



# Policy 1202

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<b>INTERACTIONS WITH YOUTH</b>	
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*By Order of the Police Commissioner*

## **POLICY**

The purpose of this policy is to provide the necessary background and guidance to members of the Baltimore Police Department (BPD) so they may effectively interact with Youth in non-custody, enforcement, and custody situations. This policy requires that BPD members:

- Uphold the Constitutional and statutory rights of Youth during contacts with law enforcement,
- Recognize that Youth are developmentally different from adults and therefore require the use of special approaches during voluntary contacts, investigative stops, searches, and custodial contacts,
- Use their discretion to promote positive outcomes for Youth offenders when reasonable alternatives that Divert Youth away from the juvenile justice system exist,
- Avoid taking a Youth into Secure Custody unless no other effective alternatives exist, and
- Balance the rights and safety of Youth and their parents or guardians when Youth are witnesses or victims of a crime.

## **BACKGROUND**

### **Adolescent Development and Youth-Specific Context**

- i. The nature of adolescent development makes it difficult for Youth to consider the consequences of their behavior, especially when faced with stressful situations, such as interactions with law enforcement. The part of the brain that controls rational thinking and long-term planning is not fully developed in adolescents. Therefore, adolescents are more prone to risky and dangerous behavior, making them vulnerable to delinquency. Youth also have normal developmental tendencies to react anxiously and distrustfully to unfamiliar adults, especially if the adult(s) appear physically or verbally angry, threatening, or intimidating.
- ii. As Youth are still in their development and learning stages, law enforcement officers are uniquely positioned to influence Youth as figures of authority. Building healthy relationships with Youth and creating a positive adult influence during interactions can foster healthy Youth development. Youth are particularly attuned to Procedural Justice. A Youth's earliest interactions with law enforcement can have a lasting impact on their perceptions of the legitimacy of the justice system and their likelihood of reoffending.
- iii. Many Youth in Baltimore have experienced Adverse Childhood Experiences and trauma. The BPD recognizes the existence of this trauma – often multi-generational – has contributed to a general distrust of law enforcement among some Youth. Research also has shown that law enforcement and the general public (e.g., witnesses or complainants) perceive Youth of color as significantly older than they actually are, leading to differential treatment of these Youth. The BPD

is committed to the pursuit of equitable policing practices to build positive relationships and trust between law enforcement and Baltimore's Youth and families.

- iv. Research has shown that many Youth, particularly those accused of low-level offenses, achieve better life outcomes and are less likely to commit future offenses when given an appropriate level of intervention that promotes pro-social behavior while protecting public safety. Youth who are Diverted from formal involvement in the juvenile justice system can still be held accountable for their actions while receiving more Developmentally Appropriate services and support from community-based providers.

## **DEFINITIONS**

**Adverse Childhood Experiences (ACEs)** – According to the Centers for Disease Control<sup>1</sup>, ACEs are potentially traumatic events that occur in childhood (0-17 years) that include, but are not limited to, experiencing violence or abuse, witnessing violence in the home or community, and having a family member attempt or die by suicide. Also included are aspects of a Youth's environment that can undermine their sense of safety, stability, and bonding, such as growing up in a household with: substance misuse, mental health problems, and instability due to parental separation or household members being in jail or in prison. ACEs are linked to chronic health problems, mental illness, and substance misuse in adulthood. ACEs also can negatively impact education and job opportunities.

**Age-Appropriate/Developmentally Appropriate** – Interchangeable terms used to reflect a general understanding of the social, emotional, physical, neurological, behavioral, and moral aspects of development in a Youth. See **BACKGROUND** above.

**Custodial Contact** – Contact wherein a member determines that a Youth will be taken into police custody.

**Deinstitutionalization of Status Offenders** – The Juvenile Justice and Delinquency Prevention Act of 1974 requires that Youth charged with Status Offenses, and/or abused and neglected Youth, shall not be placed in secure detention or locked confinement. BPD members shall seek alternatives to arrest and seek to Deinstitutionalize Youth with Status Offense violations absent more serious, Delinquent Offense violations.

**Delinquent Act** – An offense committed by a Youth that would be a crime if committed by an adult.

**Department of Juvenile Services (DJS)** – An executive agency whose primary task is to appropriately manage, supervise, and treat Youth who are involved in the juvenile justice system in Maryland.

**Diversion** – Intervention strategies that redirect Youth away from formal involvement in the juvenile justice system. Diversion can occur at any point in the juvenile justice system, from a Youth's contact with law enforcement through a Youth's adjudication in juvenile court.

**Non-Custodial Contact** – An interaction between a member and a Youth where the Youth is free to leave the interaction at any time. Examples may include when the Youth is a witness or victim of a crime, or the member lacks reasonable articulable suspicion that the Youth has committed or is committing a Delinquent Offense or Status Offense.

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<sup>1</sup> United States Department of Health & Human Services, Centers for Disease Control, "Preventing Adverse Childhood Experiences." <https://www.cdc.gov/violenceprevention/childabuseandneglect/aces/fastfact.html>

**Non-Secure Custody** – Any custody by a BPD member where the Youth is not free to leave (e.g., the Youth is in the presence of a law enforcement officer, or on the premises of a law enforcement facility, but is not in secure detention or confinement status), other than Secure Custody.

**Secure Custody** – A secure detention area where a Youth is physically detained or confined including a locked room, a cell, or area designated for the specific purpose of physically restricting the movements and activities of a Youth who is in police custody. The Baltimore City Juvenile Justice Center (BCJJC) is classified as a secure detention facility. For the purpose of this policy, the terms “secure detention,” “secure confinement,” and “secure holding” are synonymous with Secure Custody.

**Status Offense** – An offense committed by a Youth that would not be a crime if committed by an adult. Examples of Status Offenses in Maryland include: underage alcohol and tobacco violations, daytime and nighttime curfew violations, truancy, running away from home, and court jurisdiction for the civil offense of possession of less than 10 grams of marijuana (See Policy 809, *Marijuana - Uniform Civil Citation*).

**Strip Search** – The search of a person requiring the removal or rearrangement of some or all clothing to permit the visual inspection of the person’s groin/genital area, buttocks, female breasts, or undergarments covering these areas.

**NOTE:** The following does not constitute a Strip Search or Body Cavity Search: (a) the removal or rearranging of clothing reasonably required to render medical treatment or assistance; (b) the removal of articles of outer clothing, such as coats, ties, belts, shoes; or (c) a weapons pat-down that includes minor manipulation at or around the waistband of the pants, including the untucking and shaking out of a person’s shirt, which may expose the waistband of a person’s undergarments only.

**Youth** – A person who is under 18 years of age. For purposes of this policy, a Youth is an individual with whom a member is interacting that: a member knows (e.g., through prior interaction, Youth self-reporting) is under 18 years of age, or whose Youth status is objectively apparent to a reasonable officer.

## **GENERAL**

1. Members shall be guided by the most effective and least intrusive enforcement response to Youth offenses. In many cases, an arrest is not the most effective response to a Youth offense as other responses may be more effective in promoting pro-social behavior while maintaining public safety. As with certain lesser offenses for adults (See Policy 1018, *Lesser Offenses & Alternatives to Arrest*), a warning, verbal counseling, or referral to Diversion services are all preferable to citation or arrest.
2. For voluntary contacts, field interviews, investigative stops, and searches of Youth, members shall follow the requirements in Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs, & Searches*, Policy 1002, *Securing and Interviewing Witnesses*, and Policy 1109, *Warrantless Searches* in addition to the below directives.
3. Members shall see Policy 1207, *Youth Interrogations*, for specific requirements for interrogations of Youth.
4. In order to determine the preferred enforcement response to certain Status and Delinquent Offenses, members may consult the Youth Offense & Resolution Categories chart found in Appendix A.

5. Given the considerations listed in **BACKGROUND, iii**, above, if it is not objectively apparent whether an individual is a Youth or adult, members shall ask an individual's age rather than make assumptions, unless exigent circumstances preclude such an inquiry.

#### **Youth Interactions: Standards for Contacts & Youth-Specific De-Escalation Techniques**

6. Problem-solving and Developmentally Appropriate communication strategies are especially important tactics to employ while interacting with Youth. During interactions with Youth, members shall, when feasible:
  - 6.1. Adhere to the principles and policy of procedural justice during the interaction (See Policy 325, *Procedural Justice in Interactions*).
  - 6.2. Recognize that a Youth may not comply right away with orders and that multiple attempts may be needed without resorting to the use or threats of force. The BPD's policy requirements governing the use of force in encounters with Youth are included in Policy 1115, *Use of Force*.
    - 6.2.1. Repeat instructions in a clear voice, and remind the Youth that the purpose of a member's actions is to protect the safety of the Youth and others.
    - 6.2.2. Make efforts to slow down and not rush through interactions absent an emergency situation. For example, when safe and feasible under the circumstances, a member may walk alongside a Youth who initially refuses to stop on the member's orders to try to get the Youth to comply as opposed to physically restraining the Youth.
    - 6.2.3. Repeat back what the Youth says to demonstrate understanding and give an opportunity for clarification. Answer any questions a Youth may have in order to help them understand the Member's actions.
    - 6.2.4. Allow time for the Youth to vent their frustrations, and give them an opportunity to comply (consider environment and other competing stimulus – e.g., sirens, flashing lights, noise, commotion).
    - 6.2.5. Allow the Youth to make choices, or remind them that they may request the help of a parent or guardian, when appropriate. This may include arriving at a way to resolve the situation together.
    - 6.2.6. Be attentive to a Youth's actions over their words. Youth often may comply regardless of verbalizing otherwise.

### **DIRECTIVES**

#### **Youth Interviews: Witnesses and Victims**

7. For interviews with Youth, the initial responding member must contact and receive consent of the Youth's parent or guardian before proceeding with the interview unless one of the below-listed exceptions applies. The member shall also inform the Youth that they can have a parent, guardian

or other supportive adult present during the interview, and if the Youth wants such a person present, the member shall not conduct the interview until the person is present.

**NOTE:** This policy does not apply to victims of child abuse. See Policy 1201, *Child Abuse Investigations*, for the investigatory requirements for child abuse cases.

- 7.1. If there is an imminent need to render aid, to protect the Youth's safety, or to protect public safety (e.g., immediately apprehending the perpetrator of a crime or locating a deadly weapon), the member may ask questions of the Youth related to that need prior to contacting the Youth's parent, guardian, or supportive adult.
- 7.2. If the situation is unclear, the member may ask questions of the Youth related to the need to render aid, protect the Youth's safety, protect public safety, or assess the situation prior to contacting the Youth's parent, guardian, or supportive adult (e.g., if the member encounters an individual that appears to be unconscious on the ground, the member, in order to render aid, may ask a nearby Youth "what happened to them?").
- 7.3. Members may interview the Youth without parental consent if the Youth initiated a call for service or otherwise requested assistance from authorities (such as law enforcement, school officials, or other mandatory reporters under Maryland law), though members still must inform the Youth that they can have a parent, guardian, or other supportive adult present if they wish. The member shall limit the interview to questions about the alleged crime for which the Youth has requested assistance.
- 7.4. Members may interview the Youth without parental consent if the member has a call for service or other factual basis to suspect that the parent or guardian is the perpetrator of an offense against the Youth, though members still must inform Youth that they can have a different parent, guardian, or supportive adult present if they wish. Members shall adhere to Policy 1201, *Child Abuse Investigations*, for situations in which the parent/guardian is the suspect in a crime with a Youth victim. Members are referred to Policy 708, *Rape and Sexual Assault*, for incidents involving a 16- or 17-year-old victim of rape or another sexual assault offense.
8. Whenever a member asks a Youth the limited questions allowed under **7.1. – 7.4.**, the member may not ask questions intended to further the investigation of the crime beyond the scope of those exceptions prior to contacting the Youth's parent, guardian, or supportive adult.
9. When interviewing a Youth, members shall use simple, concrete, age-appropriate language to ensure the Youth understands that their responses are voluntary and that they are free to leave. Youth may not understand initially that a field interview represents a non-hostile, voluntary contact, therefore in addition to notifying the Youth that they are free to leave, members shall not use words or actions that would communicate that the Youth is not free to leave or that they must answer questions (See Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs & Searches*). Whenever possible, a member who is trained in Youth interviewing should conduct the interview.
10. When interviewing a Youth pursuant to the above, members shall seek to ensure the Youth's safety in a manner that addresses the Youth's safety (e.g., conduct a discreet, off-scene interview, and ensure that the Youth returns home safely). All off-site interviews, as defined in Policy 1002, *Securing and Interviewing Witnesses*, with a Youth **must** be audio and video recorded.

11. Members should not ask a Youth witness a question intended to get the Youth to incriminate themselves. If the Youth makes a self-incriminating statement in the course of an interview, and/or is considered a suspect, the member shall instead follow Policy 1207, *Youth Interrogations*.
12. Upon the conclusion of an interview, members shall issue the Youth a Baltimore Police Contact Card.

### Investigative Stops

13. An investigative stop of a Youth is only permitted when the member has reasonable articulable suspicion (RAS) that the Youth has committed, is committing, or is about to commit a Delinquent Act or Status Offense. RAS allows the member to temporarily detain the Youth for the purpose of confirming or dispelling that suspicion. If the member has no legal basis to detain the Youth, the Youth must be informed that they are free to leave the encounter at any time.
14. For all investigative stops of a Youth, the member must complete a Juvenile Custody Report, Form 11/83, detailing the facts that gave rise to RAS. The member must document these facts whether or not that suspicion is dispelled.
15. Members shall not arrest Youth for disorderly conduct and similar discretionary offenses when the arrest would be based solely on the Youth's response to a stop instead of the behavior justifying the initial contact.

### Youth Searches

16. Regarding Youth, members shall adhere to the same procedural search requirements for adults as described in BPD policy (See Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs, and Searches*; Policy 1109, *Warrantless Searches*; Policy 1007, *Search and Seizure Warrants*; Policy 1013, *Strip Searches and Body Cavity Searches*) with some, Developmentally Appropriate, exceptions that are listed below.
17. **Consent Searches:** When seeking consent to search a Youth or their belongings for contraband or evidence of a crime, members shall make reasonable, Developmentally Appropriate accommodations in addition to the requirements of Policy 1109, *Warrantless Searches* to include:
  - 17.1. Requesting permission from a permanent-rank supervisor to seek consent to search from a Youth.
  - 17.2. Fully explaining the Youth's right to refuse, limit, or revoke consent at any time in Age Appropriate terminology.
  - 17.3. Informing the Youth that they may call a parent, guardian, or supportive adult for guidance before granting or revoking consent to the search.
  - 17.4. Reading the Permission to Search, Form 29 line-by-line, and confirming that the Youth understands the contents of the Form, as well as their right to refuse to sign. The explanation of the Form and any subsequent clarification, explanation, or consent that is refused or granted **must** be captured on BWC.

- 17.5. During all consent search interactions with a Youth, members shall take into account the following factors in determining the Youth's capacity to understand the interaction, or the voluntariness of any consent to search given:
- 17.5.1. The Youth's age: consent to search shall **not** be sought for Youth under 15 years of age.
  - 17.5.2. Whether the Youth is under the influence of drugs or alcohol.
  - 17.5.3. Whether the Youth's primary language is English (See Policy 1735, *Language Access Services for Limited English Proficient Persons*).
18. **Field Strip Searches:** Field Strip Searches of Youth are **prohibited** except in the case where a member has probable cause to believe that the Youth is concealing a deadly weapon, the Youth is a threat to themselves or others, and the Youth cannot be transported safely to a private location (e.g., district station or headquarters). Members must obtain express approval from a permanent-rank supervisor, lieutenant or above, unless taking the time to seek approval would pose an imminent threat to the safety of the Youth, the member, or the public.
- 18.1. Field Strip Searches of a Youth to retrieve a concealed deadly weapon shall be performed with enhanced protection and privacy:
    - 18.1.1. Away from members of the public,
    - 18.1.2. Conducted by a member of the same gender identity as the Youth (See Policy 1013, *Strip Searches and Body Cavity Searches*), with the fewest number of members possible to secure the weapon, protect the Youth, and ensure officer safety,
    - 18.1.3. With as little rearranging/removal of clothing as possible to safely retrieve the weapon. The Field Strip Search shall **not** be performed if it would fully expose the Youth's groin/genital area, buttocks, or a female Youth's breasts, and
    - 18.1.4. If the Youth requests that the BWC not visually record the search, the search shall be audio recorded to protect the Youth and the members conducting the search.
  - 18.2. This policy does not apply to BPD members assigned to BCJJC acting in the ordinary course of their duties.
19. Following any search of a Youth, members shall complete an incident report including the appropriate search fields and Juvenile Custody Report fields, the paper Juvenile Custody Report, Form 11/83, in addition to the required paperwork that accompanies the type of search performed. Attach legible images of any physical forms and paperwork to the Incident Report. Multiple images of a single form may be necessary to ensure legibility.

### Youth Offense and Resolution Categories

20. For instances of Delinquent Offenses where a member has probable cause to arrest, members shall select the most appropriate option proportionate to the alleged offense (See Fig. 1 below

and Appendix A, Youth Offense and Resolution Categories) which least restricts the Youth's freedom and provides an alternative consistent with public safety and this policy.

21. Consistent with Policy 1106, *Warrantless Arrest Procedures and Probable Cause Standard*, Youth shall not be arrested for misdemeanors committed outside of a member's presence unless a statutory exception applies.

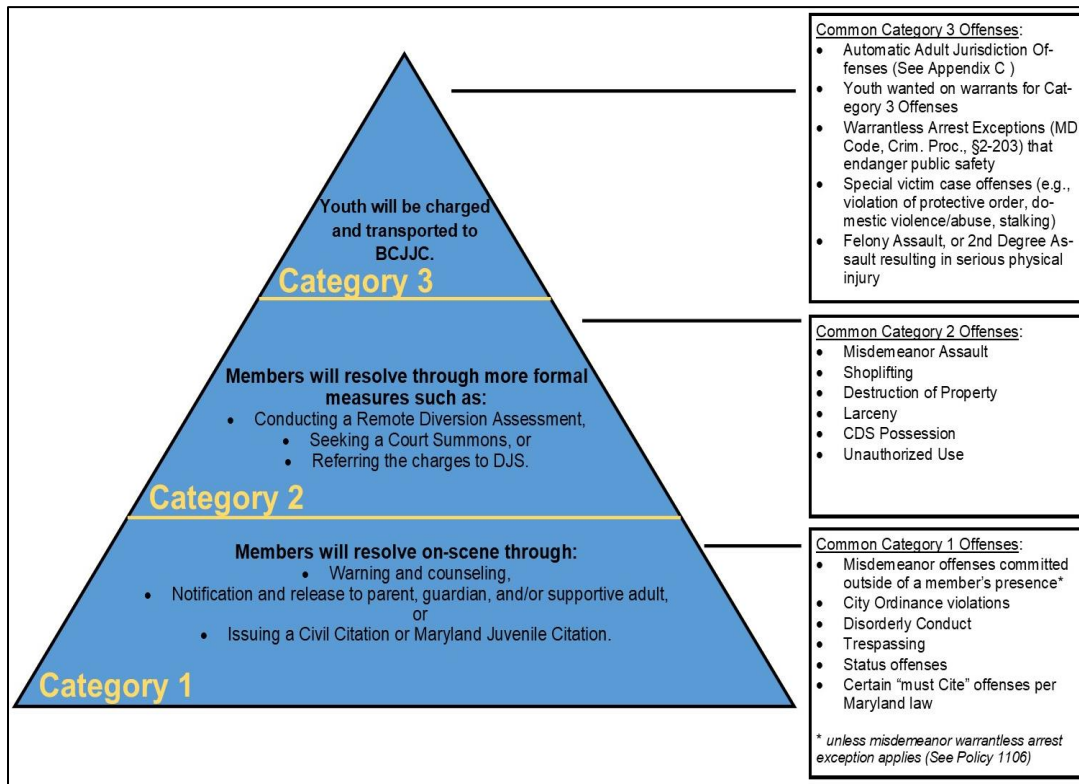


Figure 1: Youth Offense and Resolution Categories (also included as Appendix A)

22. **Category 1 Offenses – Warning or Citation:** Members shall select the least-restrictive resolution, such as:
- 22.1. Warning and/or informal counseling, and release without further action;
  - 22.2. Notification and/or release to a parent or legal guardian;
  - 22.3. Maryland Juvenile Citation.

### Status Offenses

23. Status Offenses that occur in the presence of law enforcement shall be resolved by the member through the least-intrusive and most effective enforcement option consistent with public safety.
- 23.1. Generally, Status Offenses should be resolved informally through the options listed in 21 above. Youth shall not be arrested for Status Offense violations.
  - 23.2. For curfew violations, members shall adhere to Policy 1205, *Youth Curfew*.



23.3. Maryland law permits that certain Status Offenses be enforced through a Maryland Juvenile Civil Citation for which a Youth must appear at a hearing with DJS. Members may only issue a Maryland Juvenile Civil Citation for the following Status Offenses provided that less-intrusive measures have been exhausted or are ineffective:

23.3.1 Possession of marijuana under 10 grams (See Policy 809, *Marijuana – Uniform Civil Citation*),

23.3.2. Possessing false documentation to obtain an alcoholic beverage,

23.3.3. Unlawful possession of an alcoholic beverage,

23.3.4. Obtaining liquor for consumption by a person under the age of 21,

23.3.5. Misrepresentation of age to purchase beer, light wine, or liquor,

23.3.6. Possession of an unregistered keg,

23.3.7. Drinking or possessing an alcoholic beverage on public school property.

24. **Category 2 Offenses – Formal Arrest Diversion:** Members shall select more formal Diversion alternatives to arrest, such as:

24.1. Contacting the Diversion Coordinator to perform a Remote Diversion Assessment to determine the appropriate next steps, and/or forwarding the paperwork to the Diversion Coordinator;

24.2. Referring the paper charges to the Department of Juvenile Services and contacting the Youth's parent or guardian to retrieve their child; or

24.3. Seeking a court summons.

**NOTE:** Members may select a more or less-restrictive disposition to the corresponding category of the offense with approval from their first-line supervisor. Members shall include the specific, articulable circumstances describing the mitigating or aggravating factors describing the reason the disposition was selected.

25. **Category 3 Offenses – Arrest:** For the offenses listed as Category 3 Offenses in Fig. 1 and Appendix A, if a member determines that arrest and Secure Custody of the Youth is the most effective enforcement option given the severity of the offense, the totality of the circumstances, and in order to protect public or the Youth's safety, members shall refer to the below procedures in section **Custody and Transport of Youth**.

#### **Remote Diversion Assessment Procedures**

26. Members may contact the Diversion Coordinator to perform a remote Diversion assessment of the Youth in order to determine the appropriate disposition of the incident. The purpose of the assessment is to avoid unnecessary transportation and booking of a Youth who may already be eligible for a formal Diversion program. In conducting a remote Diversion assessment, members shall take the following steps:

- 26.1. Members shall immediately notify their Supervisor that a Youth is in the member's custody, the nature of the offense, and that the member intends to complete a remote assessment for the Youth's Diversion eligibility instead of transporting the Youth to BCJJC.
- 26.2. Members shall positively identify the Youth and contact the Diversion Coordinator to perform an intake assessment over the phone by providing the Coordinator with the facts and circumstances of the Youth's Delinquent Act. The Diversion Coordinator will advise the member whether the Youth is eligible for a pre-arrest Diversion Program.
  - 26.2.1. For after-hours (later than 1900 hrs.) incidents where a Youth does not have open warrants and is not under active supervision, members shall, by the end of their tour of duty, forward a copy of the Incident Report including the parent or guardian's contact information via email to the Diversion Coordinator for assessment and follow-up. Members shall then follow the steps in **29.** below.
- 26.3. For after-hours (later than 1900 hrs.) incidents where a Youth has open warrants and/or is under active supervision, members shall contact DJS Intake to perform an assessment. The Youth may still be eligible for arrest Diversion upon further screening. DJS will instruct whether or not the Youth would be released to their parent(s)/guardian(s) if taken to BCJJC.
- 26.4. If DJS advises that the Youth would be released to their parent(s)/guardian(s), members shall follow the steps listed in **28.** below and forward the paper charges by the end of their tour of duty to DJS.
- 26.5. If the Youth would **not** be released to their parent(s)/guardian(s), members shall transport the Youth to BCJJC for booking.
27. If the Youth has an open warrant for a Category 3 Offense, members shall take the Youth into secure custody and transport to BCJJC.
28. If the Youth is eligible for a pre-arrest Diversion program, the member shall contact and notify the Youth's parent or guardian that:
  - 28.1. The Youth is alleged to have committed a Delinquent Act,
  - 28.2. The Youth is currently in Non-Secure Custody with the member,
  - 28.3. The Youth is eligible for a formal Diversion program and that the parent/guardian will be contacted by the Diversion Coordinator within 24-48 hours, and
  - 28.4. The Youth may be released to the custody of the parent or guardian immediately.
29. Members shall then coordinate with the parent(s) or guardian(s) to obtain custody of the Youth from the scene, or to determine whether the Youth should be transported home. Members shall honor all reasonable requests from a parent(s) or guardian(s) related to the transport of a Youth, and inform them of the method of transportation and the Youth's condition (e.g., in a patrol vehicle, Non-Secure Custody). Members shall activate their BWC during any instance of transporting a Youth.

30. If, following a Remote Diversion Assessment, the Youth is **not** eligible for a pre-arrest Diversion program, members shall contact DJS Intake to determine whether the Youth would be held at BCJJC, or if paper charges to DJS are more appropriate.
31. Members shall complete, by the end of their tour of duty, an incident report including the appropriate Youth diversion fields and the paper Juvenile Custody Report, Form 11/83 detailing the probable cause for the charges and whether the Youth has been referred to a Diversion Program. Completed reports shall be forwarded to the Diversion Coordinator.

### **Custody and Transport of Youth**

32. Absent exigent circumstances, members shall request approval from a permanent rank supervisor to arrest any Youth between 10 and 14 years of age.
33. Members shall not arrest Youth under the age of 10 for any crime. Members may arrest Youth ages 10 to 12 ONLY for crimes of violence under Maryland Criminal Law §14-101.
34. Members shall not handcuff Youth aged 12 or under unless the Youth presents a danger to themselves or others.
35. Members may only handcuff Youth over the age of 12 for the following reasons:
  - 35.1. For safety purposes when arresting or transporting Youth;
  - 35.2. To prevent a Youth from hurting themselves or others;
  - 35.3. And/or to prevent a Youth from fleeing the scene during an initial investigation where the member has reasonable articulable justification for limiting the Youth's freedom, consistent with Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs, & Searches*.
36. Members are prohibited from handcuffing Youth who will be left unsupervised or in order to attach Youth to a fixed object.
37. Unless a Youth is being arrested and taken in to custody, members shall not handcuff a Youth during transport unless the Youth presents a danger to themselves or others. For custodial transports to return a Youth to a parent/guardian, or witness transport, members may conduct a pat-down for safety consistent with Policy 1002, *Securing and Interviewing Witnesses*.
38. For Youth whose wrists are too small for regular handcuffs, and if members are permitted to restrain them in accordance with this policy, members shall use plastic Flex-Cuffs for restraint.
39. Whenever a Youth is arrested or taken into custody, members shall:
  - 39.1. Provide medical care as necessary and ensure discharge documentation is obtained (See Policy 1114, *Persons in Police Custody*).
  - 39.2. Immediately notify parents/legal guardians, in a manner reasonably calculated to give actual notice, that the Youth is in custody, the Youth's location (including any future destination if the Youth is to be transported), and the reason the Youth is in custody. See Policy 1207, *Youth Interrogations*, for further notification requirements if the member intends to question the Youth.

- 39.3. Immediately notify Department of Social Services (DSS)/Out-of-Home Placement (OHP) at **410-361-2235** if the Youth is committed to the agency.
- 39.3. Explain to the Youth the procedure for retrieving any property that may have been seized during the arrest, to the extent that it may be eligible for retrieval (i.e., non-evidentiary or contraband).
- 39.4. Only transport Youth in prisoner transport wagons if they are charged or will be charged with a Delinquent Act or as an adult.
40. The transporting member shall adhere to the following directives in addition to the requirements of Policy 1114, *Persons in Police Custody*.
- 40.1. Do not transport any prisoners or adults in the same compartment as the Youth.
- 40.2. Complete incident report and paper Juvenile Custody Report, Form 11/83, regardless of the reason for or the duration of the custody.
- 40.3. Complete a Use of Force report whenever force is used to control a Youth during the arrest or transport. See Policy 725, *Use of Force Reporting, Review, and Assessment*.
41. If a Youth is taken into custody in the service of an Emergency Petition, members shall transport the Youth to the closest designated psychiatric emergency facility or to the medical facility directed by the physician or health officer (See Policy 713, *Petitions for Emergency Evaluation & Voluntary Admission*).
42. When the decision to charge a Youth and take them into custody is made, transport the Youth in a prisoner transport vehicle to the BCJJC. The member responsible for taking the Youth into custody shall complete an incident report and paper Juvenile Custody Report (Form 11/83). The operator of the transport vehicle is not required to complete a companion Form 11/83.
43. When requested by the staff at BCJJC to return for the medical care of a Youth, members shall immediately respond and transport the Youth to the nearest medical facility.
- 43.1. Prior to returning the Youth to BCJJC, obtain discharge documents from the medical facility.
- 43.2. Ensure that an incident report and paper Juvenile Custody Report (Form 11/83) is completed, noting the name of the medical facility, reason(s) for the transport, the physician's name, and the disposition of medical care.

### **Youth Wanted on Warrants**

44. BCJJC will only accept Youth wanted on warrants issued in Baltimore City. To verify whether or not a Youth has an active warrant, members shall:
- 44.1. Obtain the Youth's name, address, and age. Accept the response as accurate unless there is an articulable reason to believe the response is not factual.
- 44.2. Relay the Youth's information to the dispatcher. Further verification may be required by the Hot Desk and/or the DJS.

- 44.3. If the Hot Desk confirms the existence of a warrant, transport the Youth to the BCJJC. Once at BCJJC, DJS must verify the warrant. If the warrant is confirmed, members shall follow the directions of the staff at BCJJC and DJS.
- 44.4. In cases of out-of-jurisdiction warrants, members shall verify the warrant with the jurisdiction/agency that issued the warrant. Once verified, members shall request that a detainer be faxed to the Juvenile Booking Facility for jurisdiction of the warrant.

NOTE: Members may bypass obtaining a detainer and take the Youth directly to the Juvenile Courthouse to be seen by a judge, Monday through Friday from 7am to 3pm.

- 44.5. Ensure that BCJJC can take custody of and house the Youth until they are able to appear before a judge. If the warrant has been verified and a detainer cannot be obtained, BCJJC will make provisions to temporarily detain the Youth until they can stand before a judge.

### Runaway Youth

45. Members shall adhere to the following guidance for preserving the safety of Runaway Youth by taking the following steps.
46. Members shall ask the Youth limited questions, as described in **Youth Interviews** above, in order to determine the Youth's circumstances and how best to connect the Youth to the proper care and/or supervision. Often, Youth run away because of physical or sexual abuse, neglect, or substance use disorder in the family.
47. Members shall obtain the Youth's name, address, and age.
48. Members shall relay the Youth's information to the dispatcher for a warrant check.
49. Members shall make every attempt to return the Youth to their parent(s) or guardian(s) **unless** the member has a reasonable belief that the parent(s) or guardian(s) are a suspect in a crime involving the Youth. Members are referred to Policy 1201, *Child Abuse Investigations*, for situations in which the parent/guardian is the suspect in a crime with a Youth victim. Members are referred to Policy 708, *Rape and Sexual Assault*, for incidents involving a 16- or 17-year-old victim of rape or other sexual assault offense.
  - 49.1. If the Youth resides with a parent or guardian, members shall contact the parent or guardian to come to the scene and obtain custody of their Youth, or offer to transport the Youth to the parent/guardian's location. Upon arrival, confirm the identification of the parent or guardian with the Youth, have the parent sign the Juvenile Custody Report, and supply the parent or guardian with a Baltimore Police Contact Card.
  - 49.2. If attempts to reunite the Youth with the parent or guardian are unsuccessful and/or the Youth's residence is outside the jurisdiction of Baltimore City, or the Youth is a runaway from the custody of the State of Maryland members shall immediately contact DSS/CPS to take custody of the Youth.
50. Members shall complete an incident report and include the final disposition of the Youth, the result of the warrant check, and when applicable, the number of attempts made to contact the Youth's

parent or guardian within the report. Include the names of all contact persons from DJS and/or DSS/CPS.

51. Members shall forward all related reports to a first-line permanent rank supervisor by the end of the member's tour of duty.

#### **Lost and Abandoned Youth or Children in Need of Assistance (CINA)**

52. Youth may be taken in to custody because they are lost, unattended, abandoned, or otherwise in need of assistance. It is the responsibility of members to reconnect these Youth with their families, guardians, or to protective custody.
53. Members shall make every attempt to positively identify the Youth, their address, and phone number.
54. If a Youth cannot remember their phone number, ask them if they know the number of a close relative or family friend who may be able to contact their parent/guardian.
55. Members shall then contact the parent or guardian and make arrangements to meet them in order to obtain custody of the Youth **unless** the member has a reasonable belief that the parent(s) or guardian(s) are a suspect in a crime involving the Youth. Members are referred to Policy 1201, *Child Abuse Investigations*, for situations in which the parent/guardian is the suspect in a crime with a Youth victim. Members are referred to Policy 708, *Rape and Sexual Assault*, for incidents involving a 16- or 17-year-old victim of rape or other sexual assault offense.
56. If the parent or guardian is unable to access transportation, members shall transport the Youth to the parent or guardian.
57. If the parent or guardian is unable to be reached, members shall call DSS/OHP Team's hotline at **410-361-2235** for guidance.
  - 57.1. If directed to transport the Youth by DSS/OHP Team, members shall transport to DSS/CPS located at:  
  
**1525 N. Calvert St.  
Baltimore, MD 21202**
58. Members shall then turn custody over to CPS and document the custody exchange in an incident report and Juvenile Custody Report, Form 11/83. CPS caseworkers will author an independent report related to the incident, and will not sign-off on the Juvenile Custody Report.

**NOTE:** Members may turn over custody to CPS/DSS without waiting for a Youth's parent or guardian to arrive.

#### **REQUIRED ACTION**

##### **Members**

59. For all instances of stops and searches, members shall document the facts and circumstances leading to their reasonable articulable suspicion, and whether that suspicion was confirmed or dispelled.
60. Members shall complete an incident report and the Juvenile Custody Report, Form 11/83 for interactions where the Youth is in the member's custody, to include all instances of:
- 60.1. Investigative stops,
  - 60.2. Weapons pat downs,
  - 60.3. Arrest,
    - 60.3.1. Transporting members are **not** required to complete a Juvenile Custody Report, Form 11/83, however the member responsible for taking the Youth into custody shall complete a report.
    - 60.3.2. Members shall consult with an Assistant State's Attorney or the Automatic Adult Jurisdiction Offenses list (Appendix C) to confirm the Youth's charging status.
    - 60.3.3. Using the Juvenile Field Based Reporting (FBR) system at the Juvenile Booking Section or via district processing, members shall include a detailed narrative and charges in the Juvenile Custody Report, Form 11/83. If there is more than one charge, members shall itemize and specify each charge. When applicable, members shall submit an Incident Report. Members shall ensure that the report includes:
      - 60.3.3.1. A Juvenile Custody Number (which starts with "Y").
      - 60.3.3.2. The Youth's previous custody report entitled "List of Priors", written on the first line of a supplemental report.
      - 60.3.3.3. The results of the warrant check of the Youth in custody.
      - 60.3.3.4. Members shall ensure that all reports are transported to the Juvenile Booking Section.

### Patrol Supervisors

61. Supervisors shall monitor the enforcement decisions of their subordinates, specifically the manner in which their subordinates use alternatives to arrest and custody for enforcing Youth offenses through the most effective and least intrusive means available.
62. Supervisors shall review and authorize all Juvenile Custody Reports, Form 11/83, of their subordinates. In their review, supervisors shall determine whether a member appropriately assessed:
- 62.1. Informal resolution or Diversion options based on the Youth's offense, and

- 62.2. Additional resources to resolve the situation (e.g., Youth's parents, DJS, School Police), including any attempts to contact the above resources, and with whom they successfully contacted.
63. For instances of a Youth in Secure Custody during transport or processing at the district, Supervisors shall ensure sight and sound separation between Youth and adults at all times.
64. For instances of Youth transport, Supervisors shall ensure that Youth are secured by the appropriate safety devices (e.g., child safety seat for Youth under 8 years of age and less than 4 feet 9 inches tall).
65. Supervisors shall approve or disapprove a subordinate's request to arrest a Youth less than 15 years of age based on the specific articulable facts of the incident as presented by the subordinate and the availability/effectiveness of alternatives to custody.

#### **Chief of Patrol**

66. The Chief of Patrol shall receive, on a monthly basis, a report from the Diversion Coordinator to include:
  - 66.1. An accounting of the specific offenses that were forwarded to Diversion from BPD patrol members from the previous month,
  - 66.2. All Comprehensive Needs and Strengths (CANS) assessment determinations including the Youth's demographic information (age, race, gender, charge, and the program to which they were diverted),
  - 66.3. An accounting of the cases that were ineligible for Diversion and either forwarded to DJS or recommended for custody and booking at BCJJC, and
  - 66.4. The number of remote Diversion assessments conducted in the prior month.
67. In coordination with DJS, School Police, and DSS, the Chief of Patrol will continually assess this policy and the Diversion program as related to the availability of additional Diversion options and resources in the City.
68. The Chief of Patrol shall continually assess the BPD's training on Developmentally Appropriate communication and de-escalation techniques, and provide annual refresher training to the department on pre-arrest Diversion.



**APPENDICES**

- A. Youth Offense & Resolution Categories
- B. Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses
- C. Automatic Adult Jurisdiction Offenses
- D. Juvenile Custody Report, Form 11/83

**ASSOCIATED POLICIES**

- Policy 325, *Procedural Justice in Interactions*
- Policy 708, *Rape and Sexual Assault*
- Policy 713, *Petitions for Emergency Evaluation & Voluntary Admission*
- Policy 725, *Use of Force Reporting, Review, and Assessment*
- Policy 809, *Marijuana - Uniform Civil Citation*
- Policy 1002, *Securing and Interviewing Witnesses*
- Policy 1013, *Strip Searches and Body Cavity Searches*
- Policy 1018, *Lesser Offenses & Alternatives to Arrest*
- Policy 1106, *Warrantless Arrest and Probable Cause Standard*
- Policy 1109, *Warrantless Searches*
- Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs, & Searches*
- Policy 1114, *Persons in Police Custody*
- Policy 1201, *Child Abuse Investigations*
- Policy 1205, *Youth Curfew*
- Policy 1207, *Youth Interrogations*
- Policy 1735, *Language Access Services for Limited English Proficient Persons*

**RESCISSION**

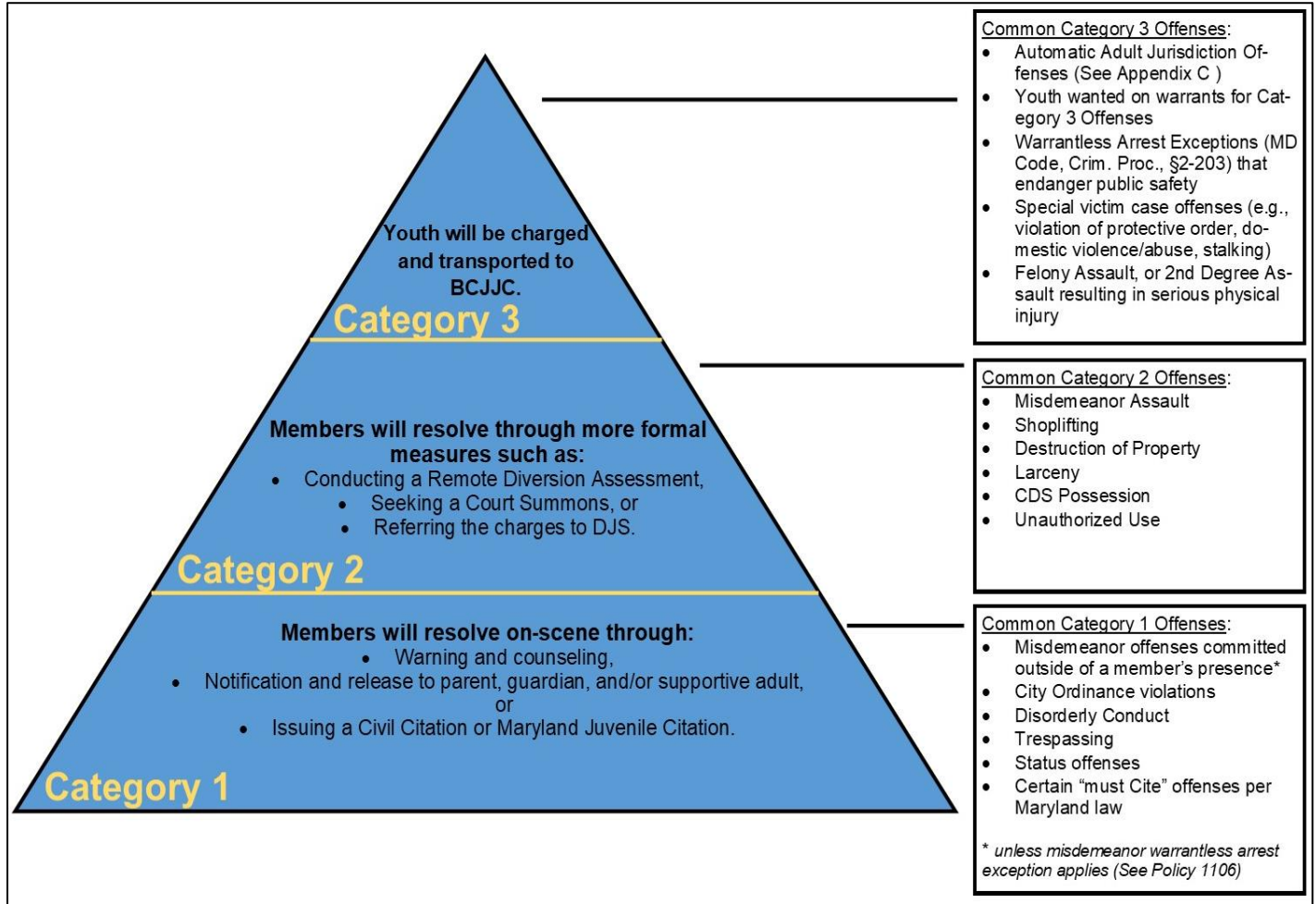
Remove and destroy Policy 1202, *Juveniles: Consensual, Non-Custodial Contacts and Custody Procedures*, dated 1 July 2016.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A**

**Youth Offense & Resolution Categories**



APPENDIX B

Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses

Possession of Marijuana Less than 10 grams
Article: CL, Section: 5-601, Sub-Section (c)(2), Paragraph II 00781526

UNIFORM JUVENILE CIVIL CITATION FOR ALCOHOL AND TOBACCO OFFENSES

Baltimore City AD
County/City Agency
vs. John Matthew Doe
Child's (First) Name Middle Last
601 E. Fayette Street 2nd Floor
Current Address (Include street no. or post office box no.)
Baltimore MD 21202
City State Zip Code
5'3" 200 lbs M B 2-25-2002 Soundex
Height Weight Sex Race Birth Date Driver's License Number and State

Related Citations Telephone No.
Day: 443-000-1234 Night:

It is formally charged that the above named child on April 12 2016
at 3:00 p.m at 500 E. Baltimore Street
Baltimore Location City/County, Maryland

did Possession of a controlled dangerous substance of schedule I to wit:
marijuana in an amount of less than 10 grams

In violation of Article CL Section 5-601 Sub-Section(c)(2) Paragraph II of the Annotated Code of Maryland

Form with checkboxes for appearance notification and parent/guardian notification. Includes fields for name, address, and telephone number.

I sign my name as a receipt of a copy of the Citation and not as to admission. I hereby agree to appear.
Defendant's refusal to sign the citation does not negate the issuance of same. Just provide "Refused to Sign"

Child's Signature on the signature line. Please make ever professional & courteous attempt to obtain a signature.
I solemnly affirm under the penalties of perjury that the contents of the foregoing citation are true to the best of my knowledge, information, and belief.

Officer's Signature Issuing Officer Sign Your Name Date AD 59XX Sequence
Date Agency Sub-Agency I.D. No.

Intake Decision form with checkboxes for various options like smoking cessation clinic, alcohol rehabilitation, supervised work program, etc. Includes signature lines for Intake Officer and Parent/Guardian.





**APPENDIX B****Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses (con.)*****Introduction to Uniform Juvenile Civil Citations******Maryland Juvenile Civil Citation***

Maryland Juvenile Civil Citations may be issued to juveniles for violation of certain alcohol, tobacco, salvia laws, and, as of October 1, 2014, possession of marijuana under 10 grams. A juvenile defendant must appear at a hearing with the Department of Juvenile Services (DJS). A hearing date will be set and entered by DJS Intake when they receive the citation. Leave that section blank.

The following violations are civil, not criminal, violations. They may only be charged using the Maryland Juvenile Civil Citation.

1. Criminal Law Article § 5-601(C) (2) (II): Possession of Marijuana less than 10 grams.
2. Criminal Law Article § 10-108: Possession of tobacco or use of false identification to obtain tobacco products or rolling papers.
3. Criminal Law Article § 10-113: Misrepresentation of age to purchase beer, light wine, or liquor.
4. Criminal Law Article § 10-114: Unlawful possession of an alcoholic beverage.
5. Criminal Law Article § 10-115: Possessing false documentation to obtain alcoholic beverage.
6. Criminal Law Article § 10-116: Obtaining liquor for consumption by person under the age of 21.
7. Criminal Law Article § 10-118: Possession of unregistered keg.
8. Criminal Law Article § 10-132: Possession of Salvia Divinorum by person under 21 years of age.
9. Education Article § 26-103: Drinking or possessing intoxicating beverages on school premises.

***Issuance of the Citation***

- (a) If an officer determines a violation of one of the above listed civil violations has occurred, the juvenile would then be issued a Uniform Juvenile Civil Citation and complete an incident report. For cases involving suspected marijuana under 10 grams, the suspected marijuana must be seized and submitted under Departmental Guidelines. The officer must conduct a warrant check before issuing the citation.
- (b) A juvenile may refuse to sign the civil citation. It is important that the full name, phone number, and address of the juvenile's parent or legal guardian be entered on the citation where specified. The juvenile's parent or legal guardian be entered on the citation where specified. The juvenile will be given a copy of the citation, as will the parent or guardian, if present. If the parent or guardian is not present, a copy of the citation will be mailed to them by DJS. Persons (adults and juvenile) who violate any of the alcohol, tobacco, or marijuana offenses may be issued a citation even in cases where the officer does not witness the violation. If an officer receives sufficient information from a complainant to justify the placing of charges, the officer may issue a citation and common the complainant to testify at any hearing or trial.
- (c) Every attempt should be made to identify the juvenile at the scene. This includes contacting the parent or guardian. If a juvenile cannot be identified, the officer will contact Juvenile Booking (JB) in an attempt to help identify the juvenile. If the juvenile cannot be identified on the street, they will be taken to the BJJC front entrance at 300 N. Gay St. Before going to BJJC, contact JB so they can meet you at the front entrance and help you identify the juvenile.
  - (1) If the juvenile is identified, the officer is responsible for issuing the citation and returning them home.
  - (2) If the juvenile is not identified, DJS intake may shelter the juvenile and they will be transported to the appropriate shelter.
- (d) While it's allowed to detain a juvenile for a Status Offense for a "brief time" for identification purposes or for the purpose of allowing return to the juvenile's parents or guardian, this should not occur at a secure facility. Juvenile Booking is a secure facility and cannot be used for this purpose. If a juvenile needs to be detained for this purpose, it must be done at the Front Entrance of BJJC.
- (e) After issuing the citation, an Incident Report will be written and the Citation will be attached to the report and sent through the proper channels. Submission will be done per Departmental guidelines. (Policy 808 Criminal & Civil Citations)

**APPENDIX C****Automatic Adult Jurisdiction Offenses****Contact for Additional Guidance:**

State's Attorney's Office, Juvenile Division – 443-263-8100

State's Attorney's Office, Juvenile Charging Unit – 443-263-2764

Baltimore City Central Booking and Intake – 410-545-8094

Effective: May 8, 2020

**MD Code, Courts and Judicial Proceedings, § 3-8A-03**

(1) A child at least 14 years old alleged to have done an act that, if committed by an adult, would be a crime punishable by life imprisonment, as well as all other charges against the child arising out of the same incident, unless an order removing the proceeding to the court has been filed under § 4-202 of the Criminal Procedure Article;

(2) A child at least 16 years old alleged to have done an act in violation of any provision of the Transportation Article or other traffic law or ordinance, except an act that prescribes a penalty of incarceration;

(3) A child at least 16 years old alleged to have done an act in violation of any provision of law, rule, or regulation governing the use or operation of a boat, except an act that prescribes a penalty of incarceration;

(4) A child at least 16 years old alleged to have committed any of the following crimes, as well as all other charges against the child arising out of the same incident, unless an order removing the proceeding to the court has been filed under § 4-202 of the Criminal Procedure Article:

(i) Abduction;

(ii) Kidnapping;

(iii) Second degree murder;

(iv) Manslaughter, except involuntary manslaughter;

(v) Second degree rape;

(vi) Robbery under § 3-403 of the Criminal Law Article;

(vii) Third degree sexual offense under § 3-307(a)(1) of the Criminal Law Article;

(a) A person may not:

(i) engage in sexual contact with another without the consent of the other; and

(ii) 1. employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon;

2. suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;

3. threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping; or

4. commit the crime while aided and abetted by another;

**APPENDIX C****Automatic Adult Jurisdiction Offenses (con.)**

- (viii) A crime in violation of § 5-133, § 5-134, § 5-138, or § 5-203 of the Public Safety Article;
  - (ix) Using, wearing, carrying, or transporting a firearm during and in relation to a drug trafficking crime under § 5-621 of the Criminal Law Article;
  - (x) Use of a firearm under § 5-622 of the Criminal Law Article;
  - (xi) Carjacking or armed carjacking under § 3-405 of the Criminal Law Article;
  - (xii) Assault in the first degree under § 3-202 of the Criminal Law Article;
  - (xiii) Attempted murder in the second degree under § 2-206 of the Criminal Law Article;
  - (xiv) Attempted rape in the second degree under § 3-310 of the Criminal Law Article;
  - (xv) Attempted robbery under § 3-403 of the Criminal Law Article; or
  - (xvi) A violation of § 4-203, § 4-204, § 4-404, or § 4-405 of the Criminal Law Article;
- (5) A child who previously has been convicted as an adult of a felony and is subsequently alleged to have committed an act that would be a felony if committed by an adult, unless an order removing the proceeding to the court has been filed under § 4-202 of the Criminal Procedure Article; or
- (6) A peace order proceeding in which the victim, as defined in § 3-8A-01(cc)(1)(ii) of this subtitle, is a person eligible for relief, as defined in § 4-501 of the Family Law Article.



**APPENDIX D**

**Juvenile Custody Report, Form 11/83**

JUVENILE CUSTODY REPORT FORM 83/11				POLICE DEPARTMENT BALTIMORE, MARYLAND				1. JUVENILE'S NAME (LAST, FIRST, MIDDLE)				AGE		2. COMPLAINT NO.									
20. CAR NO.		21. POST		22. REPORTING AREA		STREET CODE		3. ADDRESS				CITY		ZIP CODE		4. CUSTODY NO.							
23. TAKEN INTO CUSTODY (LOCATION AND TIME)								5. SEX		RACE		D.O.B.		HT.		WT.		HAIR		EYES		6. RES. PHONE	
24. LOCATION OF INCIDENT								25. SOBRIETY				7. SCHOOL				GRADE		RELIGION		8. PHOTO <input type="checkbox"/>		FINGER P. <input type="checkbox"/>	
26. DATE & TIME OF INCIDENT								27. NARCOTIC				9. ALIAS OR NICKNAME				10. SOCIAL SEC. NO.		11. PLACE OF BIRTH					
28. VEHICLE INVOLVED: LICENSE				STATE		YEAR		12. EMPLOYED				BUS. PHONE				13. IDENT. NO.							
29. OFFICER IN CASE:								SEQ. NO.		DIST. OR UNIT		14. INCIDENT (EXPLAIN)				15. COMP. FILED		16. DATE OF CUSTODY					
(1)																YES <input type="checkbox"/> NO <input type="checkbox"/>							
(2)																							
30. PARENT <input type="checkbox"/>		GUARDIAN <input type="checkbox"/>		CUSTODIAN <input type="checkbox"/>		ADDRESS				CITY		ZIP CODE		RES. PH.		BUS. PH.							
(1)																							
31. PARENT <input type="checkbox"/>		GUARDIAN <input type="checkbox"/>		CUSTODIAN <input type="checkbox"/>		ADDRESS				CITY		ZIP CODE		RES. PH.		BUS. PH.							
(2)																							
32. COMPLAINANT								ADDRESS				CITY		ZIP CODE		RES. PH.		BUS. PH.					
33. REPORTING PERSON <input type="checkbox"/>				WITNESS <input type="checkbox"/>				ADDRESS				CITY		ZIP CODE		RES. PH.		BUS. PH.					
34. ACCOMPLICE								SEX		RACE		AGE		ADDRESS				PH. NO.		CUSTODY NO.			
35. HOW TRANSPORTED				36. CAR NO.		37. SEARCHED BY		SEQ. NO.		38. NATURE OF INJURY				39. HOSPITALIZED									
40. DATE & TIME ADM. TO YOUR SECTION								41. DETENTION APPROVED BY				42. ADMITTING OFFICER				SEQ. NO.							
43. NAME OF PARENT, GUARDIAN OR CUSTODIAN NOTIFIED								44. DATE & TIME				45. OFFICER				SEQ. NO.							
46. RELEASED TO (SIGNATURE)								47. ADDRESS				ZIP CODE		48. PH. NO.		49. RELATIONSHIP							
50. DATE & TIME RELEASED				51. RELEASING OFFICER				SEQ. NO.		52. SUPERVISOR				SEQ. NO.									
53. CHECK ONE:								IN NEED OF SUPERVISION <input type="checkbox"/>		DELINQUENT <input type="checkbox"/>		NEGLECT <input type="checkbox"/>		DEPENDENT <input type="checkbox"/>		MENTALLY HANDICAPPED <input type="checkbox"/>							
54. JUVENILE'S MONEY (PROPERTY)																							
55. NARRATIVE																							
56. IMPORTANT NOTICE FROM THE CIRCUIT COURT OF BALTIMORE CITY, DIVISION FOR JUVENILE CAUSES																							
<p>To: _____ (Parent, Guardian or Custodian); _____ is released to you after being in the custody of the Baltimore Police Department.</p> <p>You will receive a summons if a complaint is filed with the Juvenile Court of Baltimore City. You are required to notify the Circuit Court for Baltimore City, Division for Juvenile Causes, 300 North Gay Street, Room A-3300, Baltimore, MD 21202, 443-263-6300, of any change of address for you or the child.</p> <p>Courts and Judicial Proceeding Article, 3-814, of the Annotated Code of Maryland, requires your written promise to bring the child to Court when summoned and to notify the Court of any change of address. Failure to obey a Court summons or give notification of change of address will result in the arrest of the child and a proceeding against you for contempt of Court.</p> <p>I acknowledge receipt of this notice: _____ (Signature of Person Released To) _____ (Relationship)</p> <p>Address: _____ Telephone: (home) _____ (work) _____ Age: _____</p> <p>Releasing Officer: _____ Seq. No. _____ Unit: _____ Date/Time _____</p>																							

**APPENDIX D**

**Juvenile Custody Report, Form 11/83 (Continuation)**

<b>SUPPLEMENT REPORT</b> Form 04/007 1160-26-23		<b>POLICE DEPARTMENT                  BALTIMORE, MARYLAND</b>			1 Crime / Incident Attempt <input type="checkbox"/>	
					2 Complaint Number	
<input type="checkbox"/> Continuation <input type="checkbox"/> Follow Up		3 Location of Offense / Incident (Street Address, Zip)				
Person <input type="checkbox"/> Property <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Vehicle <input type="checkbox"/> Missing Person <input type="checkbox"/> Custody <input type="checkbox"/>		4 Date / Time of This Report			5 Arrest / Custody Number	
6 Unit		7 Post of Occurrence	8 Reporting Area	9 Street Code	10 CAD Number	11 Original Report Date / Time
12 Offense / Incident Changed From						
13 Case Status <input type="checkbox"/> Open <input type="checkbox"/> Closed		14 Multiple Clearance <input type="checkbox"/> Yes <input type="checkbox"/> No		15 Case Disposition <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared		16 Follow-up <input type="checkbox"/> Yes <input type="checkbox"/> No
						17 Crime Code
						18 Crime Classification
19 Complainant/ Victim		Name (Last, First, MI), or Firm Name if Business			Residence / Address (Include City, County, State, Zip)	
						Sex Race Age DOB
20 Copies Forwarded To						
Cont'd Section: Narrative (1) Continuation of any preceding items. (2) Property Listing, to include property taken and seized/submitted evidence/property, list property inventory number(s) when applicable. (3) Record all activity and all developments in case subsequent to last report. Include names and arrest numbers if all persons arrested. Explain any criminal/incident classification change. (4) List all additional notifications, including name, agency or assignment, unit number, telephone number, date, time. (5) Recommend case status when applicable. (6) If Multiple Clearance, include all affected complaint/case numbers.						
INVESTIGATIVE STOP  1. Person frisked is the complainant.  2. Reporting person is the officer.  3. Person arrested (if any) is the suspect.  4. You must write an "Investigative Stop" for every "Investigative Stop" performed, whether or not a weapon is found, whether or not an arrest is made, and whether or not the subject stopped cooperates by identifying himself/herself to you.  5. A separate report is required for each person in which an "Investigative Stop" is conducted.  6. Narrative requirements:  6.1. Property listing at the beginning of the narrative if a weapon/contraband is recovered. 6.2. Date, time, location of the "Investigative Stop." 6.3. Date, time, location of the report. 6.4. Charges placed (if any). 6.5. Full description of the circumstances and conduct of the "Investigative Stop." 6.6. Full explanation of reasons/justifications for the "Investigative Stop." 6.7. Officer's signature, rank and sequence number. 6.8. Supervisor's signature, rank and sequence number, as well as the date/time he/she signed and approved the report. 6.9. Results of NCIC check on recovered weapons. 6.10. Subject's soundex number. 6.11. Subject's social security number. 6.12. Subject's DOB. 6.13. Subject's height/weight.						
						Continued <input type="checkbox"/>
21 I affirm and declare that the statements above are true to the best of my knowledge:						
22 Reporting Officer Name (PRINT CLEARLY)				Sequence No	Assignment	Signature
23 Approving Supervisor Rank and Name				Sequence No	Assignment	Signature
24 RMS Data Entered By		Sequence No	Date	Time	25 Reviewer	26 Referred To

**REPORT SHOULD BE TYPED OR LEGIBLY PRINTED IN BLACK INK**