



City of Racine Police Department
Policy and Procedure

Number: 0927

Subject: Secured Juvenile Tracking		
Date Issued: 05-31-2016	Date Revised: 05-31-2016	Revision Number: 1

POLICY

The Department of Justice mandates tracking the movement of all juveniles placed in the interview rooms or secured to benches via Secured Juvenile Tracking Log, RPD Forms PP 191.

Juveniles are considered to be “held” if they enter a secured perimeter pursuant to a temporary physical custody request/referral by law enforcement, a citation, an arrest due to a warrant or capias, other arrest, or by court order.

DEFINITIONS

Secure perimeter– boundary within the facility that outlines the secure confinement area.

Juvenile Tracking Log- documentation for purposes of holding that includes: Name, DOB, Gender, Race, Most Serious charge for which juvenile is held, County of Residence, Date/Time of Hold, Where/To Whom Juvenile was released.

Status Offenses- (Alleged or adjudicated) Any offense that if committed by an adult would not be a criminal act. Examples include, but are not limited to; truancy, curfew violations, tobacco violations, etc

Non Offenders- Children under the age of 18 who have not committed any violation and are basically abused, neglected, abandoned, or otherwise in need of protection or services. For example, Ch. 48 CHIPS and Ch. 938 JIPS.

Lock Up- A temporary place of detention within a police station which is used exclusively for confinement of persons under arrest before those persons are interviewed, brought before a court, or post bond.

Secure- A facility that has a secure perimeter, cells, lockable rooms used for suspects, cuffing ring, or bench.

Sight and Sound Contact- Any physical or sustained sight and sound contact between juvenile offenders in a secure custody status and incarcerated adults.

Sight Contact- Clear visual contact between incarcerated adults and juveniles within close proximity to each other.

Sound Contact- Direct oral communication between incarcerated adults and juveniles.

PROCEDURE

MEMBER

When a juvenile is detained or in custody, either in an interview room or secured to a bench, a Secured Juvenile Tracking Log shall be completed.

1. Each juvenile shall be assigned a separate Secured Juvenile Tracking Log.
2. All fields on the Secured Juvenile Tracking Log(s) shall be filled out completely.
3. All movement between interview rooms and cuffing benches must be tracked on the form.
4. All Secured Juvenile Tracking Logs shall be reviewed by a supervisor.
5. The completed Secured Juvenile Tracking Log(s) must be scanned and attached to the Phoenix call.
6. Once the Secured Juvenile Tracking Log(s) is scanned, the original shall be placed in the Detective Bureau mailbox.
7. Document in the summary of your report that a Secured Juvenile Tracking Log(s) has been completed and properly routed.

NOTES

No physical or sustained sight and sound contact is allowed between juvenile offenders and adults in a secure custody status. Separation must be maintained in all secure areas.

Juveniles must be transferred or released within 6 hours of being placed in a secure area. The six hour time limit is reset at the completion of the final interview.

Any juvenile brought to the Police Department for status offenses shall not be placed in a secured area or secured to a cuffing bench.

SUPERVISOR

Shall review the Secured Juvenile Tracking Log(s) ensuring all fields are filled in.

1. Print name and payroll at bottom of Secured Juvenile Tracking Log(s).
2. Return to member for scanning and placement in Detective Bureau Mailbox.
3. The Detective Bureau will be responsible for recording and forwarding the required data to the Department of Justice.

DETECTIVE BUREAU

1. The Detective Bureau Administrative Assistant shall collect the completed Secured Juvenile Tracking Log(s) from the Detective Bureau Mailbox and record the pertinent data in the Secured Juvenile Tracking Data Collection spreadsheet (the spreadsheet is located in the Department "L" drive inside the Investigative Admin folder within the Secured Juvenile Tracking folder).
2. The Detective Bureau Administrative Assistant shall then place the original Secured Juvenile Tracking Log(s) in a folder that is kept in the Detective Bureau.
3. The Detective Bureau Administrative Assistant shall then forward a copy of the completed previous year's Secured Juvenile Tracking Data Collection spreadsheet to the Department of Justice no later than February 1st of the current year.