

# **Hamden Police Department**

## **General Orders**

**Policy Number:** 012-003

**Effective Date:** June 13, 2013

**Section:** General Management

**Rescinds:** No Original

**Title:** Juvenile Detention Procedures

**Approved By:** Police Commission

**Approval Date:** June 12, 2013

### **Purpose**

To ensure the safety of arrested Juvenile and that the arrested Juvenile is detained in accordance of Connecticut Law.

### **Policy**

The Hamden Police Department has the responsibility to process Juveniles accused of committing a crime or delinquent act and to ensure their safety while in custody.

### **Procedures**

#### **Holding a Juvenile within the Police Facility**

- A. Juveniles should not be placed in locations where they could have contact with adult offenders within the police station.
- B. Contact is defined as sight and sound contact or in other words, when normal conversation can take place.
- C. Separation must be complete.
- D. Haphazard or accidental contact is not permitted.

#### **Upon arrival of a transported Juvenile to the Hamden Police Department**

- A. The Juvenile will be brought into the detention area via the sally port door.
- B. Prior to entering the detention area, all police officers shall remove firearms and knives and they will be placed in the weapon lock box located in the sally port.
- C. The transporting Officer will then remove the Juvenile from the police vehicle and enter the detention area via interior sally port door.

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- D. The Juvenile will be escorted into detention area hallway, and into Juvenile Processing cell block.
- E. Prior to and immediately after placing Juvenile in holding cell or cell Block, the area(s) shall be checked for weapons and/or contraband.

### **Search of the Juvenile**

- A. The Juvenile should be searched by a same sex officer whenever possible, but in the event that a same sex officer is not working the officer must conduct the search.
- B. Prior to emptying pockets, the Juvenile shall be asked if they have any items in their possession that could harm the officer.
- C. All items that could be used to inflict harm to the Juvenile, such as but not limited to;
  - 1. Shoelaces
  - 2. Belts
  - 3. Ties
  - 4. Headbands
  - 5. Matches
  - 6. Anything that can be converted into something harmful and etc. will be removed from the Juvenile and be secured per personal property handling procedures.
- D. All items removed from Juvenile will be noted on the prisoner data entry screen. The Juvenile shall be required to sign a printed lockup form to acknowledge receipt of the belongings that were removed when they are released.
- E. The restraining devices should be removed prior to placing the Juvenile in the holding cell, cage and/or cell unless the officer feels that the removal will be a security risk.

### **Processing Of Juvenile Arrestee**

- A. Two Officers will process Juveniles at all times. Once a Juvenile is secure in a cell then only one Officer is required to monitor the detention area.
- B. The Officer will enter all information into Department computer system as would for an adult arrestee.
- C. The Officer will fingerprint and photograph the Juvenile.

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1. When fingerprinting, the Officer will select the Juvenile drop down menu and not send the fingerprint submission to the State.
  2. The Officer will then print out the Juvenile's fingerprint card.
- D. The Juvenile will then be placed in cell and monitored by a detention Officer at all times.
- F. Juveniles may be held in cell for a maximum of 6 hours.