

James W. Johnson
Chief of Police



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“INTEGRITY...FAIRNESS...SERVICE”

SPECIAL ORDER #02-11

DATE: February 1, 2011

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Bulletin Board for 30 Days.

RE: Juvenile Detention Entry.

EFFECTIVE: Immediately.

BACKGROUND: Since its passage in 1974, the Juvenile Justice and Delinquency Prevention (JJDP) Act has changed the way states and communities deal with troubled youth. The goals of the Act were to assist state and local governments with the prevention and control of juvenile delinquency and to improve the juvenile justice system.

In 2002, the JJDP Act was reauthorized and established four essential core protections with which participating states and territories must comply, in order to receive grant funding under the JJDP Act. These protections are:

1. Deinstitutionalization of status offenders (DSO).
2. Separation of juveniles from adults in institutions (separation).
3. Removal of juveniles from adult jails and lockups (jail removal).
4. Reduction of disproportionate minority contact (DMC), where it exists.

The Baltimore County Police Department works together with the Juvenile Justice Compliance Monitor from the Governor’s Office of Crime Control and Prevention to ensure the monitoring of its police facilities. Each participating state must develop and implement a strategy for achieving and maintaining compliance with the four core protections.

The Department must comply with a state-established electronic monitoring system to ensure that the core protections are met. Each precinct within the Baltimore County Police Department is classified as a “secure adult lockup” based on the federal definitions provided under the Act. On a bi-annual basis, the Department submits this information in a compliance monitoring report to the JJDP office. New policies from the State now require the Department to log information regarding every juvenile arrested and transported to a precinct into their new web-based data collection system.

PURPOSE: To establish Departmental policy and procedure for the entering of any juvenile arrested and brought into a precinct into the State of Maryland Juvenile Holding Log.

RELATIONSHIP TO DEPARTMENTAL VALUES: The Department’s participation with the State of Maryland Juvenile Holding Log supports the value of **SERVICE** by allowing an efficient process of entering and tracking information for juveniles who are arrested and transported to a precinct.

SPECIAL ORDER #02-11 (Continuation)

POLICY: To comply with the JJDP Act of 2002, members of the Baltimore County Police Department will adhere to the following procedures whenever a juvenile is arrested and brought into a precinct. This includes juveniles who are:

1. Arrested and detained at a precinct;
2. Arrested, detained at a precinct, then subsequently released without charge;
3. Waived to adult status.

Juveniles transported to a precinct as victims, witnesses or a Child in Need of Assistance (CINA), or juveniles who are charged but not transported to a precinct are exempt from this policy.

PROCEDURES:

Juvenile Detention Log Books

- Are maintained at each holding facility.
- Are completed by the arresting officer each time that a juvenile is arrested and transported to a holding facility, regardless of whether they are held in secure detention.
- Are to be retained at the holding facility for three years.
- The standards and formatting for the log book information is maintained by the Youth Initiatives Team (YIT).

Designated Precinct Personnel

- Are assigned by the precinct commander.
- Electronically log all juveniles who are listed in the juvenile detention log book into the State of Maryland Juvenile Holding Log website at least weekly.
- Access the State's website to enter information:
<http://www.goccp.maryland.gov/restricted/secure-juv-holding-log.php>
- Will complete the information on the website as follows:
 1. Facility Selection - select the appropriate precinct.
 2. Facility Information Verification - This is the contact and demographic information for the selected precinct. Review/update any information as needed. Complete the Survey Preparer and Preparer Phone Number, as this is needed to continue.
 3. Log Entries - This is for precinct data. The Log will be completed as directed. All juveniles arrested and brought into the holding facility will be entered. The site is self-explanatory. Entries will be completed for the juvenile's name or I.D. number, ethnicity, race, date of birth, sex, date and time in, date and time out, sight and sound separated, most serious offense and status. When all entries are completed, the survey preparer will submit the information and then sign-off.

Department Liaison Officer

- Is a member of the Youth Initiatives Team (YIT) who acts as the Department liaison between precincts and the State Juvenile Justice Compliance Monitor.
- Monitors site inspections of each precinct with the State Juvenile Justice Compliance Monitor and designated precinct personnel.
- Monitors the entering of juveniles brought into a precinct and logged into the State of Maryland Juvenile Holding Log database.
- Develops and assists with yearly training for Department personnel with the State Juvenile Justice Compliance Monitor.
- Distributes new correspondence from the State to all Department members involved with juvenile detention.
- Reviews and monitors the State website to ensure that all personnel are in compliance with the six-hour time limit for any juvenile in secure detention.

SPECIAL ORDER #02-11 (Continuation)

- Notifies the appropriate precinct commander of any violations and to direct the arresting officer to submit a Form 12L, through the chain-of-command, explaining the circumstances surrounding the violation. A copy of the submitted Form 12L will be retained by the YIT for three years.

This Order is in conjunction with existing procedures related to juvenile custody and in no way supersedes any present policy in the Field Manual, Standard Operating Procedures (SOPs), Special Orders, etc.

IMPLEMENTATION: A copy of this Special Order will be given to all sworn members of the Department and non-sworn supervisors and managers.

By order of,

James Johnson
Chief of Police