



University of California, San Francisco Police Department General Orders

4.9 Juvenile Operations: Organization and Administration

4.9.10 Custodial Processing Procedures (Revised: 7/20/21)

- A. Juveniles taken into custody should be fingerprinted and photographed.
- B. Fingerprinting of juveniles should be limited to one index finger or thumb print, unless unusual circumstances require additional fingerprints.
- C. Photographing of juveniles should consist of two photographs, face front and side. Additional identifying photographs may be taken if warranted by the particular circumstances of the incident.
- D. Juvenile arrestees shall be searched immediately for weapons, contraband and items of evidence. Officers of the same sex as the juvenile shall conduct searches when possible.
 - 1. When a juvenile is arrested, he/she shall be placed in handcuffs.
 - 2. The ECC shall be notified of the starting and destination mileage when transporting juvenile.
 - 3. UCSF Police Department officers do not perform strip or body cavity searches. Strip or body cavity searches are conducted by the SF Youth Detention Facility.
- E. The arresting officer shall call the CARC to determine where the juvenile shall be booked. The juvenile shall be taken to the appropriate facility without undue delay. A completed booking requires:
 - 1. An Outside Agency Case Number and Juvenile Number
 - 2. A juvenile admission/booking form
 - 3. An incident report.
- F. The specific charge and the section of the W&I Code shall be entered on the Juvenile Court Admission slip as well as a short statement of the facts that warranted booking. For example:
 - 1. W&I Code 300 – Dependents
 - 2. W&I Code 601 – Status Offenders
 - 3. W&I Code 602 – Delinquents, 14 years of age or older
 - 4. En route to the U.S. Immigration Authority, no W&I Code section is necessary if no other offense has been committed.
- G. A booking shall always be made when:
 - 1. The juvenile has a record of runaways and it appears that the juvenile will flee the jurisdiction of the court. The officer may place the juvenile in an outside secure facility such as the CARC or YGC for 12 to 72 hours to allow time for a warrants check, or for a parent or guardian to respond and take custody of the juvenile [W&I Code 207(b)(1-3)].



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2. The gravity of the offense is such that release of the juvenile would prove dangerous to the public welfare.
 3. Juvenile arrested for W&I Code 602 violations may be held in a secure facility.
 4. A record check reveals that a juvenile has committed the misdemeanor for which he/she is being arrested on two prior occasions and:
 - a. His/her physical appearance has changed since being processed.
 - b. The juvenile's present photograph is older than one year.
- H. The CARC usually requires that juveniles arrested for serious crimes be processed through the YGC. Violations for which juveniles are taken to the YGC include:
1. Homicide
 2. Forcible rape, sodomy, oral copulation
 3. In-home molest
 4. Felony arson
 5. Felony assault where serious injury is inflicted
 6. Shooting of firearms
 7. Kidnapping
 8. Home invasion robberies
 9. Intimidating a victim/witness (136.1)
 10. Bench warrants (to be discussed with judge)
 11. Out-of-county or out-of-state/country youth
 12. Juveniles cited for infractions
 13. Domestic violence.
- I. The YGC Admissions Office at Juvenile Hall is located at the rear of the Administration Building and is open at all times.
- J. For all other offenses, juveniles arrested are usually instructed to be taken to the CARC.
- K. If a person is taken into custody for an adult warrant and, prior to booking, is discovered to be a juvenile, the officer will process the person as a juvenile and book him/her at the YGC.
- L. If a person is booked at the County Jail, and it is subsequently learned that the arrestee is a juvenile, transportation from the County Jail to the YGC shall be made by the Sheriff's Department.
- M. When a warrant was issued for the juvenile, but the subject has subsequently reached his eighteenth birthday, the subject will still be booked at YGC if the juvenile warrant is the only charge. If the subject has new charges, he/she shall be booked at the County Jail with a hold placed for the Juvenile Court. The arresting officer shall then notify the YGC Admissions Office of the above.



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- N. Custody files shall be maintained by the Police Department Records Unit.
- O. All items seized from a juvenile in custody shall be receipted as per juvenile booking procedure. All property that is not evidence or contraband shall be returned to the juvenile at the time of release, except perishable food items. Perishable food items shall be discarded accordingly.
- P. All items seized as evidence from a juvenile in custody shall be inventoried, processed and secured.
- Q. Items of evidence that constitute a form of identification, such as, but not limited to, samples of hair, urine, blood, semen or handwriting shall be clearly labeled as coming from a juvenile.