

DATE:	JUNE 17, 2016
NUMBER:	Q.9
SUBJECT:	PROCESSING JUVENILE INMATES IN DETENTION FACILITIES
RELATED SECTIONS:	

PURPOSE

To provide standardized procedures for the “pre-arraignment” and “post-arraignment” processing of juveniles housed or temporarily brought into any Sheriff’s detention facility. To ensure compliance with all department and legal requirements relating to juveniles housed or temporarily brought into a Sheriff’s detention facility.

POLICY

Except as provided by state law, departmental policy or without the specific permission of the Sheriff, juveniles will not be brought into nor housed in any of the Sheriff’s detention facilities.

PROCEDURE

Whenever information is received that an inmate at a Sheriff’s detention facility is suspected of being a juvenile, the watch commander shall be immediately notified. The watch commander shall:

1. Place the suspected juvenile inmate into administrative segregation.
2. Assign security staff the responsibility of conducting a preliminary investigation to determine whether the inmate is/is not a juvenile. The details of the above investigation shall be documented on an Inmate Status Report (J-19) form or other appropriate report format.
3. While being held in administrative segregation, all suspected juvenile inmates shall be afforded all rights, privileges otherwise provided: Those listed in the California Board of State and Community Corrections, Title 15, Division 1, Chapter 1, Subchapter 4, Article 8 (Minors in Adult Facilities Excerpt) as well as those listed under Welfare and Institutions (W&I) Code sections 207.1 and 208 (see section III below).

I. PRE-ARRAIGNMENT PROCESSING

- A. When an inmate is booked into a detention facility as an adult and, prior to arraignment, is determined to be a juvenile, the following procedures shall be followed:
 1. Separate the juvenile from and restrict communication with adult inmates.
 2. Call the arresting agency and request they return to the facility and transport the subject to Juvenile Hall.
 3. Process the booking for release; indicating the inmate is “en route to Juvenile Hall”.
 4. When the arresting officer arrives, return all property and money to the inmate and have him/her sign for it.

5. Have the arresting officer, assuming custody of the inmate, sign the "Release Approval Report" under "Agency Released to."
 6. Close out the booking, and release the officer and inmate from the facility.
- B. Whenever Juvenile Hall prisoners are certified by the court to be tried as adults per Welfare and Institutions Code 707 and delivery to a detention facility is required for booking, they shall be processed as follows:
1. Deliver the juvenile to the receiving area and keep segregated from adult inmates.
 2. Complete the booking process, including fingerprinting and photographing.
 3. Annotate in the "Notes" section of the Jail Information Management System (JIMS) the inmate shall be housed at Juvenile Hall.
 4. Deliver the juvenile to the transporting deputy for return to Juvenile Hall. Copies of all court documentation directing future court appearances shall be sent with the juvenile.

II. POST-ARRAIGNMENT PROCESSING

- A. If, after the investigation, the inmate is reasonably believed to be a juvenile, keep the juvenile inmate in administrative segregation until all necessary arrangements have been completed to certify the juvenile inmate and the "adult" case to Juvenile Court.
1. Inform the facility detention processing supervisor (DPS) who will arrange to notify the appropriate criminal court in a timely manner. After the criminal court has certified the suspected juvenile inmate's case(s) to the Juvenile Court, the facility DPS shall notify the Juvenile Hall DPS of the certification.
 2. Arrange for Sheriff's transportation personnel to transport the inmate to Juvenile Hall Intake.
 3. Return all property and money to the inmate and have the inmate sign for it. The arrest will then be closed.

III. TEMPORARY PRESENCE IN A DETENTION FACILITY FOR TESTING

- A. Procedures for receiving juveniles into a detention facility, for the purpose of conducting chemical testing (i.e. blood test, urine test, or breath test), or for booking as adults (Livescan and Photos) are as follows:
1. The juvenile prisoner shall be kept segregated from adult inmates and the necessary testing conducted in a timely manner.
 2. The arresting/transporting officer shall remain in the immediate vicinity of the juvenile prisoner.
 3. Upon completion of the testing, the arresting/transporting officer shall immediately remove the juvenile prisoner from the detention facility.