



PROCESSING OF JUVENILES AND MINORS UNDER DEPARTMENT CONTROL



ISSUE DATE:	07 February 2020	EFFECTIVE DATE:	07 February 2020
RESCINDS:	08 May 2017 Version		
INDEX CATEGORY:	Processing Persons		

I. PURPOSE

This directive:

- A. states Department policy regarding juveniles who come under Department control.
- B. continues the policy and purpose of the State of Illinois Juvenile Justice Reform Provisions Act of 1998.
- C. identifies that a **minor who prior to his or her 18th birthday** has violated or attempted to violate, regardless of where the act occurred, any federal, state, county or municipal law or ordinance, **will be processed as a juvenile.**

NOTE: The new age requirement applies to violations or attempted violations committed on or after 01 January 2014.

- D. sets forth the procedures for processing a juvenile arrestee.
- E. continues the procedures for:
 1. providing a Juvenile Miranda Warning to juveniles under 18 years of age prior to any custodial interrogation.
 2. the custodial interrogation of juvenile arrestees taken into custody for felony offenses and misdemeanor Sex Offenses will be electronically recorded.
 3. public defender notification and the presence of legal representation for the custodial interrogation of a juvenile arrestee who is under 15 years of age and taken into custody for an offense listed in Item VII-B of this directive.
 4. the public defender's office representing and having access to a juvenile during a custodial interrogation. This right is not contingent upon a parent/legal guardian having given permission to a public defender to meet with the juvenile.
 5. completing the Daily Log of Juveniles Taken Into Custody (CPD-24.518).
 6. completing the State of Illinois Monthly Population Form For Law Enforcement (DC 1149).
 7. taking a juvenile arrestee to a county jail or municipal lockup for the purpose of appearing in a physical lineup.
 8. transporting juvenile arrestees who are to be detained at the Juvenile Temporary Detention Center.
 9. obtaining medical clearance for juvenile arrestee who are to be detained.
 10. disclosing, inspecting, and copying of information about juvenile arrestees.
 11. arresting a child with disabilities arrested at a school or other agency.
 12. the processing of a juvenile taken into temporary protective custody as a result of a juvenile prostitution-related incident.
 13. processing a juvenile charged with a criminal offense in addition to traffic citations and/or traffic warrants.

F. satisfies CALEA Law Enforcement Standard Chapter 44.

II. POLICY

A. It is the policy of the Chicago Police Department to:

1. observe, uphold, and enforce the law impartially.
2. closely examine each juvenile arrest and, in all cases where probable cause exists that the involved minor has committed an offense, determine, on an individual basis, the available disposition approach that provides the greatest opportunities for delinquency intervention.

B. Department members placing an juvenile into custody or processing a juvenile arrestee will not illegally discriminate on the basis of any lawfully protected class including race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, lawful source of income, credit history, criminal record, or criminal history of any person consistent with the policy established in the Department directive titled "**Prohibitions Regarding Racial Profiling and Other Bias Based Policing.**"

C. Department members will at all times remain aware of and protect the rights of each juvenile who comes under Department control either as a victim or a perpetrator of a crime. Department members will:

1. expedite all processing so that the juvenile arrestee will not be detained longer than necessary.
2. provide access to a phone and the ability to make a phone call as soon as practicable upon being taken into custody.
3. never use force or coercion in seeking confessions or admissions.

D. Department members will be responsible for the safety and security of the juvenile arrestee. A thorough search of a juvenile taken into custody will be conducted in accordance with established Department procedures.

E. Department members will transport or arrange for the transportation of, juvenile arrestees immediately to the appropriate Department facility and in a Department vehicle equipped with a protective divider or a squadrol, unless circumstances would make this unreasonable or impractical.

1. Department members will notify the Office of Emergency Management and Communications (OEMC) dispatcher at the start and end of a transport and identify the transported individual as a juvenile or an adult.

2. The JISC service area include Districts 001, 002, 003, 007, 008, 009, 010, 011, 012, and 015. Department members who utilize the JISC for juvenile processing will follow procedures outlined in the Department directive titled "**Juvenile Intervention and Support Center.** Juvenile arrests within the JISC service area and the following non-district facilities will be processed at the JISC:

- a. Bureau of Patrol and Bureau of Detective Area Centers;
- b. Homan Square Facility;
- c. Airport Law Enforcement Facilities (South);
- d. Juvenile Intervention and Support Center (JISC).

REMINDER: Department members are reminded to use force that is objectively reasonable, necessary, and proportional based on the totality of the circumstances, consistent with the Department directive titled "**Use of Force.**"

III. GENERAL INFORMATION

The purpose of The State of Illinois Juvenile Justice Reform Provisions Act of 1998 ([705 ILCS 405/5-101](#)) is to:

- A. protect citizens from juvenile crime.
- B. hold each juvenile offender directly accountable for his or her acts.
- C. provide an individualized assessment of each alleged and adjudicated delinquent juvenile in order to rehabilitate and to prevent further delinquent behavior.
- D. provide due process, as required by the United States and State of Illinois constitutions.

IV. SECURE CUSTODY

A. When determining the appropriateness of applying handcuffs or other physical restraints to a juvenile, Department members will consider:

1. the totality of the circumstances, including, but not limited to, the nature of the incident and the juvenile's age, physical size, actions, and conduct, when known or objectively apparent to the member, and
2. whether such restraints are necessary to provide for the safety of the juvenile, the Department member, or others.

B. No juvenile under 10 years of age will be detained in secure custody in a police facility.

NOTE: The watch operation lieutenant will determine the appropriate custodial actions and ensure that juveniles under 10 years of age are treated appropriately based age, circumstances, and legal requirements.

C. No juvenile under 12 years of age will be detained in secure custody in a police facility for more than 6 hours.

D. No juvenile who is 12 years of age or older will be detained in secure custody in a police facility for more than 12 hours unless the offense is a crime of violence in which case the juvenile may be detained up to 24 hours.

NOTE: A "crime of violence" means murder, voluntary manslaughter, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, armed robbery, robbery, arson, aggravated arson, kidnapping, aggravated battery, or any other felony which involved the use of force or threat of physical force or violence against another individual (720 ILCS 301/1-10).

E. Taking a juvenile into a lockup area for the purpose of fingerprinting and photographing does not automatically begin the time restriction limits. It is the act of placing the juvenile in secure custody that initiates the clock.

F. Unless sooner released, a juvenile taken into secure temporary custody must be brought before a judicial officer within 40 hours for a detention or shelter care hearing to determine whether he or she shall be further held in custody.

NOTE: In all cases, the 40-hour time period includes Saturdays, Sundays, and court-designated holidays.

G. The below two events will delay the commencement of the 40-hour time period:

1. if the juvenile is hospitalized, the 40-hour time period will not commence until the juvenile is discharged from the hospital or other place of treatment.
2. if the juvenile gives false information to law enforcement officials regarding his or her identity or age, the 40-hour period will not commence until the court rules that the juvenile is subject to the State of Illinois Juvenile Justice Reform Provisions Act of 1998 ([705 ILCS 405/5-101](#)) and not subject to prosecution under the criminal laws of this State.

H. Upon a motion filed by counsel and granted by the court, time allowed for the juvenile's counsel to prepare for the detention or shelter hearing will NOT count toward the 40-hour time period.

- I. The time involved in any other delay shall be counted toward the 40-hour time period.
- J. Any juvenile so confined will be under periodic supervision and will not be permitted to come into contact or remain with adults in custody in the police facility.
- K. Whenever it is necessary to take a person under the age of 18 into a police facility for any offense, Department members will avoid, if practical, handcuffing a juvenile to a stationary object or placing a juvenile in a locked room. The time-restriction clock automatically begins with any of these actions.

NOTE: Department members will not jeopardize their own safety, that of the arrestee, or others to conform to this policy.

- L. A juvenile may be taken to a county jail or a municipal lockup under the direct and constant supervision of a detective for the purpose of appearing in a physical lineup. The appropriate area detective unit will be notified prior to the lineup so that a detective can be assigned. The lineup will not be conducted without a detective present.

NOTE: For the purposes of appearing in a physical lineup and processing a juvenile, the sight and sound provisions shall not apply (705 ILCS 405/5-410).

- M. Any adult arrested for a juvenile warrant or an adult arrested for an offense committed when he or she was a juvenile will be processed consistent with the requirements of the Juvenile Court Act and the Department directive titled "**Processing An Adult Arrested for a Juvenile Warrant or for an Offense Committed When He or She was a Juvenile.**"

V. PROCESSING JUVENILE ARRESTEES

- A. A juvenile arrestee will be fingerprinted and photographed:
 - 1. on each occasion where there is probable cause to believe that the juvenile has committed a felony or a Class A, Class B, or Class C misdemeanor.
 - 2. when there are reasonable grounds to believe that the juvenile has given false information regarding his or her age or identity.
- B. Juveniles under the age of 10 will not be fingerprinted unless the arrest is a felony offense and the watch operations lieutenant authorizes the fingerprinting.
- C. When processing a juvenile, the arresting officer will:
 - 1. ensure any immediate medical needs of the involved arrestee are addressed, consistent with existing Department directives titled "**Processing Persons Under Department Control**" and "**Hospitalized Arrestees**," prior to transporting the juvenile to the district station, arresting officer's unit, or the Juvenile Intervention and Support Center (JISC).
 - 2. record the juvenile's name and arresting officer(s) information on the "Daily Log of Juveniles Taken Into Custody" ([CPD-24.518](#)).
 - 3. ensure the Juvenile Miranda Warning will be given to juveniles under 18 years of age prior to any custodial interrogation consistent with procedures outlined in Item VI of this directive.
 - 4. complete an Arrest Report, Investigatory Stop Report (ISR) if necessary, and other pertinent reports for each juvenile taken into custody.
 - a. The Department's justification for the detention of any arrested juvenile will be included in the Arrest Report. The arresting officer is required to set forth in the Arrest Report sufficient information (probable cause to arrest) to substantiate all charges placed against a juvenile arrestee.
 - b. When an arrestee is placed into custody for circumstances not otherwise requiring the completion of an ISR, an ISR will not be completed. In such cases, the circumstances will be noted in the narrative section of the Arrest Report.

5. as soon as possible, make every reasonable effort to contact the parent/legal guardian or a responsible adult with whom the juvenile resides to notify the person that the juvenile is in custody and where the juvenile is being held.
 - a. Reasonable efforts to contact will include attempts via telephone and, if contact via telephone cannot be made, conducting a personal visit to the home or place of work of the juvenile's parent/legal guardian.
 - b. The notifying member will record:
 - (1) all attempts to contact and notify the parent/legal guardian or a responsible adult with whom the juvenile resides in the Arrest Report.
 - (2) the name and relationship of the person notified in the narrative section of the Arrest Report and on the "Daily Log of Juveniles Taken Into Custody."
 - c. When unable to make contact, members will record the actions taken in attempts to notify the parent/legal guardian or a responsible adult with whom the juvenile resides in the Arrest Report.
6. notify the district of arrest watch operations lieutenant/designated unit supervisor that the Arrest Report for each juvenile arrestee is ready for initial approval of probable cause to detain the juvenile arrestee and to initiate the fingerprinting and photographing processes.

NOTE: When the juvenile arrestee has been taken directly to the JISC for processing, the JISC watch coordinator is tasked and responsible for initial probably cause review and approval consistent with the Department directive titled "Juvenile Intervention and Support Center."

7. after the initial approval of the probable cause, escort the juvenile into the district lockup for fingerprinting and photographing.
 - a. The juvenile will be searched and accompanied into the lockup by a sworn member of the same sex as the juvenile arrestee. This member will remain with and maintain control of the juvenile and observe the fingerprinting and photographing process.
 - b. Fingerprinting and photographing of juvenile female arrestees in districts without female detention facilities will be completed in the male lockup. A female officer must escort the juvenile female arrestee.
8. contact the appropriate area Special Victims Investigations personnel to request a detective to complete the juvenile arrest processing.
9. if necessary, notify the appropriate area Bureau of Detectives or other follow up unit.
10. retain control of the juvenile arrestee until the arrival of the detective assigned to process the juvenile's arrest. The officer will advise the detective of the facts and pertinent circumstances of the arrest and turn over custody of the juvenile to the detective with the Arrest Report and any other related documents.

NOTE: In the event of a delay in the assigned detective's arrival at the district or non-district facility, the juvenile may be left in the care of the responsible Department member designated by the station supervisor/designated unit supervisor.

VI. JUVENILE MIRANDA WARNING

Effective 01 January 2017, and pursuant to Public Act 099-0882 of the State of Illinois, the Juvenile Miranda Warning will be given to juveniles under 18 years of age prior to any custodial interrogation.

- A. The interviewing Department member will read the following statement in its **entirety, exactly as written and without pausing** to verify comprehension, "You have the right to remain silent. That means you do not have to say anything. Anything you do say can be used against you in court. You

have the right to get help from a lawyer. If you cannot pay for a lawyer, the court will get you one for free. You can ask for a lawyer at any time. You have the right to stop this interview at any time."

- B. After reading the above statement, the Department member will ask the juvenile the following questions and wait for the juvenile's response to each question:
1. "Do you want to have a lawyer?"
 2. "Do you want to talk to me?"
- C. The responses provided by the juvenile will be recorded on the appropriate report.

NOTE: Juveniles will be given their Juvenile Miranda Warning if subject to a custodial interview regarding an offense in which they are suspected. Juveniles do **not** need to be given their Juvenile Miranda Warnings when being questioned about their personal information such as name, address, parent or guardian information, etc.

VII. JUVENILE CUSTODIAL INTERROGATION

A. Juveniles under 18 years of age in custody for felony offenses and misdemeanor Sex Offenses under Article 11 of the Criminal Code will have their custodial interrogation electronically recorded using Department-issued equipment.

1. Department members will follow the procedures outlined in Department directive titled "**Digital Recording of Interrogations**" when the juvenile custodial interrogation will be electronically recorded.
2. Juveniles suspected of or eligible to be charged with an offense requiring their custodial interrogation to be electronically recorded will be transported directly to the appropriate Bureau of Detectives Area Center for processing.
3. Any Body Worn Camera (BWC) recording that has evidentiary value will be flagged by the member. The member will ensure the investigating detective is aware of the flagged BWC recording.

B. Juveniles under 15 years of age at the time of the commission of an offense listed below will have their custodial interrogation electronically recorded and must be represented by legal counsel during the entire interrogation.

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| 1. 720 ILCS 5/9-1 | First Degree Murder |
| 2. 720 ILCS 5/9-1.2 | Intentional Homicide of an Unborn Child |
| 3. 720 ILCS 5/9-2 | Second Degree Murder |
| 4. 720 ILCS 5/9-2.1 | Voluntary Manslaughter of an Unborn Child |
| 5. 720 ILCS 5/9-3 | Involuntary Manslaughter and Reckless Homicide |
| 6. 720 ILCS 5/9-3.2 | Involuntary Manslaughter and Reckless Homicide of an Unborn Child |
| 7. 720 ILCS 5/9-3.3 | Drug Induced Homicide |
| 8. 720 ILCS 5/11-1.20 | Criminal Sexual Assault |
| 9. 720 ILCS 5/11-1.30 | Aggravated Criminal Sexual Assault |
| 10. 720 ILCS 5/11-1.40 | Predatory Criminal Sexual Assault of a Child |
| 11. 720 ILCS 5/11-1.50 | Criminal Sexual Abuse |
| 12. 720 ILCS 5/11-1.60 | Aggravated Criminal Sexual Abuse |

- C. **The public defender must be notified and legal representation must be present for the custodial interrogation of a juvenile arrestee who is under 15 years of age and taken into custody for an offense listed above in Item VII-B of this directive.**
1. Interviewing members will telephone Cook County Public Defender's Office at 844-817-4448 (twenty-four hours a day, seven days a week) to notify the on-call public defender of any juvenile under 15 years of age at the time of the commission of an offense listed above in Item VII-B.
 2. The public defender notification and results will be documented in the appropriate report.
- D. Department members will make reasonable efforts to ensure a parent or legal guardian is present for a custodial interrogation of a juvenile arrestee under 15 years of age in custody for any felony offense. However, the juvenile's parent/legal guardian does not have to give consent to the public defender to meet privately with their child. **Juvenile clients may meet with the public defender without a parent/ legal guardian being present and without their consent.**
1. Reasonable efforts to locate a parent/guardian will include attempts via telephone and, if contact via telephone cannot be made, conducting a personal visit to the home or place of work of the juvenile's parent/legal guardian.
 2. If reasonable efforts have failed to secure the presence of a parent or legal guardian, a detective assigned to the appropriate Bureau of Detectives area will be present during the interrogation.
 3. The member who has made reasonable efforts to have a parent or legal guardian present will document the efforts and results on the appropriate report.
 4. The member conducting the interrogation will document on the appropriate report all individuals present during the interrogation including the identity of the parent/legal guardian, if present.
 5. The presence of a parent or legal guardian will not be sought during an interrogation if the offense being investigated involves a victim who is a family member of the juvenile or the parent or legal guardian is a co-offender of the juvenile.

VIII. LEGAL VISITATION FOR JUVENILE ARRESTEES

Any person in custody, including a juvenile under the age of 18, has the right to an attorney visitation, including from the Office of the Public Defender, even if the juvenile is not going to be interviewed by a Department member.

- A. The juvenile arrestee's parent/legal guardian is not required to give consent nor be present for an attorney or public defender's visitation.
- B. Juveniles will be permitted to contact their parent/legal guardian by telephone immediately after being informed that an attorney or public defender has requested visitation.
- C. If the juvenile arrestee did not notify their parent/legal guardian of the attorney's visitation request, Department members will contact the juvenile arrestee's parent/legal guardian by telephone notifying them of their child's decision.
- D. Department members will refer to Department directive titled "Arrestee and In-Custody Communication" for documenting the juvenile arrestee's attorney visitation.

IX. SUPERVISORY RESPONSIBILITIES

- A. The district station supervisor or JISC watch coordinator will:
 1. accept custody of the juvenile from the assigned officer if the assigned detective's arrival is delayed.
 2. when there is a likelihood of the juvenile escaping or injuring himself or others, (e.g., multiple arrests, violent or disruptive behavior) evaluate the circumstances and, if appropriate, direct the responsible Department members to place the juvenile in secure custody.

3. be aware of the number of juveniles awaiting processing by the assigned detective, and provide assistance when necessary to ensure the safety of the detective and the security of the juvenile arrestees.
4. when necessary, arrange for transportation of a juvenile arrestee for secure detention, alternate non-secure detention, or other appropriate location.

B. The district watch operations lieutenant or JISC watch coordinator will ensure:

1. the Juvenile Miranda Warning was given to the juvenile arrestee prior to **any** custodial interrogation.
2. members follow the procedures outlined in Department directive titled "**Digital Recording of Interrogations**" when the juvenile custodial interrogation will be electronically recorded.
3. reasonable efforts were made to ensure a parent or legal guardian is present for a custodial interrogation of a juvenile arrestee under 15 years of age in custody for any felony offense, consistent with Item VII-D of this directive.
4. the appropriate Bureau of Detectives area is notified prior to taking any formal statement from a juvenile arrestee when a parent/legal guardian is not present. The formal statement will not be taken without a parent/legal guardian or detective present.
5. the public defender has been notified and legal representation must be present for a custodial interrogation of a juvenile under 15 years of age and arrested for an offense listed in Item VII-B.
6. the court information for each juvenile arrestee within the CLEAR Arrest Report is updated at the time that the CLEAR Arrest Report is in a "Ready for Court / Bond Info" status by:
 - a. selecting for all juvenile arrests being referred to Juvenile Court "JUVCT" in the "Court Branch" field and indicating the appropriate court date in the "Initial Court Date" field.
 - b. verifying for all juvenile arrests NOT being referred to Juvenile Court that the "Court Branch" and the "Initial Court Date" fields are blank.

NOTE: For juvenile arrests processed at the Juvenile Intervention and Support Center (JISC), the JISC watch coordinator will ensure the required entries are properly recorded.

7. when the fingerprint check reveals that an arrestee processed as a juvenile is, in fact, an adult, inform the assigned detective and delegate the responsibility of processing the arrestee as an adult.
8. review the "Daily Log of Juveniles Taken Into Custody" for completeness.

NOTE: The Daily Log of Juveniles Taken Into Custody form (CPD-24.518) will be maintained at each district desk under the control of the station supervisor. The log will identify the name and reason for detention for each juvenile arrested. In addition, the date and time will be recorded on the log whenever a juvenile is placed in secure custody.

C. The district watch operations lieutenant or JISC watch coordinator will not wait for an updated Criminal History Record which incorporates the present arrest information before final approval of charges.

D. The watch operations lieutenant or JISC watch coordinator will waive the results of fingerprint clearance, but not the fingerprinting, if the juvenile is being charged with an offense which is under the jurisdiction of the Juvenile Court; and

1. 45 minutes have elapsed since the fingerprints were sent to the Identification Section; and

2. the detective has ascertained the juvenile's identity and a name check has been conducted and determined there are no outstanding, serviceable warrants.
- E. District Commanders and the JISC commanding officer will ensure:
1. the State of Illinois Monthly Population Form For Law Enforcement (DC 1149) is completed on a monthly basis for their respective unit.
NOTE: The commander/JISC commanding officer will designate a member to transcribe the pertinent information from the Daily Log of Juveniles Taken Into Custody onto the State of Illinois Monthly Population Form For Law Enforcement. Only data that pertains to juveniles who have been placed in secure custody will be entered on the form.
 2. a district copy of the State of Illinois Monthly Population Form For Law Enforcement (DC 1149) is retained in the district or JISC file for one year.
 3. the original and second copy of the State of Illinois Monthly Population Form for Law Enforcement (DC 1149) are submitted no later than five days after the last day of the month to the:
 - a. the Chief, Bureau of Patrol, for district law enforcement.
 - b. Commander, Youth Investigations Division, for the JISC.
 4. that the "Daily Log of Juveniles Taken Into Custody" is retained in the district in accordance with the current Forms Retention Schedule.
- F. The Chief, Bureau of Patrol, will ensure a designated member of Bureau of Patrol Administration forwards the completed State of Illinois Monthly Population Form For Law Enforcement to the Strategic Data Analytics Division (SDAD) no later than seven days after the last day of the prior month.
- G. The Commander, Youth Investigations Division, will ensure a designated member of Youth Investigations Division Administration forwards the completed State of Illinois Monthly Population Form for Law Enforcement to the Strategic Data Analytics Division (SDAD) no later than seven days after the last day of the prior month.

X. JUVENILE ARREST PROCESSING RESPONSIBILITIES

- A. The detective assigned to process the juvenile arrest will:
1. accept custody of the juvenile, review the Arrest Report, and other related reports from the arresting officer/station supervisor.
 2. if not already notified, notify or attempt to notify the juvenile's parent, other person legally responsible for the juvenile's care, or the responsible adult with whom the juvenile resides.
 3. ensure the Juvenile Miranda Warning was given to the juvenile arrestee prior to any custodial interrogation.
 4. ensure the public defender has been notified and legal representation is present for a custodial interrogation of a juvenile under 15 years of age who is arrested for an offense listed in Item VII-B.
 5. if notified that a fingerprint check reveals that an arrestee processed as a juvenile is, in fact, an adult, immediately inform the watch operations lieutenant or JISC watch coordinator.
 6. if notified that a fingerprint check reveals that the juvenile arrestee has misrepresented himself as another juvenile, record the alias of the arrestee, if possible.
 7. notify the district watch operations lieutenant or JISC watch coordinator when further investigation reveals that there is not sufficient probable cause to believe that the juvenile arrestee committed any offense(s) and that the juvenile should be released without charging.

8. determine the proper police disposition of the juvenile arrestee which is most consistent with the Youth Investigations Division established procedures and the Juvenile Justice Reform Provisions Act of 1998.
- B. Detectives assigned to the JISC will follow internal protocols for processing a juvenile arrest in the Department's CLEAR system.

XI. JUVENILE ARREST DISPOSITIONS

The detective is responsible for determining the appropriate disposition of the juvenile consistent with this directive, the current Bureau of Detectives and/or Youth Investigations Division procedures, and applicable portions of the Juvenile Court Act, and documenting the disposition in the appropriate sections of the juvenile arrest processing screens.

- A. If the police disposition is either an informal or formal station adjustment, the detective will:
1. select "Informal Station Adjustment" or "Formal Station Adjustment" from the Juvenile Arrest Menu in the Department's CHRIS system and complete all appropriate sections.

NOTE: Detectives assigned to the JISC will follow internal protocols for processing a juvenile arrest in the Department's CLEAR system.

2. inform the district watch operations lieutenant or JISC watch coordinator that the juvenile Arrest Report is ready for final approval.
 3. release the juvenile arrestee to a parent, other person legally responsible for the juvenile's care, the responsible adult with whom the juvenile resides, or other responsible adult approved by such persons in accordance with current Youth Investigations Division procedures.
 4. complete the "Time Released / Transferred" box on the "Daily Log of Juveniles Taken Into Custody," if appropriate.
- B. By memorandum, the Cook County State's Attorneys office has given the Department the authority to station adjust juveniles who, because of the number of prior station adjustments, cannot be given another station adjustment without the State's Attorneys Office approval. The State's Attorneys will subsequently review each of these cases to determine if another disposition may be more appropriate.
- C. If the police disposition is a referral to the Juvenile Court, the detective will:

1. record the disposition and the court information in the appropriate section.
2. prepare a Circuit Court of Cook County-Juvenile Justice Division "Notice To Appear At A Court Hearing," which must be signed by the parent, other person legally responsible for the juvenile's care, or the person with whom the juvenile resides.
3. release the juvenile arrestee to a parent, other person legally responsible for the juvenile's care, the responsible adult with whom the juvenile resides, or other responsible adult approved by such persons. The detective will:
 - a. give one copy of the "Notice To Appear At A Court Hearing" to this individual.
 - b. attach a copy of the "Notice To Appear At A Court Hearing" to the Court Copy of the Arrest Report.
4. notify the parents/legal guardian of a juvenile directed to court with the correct court date and time of the hearing.
5. inform the district watch operations lieutenant or JISC watch coordinator that the juvenile Arrest Report is ready for final approval.
6. complete the "Time Released / Transferred" box on the "Daily Log of Juveniles Taken Into Custody," if appropriate.

- D. If the police disposition requires the juvenile arrestee be confined to home detention, or to the Manuel Saura Center (males and females) until the court date, the detective will:
1. record the disposition and the court information in the appropriate section.
 2. if the juvenile will be confined to home detention until the court date, prepare a Circuit Court of Cook County-Juvenile Justice Division "Notice To Appear At A Detention Hearing," and ensure that signatures are obtained. Give one copy to the parent, other person legally responsible for the juvenile's care, or the responsible adult with whom the juvenile resides. Additionally, give one copy to the juvenile arrestee and attach the original to the Court Copy of the Arrest Report.
 3. if the juvenile will be confined to the Manuel Saura Center (males and females) until the court date, prepare a Circuit Court of Cook County-Juvenile Justice Division "Notice To Appear At A Detention Hearing," and ensure that signatures are obtained. Give one copy to the juvenile arrestee, and attach the original to the Court Copy of the Arrest Report. The remaining copy will accompany the juvenile to the Manuel Saura Center.
 4. notify the station supervisor that the juvenile will be detained and that the juvenile is ready for transportation to the Manuel Saura Center. The Transportation Copy of the Arrest Report will accompany the juvenile, and will be turned over to Manuel Saura Center detention personnel by the transporting officers.
 5. inform the district watch operations lieutenant or JISC watch coordinator that the juvenile Arrest Report is ready for final approval.
 6. complete the "Time Released / Transferred" box on the "Daily Log of Juveniles Taken Into Custody."
- E. When the detective assigned to process the juvenile arrest determines that a parent, other adult family member, other adult legally responsible for the juvenile's care, or the responsible adult with who the juvenile resides cannot be found, or after being notified, such parent or other adult has not appeared in a reasonable period or time to accept control of the juvenile, the processing detective will:
1. follow the procedures established in the Department directive entitled "Abused, Neglected, Dependent or Abandoned Children Coming Under Department Control," when applicable.
 2. consistent with the established Bureau of Detectives and Youth Investigations Division procedures:
 - a. contact and place the juvenile in the care of the appropriate crisis intervention services agency, designated by the Illinois Department of Children and Family Services (IDCFS), covering the district of residence for the juvenile.
 - b. complete a "Child Care Referral/Placement Report" (CPD-24.108)
- F. If the police disposition requires the juvenile to be confined at the Cook County Juvenile Temporary Detention Center until the court date, the detective will:
1. record the disposition and the court information in the appropriate section.
 2. prepare a Circuit Court of Cook County-Juvenile Justice Division "Notice To Appear At A Detention Hearing" and ensure that signatures are obtained. Give one copy of the Notice to the parent, other person legally responsible for the juvenile's care, or the responsible adult with whom the juvenile resides. Additionally, give one copy to the juvenile arrestee and attach the original to the Court Copy of the Arrest Report.
 3. notify the station supervisor that the juvenile will be detained and that the juvenile is ready for transportation to the Cook County Juvenile Temporary Detention Facility. The Transportation Copy of the Arrest Report will accompany the juvenile and will be turned over to the Intake Section personnel by the transporting officers.

4. inform the watch operations lieutenant or JISC watch coordinator that the juvenile Arrest Report is ready for final approval.
5. complete the "Time Released / Transferred" box on the "Daily Log of Juveniles Taken Into Custody."

XII. OTHER PERSONNEL RESPONSIBILITIES

A. Lockup personnel will:

1. fingerprint and photograph juveniles in an expeditious manner (i.e., juveniles will be processed before adult arrestees even if the adult arrestees were in the lockup before the juvenile).
2. secure all adult arrestees in the lockup's general processing area before bringing the juvenile into the lockup for fingerprinting and photographing.

NOTE: It is not necessary to maintain sight and sound separation of juveniles from arrested adults while fingerprinting or photographing the juvenile.

3. complete the lock-up section and record the time fingerprinted and the time photographed in the appropriate boxes in the Arrest Report.
4. ensure that when the fingerprinting and photographing process is completed, the juvenile is immediately escorted from the lockup.

B. Identification Section personnel will:

1. give the highest priority to all fingerprint clearances of juvenile arrestees.
2. perform hot desk and alpha warrant checks and upon fingerprint verification, immediately fax a copy of the CHRIS Criminal History record to the district of detention.
3. in cases in which the juvenile is to be charged as an adult, follow the adult prisoner processing identification and warrant check procedures.

XIII. TRANSPORTATION OF JUVENILE ARRESTEES WHO ARE TO BE DETAINED

A. When required, the arresting officer/transporting officer will be responsible for transportation of juvenile arrestees who are to be detained, including those arrested on juvenile arrest warrants, to the Juvenile Temporary Detention Center (JTDC).

B. Department members will adhere to the following schedules and procedures when transporting juvenile arrestees to the JTDC:

1. during regularly scheduled court days between the hours of 0600 and 1100:
 - a. members will report with the juvenile arrestees to the CPD Police Room and submit the necessary court paperwork to court section personnel assigned to the CPD Police Room.
 - b. following review of court paperwork, officers will remain with the juvenile arrestees until physical custody is transferred to the Cook County Sheriff.
2. during Saturdays, Sundays, and designed court holidays between the hours of 0600 and 0800:
 - a. members will report with the juvenile arrestees to the CPD Police Room and submit the necessary court paperwork to court section personnel assigned to the CPD Police Room.

- b. following review of court paperwork, officers will remain with the juvenile until physical custody of youth is transferred to the Cook County Sheriff.

NOTE: The CPD Police Room at the JTDC will be staffed by court section personnel each day, including Saturdays, Sundays, and designated court holidays.

3. during regularly scheduled court days, Saturdays, Sundays, and court holidays that fall outside of the above-mentioned hours in Items XIII-B-1 and XIII-B-2:
 - a. members will report with juveniles to the Intake Department and submit the necessary court paperwork to JTDC staff assigned to the Intake Department.
 - b. following review of court paperwork, officers will remain with the juvenile until physical custody is transferred to JTDC staff.

XIV. MEDICAL CLEARANCE OF ARRESTED JUVENILES WHO ARE TO BE DETAINED

When necessary, the arresting officer or transporting officer will be responsible for obtaining medical clearance for juvenile arrestees **prior** to their admission to the Cook County Juvenile Temporary Detention Center or the Manuel Saura Center.

- A. The presiding judge of the Juvenile Justice Division has authorized Department members to sign for the medical examination and treatment of any juvenile in their custody who will be admitted to the Cook County Juvenile Temporary Detention Center or the Manuel Saura Center.
- B. Juveniles who are injured, seriously ill, taking medication, under the influence of drugs or narcotics, displaying bizarre behavior, or suffering from illnesses such as epilepsy, diabetes, asthma, etc., will be examined at a hospital **prior** to admission to a detention facility.
- C. Particular attention must be given to eye injuries, head injuries, dog bites, open wounds, and sutures. If a Department member is aware of any injury or illness, this information should be provided to hospital personnel in order to assist them in providing appropriate medical care.
- D. Department members should use Cook County Hospital facilities; however, a medical clearance from any approved hospital, as listed in the current Department directive titled "**Approved Medical Facilities**," will suffice. The medical clearance will be obtained from the attending physician.
- E. The medical clearance must be written, legible, and address the specific injuries, illnesses, or complaints.
- F. The medical clearance will be taken with the arrest documents and the juvenile to the Intake Department of the Cook County Juvenile Temporary Detention Center or the Manuel Saura Center.
- G. If the results of the medical clearance examination require that the juvenile be admitted to the hospital, the arresting officer will notify the appropriate area Special Victims Investigations or the JISC processing detective to determine if a hospital guard detail is needed. This notification will be done by the arresting officer's station supervisor/designated unit supervisor if the arresting officers are unavailable.
 1. The assigned Special Victim Investigations or JISC processing detective will contact the Cook County Juvenile Probation and Court Services Department Detention Screening Unit and inform the Detention Screening officer of the charge or charges alleged against the minor and his/her current medical status.
 2. The Probation Intake Screening Unit will review the case and the involved juvenile's background immediately to identify those cases where secure detention (i.e., hospital guard detail) will be necessary.
- H. If secure or non-secure detention is **not authorized**, the investigating detective shall give the minor and/or the minor's parent/legal guardian the court date and no hospital guard detail will be required.

- I. If secure or non-secure detention is **authorized**, the investigating detective will notify the district of arrest station supervisor /unit designated supervisor who will notify the Crime Prevention and Information Center (CPIC) prior to establishing a hospital guard detail.
- J. When a juvenile is admitted to the hospital and a hospital guard detail is necessary, Department members will follow the provisions of the Department directive titled "**Hospitalized Arrestees**."

XV. RELEASE OF INFORMATION REGARDING ARRESTED JUVENILES

- A. Department members will **not** disclose the identity of any juvenile when releasing information to the general public relating to the arrest, investigation, or disposition of any case involving a juvenile.

NOTE: The Juvenile Court Act of 1987 enumerates limited exceptions regarding the disclosure of the identity of a juvenile charged with certain crimes; however, it is the policy of the Chicago Police Department to not disclose the identity of a juvenile when releasing information to the general public [[705 ILCS 405/5-905\(b\)](#)].

- B. **Inspection and copying** of law enforcement records maintained by the Department regarding the **arrests of juveniles before their 18th birthday** will be restricted to the following individuals:
 1. a judge of the circuit court and members of the staff designated by the judge.
 2. law enforcement officers, probation officers, prosecutors, or their staff.
 3. the arrested juvenile, the juvenile's parents / legal guardian and their attorneys, but only when the juvenile has been charged with an offense.
 4. adult and juvenile prisoner review boards.
 5. authorized military personnel.
 6. persons engaged in bona fide research, with the permission of a judge of the juvenile court, provided that the publication of such research results in the nondisclosure of the identity of a juvenile.
 7. persons responsible for supervising and providing temporary or permanent care and custody of the minor pursuant to orders of the juvenile court or directives from officials of the Department of Children and Family Services or the Department of Human Services who certify in writing the information will not be disclosed to any other party.
 8. the appropriate school official only if the agency or officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds.

XVI. TRAFFIC OFFENSES

- A. In cases where a juvenile is charged with a criminal offense, in addition to traffic citations and/or traffic warrants, ALL traffic citations and traffic warrants will be sent to Traffic Court.
 1. Department members will complete all traffic-related processing in the district of arrest or non-district facility prior to:
 - a. the juvenile being processed on criminal charges.
 - b. the juvenile being turned over to the follow-up investigator.
 - c. transporting the juvenile to JISC or the appropriate area.
 2. Department members will list the court date, time, room number, citation number(s), and violation number (s) in the narrative portion of the Arrest Report.

- B. For traffic violation citations, traffic warrants, and DUI investigations, Department members will:
1. transport the juvenile to the district of arrest or the arresting officer's unit without unnecessary delay.

REMINDER: Department members will notify the Office of Emergency Management and Communications (OEMC) dispatcher at the start and end of a transport and identify the transported individual as a juvenile or an adult.

2. ensure the traffic citations are sent to traffic Court in accordance with procedures outlined in the Department directive titled "**Traffic Court Citing and Scheduling.**"
- C. In the event the juvenile in custody is unable to post cash bond, and said warrant has been issued for a violation of the Illinois Vehicle Code or Chicago Municipal Ordinance, and is returnable to the Chicago Traffic Court, the Presiding Judge of the First Municipal District has authorized the release of the juvenile by the executing on the Individual Bond (I-Bond) in the amount of the bail set on the warrant.
- D. The I-Bond must be signed by the juvenile as principal and the parent/legal guardian must sign directly above the juvenile's signature as surety.
- E. If the juvenile is in custody for a No Bond traffic warrant or a felony DUI investigation, the Department member will notify the appropriate area Special Victims Investigations and follow the Youth Investigations Division current procedures.

NOTE: If felony DUI charges are not approved by Felony review, the case will be sent to Traffic Court and the arrestee will post cash bail or be issued an I-Bond .

XVII. PROSTITUTION RELATED OFFENSES

- A. Any Department member taking a juvenile into temporary protective custody for a juvenile prostitution-related incident will:
1. not charge a person under the age of 18 with any prostitution-related violation. It is the policy of the Chicago Police Department to follow the precedent established under 720 ILCS 5/11-14(d) whereby a person under the age of 18 is immune from prosecution for a prostitution offense.

NOTE: Juveniles who have been taken into protective custody for prostitution are immune from prosecution for the offense of prostitution only and will be processed for any other committed offenses.

2. complete the appropriate case report documenting the incident and necessary notifications.
3. notify the Illinois Department of Children and Family Services State Central Register which will conduct an investigation within 24 hours.
4. notify the Department Human Trafficking Team (HTT) 24-hour hotline. A member of the HTT will respond to interview the juvenile and conduct a follow-up investigation.

NOTE: Only after having been interviewed by a member of the Department HTT will the juvenile be released without charging.

5. ensure the juvenile is remanded to the custody of the Department HTT or the Illinois Department of Children and Family Services for further processing.

XVIII. CHILD WITH DISABILITIES ARRESTED AT A SCHOOL OR OTHER AGENCY

Pursuant to the Federal Individuals with Disabilities Education Improvement Act of 2004, when a school or other agency reports a crime committed by a child with a disability, and the child is subsequently arrested, the reporting administrator is required to ensure that copies of the child's special education and disciplinary

records are given to the arresting officer to be included in the arrest packet for consideration by the authorities who will adjudicate the incident. Arresting officers will:

- A. request, if not provided, copies of the child's special education and disciplinary records to be included in the arrest packet for consideration by the authorities who will adjudicate the incident.
- B. accept any packet of information regarding special education status and disciplinary records that the administrator at the school or agency provides.
- C. ensure that the packet provided by the school or agency is given to the detective assigned to the case for inclusion in the juvenile court paperwork.
- D. in all instances, included a copy of the packet provided by the school or agency in the juvenile file following existing retention schedules.

(Items indicated by italic/double underline were added or revised)

Authenticated by: KC

Charlie Beck
Interim Superintendent of Police

17-100 SDR/KT

ADDENDA:

- 1. S06-04-03 - Processing Juvenile Arrestees Charged As Adults
- 2. S06-04-04 - Arrestees Processed As Adults and Later Determined To Be Juveniles
- 3. S06-04-05 - Abused, Neglected, Dependent or Abandoned Children Coming Under Department Control
- 4. S06-04-06 - Juvenile Intervention and Support Center
- 5. S06-04-07 - Juvenile Felony Review Pilot Program
- 6. S06-04-08 - Processing School Absentees
- 7. S06-04-09 - Processing Curfew Violators