

BERLIN POLICE DEPARTMENT
BERLIN, MARYLAND

SUBJECT: JUVENILE DETENTION PROCEDURES		NO: 600 J-1
APPROVED/EFFECTIVE DATE Oct 27, 2008/Nov 7, 2008	AMENDS	RESCINDS
DISTRIBUTION/DATE A Nov 7, 2008	REFERENCES OCPD 600 J-1	

- .10 An officer may take a juvenile (under 18 years old) into custody if he/she commits a delinquent act which, if committed by an adult, would be an arrestable offense.
- .20 An officer shall take a juvenile into custody pursuant to an order of the court as informed by a juvenile intake officer.
- .30 An officer may take a juvenile into custody if the officer has a reasonable ground to believe the child is in immediate danger from his surroundings and custody is necessary for his/her protection.
- .40 An officer may take a juvenile into custody if the officer has reasonable grounds to believe the juvenile has run away from his/her parents, guardian, or legal custodian.
- .50 When a juvenile is taken into custody, the detaining officer shall ensure the juvenile is transported to police headquarters separate from adult offenders.
- .60 Juvenile offenders shall be processed in an area that has sight and sound separation from adult offenders.
- .70 When a juvenile is taken into custody, the detaining officer shall immediately notify the juvenile's parents, guardian, or custodian of the action and shall complete a Juvenile Custody and Referral Report.
- .80 Juveniles who are being detained are divided into two (2) groups:
 - a. CRIMINAL TYPE OFFENDER: a juvenile offender who has been charged with or adjudicated for conduct that would be a crime if committed by an adult.
 - b. STATUS OFFENDER: a juvenile offender who has been charged with or adjudicated for conduct that would not be a crime if committed by an adult, i.e. runaways.

- .90 Photographs and fingerprints of a juvenile shall be taken whenever the juvenile is detained and charged with a criminal offense or if the juvenile has no positive means of identification. Juveniles in need of assistance or supervision shall not be printed or photographed. Under any other circumstances not noted in the policy, a supervisor shall determine if the juvenile should be printed and/or photographed.
- .100 Only the court or juvenile intake officer may authorize detention and shelter care. The juvenile intake officer shall be contacted by the detaining officer whenever the juvenile needs protection, or the child is likely to flee the jurisdiction of the court, or no parent, guardian or other person is able to provide care supervision for the juvenile and return him to court as required.
- .110 Juvenile criminal offenders may be placed in a detention area for a period not to exceed six (6) hours. There are absolutely no exceptions to this six (6) hour limit. Detention shall be for the purpose of identification, processing, pending release to parent/guardian, or pending transfer to another facility by authority of a detention order, issued by the court or by juvenile services.
- .120 The six (6) hour time limit begins when the juvenile is placed in a detention area. If, after four (4) hours of detention, it appears that neither the parent/guardian will be able to appear with the six (6) hours time frame, the officer will notify juvenile services to make transportation arrangements. Should the six (6) hour time limit be reached, and the juvenile is still in the detention area, he/she must be removed, NO EXCEPTIONS. Whenever it appears that a juvenile will be in custody for more than eight (8) hours, a supervisor should be informed.
- .130 In every case where a juvenile is placed into a detention area, a juvenile detention log will be completed. This form shall be maintained and inspected in the same manner as the adult detention log.
- .140 Juvenile criminal offenders placed into a detention area cannot have sight and sound contact with adult prisoners.
- .150 Juvenile status offenders cannot, under any circumstances, be placed in a secure detention area and shall have sight and sound separation from adult offenders.

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.170 Juveniles waived to adult court jurisdiction are considered adults and may be detained and processed as adults.