JUVENILE OPERATIONS

INDEX CODE: 1700
EFFECTIVE DATE: 10-01-26

Contents:

I. Purpose
II. Policy
III. Definitions
IV. Youth and Victim Engagement Services (YES) Unit
V. Juvenile Charging Authority: Jurisdiction of the Court
VI. Child in Need of Assistance (CINA)
VII. Child in Need of Supervision (CINS)
VIII. Juvenile Enforcement and Diversion
IX. Juvenile Arrest and Transportation
X. Charging of Juveniles
XI. Custodial Interrogation
XII. Custody and Detention: Procedures and Limitations
XIII. Proponent Unit
XIV. Cancellation

I. PURPOSE

The purpose of this policy is to provide direction to department members regarding the handling of juveniles in need of help or support and juveniles who are alleged to have committed violations of the law.

II. POLICY

The department is committed to addressing juvenile crimes by increasing early intervention efforts through diversion, community-based resources, and mentorship. The department strives to reduce recidivism for low-level offenders by addressing the root cause of the delinquent behavior.

The Anne Arundel County Police Department is committed to the development and implementation of programs designed to prevent and control juvenile delinquency. The department's juvenile operations and delinquency prevention efforts are not limited to the activities of specialized components. The responsibility for participating in and supporting juvenile operations is shared by all department components and personnel. Officers dealing with juvenile offenders will use the least coercive means of resolving the situation, among reasonable alternatives, consistent with preserving public safety, order and individual liberty.

III. DEFINITIONS

1. **Adult**: A person who is 18 years old or older.
2. **Child** A person under the age of 18 years. The word “child” and “juvenile” are used interchangeably in this policy.
3. **Juvenile**: A person under the age of 18 years. The word “child” and “juvenile” are used interchangeably in this policy.
4. **Child in Need of Assistance (CINA)**: A child who requires the assistance of the court because:
   a. He/she is mentally handicapped or is not receiving ordinary and proper care and attention, and
   b. His/her parents, guardian, or custodian are unable or unwilling to give proper care and attention to the child and his/her problems.

A child may not be deemed to be in need of assistance for the sole reason he/she is being furnished non-medical remedial care and treatment recognized by state law.

5. **Child in Need of Supervision (CINS)**: A child who requires guidance, treatment or rehabilitation and any one of the following:
   a. Must legally go to school, but routinely does not.
   b. Regularly cannot be controlled by the child's parents, guardians, or custodians.
   c. Acts in a way that is dangerous to self or others.
   d. Has committed an offense applicable only to children.
   e. Is under 13 years of age and is alleged to have committed a motor vehicle theft.
6. **Detention**: The temporary care and custody by a government institution of children who, pending a court disposition hearing, require secure custody for the protection of themselves or the community.
7. **Fresh START**: A pre-arrest diversion program for youth with zero priors.
8. **Juvenile Offender in Need of Services (JOINS)**: A police department diversion program for youth, with no more than two prior charged criminal incidents, which provides referrals to service-oriented solutions.
9. **Teen Court**: A diversion program for youth. The court is run by a judge and a jury of teen volunteers assigns the respondent's disposition.
10. **Runaways**: A juvenile who has run away from their family, guardian, institution, or caregiver.

IV. YOUTH AND VICTIM ENGAGEMENT SERVICES (YES) UNIT

Youth/Victim Engagement Services of the Community Relations Division is responsible for oversight of all department juvenile operations pertaining to juvenile criminal and civil offenders. The YES Unit also tracks repeat adjudicated juvenile offenders.

Youth/Victim Engagement Services bears primary responsibility for the following tasks and others, as assigned:

1. Follow-up processing of youth arrests.
2. Coordinating or preparing court cases in which a juvenile offender is involved.
3. Liaison with the Department of Juvenile Services, the Juvenile Court and the State's Attorney's Office.
4. Designing and implementing programs intended to control delinquent and criminal behavior by youths.
5. Diverting juvenile offenders out of the juvenile justice system and adjusting cases.
6. Coordinating juvenile procedures and various changes within the juvenile justice system.
7. Monitoring legislation affecting youth-related areas.
8. Maintaining a list of social service agencies that provide services to youths (see Index Code 910: Referrals).
9. Establishing liaison for review and comment by other elements of the juvenile justice system or subject matter experts regarding departmental policies and procedures relating to juveniles.
10. Conduct of an annual review and written evaluation, approved by the Chief of Police, of all enforcement and prevention programs relating to juveniles.

V. JUVENILE CHARGING AUTHORITY: JURISDICTION OF THE COURT

A. Charging as Juvenile

A child under the age of 10 may not be charged with any crime.

Under the following circumstances and except as noted in sub-section B, juveniles aged 10 and older may be charged as a JUVENILE:

1. **A child aged 10 or older** may be charged as a JUVENILE with the commission or attempted commission of:
   a. A crime of violence as listed in Maryland Criminal Law Article 14-101. Assault in the second degree is NOT a crime of violence under CR 14-101.
   b. A crime involving handguns under § 4-203 or § 4-204 of the Criminal Law Article.
   c. A crime involving firearms under § 5-133, § 5-134, § 5-138, § 5-142, § 5-203, or § 5-703 of the Public Safety Article.

d. Aggravated cruelty to animals under § 10-606 of the Criminal Law Article.

e. Sexual offense in the third degree under § 3-307 of the Criminal Law Article.

f. ALL other crimes that are related to the incident resulting in charges under this paragraph.

2. **A child aged 13 or older** may be charged as a JUVENILE with the commission or attempted commission of any crime.

B. Charging Juveniles as an Adult

1. **Specific Crimes—Juveniles aged 16 or 17**

Juveniles aged 16 or 17 who have committed the following crimes must be charged as an ADULT (Statement of Charges):

a. Abduction or Kidnapping.

b. Second degree murder or attempted murder in the second degree.

c. Manslaughter, except involuntary manslaughter.

d. Second degree rape, attempted rape in the second degree, or third-degree sex offense.

e. Robbery, attempted robbery, carjacking, or armed carjacking.

f. Crimes involving regulated firearms under Public Safety Article 5-203.

g. A violation of CR § 4-204 (use of firearm in a crime), § 4-404 (use of machine gun in crime), or § 4-405 (Use of machine gun for an aggressive/offensive crime).

h. ALL other crimes that are related to the incident resulting in charges under this paragraph.

2. **Crimes with Penalty of Life Imprisonment—Juveniles aged 14-17**

Juveniles aged 14, 15, 16, or 17 must be charged as an ADULT for any crime which carries a penalty of life imprisonment.

3. **Traffic Offenses**

a. Juveniles aged 12 or under may NOT be charged with any traffic offense.

b. Penalty of Incarceration

Juveniles aged 13, 14, 15, 16, or 17 must be charged as JUVENILE for violations of Maryland vehicle law which carry a penalty of incarceration. When charged with such violations, the juvenile may also be charged, on the juvenile charging document, with any associated violations of vehicle law which do not carry a penalty of incarceration.

c. **No Penalty of Incarceration (fine-only offenses):**

i. Juveniles aged 16 or 17 must be charged as an ADULT (Uniform Traffic Citation) for violations of Maryland vehicle law which do not carry a penalty of incarceration, except when the juvenile is also being charged with violations of vehicle law which carry a penalty of incarceration.

ii. Juveniles aged 13, 14, or 15 must be charged as a JUVENILE for violations of Maryland vehicle law which do not carry a penalty of incarceration.

VI. CHILD IN NEED OF ASSISTANCE (CINA)

A CINA referral should be completed when an officer finds a child to be, or believed to be, neglected, abused, or has a developmental disability or mental disorder, and that the child's parents, guardian, or custodian do not give proper care and attention to the child's needs.

To complete a CINA referral, Officers must contact the Department of Social Services (DSS) by phone (410-269-4500) to make notification of the referral and forward all relevant supervisor-approved reports to DSS.

VII. CHILD IN NEED OF SUPERVISION (CINS)

In cases where a child has been identified by an officer as qualifying as a CINS, officer must file a CINS complaint with the Department of Juvenile Services (DJS) by email at djs.annearundelcountyintake@maryland.gov. The CINS complaint form is available as IC 1700 Appendix A CINS Referral. This requirement is in addition to any other applicable actions under this policy.

VIII. JUVENILE ENFORCEMENT AND DIVERSION

Officers generally have discretion to select from the enforcement options and diversion options when resolving situations involving juveniles.

A. ENFORCEMENT OPTIONS

Officers may enforce violations of law by a juvenile by one of the following:

1. Verbal warnings and release to a responsible adult with no further action.
2. Citation for charging and release without arrest and booking.
3. Arrest and charging via appropriate adult or juvenile charging document.

In addition to enforcement, officers MUST complete referrals of eligible juvenile offenders to one of the below diversion programs.

Officers may complete referrals of eligible juvenile offenders to one of the below diversion programs in lieu of criminal charges.

B. DIVERSION

1. ELIGIBILITY FOR DIVERSION

a. Juveniles aged 7-17 who have committed a civil offense are eligible for a diversion program.

b. Juveniles aged 13, 14, 15, 16, and 17 who have committed only the following criminal offenses are eligible for a diversion program:

i. Assault in the 2nd degree, except when the assault is related to an incident of Domestic Violence (IC 1603: Domestic Violence), or Family Violence (IC 1605 Family Violence) when any other adult is charged with assault in the second degree as a result of the incident.

ii. Affray

iii. Burglary in the 4th degree

iv. Misdemeanor Controlled Dangerous Substance offenses, except possession with intent to distribute CDS.

v. Destruction of Property

vi. Disorderly Conduct/Disturbing the Peace

vii. False Alarm/Fire

viii. Harassment

ix. Telephone Misuse

x. Misdemeanor Theft

xi. Rouge and Vagabond that results in no felony theft.

xii. Threats of Mass Violence

xiii. Trespassing

xiv. Weapons Offenses not involving firearms

c. The following offenses are NOT eligible for diversion:

i. Animal Cruelty

ii. Arson

iii. All Sex Offenses (including Indecent Exposure, Peeping Tom etc.)

iv. Assault in the Second Degree related to Domestic Violence (See IC 1603)

v. Assault in the Second Degree related to Family Violence (See IC 1605) when any other adult is charged with assault in the second degree related to the incident.

vi. All violations of Maryland Vehicle Laws

vii. All FELONY offenses

viii. All other offenses not listed under Section C: Eligibility for Diversion

2. **DIVERSION REFERRAL**

   a. Officers responsible for incidents where a juvenile has committed criminal and civil violations in accordance with the diversion eligibility requirements of this policy must complete a juvenile diversion referral by filling out a ***Juvenile Referral Form.***

   b. Referral to diversion does NOT remove an officer's discretion to charge a juvenile in accordance with this policy and Maryland law.

   c. After a referral is completed, YES Unit personnel will follow up with criminal or civil charging as necessary

3. **DIVERSION PROGRAMS**

After an Officer completes a Juvenile Referral, the YES Unit is responsible for completion of a screening process to ensure the juvenile is eligible for one of the following diversion programs:

   a. Fresh START: First-time offenders who have not previously participated in the Fresh START program and who commit diversion-eligible offenses will be considered for Fresh START.

   b. Teen Court: Teen Court is for juveniles with a maximum of two prior incidents resulting in charges and who have not previously participated in the Teen Court program. The YES Unit may, at its discretion, screen a juvenile who has received a juvenile citation for eligible offenses and divert the juvenile to Teen Court in lieu of continuing the charges via the citation.

   c. Juvenile Offenders In Need of Supervision (JOINS): The JOINS program incorporates Community Conferencing, Alcohol and Drug Education and Prevention education, and Crisis Intervention. The YES Unit may refer a juvenile to appropriate JOINS services based upon YES Unit procedures.

IX. JUVENILE ARREST AND TRANSPORTATION

A. ARREST OF JUVENILES

All laws of arrest and all constitutional rights apply to juveniles.

1. Police officers may not violate the constitutional and statutory limitations of arrest.
2. Except with the permission of a supervisor, any juvenile being charged with a felony must be arrested and processed through the Central Holding and Processing Center (CHPC).
3. Officers must make all reasonable attempts to arrange for a parent, guardian, or responsible adult to take custody of any juvenile who is charged as a juvenile with a criminal or traffic offense that is processed through the CHPC. In cases when no parent, guardian, or other responsible adult is available or willing to take custody of the juvenile, officers must follow procedures for arranging transfer of custody to the Department of Juvenile Services (DJS). See sub-section D below.
4. Officers arresting and charging juveniles as adults must follow policies and procedures for arresting and charging adults.

B. TRANSPORTATION OF ARRESTED JUVENILES

1. Officers who arrest juveniles who need to be processed will transport the juvenile to the Anne Arundel County CHPC without unnecessary delay.
2. Reasonable delays in transportation to CHPC may include the following:
   a. Transportation to medical treatment facilities for medical care.
   b. Transportation to a police facility for continued supervision and control prior to being questioned or processed for a criminal investigation.
3. Officers transporting juveniles who are under arrest must follow procedures under Index Code 2003: Prisoner Transportation
4. See Section XII: CUSTODY PROCEDURES AND LIMITATIONS for further information.

C. ANNE ARUNDEL COUNTY CENTRAL HOLDING AND PROCESSING CENTER (CHPC)

Officers who arrest and transport juveniles through the CHPC must follow the directives in this section.

1. All juveniles being charged with a crime entering the CHPC must enter the CHPC via the juvenile entrance (Index Code 2003).
2. Officers transporting or charging juveniles as juveniles through the CHPC are responsible for ensuring the juvenile is not be left unattended at the CHPC without the express permission of CHPC staff.

3. Custody of juveniles charged as juveniles at CHPC must be transferred to a parent/guardian or responsible adult whenever possible. If a responsible party cannot or will not take custody and acknowledge receipt of charging documents by signature, the charging officer is responsible for contacting the DJS for custody and transporting the child as directed by DJS personnel. Officers charging juveniles are responsible for ensuring that juveniles are not held in secure custody for longer than six hours. Juveniles may be removed from secure custody at CHPC and transported for non-secure custody at a district police station or other appropriate police facility to comply with this directive. See Section XII below
4. Officers may contact the YES Unit for assistance with complying with these directives.

D. REQUESTING DETENTION OF A JUVENILE THROUGH DJS

In cases where custody of a juvenile who is charged as a juvenile cannot be turned over to a parent, guardian, or other responsible adult, the following procedures should be used to place the juvenile in the custody of DJS.

1. Contact DJS:
   - Business hours (Monday to Friday, 8a.m. to 5p.m.): AACo DJS Intake 410-295-5750
   - Non-business hours: Maryland DJS Centralized Intake 844-404-3724 (statewide), 443-263-8544 (local)
2. **Inform DJS intake personnel that DETENTION is required for the juvenile.**
3. Provide all information to DJS, as requested by DJS intake personnel.
4. Submit a copy of the relevant incident/offense report(s) to DJS. Draft copies are initially acceptable, but supervisor-approved reports must be submitted by the end of the next business day. Incident/offense reports must be fully consistent with charging documents and contain:
   a. Juvenile's full identifying information.
   b. Juvenile's parent/guardian information, if known.
   c. Victim Information, if applicable.
5. DJS personnel will review the information submitted and make a determination on detention.
6. Upon granting detention, DJS will provide authorization paperwork which specifies the detention facility for the juvenile.
7. The juvenile must be transported to the detention facility specified.
8. Officers must still comply with all applicable rules and procedures regarding custody and transportation of juveniles, including limitations (6-hours) on secure custody.

X. CHARGING OF JUVENILES

Officers charging juveniles with any violation of law which requires an incident report under Index Code 2201: Incidents Requiring a Police Report, must check the appropriate or relevant statistic boxes in the offense/incident report or supplement to the original report.

A. JUVENILE CITATION PROCEDURES

The Juvenile Citation is the standard charging document for juveniles charged as juveniles for violations of criminal and vehicle law.

Except as noted below, juvenile citations must be completed, issued and, distributed electronically using procedures promulgated by the YES Unit. Hand-written citations may only be used when the electronic citation system is unavailable due to a malfunction or when the charging officer is not trained on the use of the electronic citation. Supervisor approval is required for officers seeking to use a hand-written citation.

1. A juvenile citation must be issued in any of the following circumstances:
   a. A juvenile is being charged as a juvenile with a violation of criminal or vehicle laws.
   b. A juvenile previously charged as an adult is waived to juvenile court by the State's Attorney.
2. A unique juvenile citation must be issued for each separate criminal incident. Only one report number may be used on any juvenile citation. See Index Code 2201 for additional information about what constitutes an Incident/Event.
3. An electronic copy of the citation must be attached to the officer's incident/offense report for each incident charged.
4. Officers may NOT release copies of juvenile citations to victims, complainants, or witnesses.

Officers who are unable to locate a juvenile and parent/guardian to issue a juvenile citation must contact the YES Unit for assistance. Details of attempts to locate and serve the citation must be documented by the charging officer in the relevant incident/offense report.

B. JUVENILE CIVIL CITATION

1. Officers may not arrest juveniles who commit only civil violations.
2. Officers charging juveniles aged 7 through 17 with civil violations must use the Maryland Juvenile Civil Citation (CC-JVCIT-001) Officers charging juveniles with civil violations must fully complete the Juvenile Civil Citation in full and distribute copies as directed by the citation form.
3. Juvenile offenders aged 13 and up who are charged on a civil citation are required to provide identification or they are subject arrest and charging under CR 10-120.
4. Juvenile offenders are not required to sign the Juvenile Civil Citation.
5. Charging officers charging a juvenile on a Juvenile Civil Citations must serve the juvenile offender and the juvenile offender's parent or legal guardian, as entered on the citation, with a copy of the citation.
6. Officers must inform a juvenile defendant charged on a Juvenile Civil Citation that they must appear at a hearing with DJS when notified to do so.
7. Juvenile Civil Charges: Common juvenile civil violations are listed below.
   a. CR 10-115: Possessing false documentation to obtain alcoholic beverages.
   b. CR 10-114: Unlawful possession of an alcoholic beverage.
   c. CR 10-116: Obtaining liquor for consumption by a person under the age of 21.
   d. CR 10-113: Misrepresentation of age to purchase beer, light wine, or liquor.
   e. CR 10-118: Possession of unregistered keg.
   f. CR 10-115: Possessing false documentation to obtain alcoholic beverages.
   g. CR 10-114: Unlawful possession of an alcoholic beverage.
   h. CR 10-116: Obtaining liquor for consumption by a person under the age of 21.
   i. CR 10-113: Misrepresentation of age to purchase beer, light wine, or liquor.
   j. CR 10-118: Possession of unregistered keg.
   k. CR 5-601: Civil possession of cannabis.
   l. ED 26-103: Drinking or possessing an alcoholic beverage on public school property.

C. CHARGING OF JUVENILES FOR TRAFFIC VIOLATIONS

1. Charging Juveniles aged 13, 14, 15, or 16 with violations of Maryland Vehicle Law
   a. Officers charging a juvenile aged 13, 14, or 15 with a violation of Maryland Vehicle Law must use the Juvenile Citation in the same manner as a charge under criminal law.
   b. All applicable traffic law and criminal law violations may be combined on the Juvenile Citation.
   c. See Section X.A above.
2. Charging Juveniles aged 16 or 17 – minor traffic offenses

   Officers charging a juvenile aged 16 or 17 with only violations of Maryland Vehicle Law which does not carry a penalty of incarceration must use the Maryland Uniform Traffic Citation.
3. Charging Juveniles aged 13, 14, 15, 16 or 17 – major traffic offenses
   a. Officers charging a juvenile aged 13, 14, 15, 16 or 17 with any violation of Maryland Vehicle Law which carries a penalty of incarceration must use the Juvenile Citation.
   b. All applicable traffic law and criminal violations may be combined on the Juvenile Citation.

XI. CUSTODIAL INTERROGATION

A. CUSTODIAL INTERRGOATION OF JUVENILES STATUTE

Except as noted below, officers wishing to conduct custodial interrogations of juveniles, including juveniles charged as adults, must arrange for the juvenile to consult with an attorney who is either:

1. Retained by the parent, guardian, or custodian of the juvenile; or

2. Provided by the Office of the Public Defender: 410-295-8800 regular hours (0900-1700) or 410-412-2021 after hours (1700-0900).

Exception: An officer may conduct a lawful custodial interrogation of a juvenile without arranging for an attorney consultation if the officer reasonably believes that the information sought is necessary to protect against a threat to public safety. The officer may only ask questions related to the purpose of addressing that threat.

B. JUVENILE INTERROGATION PROCEDURAL REQUIREMENTS:

1. Interrogating officers must make a reasonable effort to notify the parent, guardian, or custodian of the juvenile.
2. Officers may not interfere with the confidential communication between the attorney and juvenile.
3. The officer must make reasonable attempts to identify and list the name of any attorney the juvenile consulted in their incident report.
4. Interrogating officers must document the name of the person (parent, guardian or custodian) who was notified or sought to be notified and the method of the notification or attempted notification in their incident/offense report or supplement.
5. Officers must conduct interrogations of juveniles in the same general manner and with regard to the same legal requirements as an interrogation of an adult.
6. Officers interrogating juveniles may not exceed two hours of interrogation without offering and allowing the juvenile a break.
7. No more than two officers may be directly involved in the interrogation of a juvenile at any time.
8. Juveniles have the same rights as adults regarding statements and confessions. The juvenile being interrogated must be advised of their Miranda Rights, and informed if the interrogation is being recorded. Interviews of juveniles will be done with consideration of the juvenile's age, mental state, or other known factors or influences experienced by the juvenile.
9. Officers must have a parent present when a juvenile under 15 years of age is to be questioned and advised of his/her rights. For juveniles aged 15 and over, officers should confer with the parent, guardian, or custodian to explain the interrogation process and the legal status of the juvenile. The conference may be held before, during, or after the interrogation as considered appropriate by the investigator.
10. Juvenile interrogations/interviews must be conducted in the same general manner as adult interrogations/interviews. The duration of the interrogation will be limited as appropriate to the juvenile's age and the nature of the alleged offense, but will may not exceed two hours without a break being offered. The number of officers engaged in the interrogation will may not exceed two at any given time.

XII. CUSTODY AND DETENTION: PROCEDURES AND LIMITATIONS

A. CUSTODY OF JUVENILES

1. Any time an officer takes a juvenile into their care and custody, including arrest, the officer must ensure that the juvenile's parent, guardian, or custodian is immediately notified of all of the following, and that all efforts and contacts are documented in the relevant incident/offense report:
   a. The child's location.
   b. The reason the child is in custody.
   c. Where the parent, guardian, or custodian can make in-person contact with the child.
2. If the juvenile arrestee's parent, guardian, or custodian cannot be reached and no relative or other caretaker agrees to accept custody of the arrested juvenile, the arresting officer must immediately notify the Department of Juvenile Services (DJS).
3. Officers are prohibited by this policy, state law, and federal law, from placing juveniles in sight or sound contact with adult offenders during an arrest, custody, or transportation.
4. Officers many not place juveniles not subject to charging and processing at CHPC in a temporary detention area at any police facility.
5. Charging, and transporting officers are responsible for compliance with the following rules related to the 6-hour limitation of juveniles in custody.

a. Juveniles may not be kept in secure custody for more than 6 hours after having been placed in a secure facility. After no more than 6 hours after having been placed in a secure facility, an in-custody juvenile MUST be removed from secure custody.

b. For purposes of this rule, the 6 hours begins when the juvenile is placed in a secure facility, not including a police vehicle or being handcuffed.

c. Removal from the secure facility for any reason prior to the completion of 6 hours does not alter the requirement that the juvenile is removed from secure custody under paragraph a above.

d. Upon expiration of 6 hours from when the juvenile was placed in a secure facility, the juvenile MUST, be moved to a non-secure area, such as a meeting room, patrol vehicle, or office.

e. Upon being moved from a secure facility, officers need not remove physical restraints, such as handcuffs, which are reasonably required to ensure prevention of escape, destruction of evidence, or injury to the juvenile, an officer, or any other person.

B. POLICE FACILITY TEMPORARY DETENTION AREA PROCEDURES

1. Whenever a juvenile offender is brought to a police temporary detention area, the arresting or transporting officer must document on the Juvenile Temporary Detention Area Log, PD 337 the following information:

   a. Date and time of arrest.

   b. Name and address of the juvenile.

   c. Date of birth, sex, race, ethnicity of the juvenile.

   d. Most serious offense.

   e. Detention cell number or other information stating the place of detainment.

   f. Time juvenile arrived in secure custody (Temporary Detention Area).

   g. The name of the arresting officer and transporting officer, if applicable.

   h. Time of juvenile's release from secure custody (Temporary Detention Area and/or cell). If the juvenile was moved from secure custody to non-secure custody, it will be noted on the Log..

   i. Total time that the juvenile was held in secure custody.

   j. The time which notification is made to a juvenile's parent or guardian.

   k. Document any comments concerning the condition of the juvenile and/or instructions made by the parent or guardian.

   l. Final release time from the detention location, name and relationship of the person to whom the juvenile was released to if the juvenile is not transported to the CHPC.

2. District Executive Officers are responsible for the following:

   a. Submitting copies of PD 337 forms to the Central Records Section on a monthly basis.

   b. Ensuring cooperation with the Governor's Office of Crime Prevention and Policy for inspections of juvenile detention facilities at district stations.

3. The Central Records Section is responsible for coordinating reporting of PD 337 forms to the Governor's Office of Crime Prevention and Policy, Compliance Monitoring Data Collection System (CMDCS) as mandated.

XIII. PROPONENT UNIT: Youth/Victim Engagement Services.

XIV. CANCELLATION: This directive cancels Index Code 1700, dated ***03-20-26.***