

- I. Purpose
- II. Policy
- III. Guidelines

- I. Purpose

This Directive establishes procedures and criteria for the processing of juveniles taken into custody, for criminal charges, by officers of this Division.

- II. Policy

It is the policy of this Division to maintain the confidentiality of juvenile records in accordance with applicable State, Federal and local laws. It is also the policy of this Division to acquire and maintain necessary identification information regarding juveniles that will facilitate proper adjudication and investigative procedures.

- III. Guidelines

- A. Juvenile Detention Log

- 1. Officers will contact Communications on arrival at Headquarters to receive an I.D. number for each juvenile taken into custody.
- 2. Officers will complete a Juvenile Detention Form for all juveniles detained at Headquarters.

- B. Fingerprinting

- 1. Officers of this Division will obtain the fingerprints of ALL juveniles taken into custody utilizing the green Park Police and green Maryland State fingerprint cards.
- 2. Officers of this Division will obtain the fingerprints of a juvenile on the F.B.I. fingerprint card, in addition to the Park Police and Maryland State cards, only when the juvenile is charged with one or more of the following:
 - a. Any violation of the Annotated Code of Maryland for which the penalty is death or life imprisonment.
 - b. Any violation involving the use of a handgun as defined in Maryland Law.
 - c. Robbery with a deadly weapon.
 - d. Any violation of the Annotated Code of Maryland when the juvenile may be adjudicated as an adult.
- 3. Officers of this Division may obtain the fingerprints of a juvenile for investigatory purposes. When the officer obtains the juvenile's fingerprints he/she will utilize the green Park Police fingerprint card only. This card will be

filed in the appropriate investigatory file.

- a. Parent or legal guardian of a juvenile will be notified immediately when a juvenile's fingerprints are obtained for investigatory purposes.
 - b. The juvenile's fingerprints will be destroyed upon demand of the notified parent or legal guardian.
- C. Photographs
1. Officers will take two (2) placard (I.D.) and two (2) additional photos of each juvenile taken into custody.
 2. Officers will complete photo stickers for the 2 additional photos.

**Approved Park Police Document
Signed Original on File**

End of Directive