL), designed to reach out to at risk youths as a means of diversion.
- 2. Police Department personnel supervise the PAL program, with assistance from department and community volunteers. Their activities include:
 - .1 Sponsoring sporting activities such as after school basketball

.2 Supervised field trips