

# Spring Grove Hospital Center Police Department

## Juvenile Processing Procedures

### I. Purpose

This Directive establishes procedures and criteria for the processing of juveniles taken into custody for criminal charges by officers of this Department.

### II. Policy

It is the policy of this Department to maintain the confidentiality of juvenile records in accordance with applicable State, Federal, and local laws. It is also the policy of this Department to acquire and maintain necessary identification information regarding juveniles that will facilitate proper adjudication and investigative procedures.

### III. Guidelines

#### A. Juvenile Detention Log

1. Officers will complete the Juvenile Detention Log kept in the fingerprint room of the Preston Building.
2. Officers will complete a Juvenile Detention Form for all juveniles detained at the Preston Building.

#### B. Fingerprinting

1. Officers of this Department will obtain the fingerprints of ALL juveniles taken into custody utilizing the liveScan fingerprint scanner system.
2. Officers of this Department will obtain the fingerprints of a juvenile on the F.B.I. and Maryland State cards only when the juvenile is charged with one or more of the following:
  - a. Any violation of the Annotated Code of Maryland for which the penalty is death or life imprisonment.
  - b. Any violation involving the use of a handgun as defined in Maryland Law.
  - c. Robbery with a deadly weapon.
  - d. Any violation of the Annotated Code of Maryland when the juvenile may be adjudicated as an adult.
3. Officers of this Department may obtain the fingerprints of a juvenile for investigatory purposes. When the officer obtains the juvenile's fingerprints he/she will utilize physical cards. This card will be filed in the appropriate investigatory file.

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- a. Parent or legal guardian of a juvenile will be notified immediately when a juvenile's fingerprints are obtained for investigatory purposes.
  - b. The juvenile's fingerprints will be destroyed upon demand of the notified parent or legal guardian and upon completion of the investigation.
- C. Photographs
1. Officers will take two (2) photos of each juvenile taken into custody.
- D. Charging documents
1. SGHC Police Criminal Incident Reports (CIRs) will serve as the charging document for juvenile offenders.
  2. Writs of Attachments will be used as legal documents authorizing the arrest/apprehension of a juvenile on criminal charges, similar to an arrest warrant for adults.
- E. Juvenile processing and transporting.
1. All juveniles are required by law to be transported separately from adult defendants.
  2. Juveniles are also required to be held, processed out of sight and sound of other adult defendants.

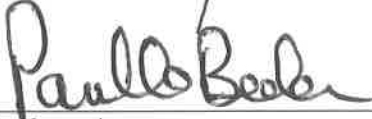
**End of Directive**

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Approved by:



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Date

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