

1. **GENERAL INFORMATION**

A. The Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency, abuse, and neglect, and where possible, to encourage the rehabilitation of delinquent juveniles.

- (1) Juveniles have the same legal rights as adults in all matters of interview, searches, etc. (See Operations Orders [1.9.00, Arrest](#), [1.8.00, Search and Seizure](#), and [7.3.00, Initial Investigative Procedures](#).)
- (2) Officers dealing with juvenile offenders will use the least coercive actions among reasonable alternatives while preserving public safety and order.

B. **Definitions**

(1) Juvenile/Child/Youth	A person under the age of 18 years of age.
(2) Adjudicated	A judge has decided a juvenile is a delinquent, incorrigible, or dependent youth. NOTE: A juvenile who is eight years of age or older may be <u>delinquent</u> or <u>incorrigible</u> . A juvenile under the age of eight years of age can <u>only</u> be dependent and cannot be delinquent or incorrigible.
(3) Delinquent Juvenile	A juvenile who is adjudicated to have committed an act which, if committed by an adult, would be a criminal or petty offense. <ul style="list-style-type: none"> • This includes violations of laws and ordinances of the City, County, State, or Federal government. • Violations of Arizona Revised Statute (ARS) Title 4, Liquor, are not included.
(4) Dependent Youth	A child <u>under</u> eight years of age who is adjudicated to have committed a delinquent or incorrigible act.
(5) Incorrigible Child	A child who is adjudicated to have: <ul style="list-style-type: none"> • Been habitually truant from school. • Committed a status offense. • Habitually behave in such a manner as to injure or endanger the morals or health of themselves or others. • Failed to obey any lawful order of the Juvenile Court given in a non-criminal action. • Refused to obey reasonable and proper orders of a parent or guardian and are beyond the control of that person. • Violated ARS 4-244.9, Underage Possession or Consumption of Spirituous Liquor and ARS 4-244.41, Person under 21 with Spirituous Liquor in Their Body.
(6) Status Offense	An offense committed by a juvenile that would not be an offense if committed by an adult: for example, curfew, truancy, and runaway.

2. **JUVENILE JUDICIAL BRANCH**

A. Juvenile Court Center (JCC), 3131 West Durango Street in Phoenix or 1810 South Lewis in Mesa - A division of Superior Court which holds formal proceedings to determine what action will be taken against juveniles accused of committing offenses.

B. Juvenile Probation, 3125 West Durango Street - Juvenile probation officers evaluate circumstances surrounding a juvenile offense and recommend what action should be taken by the court.

- Durango Juvenile Detention Facility, 3129 West Durango Street - A holding facility which provides a safe and secure living place for juveniles who must be detained (see section 8.C of this order for criteria JCC uses to hold a juvenile) to help maintain the safety of the community. JCC Intake operates on a 24-hour basis. The Phoenix location may be contacted at 602-506-4284 and the Mesa location at 602-506-2619.

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3. JUVENILE REPORTS/PAPERWORK

A. The following documents may be used when dealing with a juvenile: Incident Report (IR) to include the Juvenile Arrest/Referral Worksheet section, with a notarized Juvenile Affidavit, Form IV for felonies, Field Interview (FI), Arizona Traffic Ticket and Complaint (ATTC), Booking Report, and, if applicable, a [Form IV\(C\) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D](#) (see [Operations Order 7.21.00, Domestic Violence Investigations](#), for more information).

B. Due to the fact both the ATTC and the Juvenile Arrest/Referral Worksheet are charging documents, **only one** will be completed for the same juvenile on the same date and time.

EXAMPLE: A vehicle is pulled over for going 25 miles over the speed limit at 0200 hours. Upon contact with the sole occupant, a 17 year old driver, a strong odor of marijuana emanates from the driver's open window and in a subsequent search, a small baggie of marijuana is found. Do not issue an ATTC for the criminal speeding and/or curfew violation. The **Juvenile Arrest/Referral Worksheet** section of the IR and a notarized Juvenile Affidavit must be completed to include the possession of marijuana **and** the criminal speeding and curfew violations.

C. IRs will contain:

- (1) The juvenile's name, address, telephone number, school attended, grade level, and grade-point average whenever possible.
- (2) The name, address, and telephone number of the juvenile's parents or guardians.
- (3) In the "Suspect Type" box in the Suspect section, if the juvenile is known or unknown, and if known, if arrested.
 - If the juvenile is arrested, either "Detained" or "Referral" will be selected in the Arrest Details panel of the Suspect section.
- (4) Juvenile Arrest/Referral Worksheet section and a notarized Juvenile Affidavit - Will be completed whenever a complaint is being sought against a juvenile who is being charged with a [Title 13](#) offense or when an ATTC is not issued for a criminal traffic, status, or liquor offense.
 - (a) The notarized Juvenile Affidavit will be scanned and attached to the IR as a "Document" when a juvenile is detained.

NOTE: The Juvenile Affidavit should be completed by the investigating officer who actually participated in the completion of the report and who has personal knowledge of the investigation.

- (b) Officers need to ensure all the required fields are completed in the Juvenile Arrest/Referral Worksheet section.
- (c) Juveniles will not be accepted at JCC Intake unless a completed IR (including the Juvenile Arrest/Referral Worksheet section and any Incident Supplements) and the original notarized Juvenile Affidavit is provided at the time of the detention.
 - When the Field Based Reporting (FRB) system is offline, officers must provide JCC with a "Draft" copy of the IR and the original notarized Juvenile Affidavit. A Superior Court Juvenile Referral form (available from JCC Intake) must also be completed.
 - * Refer to the Field Based Reporting User Manual for procedures when the FBR system is offline.



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- 3. C. (4) (d) In all cases for which a complaint is sought (except when an ATTC has been issued), and where the juvenile has not been detained, officers will ensure the Juvenile Arrest/Referral Worksheet section of the IR is completed, omitting only the date of complaint, for each juvenile suspect involved in the offense.
 - (i) The IR, including the Juvenile Arrest/Referral Worksheet section, and the original notarized Juvenile Affidavit will be completed by the end of the shift.
 - (ii) Follow-up investigators will ensure the appropriate “associated charge” and “complaint date” data fields are entered at the time the report is sent to JCC for disposition.
 - (iii) Once a Juvenile Arrest/Referral Worksheet has been sent to JCC for specific charges, an additional Juvenile Arrest/Referral Worksheet will not be sent to JCC when providing Incident Supplements unless there are additional charges.
 - (iv) Form IV – Will be completed for all juveniles, regardless of age, for all felonies and misdemeanor charges (it is the **arresting officer’s** responsibility to complete the form IV.)
 - (v) Rule 15 (LEIS) Form – Is required by the County Attorney and will be completed for all juveniles, regardless of age, for all felonies and misdemeanor charges.
- E. FI - Will be completed for non-criminal contacts such as interviews or record-only situations (all foster/shelter placements, etc.).
- F. ATTCs - May be issued for civil and criminal traffic offenses, Title 4 liquor violations, and status offenses.

NOTE: ATTCs **will not** be issued if juveniles are being charged with ANY Title 13 offense other than status offense [ARS 13-3622](#).

- (1) Civil Traffic Offenses - When **only** civil traffic violations are involved, select the Phoenix IA/K Court from the “Court” drop-down box in the Violation section of the ATTC.

NOTE: Court dates and times will be automatically generated based on the guidelines outlined in [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint](#).

- (2) Criminal Traffic Offenses, Title 4 Liquor Violations, and Status Offenses - Select Juvenile Court Center-Durango from the “Court” drop-down box in the Violation section of the ATTC.

- See [Operations Order 7.26.00, Liquor](#), for more information on liquor violations and section 4 of this order for more information on status offenses.

NOTE: Court dates and times will be automatically generated based on the guidelines outlined below in section 3.E.(3) of this order:

- (3) JCC Court Dates - Officers will use the 21- to 28-Day Rule on a Tuesday or Thursday from the date of issuance of the criminal ATTC as listed in the table below:

- A juvenile cited into JCC must be under 18 years of age as of the day of arraignment; if on the violation date the defendant is 17 but will turn 18 on, or prior to, the court date, the juvenile will be cited into City Court using the 10-Day Rule listed in [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint](#).

The Next to the Last Digit of the Officer’s Serial Number is:	The Day Will Be:
0 ,1, 2, 3, or 4	Tuesday
5, 6, 7, 8, or 9	Thursday



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3. F. (4) JCC Court Times - The time of arraignment will be determined as follows:

The Last Digit of the Officer's Serial Number is:	The Time Be:
0, 1, 2, or 3	9:30 a.m.
4, 5, or 6	10:30 a.m.
7, 8 or 9	1:30 p.m.

NOTE: Juveniles must bring at least one parent to JCC.

(5) Refusal to Sign an ATTC

- (a) Juveniles refusing to sign a ticket issued for a civil traffic offense will be handled in the same manner as adults who refuse to sign, see [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint](#).
- (b) If a juvenile refuses to sign a ticket for criminal and/or criminal traffic offense/s; officers will re-explain the reason for requiring a signature.
- (c) If the juvenile again refuses to sign, they will be taken to the nearest police facility, where the juvenile's parent/s will be contacted.
- (d) Juveniles may speak to their parents at this time if they wish.
- (e) If the parents cannot be contacted or the parent advises the juvenile not to sign the ticket or the juvenile still refuses to sign the ticket, the officer will delete the FBR ATTC or void the handwritten ATTC (following the procedures listed in [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint](#)) and complete an IR to include the Juvenile Arrest/Referral Worksheet section, a notarized Juvenile Affidavit, and, if applicable, a Form IV.
 - Officers should detain the juvenile at JCC with a supervisor's approval or the juvenile may be released to his/her parent/guardian.

4. ENFORCEMENT

A. Any peace officer may arrest a juvenile who is a fugitive from justice or found violating a law or an ordinance, or may take any juvenile into temporary custody who is reasonably believed to be a runaway or whose surroundings are such as to endanger health, morals, or welfare unless immediate action is taken.

- (1) Officers will run a juvenile's name through the records management system (RMS) to check for outstanding warrants, runaway status, or previous police contacts.
 - This information may also be obtained by contacting JCC Intake at 602-506-4284 or 602-506-4285.
- (2) For offenses not requiring detention (see section 8.C.(1) of this order), enforcement action may be taken at the officer's discretion and a FI completed in lieu of an IR when officers believe a warning without court action is sufficient. Prior to any enforcement action, officers should consider:
 - The nature of the offense.
 - The age and circumstances of the juvenile.
 - Prior delinquent activity.
 - Contacting the parents.



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4. B. Drug Offenses/Title 13 Offenses - When a juvenile is involved in **ANY** Title 13 offense/s (other than [ARS 13-3622](#) listed below in section 4.D of this order), an IR to include the Juvenile Arrest/Referral Worksheet section, a notarized Juvenile Affidavit, and, if applicable, a Form IV, must be completed if court action is sought.
- (1) When parents turn over, or have their child turn over, suspected drugs, officers will be cooperative and will obtain as much information as possible about the source of the suspected drugs and an FI will be completed.
 - (a) If there is insufficient evidence to substantiate a charge, an FI will be completed for record purposes only, and will not be forwarded to JCC
 - (b) Suspected drugs turned over to an officer will be impounded.
- C. Liquor Violations - [ARS 4-244.9 and 4-244.41](#) (see [Operations Order 7.26.00, Liquor](#), for more information).
- (1) A juvenile who is 13 years of age or older may be arrested for Title 4 violations.
 - (2) The arrest of juveniles who are 12 years of age or younger will require the approval of a supervisor.
 - (3) An IR will be completed for all liquor violations with either an ATTC being issued or the Juvenile Arrest/Referral section of the IR and a Juvenile Affidavit being completed.
 - (3) When a juvenile is issued an ATTC, the decision to notify the parents will be made by the arresting officer predicated on the total facts of the incident: for example, juvenile ran from the officer, large amount of liquor involved, or amount of intoxication.
 - An impaired juvenile's parents should be notified in all cases.
 - If a relative or guardian is contacted but refuses to take custody of the child, the child may be fostered or detained.
 - (4) A juvenile being detained at JCC for a liquor violation will not be issued an ATTC.
 - The Juvenile Arrest/Referral Worksheet section of the IR, a notarized Juvenile Affidavit, and, if applicable, a Form IV must be completed.
- D. Status Offenses
- (1) Status offenses (and Title 4 liquor violations) are the only non-traffic criminal offenses for which a juvenile may be issued an ATTC in lieu of the Juvenile Arrest/Referral Worksheet section of the IR and the Juvenile Affidavit.
 - (a) An IR must also be completed.
 - (b) If a juvenile commits multiple status offenses on the same date and time, all the offenses will be listed on the same charging document (ATTC or Juvenile Arrest/Referral Worksheet and Juvenile Affidavit).

NOTE: Any related criminal traffic and/or liquor violations will be listed on the same charging document (see [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint](#)).
 - (2) Curfew - [Phoenix City Codes \(PCC\) 22-1 and 22-2](#)
 - (a) The juvenile should be transported to the closest facility being used as a juvenile disposition center (JDC).



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4. D. (2) (b) If one of the following circumstances exists or a JDC is not available, the juvenile will be taken to the nearest police facility for processing.
- The juvenile is combative and/or uncooperative.
 - The juvenile is believed to be under the influence of drugs and/or alcohol.
 - The juvenile has committed another criminal offense.
- (c) Officers processing juveniles for curfew violations will:
- Complete a charging document (ATTC or the Juvenile Arrest/Referral section of the IR and the notarized Juvenile Affidavit).
 - Request the parent or legal guardian to come to the JDC/police facility.
 - Fill out and have the parent/guardian sign the Instruction for Juvenile Diversion Program Form 80-554D.
 - Give the signed Instruction for Juvenile Diversion Program form to the parent/guardian.
 - Note in the IR the parent/guardian was made aware of the Juvenile Diversion Program and given the form.
- (d) If a relative or guardian is contacted but refuses to take custody of the child, the child may be fostered or detained at JCC.
- When an officer believes detention is necessary, authorization will be obtained from a supervisor prior to detention.
 - If there is an obvious lack of parental responsibility, parents may be issued an ATTC for violation of PCC 22-3, Curfew Responsibility.
- (3) Minor Accepting or Receiving Tobacco, ARS 13-3622 and Tobacco Possession on School Grounds, ARS 36-798.03
- (a) An ATTC may be issued in aggravated situations only.
- See Operations Order 1.9.00, Arrest, for petty offense enforcement.
- (b) If an ATTC is issued, the juvenile's parent/s or legal guardian will be notified (the school administration will also be notified for violations of ARS 36-798.03)
- (c) An educational contact is preferred when possible (officers will notify the school administration of the contact for violations of ARS 36-798.03).
- (4) Truancy - ARS 15-802.E and ARS 15-803.A
- (a) Court Unified Truancy Suppression (C.U.T.S.) Program
- (i) Under the CUTS program, the school CUTS administrator/school administrator will notify the parent/legal guardian of truancy problems prior to the officer being called to issue an ATTC.
 - (ii) In order for an officer to cite a juvenile for truancy under ARS 15-803.A, the juvenile must be considered "habitually truant" with 6 unexcused absences.
 - (iii) Upon discovery of the parent/legal guardians' failure to ensure a child in their custody is attending school, the investigating officer will cite the parent/legal guardian into City Court for violation of ARS 15-802.E.
- (b) School attendance officers/clerks do not have the authority to cite the parent or legal guardian; however, they may cite the involved juvenile.



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4. D. (4) (c) When a school does not have a school resource officer (SRO) assigned to the school, the school may contact Crime Stop to assist with the enforcement of truancy violations.
- The responding officer should make a reasonable attempt to contact the parent or legal guardian and cite them for [ARS 15-802.E](#).
- (d) Officers will complete an IR or criminal prosecution of a parent/legal guardian, documenting the contact/interview (if any) with the parent/legal guardian and any information regarding the juvenile being cited for truancy.
- An IR will be completed whether or not the officer was able to contact the parent/legal guardian.
- (e) School personnel reporting the truancy will be listed as witnesses.
- (f) The following required documentation must be scanned and attached to the IR as a "Document":
- Attendance records, with the key to attendance record codes
 - Documentation of correspondence, home visits, or any other contact with the family regarding absentee issues
- (g) Additional documentation may include (not required):
- Copies of the letters sent to the home
 - School or district attendance policy
 - Any information regarding prior judicial hearings pertaining to the juvenile
- E. Traffic Offenses - Traffic offenses committed by juveniles will be enforced according to the guidelines in [Operations Orders 7.6.00, Arizona Traffic Ticket and Complaint](#), unless otherwise noted in this section.
- (1) Bicycle Riders
- (a) Officers may either issue an ATTC or complete an FI on non-accident traffic violations by juvenile bicycle riders.
- (b) Bicycle riders 14 years of age or under who are involved in traffic accidents as violators will not be cited **except** with the approval of a supervisor when it is obvious the juveniles have knowledge of the wrongfulness of their actions.
- (c) Bicycle riders 15 years of age or older who are involved in traffic accidents as violators will be cited into City Court.
- (2) Civil Traffic Offenses Only - An ATTC may be issued which will be cited into City Court.
- (a) Juveniles are not required to bring one parent when cited for a civil traffic violation.
- (b) Juvenile civil traffic offenders may mail in their fine without appearing before a hearing officer by using the pay-by-mail envelope provided by the officer.
- (3) Criminal Traffic Offenses - An ATTC **or** the Juvenile Arrest/Referral Worksheet section of the IR and the Juvenile Affidavit may be completed.
- Juveniles are required to bring one parent to any JCC proceeding.
- (4) Driving Under the Influence (DUI) - (See [Operations Order 7.5.04, Driving Under the Influence Investigations](#), for more information)

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4. E. (4) (a) When juveniles are suspected of DUI and **do not** have a driver license, officers will need to either have a parent or legal guardian sign the blood draw consent form or obtain a search warrant following the procedures outlined in [Operations Order 7.5.04, Driving Under the Influence Investigations.](#)

NOTE: Juveniles who are of suitable age and maturity to sign the blood draw consent form and/or there is a strong possibility the juvenile will turn 18 before the DUI case goes to court, will not need to have a parent/guardian's signature on the blood draw consent form.

- (b) After a full set of fingerprints are obtained (per [Operations Order 7.7.04, Booking Procedures](#)), appropriate ATTCS will be issued and the juveniles released to their parents or guardian unless there are other reasons for their detention.
- Per [ARS 13-3903C3](#), a person arrested for a DUI must provide, at a minimum, a right index fingerprint and sign the Mandatory Fingerprint Compliance Form 80-360D, in order to be released.
 - * If a juvenile refuses to provide a right index fingerprint and/or sign the Mandatory Fingerprint Compliance form, he/she must be detained at JCC.
- (c) If juveniles are to be detained at JCC, **NO** ATTCS will be issued; the Juvenile Arrest/Referral Worksheet section of the IR, a notarized Juvenile Affidavit, and, if applicable, a Form IV will be completed.
- If an ATTCS was fully or partially completed, it must be deleted/voided following the procedures outlined in [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint.](#)
- (d) Officers will ensure the Impaired Driver Report (IDR) is completed by selecting the "Arrested" panel for the suspect and the "Add DUI" panel to the Suspect-IDR section of the IR.
- (e) In addition to the basic facts required, the juvenile's attitude, statements, etc., will be included in the Narrative.

F. Warrants

- (1) If a juvenile has an outstanding warrant, officers will contact JCC Intake, Department of Corrections (DOC), Adobe Mountain Juvenile Center, and/or the Maricopa County Sheriff's Office (MCSO) Records Bureau to verify the warrant before detention.
- (2) Juvenile warrants are valid ONLY UNTIL THE AGE OF 18.

5. **INVESTIGATIVE PROCEDURES** - See also [Operations Order 7.3.00, Initial Investigative Procedures](#), sections 3-4 for general interview, interrogation, and Miranda guidelines.

A. The following procedures will apply to investigations involving juveniles:

- (1) Juveniles will be advised of their rights whenever they are arrested and charged with a crime, it appears likely they will be detained for a criminal offense, or there is a possibility of a Remand Order to adult court or commitment to a correctional institution.
- (2) Officers shall make a good faith effort to notify the juvenile's parents, guardian, or custodian of the juvenile's custody, unless doing so would pose a risk to the juvenile.



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5. A. (1) (a) When a parent/guardian is available officers shall communicate each right in the juvenile's Juvenile Miranda rights to the parent, to include:
 - Right to remain silent
 - Anything said can and will be used in court against you
 - Right to speak with an attorney before and during questioning
 - Right to have an attorney appointed if cannot afford one
 - Confirm understanding of the rights and request to answer questions
- (b) When a parent/guardian cannot be reached after a good faith effort, officers may proceed without parent contact if there are no indicators that the juvenile lacks comprehension.
- (c) Officers will ensure the Juvenile Miranda Warnings are completed within the Arrest section/Arrest Details panel of the IR each time juveniles are advised of their rights.
- (d) Officers will document the following in the narrative of the IR:
 - What good faith efforts were made to contact the parent/guardian, if not contacted
 - If contacted, in what manner (e.g. by phone or in person), and that the Juvenile's Miranda advisements were communicated to them
 - Any information provided by the parent/guardian regarding the juvenile's level of education and comprehension
- (e) If a juvenile's parent or legal guardian requests an attorney on behalf of the juvenile, it will be the officer's option to grant the request.
 - Serious consideration should be given to the request.
- (f) If an officer believes the juvenile is incapable of intelligently understanding their rights due to age or mental condition, they will not be questioned.
- (2) When circumstances indicate the possibility of a Remand Order because of a serious crime, the County Attorney's Office will be notified as soon as possible.
 - A deputy county attorney may be assigned to be present during interviews.
- (3) When a juvenile is in custody and requests to call an attorney or a parent, the juvenile will be allowed to do so.
- (4) Officers may legally interview a juvenile without contacting a juvenile probation officer.
- (5) Officers must be able to show the Juvenile Court confessions or admissions made by a juvenile were obtained without force, fear, threat, or promise of any kind.
- (6) Officers will limit the duration of the interview to a reasonable period of time and will take into consideration the juvenile's age, maturity, education level, and emotional state when conducting interviews.
 - Officers will notify a supervisor if the interview is going to extend or has extended beyond two hours.
 - * This notification will be made as soon as practical without impairing the integrity of the investigation.
- (7) Under normal circumstances, no more than two officers will conduct an interview at one time.



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5. A. (8) Officers who desire to interview a student in school (regardless if the student is a suspect, witness, or victim) will notify school authorities in person or by telephone prior to the interview.
 - (a) Officers will notify parents so they may be present at the interview if they desire, unless the parent is a suspect or contact with the parent will jeopardize the investigation.
 - (b) Officers may request the parents, guardians, principal, and/or representative of the school be present at interviews conducted at schools.
 - (c) Firearms and handcuffs may be worn by on duty officers in plain clothes while on school grounds.
 - (d) When a specific request is made by school authorities to not wear a weapon, the firearm and handcuffs may be placed in a briefcase or worn concealed.
 - (e) This order in no way prohibits an officer from making a legal arrest of any student on a campus regardless of whether or not the parents or school authorities have given permission to do so.
 - (9) The case detective may use a State Department of Economic Security (DES) Temporary Custody Notice Form CPS-1000A to affect an investigative detention for temporary custody in order to conduct an interview off school grounds should circumstances present difficulties in conducting the interview on school grounds.
 - B. Information concerning juveniles involved in offenses, or offenses involving juveniles, may be released to valid members of the news media upon inquiry, within the boundaries set forth in [Operations Order 5.5.00, Release of Records](#).
6. **JUVENILE ARRESTEES** - Juvenile arrestees will be transported and handled according to the following guidelines:
- A. Temporary Detention of Juveniles at a Police Facility
 - (1) Juveniles under arrest for committing a delinquent act may be secured in a locked holding room or other lockable secure area for up to two hours until transportation to JCC is arranged or until they are released to parents, a guardian, or a responsible party.
 - (2) Juveniles in custody for status offenses will be released to a parent or guardian whenever possible in lieu of being transported to a police facility.
 - (3) Juveniles who are dependent or in custody for status offenses will only be detained at a police facility in an unlocked, non-securable interview room or holding area under continuous supervision of a police employee.
 - (4) Juveniles may be kept in custody for up to six hours to allow for identification, investigation, release to parents, and/or transportation to a shelter or other appropriate place.
 - (5) Sight and sound contact between juveniles and adults shall be limited to incidental/accidental or haphazard contact only.
 - (6) Juveniles in an adult holding area, such as for the use of a toilet, must be under the supervision of an officer.
 - (7) Juveniles, if by their conduct, endanger their safety or the safety of other juveniles in custody, will be separated from the other juveniles.



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6. B. Legitimate personal property belonging to a juvenile will be returned when the juvenile is released, or it will be turned over to JCC personnel if the juvenile is detained.

- Any contraband, such as illegal guns or narcotics, will be confiscated by officers for disposition in accordance with Department policies and listed in the IR.

7. JUVENILE FINGERPRINTING AND PHOTOGRAPHS

- A. When a juvenile is arrested, a check will be made with the Centralized Booking Detail to determine if the juvenile has prints on file.

- (1) The Automated Fingerprint Identification System (AFIS) policy requires fingerprints each time a juvenile is to be detained at JCC.
- (2) Rationale for this policy is that a juvenile's appearance can change quickly during the rapid growth years; therefore, a similar requirement for photographs exists.

B. Procedures

- (1) Juveniles who have been arrested for a felony, sex offense, DUI, or domestic violence will be transported to the closest police facility to be photographed and fingerprinted by an officer or other LiveScan trained employee.
- (2) Juveniles who are arrested on minor charges: for example, curfew and liquor, will be fingerprinted and photographed at a JDC (when available), precinct, or command station prior to detention or release if:
 - The juvenile has a prior record of the same or similar type charges on file.
 - In the judgment of the officer, the current crime or the juvenile's attitude or demeanor indicates the juvenile could potentially participate in future conduct of a more serious nature.
- (3) Juveniles who are first-time status offenders will not be fingerprinted or photographed unless one of the following criteria is present:
 - The juvenile has been charged with an additional crime.
 - The juvenile is identified as a gang affiliate, using approved identification criteria.
 - There is a significant doubt as to the juvenile's identity.
 - The juvenile has a previous curfew arrest.
- (4) The LiveScan system, using code 07 for a juvenile, should be used to obtain prints and the ImageWare Systems (IWS) should be used for photographs.
 - (a) If the LiveScan system is down and the juvenile needs to be immediately identified for detention purposes, contact the Centralized Booking Detail Fingerprint Unit, at 602-495-3612, for further instructions.
 - (b) If the LiveScan system is down and the juvenile does not need to be immediately identified, officers should obtain the juvenile's fingerprints by using the Federal Bureau of Investigation (FBI) criminal fingerprint card (FD-249) ensuring:
 - All spaces are completely filled in.
 - Card is clearly marked "JUVENILE".
 - Each print is a clear, usable impression.
- (5) Any photographs not taken in IWS will be clearly marked JUVENILE.



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7. B. (6) Fingerprints and photographs not captured in the LiveScan system and IWS will be forwarded to the Centralized Booking Detail Fingerprint Unit prior to the end of the officer's shift.
- (7) Officers will document in the IR what procedures (fingerprint/photograph) were used to establish the juvenile's identity.

8. DISPOSITION OF JUVENILES

A. Whenever an officer takes a child into custody, unless it is impractical or detention has been ordered by the court, preference will be given to the release of the child to a parent or guardian, and an IR will be completed.

B. Release

- (1) Juveniles should be released even when the offense committed is serious enough to warrant court action if the juvenile can be safely released pending action by the court
 - (a) This may be done without notifying a probation officer.
 - (b) In cases of violent offenses or large monetary losses, officers will consult their supervisor before releasing juveniles.
 - (c) Parents will be advised a complaint may be filed with JCC.
 - (d) Officers will include in the IR, the name, address, and telephone number of the person to whom the juvenile was released.

C. Detention

- (1) A juvenile will be detained at JCC when one or more of the following criteria exist:
 - (a) Arrested for a domestic violence offense
 - (b) Arrested for an outstanding warrant
 - (c) Unlikely to appear at a court hearing
 - (d) Likely to commit an offense injurious to self or others
 - (e) Must be held for another jurisdiction
 - (f) Interests of the juvenile or the public require custodial protection
 - (g) May be charged as an adult for a serious offense, such as first or second degree murder, armed robbery, or sexual assault
 - * Prosecutors will decide if the juvenile will be remanded to adult court.
- (2) JCC will only hold a juvenile in detention based on criteria listed above in (d) through (g).
- (3) Prior to detaining juveniles at a JCC intake facility, officers will verbally review the circumstances of the arrest with a sworn supervisor, except for arrests involving subjects with undisputed warrants.



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8. C. (4) All necessary paperwork (completed IR to include the Juvenile Arrest/Referral Worksheet section, a notarized Juvenile Affidavit, and, if applicable, a Form IV) **must** be completed **before** the juvenile will be accepted at a JCC intake facility.
- NOTE:** If the juvenile is being charged with a felony, Booking forms must also be completed and submitted to the Centralized Booking Detail.
- (5) Officers will include facts in the IR to support the allegation that a juvenile should be held in detention rather than released to a parent.
- (6) Officers will transport arrested juveniles to a JCC intake facility within a reasonable time after arrest.
- (7) When a juvenile is detained at JCC, it will be the responsibility of the detaining officer to notify the juvenile's parents or guardian of the detention and request the parent call JCC to determine the date and time of the juvenile's hearing.
- (a) The fact that notification was made will be included in the IR as required by [ARS Title 8](#).
- (b) When this is not possible, the reason for not notifying the parents/guardian will be indicated in the IR.
- (c) If parents/guardians are unavailable, a note explaining the detention and a request that the parents/guardian call JCC will be left at the juvenile's residence.
- The fact that a note was left will be documented in the IR.
- (8) Officers holding juveniles at a police facility will enter information regarding the juvenile into the RMS Jail Management/Inmate Tracking module in the "Detained Persons Log" tab as required in [Operations Order 7.7.04, Booking Procedures](#).
- (9) Juveniles who are under the jurisdiction of DES's Department of Child Safety (DCS) and are taken into custody for status offenses will be transported to a police facility.
- The time and name of the DCS employee notified will be documented.
 - DCS will be notified and requested to respond to this facility.
 - If DCS personnel cannot respond within one hour from the time of notification, the juvenile will be taken to and detained at JCC.
 - DCS will be advised to pick up the juvenile at JCC.
 - A copy of the original IR must accompany juveniles taken to JCC in order for JCC to accept them.
- D. Foster Home/Shelter Placement - All emergency placement of abused, neglected, and dependent children will be handled as follows:
- (1) DCS will handle placement of abused, neglected, and emergency dependent children.
- The 24-hour statewide Child Abuse Hotline is 1-888-767-2445 (1-888-SOS-CHILD) (contact the Violent Crimes Bureau (VCB) desk sergeant for the law enforcement only number).
- (2) Officers will contact DCS for approval to have a child placed in a foster home or shelter.
- (a) If approved, officers will be advised where to take the child (usually a DCS office).



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8. D. (2) (b) Officers will complete a DES Temporary Custody Notice (TCN) Form CPS-1000A which will be distributed as follows:
- The original will be delivered to the juvenile's parents, guardian, or custodian for signature.
 - * If the party refuses to sign, officers will write, "Refuses to Sign" on the signature line and give the original to the party.
 - * If no one is home, officers will leave the original at the residence.
 - * If it is determined the party resides out of the City or State, officers will contact the DCS caseworker for further instructions.
 - A copy will be marked with the IR number and routed to the Crimes Against Children Unit (CAUCU) for follow-up.
 - A copy will be given to a DCS caseworker.
- NOTE:** Officers will ensure a DCS worker is available to take custodial control of any child approved by DCS to be placed in a foster home or shelter.
- (3) Questions regarding children placed in a foster home or shelter will be referred to DCS.
- Officers **will not** inform parents of the location of their children.
- (4) The VCB desk sergeant will be notified immediately by telephone of hospital admissions resulting from sexual or physical abuse.
- (5) Before transporting juveniles for a foster home or shelter placement, officers will seek voluntary permission to search juveniles.
- If permission is denied by the juvenile, a weapons pat down will be made.
- (6) An IR will be required when juveniles are fostered or placed in a shelter as victims resulting from criminal violations, such as child abuse.
- (a) The IR will include the name and work telephone number of the DCS caseworker who authorized the placement.
- (b) The IR will not include the names of the foster parents or the address of the foster home.
- (7) An FI will be required when the foster home/shelter placement of the juvenile is not a result of, or related to, a criminal violation.
- (8) When a DCS worker requests assistance in removing a child from a home, officers will cooperate with the worker to achieve that purpose.
- (a) The DCS worker will be advised officers will not remove a child from a home unless a worker is present at the scene.
- (b) Permission will be obtained from the precinct/bureau/duty commander before a child is forcibly removed from a home.
9. **RUNAWAY JUVENILES**
- A. City of Phoenix Runaway
- (1) Found runaway juveniles will normally be returned home and released to a parent who has legal custody or to a responsible party 18 years of age or older.



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9. A. (2) An Incident Supplement is required.
- (3) When in the best interest of the juvenile, the following alternatives may be applied:
 - (a) If the custodial parent or responsible party cannot be located or refuses to accept the child, DCS will be contacted to provide temporary shelter placement.
 - DCS may be contacted 24 hours a day at 1-888-767-2445 (1-888-SOS-CHILD) (contact the VCB desk sergeant for the law enforcement only number).
 - * See section 8.C of this order for foster placement procedure.
 - JCC will not accept a runaway juvenile unless other criminal charges are present or the juvenile is a runaway from a jurisdiction outside the Valley.
 - (4) Juveniles who are seeking alternatives to their home environment may be referred to Tumbleweed's Open Hands program, by calling 602-841-5799.
 - (a) Tumbleweed offers shelter for runaways and crisis counseling by telephone or appointment.
 - (b) Contact Tumbleweed prior to transporting to ensure the juvenile meets acceptance criteria and there is space available.
 - (c) The juvenile must be willing to stay at Tumbleweed and must have parental approval.
- B. Runaway From Surrounding Phoenix Area
 - (1) When a runaway juvenile who was reported missing from a surrounding Phoenix area jurisdiction (Tempe, Glendale, etc.) is found in Phoenix, officers will do the following:
 - (a) Arrange to meet an officer from the reporting jurisdiction to transfer the juvenile to their custody.
 - (b) Complete an FI.
- C. Runaway From Other Jurisdiction (FOJ)
 - (1) When a runaway juvenile from a jurisdiction beyond the communities surrounding Phoenix is located in Phoenix, officers will take the juvenile to JCC.
 - (2) An IR, to include the Juvenile Arrest/Referral Worksheet section, and a notarized Juvenile Affidavit, will be completed.
 - Check "Primary Offense" and select Runaway Juvenile (ARS 08-03) as the "Offense Description", Runaway Juvenile as "Offense Element 1", and Runaway Juvenile 8-303C2 as "Offense Element 2."
 - List the juvenile as "Known" and "Arrested" and add 08-303C2 Runaway Juvenile as a "Charge" in the "Associated Charge" panel in the Suspect section of the IR.
 - (3) A Missing/Found Person or Juvenile Easy Form will also be completed and submitted to the Centralized Automated Records Support (CARS) Unit following the guidelines outlined in [Operations Order 5.7.00, Reports](#).
 - (4) Prior to transporting the juvenile, officers should check with JCC Intake to ensure all required paperwork for detaining the juvenile is present.



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9. D. Department of Corrections (DOC) Wards - Juvenile parole violators or escapees from a JCC facility, Adobe Mountain, Arizona State Hospital, or Department of Corrections (DOC) halfway houses, will be processed in the following manner:
- (1) The information will be broadcast.
 - (2) Officers may assist in searches when requested.
 - (3) The report will normally be completed by the DOC employee who is the chief of security for that facility.
 - The DOC employee will forward a copy of the report to the County Attorney's Office.
 - (4) When an escapee is located, the facility from which the juvenile escaped will be contacted.
 - (5) Normally the juvenile will be returned to the facility; however, JCC may be recommended if the juvenile committed a crime while free.
 - (6) An IR will be completed if the juvenile committed a crime within the City.

10. SICK, INJURED, OR INTOXICATED JUVENILES

- A. Parents or guardians are responsible for medical expenses of juveniles who are sick or injured prior to arrest.
- B. When a juvenile is injured as the result of an accident or criminal offense and the parents or guardian cannot be contacted, the hospitals listed below will provide treatment in emergency and/or life or death situations:

Good Samaritan Regional Medical Center	1111 East McDowell Road
Maryvale Samaritan Medical Center	5102 West Campbell Avenue
John C. Lincoln Hospital and Health Center	250 East Dunlap Avenue
St. Joseph's Hospital and Medical Center	350 West Thomas Road
Thunderbird Samaritan Medical Center	5555 West Thunderbird Road

- C. If there is any indication a juvenile has been abused physically, sexually, or emotionally as the result of criminal acts, the juvenile will be taken to the nearest available hospital and the parents or guardian notified.
 - (1) When the person suspected of the offense is the juvenile's parent or guardian, officers should consider placing the victim in a foster care facility by contacting DCS.
 - (2) An IR will be completed whether the suspect is an adult or another juvenile.
 - When the cause of the injuries is undetermined, but abuse is suspected, an IR will still be completed.
 - (3) Officers having disposition of a suspected child abuse incident **will** have digital photographs of the injuries taken by a certified camera operator at the time the original report is taken.
- D. Arresting officers will be responsible for obtaining a medical release for any juvenile who is sick, injured, intoxicated, or under the influence of drugs prior to detention and who is charged with committing a delinquent act.
 - (1) A Medical Examination Report Form 80-22D will be completed by a doctor.
 - (2) If parental consent cannot be obtained, officers will contact a JCC Intake officer, who will make arrangements for authorization to treat the juvenile at Maricopa County Hospital.



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- 10. E. Juveniles injured after arrest will be handled in accordance with [Operations Order 7.7.00, Arrestees](#).

11. COUNSELING SERVICES

A. JCC Family Crisis Counseling	<ul style="list-style-type: none"> • 3125 West Durango, Phoenix, 602-506-4308 • Counseling is available by telephone or appointment for juveniles and their parents. • JCC prefers juveniles and their parents both are present for counseling.
B. TERROS	<ul style="list-style-type: none"> • 602-685-6000 • TERROS provides counseling and a detox center.
C. Crisis Response Network, Inc.	<ul style="list-style-type: none"> • 1-800-631-1314 or 602-222-9444 • Crisis Intervention provides drug, alcohol, and mental health related crisis counseling.
D. Tumbleweed Center for Youth Development	<ul style="list-style-type: none"> • 602-841-5799 • Short-term crisis counseling is available for individuals, groups, and families, as is short-term and emergency residence for juveniles. • Services for current runaways, status offenders, abused, abandoned, and neglected youth or personal/family crisis is also available.
E. Support Through Other Parents (S.T.O.P.)	<ul style="list-style-type: none"> • 623-846-5464 (leave message on the answering machine and the call will be returned within 48-hours) • This is a support group for parents with troubled children. • Groups meet at various locations.

12. REMAND ORDERS

- A. When a juvenile has been remanded to adult court and is being detained at JCC, the following applies:
 - (1) The officer will proceed to JCC to transport the juvenile to Intake, Transfer, Release (ITR) and book the juvenile as an adult.
 - (2) JCC detention officers will assist the officer by having a packet ready containing:
 - Booking forms
 - Form IV
 - Final Disposition Report
 - Transfer and Bond Order
 - Two copies of the Remand Order signed by a judge
 - Copy of the original IR
 - (3) Officers will inquire about the juvenile's escape and suicide risk potential and ensure appropriate comments are reflected on the Form IV.
- B. When a juvenile has been remanded to adult court and is being detained at the Adobe Mountain Detention Center, the following applies:
 - (1) The officer will respond to Adobe Mountain, sign a body release slip (provided by Adobe Mountain), and transport the juvenile to JCC to pick up the required paperwork packet supplied by JCC, see section 12.A, above.
 - (2) The officer will then transport the juvenile to ITR to be booked as an adult.
 - (3) The officer will return the second copy of the Remand Order to Adobe Mountain prior to end of shift to complete the juvenile Remand Order.
- C. Officers will complete an Incident Supplement when booking a juvenile into ITR on a Remand Order, see [Operations Order 1.9.00, Arrest](#).

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