



# CITY OF FAIRFAX POLICE DEPARTMENT

## GENERAL ORDER

Subject <b>JUVENILE CASES</b>		Number 5-18
Effective Date August 15, 2018	Rescinds General Order 5-18, dated 08-28-07	
Accreditation Standards Sixth Edition 44.1.1 thru 44.2.5	Authority Colonel Carl R. Pardiny Chief of Police	

### PURPOSE:

To establish comprehensive procedures for dealing with juveniles.

### POLICY:

The City of Fairfax Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. All members are encouraged to support and participate in these programs.

When dealing with juveniles, officers should make use of the least coercive among reasonable alternatives consistent with public safety, order, and individual liberty. Given the special legal status of juveniles, criteria in this directive should be followed when dealing with or taking juveniles into custody. Fingerprints, photographs and other records pertaining to juveniles require special handling. Juvenile cases can become quite complex. By virtue of their special training and understanding of procedural nuances, juvenile specialists often are better equipped than patrol officers to handle youth related problems. This expertise should be used to the full advantage of the Department, but does not relieve patrol officers from following up on assigned juvenile cases when this course of action is most advantageous for the Department.

### DISCUSSION:

For the purpose of this directive, the following definitions apply:

**ABUSED OR NEGLECTED CHILD:** Any child less than eighteen years of age:

- Whose parents or other person responsible for their care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or create a substantial risk of death, disfigurement, impairment of bodily or mental functions;
- Whose parents or other person responsible for their care neglects or refuses to provide care necessary for their health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
- Whose parents or other person responsible for their care abandons such child;

**ADJUSTMENT:** To resolve a juvenile case on an informal basis.

**CUSTODY:** Legal or physical control of a person; legal, supervisory or physical responsibility for a person

**DIVERSION:** In the broadest sense, any procedure that (1) substitutes non-entry for official entry into the justice process, (2) substitutes the suspension of criminal or juvenile proceedings for continuations, (3) substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision, or (4) substitutes any kind of non-confinement status for confinement.

**INTAKE:** The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the Department, but the intake process is generally supervised by the Juvenile Court, or intake officer (officer of the court).

- Whose parents or other person responsible for their care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law; or
- Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis.

**JUVENILE:** A person less than 18 years of age unless "emancipated" by the Juvenile Court. Synonymous with "child", "minor" and "youth."

**IN LOCO PARENTIS:** In the place of a parent; instead of a parent; charged, factitiously, with a parent's rights, duties, and responsibilities

**STATUS OFFENSE:** An act or conduct declared by statute to be an offense, but only when committed or engaged in by a juvenile, and that can be adjudicated only by a Juvenile Court.

For other definitions dealing with juveniles, see Code of Virginia Section 16.1-228.

#### PROCEDURE:

#### I. INITIAL CONTACT WITH JUVENILES

- A. Officers in the field should attempt to make their initial contact with juveniles a positive experience for the juvenile, even when put in an adversarial position. Officers should recognize that juveniles are in various developmental stages and that a juvenile's response to situations may appear inappropriate at times.
- B. Officers in the field are encouraged to successfully handle calls involving juveniles whenever time, street coverage and circumstances permit. It is recognized, however, that many circumstances involving juveniles require an amount of time and resources better served by specialized units of the Criminal Investigations Division (CID) or Support Operations Division (SOD).
- C. Juvenile DWI procedures are the same as adult cases, except the juvenile is released to a parent/ guardian after blood/breath testing, and a petition is later secured charging DWI. (See Section III).
- D. The Criminal Investigations Lieutenant and the Community Services Lieutenant maintain a close liaison with Patrol Lieutenants to ensure that available youth services are maximized and that initial contact with juveniles by patrol officers is in accordance with this directive.

#### II. THE INFORMAL PROCESS

- A. Officers may handle a juvenile either formally or informally. Informal handling is when the officer manages a particular situation by releasing the juvenile under warning to the parent. A guardian, legal custodian or other suitable person able and willing to provide supervision and care for the child may also be used for this purpose. This should not be confused with an Informal Hearing which is just short of a formal charge in the Juvenile and Domestic Relations Court and is conducted by a hearing officer appointed by the Court. Informal handling also consists of programs used through Juvenile Court which do not require an in-custody arrest at the time of offense, nor do they rise to the level of submitting a petition request form.
- B. Formal handling occurs when the juvenile is brought before the Juvenile Court or an intake officer for further processing and decision as to proper disposition of the juvenile.
- C. In making the decision to handle either informally or formally, the officer should consider the following factors:
  1. Seriousness of the offense.
  2. Known prior record of the child.
  3. Age of youth.

4. Cooperation and attitudes of all parties (child, parent, victim), and the possibility of the offense being repeated.
5. Degree of wrongful intent, violence, premeditation, knowledge of violation.
6. If it is likely the child or parent can be successfully referred to a helping agency.

D. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

E. Informal handling includes the officer's utilization of:

1. Warning and release to a parent, guardian, legal custodian or responsible adult able and willing to provide supervision and care for the child.
2. Requiring the parents, guardian, legal custodian or responsible adult to pick up the juvenile.
3. Taking the youth home and informing the parents, guardian, legal custodian or responsible adult of the reasons for their being picked up.
4. Referring the child and parents to a helping agency.
5. Submitting a case report, along with an Alternative Accountability Program (AAP) referral form to Juvenile Intake to determine the child's eligibility for the program. Cases may only be accepted into AAP if the juvenile is a **first time offender**. When in doubt, it is acceptable to send the AAP referral to Juvenile Intake for the determination on their eligibility. If the juvenile is ineligible for AAP, the Intake Officer will consider a formal option such as a diversionary hearing or issuing petitions. Officers may fill out the AAP referral form in person at the Fairfax County Courthouse (Juvenile Intake), or by faxing the AAP referral along with the case report to Juvenile Intake. Juvenile Intake will make the determination as to what disposition (AAP, Diversion or Petitions) is appropriate for the juvenile and the charge.
6. If an officer chooses not to refer the juvenile to the Alternative Accountability Program for the child's involvement in criminal offenses, they shall document and explain their reasoning in the case report.

F. The Department encourages utilization and support of helping agencies and organizations. Policies and procedures relating to juveniles are developed utilizing positive feedback/input from some of these supportive entities, which include but are not limited to:

1. Department of Human Development, (Child Protection Services)
2. Merrifield Center
3. Second Story
4. Alcoholics Anonymous
5. Al-Anon
6. Alateen
7. Second Genesis Foundation
8. Dominion Hospital.

G. Appropriate diversions or referrals of a child to helping agencies should be made whenever practical during the investigation of juvenile cases.

H. When handling a case informally, the officer should keep in mind that in most cases the objective of the juvenile justice system is to rehabilitate rather than punish and that this objective should be carried through even when the officer is handling a case informally instead of formally.

I. The decision to handle on a formal or informal basis should be made within a reasonable amount of time.

- J. When an officer encounters a victim or complainant who demands to bring a child before the Juvenile Court despite the officer's belief that it should be handled informally, the intake officer of the Juvenile Court should be advised by the police officer. Following a review, the Intake Officer should determine how the case should be handled.
- K. Information on a juvenile should not be released to a victim for the purpose of obtaining a petition. In such circumstances information should be provided directly to the Intake Officer by the officer who handled the case.

III. THE FORMAL PROCESS

- A. Formal handling occurs when a juvenile case is presented to a Juvenile Intake Officer, or Magistrate if an Intake Officer is unavailable, for their decision on the proper disposition of the juvenile. Officers may initiate this process in person at the Fairfax County Courthouse or by faxing their case reports to an intake officer, along with a petition request form. The Intake Officer will make the determination as to the proper disposition of the juvenile, whether it is a diversionary hearing or the issuance of formal petitions.

- A. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- B. Known or perceived problems with Juvenile Court policies and procedures are referred to the CID Lieutenant for follow up.

IV. DUTIES AND RESPONSIBILITIES - PATROL DIVISION

- A. Officers should make an early determination of whether a juvenile case can be adequately handled by existing patrol officers or if the Juvenile Detective is needed. When in doubt, a supervisor should be consulted.
- B. If a juvenile case that the officer initially thought could be handled in an efficient, timely manner becomes too complicated or long, the officer should consult their supervisor, who determines if the Juvenile Detective is called into the case.
- C. Supervisors should involve the Juvenile Detective in accordance with this directive and in accordance with current operational needs on the street. A Juvenile Detective may assist others with an investigation without actual assignment of the case.
- D. Copies of all juvenile cases worked by other sections are forwarded to the Criminal Investigations Division for information purposes.

V. DUTIES AND RESPONSIBILITIES - CRIMINAL INVESTIGATIONS DIVISION

- A. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- [REDACTED]  
● [REDACTED]
- B. The youth services function of the Community Services Section includes the following activities:
1. Designing and implementing programs intended to prevent and control delinquent and criminal behavior by youths.
  2. Assisting other sections with juvenile matters.
- C. The Community Services Lieutenant conducts liaison with Patrol Lieutenants and the Criminal Investigation Division Lieutenant to ensure the efficient delivery of juvenile services and proper assignment and reassignment of cases.

## VI. CUSTODY / RELEASE

- A. A juvenile may be taken into custody for the following reasons:
1. With a detention order issued by the judge, the intake officer or the clerk, when authorized by the Judge of the Juvenile and Domestic Relations District Court in accordance with Section 16.1-246 Code of Virginia, or with a warrant issued by a magistrate. When taken into custody the child must with all practical speed be taken to an intake officer of the court (at the Juvenile Court during court hours or at the Fairfax County Juvenile Detention Center during non-court hours).
  2. When a child is alleged to be in need of services and (i) there is clear and substantial danger to the child's life or health or (ii) the assumption of custody is necessary to insure the child's appearance before the court. When, in presence of the arresting officer, the child commits an act designated a crime under the laws of the Commonwealth, or a City ordinance and the officer believes custody is necessary for the protection of the public interest. When a child has committed a misdemeanor offense involving shoplifting in violation of Section 18.2-103, Code of Virginia, assault and battery or carrying a weapon on school property in violation of 18.2-308.1 and, although the offense was not committed in the presence of the officer who makes the arrest, the arrest is based on probable cause, on reasonable complaint of a person who observed the alleged offense. When there is probable cause to believe that a child has committed an offense, which if committed by an adult would be a felony.
    - a. The child may be released to a parent, guardian, legal custodian or other suitable party able and willing to provide supervision and care for the child and the officer may issue a warning if appropriate; or the child may be released to a parent, guardian, or legal custodian upon their promise to bring the child before the court when requested; or
    - b. If not released, bring the child to an intake officer of the court and, in the most expeditious manner practicable, give notice of the action taken together with a statement of the reasons for taking the child into custody, in writing to the intake officer.
  3. When an officer has probable cause to believe that a person committed to the Department of Juvenile Justice as a child has run away or that a child has escaped from a jail or a detention home. Or, when an officer has probable cause to believe a child has run away from a residential, child caring facility or home in which they were placed by the court, the local department of public welfare or social services or a licensed child welfare agency. An officer during such time as the court is open, must, with all practicable speed and in accordance with the provisions of this General Order and the orders of the court pursuant thereto:
    - a. Release the child to the institution, facility or home from which they ran away or escaped; or
    - b. If not released, bring the child to the judge or intake officer of the court and, in the most expeditious manner practicable, give notice (in writing) of the action taken together with a statement of the reasons for taking the child into custody. The judge, intake officer or arresting officer must give notice of the action taken orally or in writing to the institution, facility or home in which the child had been placed and orally or in writing to the child's parent, guardian, legal custodian or other person standing in loco parentis.
    - c. If the court is not open release the child to the facility from which they ran away or escaped or take the child to an intake officer or magistrate.

4. When an officer has probable cause to believe that a child has run away from home or is without adult supervision at such hours of the night and under such circumstances that the officer reasonably concludes that there is a clear and substantial danger to the child's welfare. The child may be released to a parent or guardian or taken before an intake officer.
  5. With a temporary detention order issued in accordance with Section 37.1-67.1 of the Code of Virginia by a special justice appointed pursuant to Section 37.1-88 of the Code of Virginia who shall receive no fee, or by a magistrate. The child is taken to the Juvenile Detention Center.
- B. Juveniles taken into custody should be handled in such a manner as to present the least possible embarrassment to the juvenile and their family and in accordance with all laws, ordinances and directives governing custody of prisoners.
- C. Juveniles known or believed to be under the age of 15 years must not be transported in a police patrol wagon or with adults charged with criminal acts.

VII. ASSISTANCE TO ABUSED OR NEGLECTED CHILDREN

- A. Complaints of alleged child abuse or neglect received by ECC should be screened to determine if a patrol officer should be immediately dispatched or the matter should be referred directly to the Criminal Investigation Division.
1. A patrol officer must be dispatched in any circumstance when the information indicates that a child's life or health may be in imminent danger or a child is abandoned.
  2. In circumstances involving no imminent danger or abandonment to a child, ECC personnel must record the complainant's name, address, telephone number and other pertinent information concerning the alleged abuse or neglect. This information should be transmitted immediately to CID or the on call Juvenile Detective.
- B. [REDACTED]
1. [REDACTED]
  2. [REDACTED]
- A request to the department by a CPS worker for assistance from a police officer in an investigation for alleged child abuse or neglect must be handled on a priority basis.

- D. [REDACTED]
1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED]
  4. [REDACTED]
  5. [REDACTED]
  6. [REDACTED]
  7. [REDACTED]
  8. [REDACTED]
  9. [REDACTED]
  10. [REDACTED]

- [REDACTED]
2. Criteria for immediate removal and custody of a child from a home:
    - a. The child has an imminent threat to life or health to the extent that a delay would likely result in severe or irremediable injury.
    - b. There is no alternative less drastic action available than removal which would adequately protect the child's life or health pending an advisory hearing.
    - c. If removal takes place, preference should be given to placement in the home of the nearest kin or personal friend of the child's parent or legal guardian.
  3. If an officer must take immediate custody of a child, the officer must immediately contact the CPS worker.
  4. An officer must remain at the scene until the CPS worker arrives and must remain to assist the CPS worker after arrival as long as necessary to ensure that the investigation proceeds without interference.
  5. A copy of the investigation report in child abuse or neglect cases is forwarded to Fairfax County Department of Human Development, Child Protective Services by CID.

E. Runaway:

1. During an investigation concerning a juvenile who is a runaway, an officer may discover conditions in the child's home environment which indicate child abuse or neglect.
2. The action required to assist the child is guided by the criteria previously outlined.
3. If a child repeatedly runs away from home or an investigation reveals a condition in the home, other than abuse or neglect, which would persuade a child to run away, the officer may seek a petition from the Juvenile and Domestic Relations Court. This may be done, for the best interest of the child, without agreement of the parent or guardian. CPS should also be notified.

F. The following do not require notification of CPS:

1. Abuse or neglect of a child committed by an adult who is not the parent, guardian, baby-sitter, or other person responsible for the care of the child.
2. Marital conflict that is confined to the parents and no abuse or neglect is directed to the child.
3. Conflict arising between a parent and child, with no indication of abuse.
4. Delinquency.
5. Truancy, unless due to parental neglect.

VIII. CUSTODIAL INTERROGATION OF JUVENILES

- A. When a juvenile is arrested, officers should contact the parents or guardians of the juvenile prior to questioning and the parents should be given an opportunity to both understand what the questioning will cover and to be present during questioning. If this is not feasible, the officer may go ahead and question anyway, but must carefully ensure that all rights of the juvenile are protected and that documentation exists where possible.
- B. Juveniles are entitled to the full Miranda Warnings and these rights must be explained whenever possible in the presence of parents, guardian or counsel, not just routinely read.
- C. When questioning a juvenile in custody, the same rules and procedures used for an adult must be followed. Officers should keep in mind, however, that the court is likely to view psychological pressure or deceptive questioning techniques with a different standard than adults.

- D. Officers should keep in mind that when questioning a juvenile, they should not prolong the questioning period any longer than is needed in order to complete their investigation, nor involve any more officers than necessary (usually one or two is sufficient).
- E. Because in many cases, juveniles may not understand what is happening to them during the questioning process, the officer should explain to them what to expect as far as procedures are concerned and how the court system works.

#### IX. JUVENILE ARREST RECORDS

- A. The Code of Virginia Section 16.1-301 requires that all law enforcement agencies take special precautions to ensure that law enforcement records concerning a child are protected against disclosure to any unauthorized person.
- B. The Records/Data Processing Supervisor is responsible for ensuring confidentiality of juvenile records within the Records Section in accordance with Code of Virginia Section 16.1-301.
- C. The Criminal Investigations Division Captain is responsible for the establishment of separate files for juvenile fingerprints and photographs in accordance with Code of Virginia, Section 16.1-299.
- D. Per Section 16.1-301(c), Code of Virginia, officers may release, upon request to one another and to other local, state or federal law enforcement officers, current information on juvenile arrests. Such released information may be used for current investigation purposes only and not for creation of new individual files or records on individual juveniles on the part of the receiving agency.
- E. Fingerprinting and Photographs of Children
  - 1. Virginia Code Section 16.1-299 provides that fingerprints and photographs may be taken and filed of any juvenile taken into custody and charged with a delinquent act an arrest for which, if committed by an adult, is required to be reported to the Central Criminal Records Exchange (CCRE) pursuant to 19.2-390 of the Code of Virginia.
  - 2. Juvenile fingerprints and photographs are maintained separately from the fingerprints and photographs of adults.
  - 3. If a petition or warrant is not filed against the juvenile, all copies of fingerprints and photographs taken in connection with the offense shall be destroyed sixty days after the fingerprints were taken.
  - 4. If the juvenile was found innocent or not guilty the court will order the fingerprints to be destroyed within sixty days of the final disposition.
  - 5. If a juvenile of any age is adjudicated delinquent or found guilty of a CCRE reportable offense, copies of the fingerprints shall be forwarded to the CCRE by the Clerk of the Court which heard the case.
  - 6. The fingerprints may be entered in the Department's computer system by identification number or any other method insuring confidentiality of the juvenile's name.
  - 7. Juvenile fingerprint cards and photographs authorized for retention are maintained separately. Access to these records is restricted to official use and may be viewed by the public only on the authorization of a court order.
  - 8. Per Virginia Code Section 16.1-299.2, when it is determined, either by admission or investigation, by a state or local law enforcement agency or a regional multi-jurisdictional law enforcement agency or a regional multi-jurisdictional law enforcement task force, that a juvenile who has been arrested is a member of a youth gang, the arresting officer shall enter the juvenile's name and other appropriate gang related information required by the Department of State Police into the Youth Gang File of the Virginia Crime Information Network. (See Section XIV).



F. Other physical samples may be taken from a juvenile for identification purposes only after the officer has conferred with the Juvenile Court and/or the Commonwealth's Attorney for advice and assistance as to the legalities and proper procedure for obtaining such samples: Samples felt necessary might include, but are not limited to:

1. Hair
2. Blood
3. Urine
4. Nails
5. Saliva
6. Stomach contents
7. Handwriting.

**X. MISSING JUVENILES**

A. The Duty Supervisor must be notified immediately of a reported missing juvenile.

B. The Duty Supervisor is responsible for determining the nature and extent of any circumstances that would require the further notification of officials, immediate actions for search or the implementation of any contingency planes. If there is an indication or indicators that the case is a child abduction the supervisor is to follow the Activation Process of the Virginia AMBER Alert Plan. The following process should be followed:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Additionally, the duty supervisor and the investigating officer should ensure that as the case develops, any new information including additional photographs are passed on to the VMCC immediately so that the information can be disseminated to the media. Upon closure of the child abduction case, the duty supervisor shall immediately notify the VMCC with pertinent information.

The VMCC and the Virginia State Police utilize the following flow chart provided on page 21 of the Virginia AMBER Alert Plan (Attachment B) to determine whether or not an abduction case meets the Virginia AMBER Alert Activation Plan:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- F. Endangered or involuntary cases must receive a timely response and may require resources found in contingency planning.
- G. Missing juveniles should be entered and cleared from VCIN as soon as possible. The code number for the local school division of the missing juvenile is included in the VCIN field. The code number for the City of Fairfax School District is 132.
- H. Completed SP-183 forms and photographs are attached to the working copy of the PD-104 Incident Report. A copy of the SP-183 is attached to the original PD-104 Incident Report.
- I. All completed Virginia Missing Children Information Clearinghouse forms (SP-183) are forwarded to CID. The Criminal Investigations Division is responsible for forwarding the form SP-183 or facsimile to the local school division superintendent where the child attends school. The CID also follows up with any other required reports.

XI. PETITIONS AND WARRANTS

- A. Juvenile Petitions coming into this Department from outside agencies are handled through the Warrant Control process before being referred to the Criminal Investigations or Field Operations Divisions.
- B. Other than associated field or accident reports, the Virginia Uniform Summons is the document used to record all juvenile arrests, even if the offense is one which is reportable to Central Criminal Records Exchange.
- C. The Virginia Uniform Summons is completed on formal cases regardless of whether the juvenile is placed in a detention facility, brought immediately before the Juvenile Court, or released to parental custody pending court process.
- D. The summons form is only used to record the names of juveniles who are taken into custody for committing a criminal offense or pursuant to a detention order. It must not be used to record the names of juveniles who are taken into custody for their own protection, such as child abuse, neglect, or abandonment. The PD-104 Incident Form is adequate for recording the details of protective custody incidents or the informal case. When these juveniles are released, the name of the parent or guardian is noted in the report.
- E. In completing the summons form, the specific offense for which the juvenile was taken into custody must be recorded regardless of the age of the juvenile.
- F. Officers must place a large "J" within a circle on the top right hand corner of the summons to indicate a juvenile record for traffic and/or criminal offenses.
- G. If an officer does not intend to obtain a petition, the officer notes such in the report and no summons is issued.
- H. A PD-120 Physical Arrest/Use of Force Report is completed for any full custody arrest. On the form in the "JUVENILE" box, the "Y" is circled for juveniles.

XII. DWI / DIP ARRESTS

- A. The following procedure applies only to the arrest of juveniles for Driving While Intoxicated or Drunk in Public.
- B. Upon arrest of a juvenile for DWI or DIP, the officer should attempt to have a parent, guardian or responsible adult contacted. The juvenile may be released to the custody of the parent, guardian or responsible adult after the administration of any necessary B.A.C. test and after co-signing a Virginia

Uniform Summons, promising the juvenile's appearance on the officer's next regularly scheduled court date. A Juvenile Petition must then be secured prior to the court date.

- C. If no parent, guardian or responsible adult can be located to accept custody of the juvenile, the juvenile is transported to Juvenile Intake for the issuance of a Detention Order.
- D. If Juvenile Intake is closed, the juvenile is taken to the Fairfax Juvenile Detention Center for the issuance of a Detention Order.
- E. The officer should have the Detention Order marked clearly to show that the Detention Order was issued only because no parent, guardian or responsible adult could be located.
- F. The Detention Center and the officer should continue to attempt contact with the parent, guardian or responsible adult.
- G. If the parent, guardian or responsible adult is contacted prior to the convening of Juvenile Court the following morning, there is no need for the arresting officer to appear in Court that morning. When in doubt, officers should contact the Detention Facility at 0800 to verify their need to appear for the detention hearing.
- H. Juveniles arrested for DWI and DIP only are exempt from the Detention Center's requirement of a physical exam prior to admission, provided the juvenile is not otherwise injured or sick.

**XIII. YOUTH GANG MEMBERSHIP TRACKING PROCEDURES**

- A. Whenever it is determined by an officer either by admission or investigation, that a juvenile who has been arrested is a member of a youth gang the arresting officer shall enter the juvenile's name, other personal descriptors, license plates and any other appropriate gang related information into the VCIN system.
- B. To accomplish the above, the arresting officer must fill out PD-171, "Youth Gang Source Document" as completely as possible and turn it in to the Criminal Investigations Division Lieutenant for review and insertion of the gang or subgroup code.
- C. Once the gang or subgroup code is added to PD-171, the CID Lieutenant will turn the form in to the ECC for entry into the VCIN system.
- D. If the gang or subgroup code is not known, then the CID Lieutenant, or designee, will fill out the PD-172 "Request for Youth Gang and/or Subgroup Code" and fax this form to the VCIN Administrative Office to the attention of the VCIN Supervisor (Fax #804-674-2105).
- E. Once a gang or subgroup code is received from the VCIN Administrative Office, the form will be turned in to the ECC for entry into VCIN.
- F. Records entered into VCIN remain active until cleared by this agency.

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Colonel Carl R. Pardiny / Chief of Police

Attachment A                      Virginia Missing Children Information Clearing House Report – (SP-183)

<p>Index as:</p> <ul style="list-style-type: none"> <li>Children</li> <li>Custody of Juveniles</li> <li>Detention Orders – Juvenile</li> <li>Juvenile Cases</li> </ul>	<ul style="list-style-type: none"> <li>Juvenile Custody</li> <li>Juvenile Procedures</li> </ul>
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