



Chapter: Arrests, Use of Force, Care of Prisoners
Subject: 05-42 – Juvenile Apprehension Reports
Effective: April 19, 2022
Supersedes: Official Order 31, Sections 31.1.2H, dated October 1, 2021
Distribution: Department Members

PURPOSE: This Order establishes department policy related to juvenile apprehension reports.

05-42-1 PROCESSING JUVENILE APPREHENSION AND INCIDENT REPORTS

- A. Generally, a Juvenile Apprehension Report, UD-023, shall be submitted only on young persons who have reached their tenth birthday and have not reached their 18th birthday, who have been involved in criminal, non-traffic civil violations in which the state is a party, or Juvenile Code violations, and who have actually been taken into custody.

Occasionally, a young person under the age of ten years may be taken into custody for commission of a very serious offense. In such cases, a Juvenile Apprehension Report shall only be submitted if the probate court accepts the petition.

- B. The investigating enforcement member shall complete the UD-023.
- C. The post copy of the UD-023 shall be filed separately in the post juvenile apprehension file or in the diversion files as soon as the decision is made to petition or divert the juvenile offender.
- D. When the local family division of circuit court directs the post to cite juveniles apprehended for non-traffic civil violations to the district court, an Arrest Report, UD-008, may be completed in addition to the required UD-023.
- E. The post commander shall make semi-annual checks of the UD-023 file to ensure that all juvenile records are purged in a timely manner on the 21st birthday of the offender.

The expired reports shall be shredded or similarly destroyed in order to protect the reports' sensitive information.

- F. The incident report shall remain open until disposition information is determined, (e.g., referred to probate court or turned over to another police agency). The disposition information shall be incorporated in the body of the incident report and the proper disposition code entered in the department's incident reporting system.

- G. Traffic Offenses

- (1) Enforcement members shall record juvenile civil infraction traffic arrests on a Uniform Law Citation, UD-008.

- (2) Enforcement members shall submit a Juvenile Apprehension Report, UD-023, on misdemeanor traffic offenses.

DIRECTOR

Annual Review Responsibility: Field Operations Bureau
Criminal Justice Information Center

Accreditation Standards: CALEA 61.1.3 B