

 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: <b>NEED TO REFER</b>	
	<b>417 JUVENILE MATTERS</b>	
	EFFECTIVE DATE: <b>26 APRIL 2021</b>	REVIEW DATE: <b>ANNUAL</b>

**PURPOSE**

The purpose of this General Order is to establish policies, guidelines, and operational procedures for handling juvenile matters.

**POLICY**

The department is committed to developing and implementing policies and procedures for handling children and youth. Effective police response to incidents involving children and youth requires an awareness and understanding of the unique needs of children and youth and the ability to cooperate with other agencies providing services for young people as well as knowledge of the law relating to juveniles.

**LIAISON**

The Investigative Services OIC (or designee) will be responsible to establish and maintain liaison between the New Haven Police Department Family Services Unit and the Superior Court for Juvenile Matters.

All reports involving juvenile arrests will be processed through the NHPD Family Services Unit. Notification will be made to the NHPD Family Services Unit on all felony cases involving juveniles.

**DEFINITIONS**

<b>CHILD</b>	Any person under 18 who has not been legally emancipated;
<b>YOUTH</b>	Any person 16 or 17 who has not been legally emancipated.
<b>DELINQUENT</b>	<ul style="list-style-type: none"> <li>• A person UNDER 16 who violates and federal/state law, municipal or local ordinance, except section 53a-172, 53a-173, 53a-222, 53a-222a, 53a-223 or 53a-223a willfully fails to appear for a summons under 46b-133 or any other court hearing to which they had notice, violates any order of the Superior Court (except FWSN) or violates a condition of probation.</li> <li>• A person 16 OR 17 YEARS OLD who violates any federal/state law <i>EXCEPT</i> (I) an infraction, other than a violation of §21a-267(d) (possession of drug paraphernalia for use with under ½ ounce of marijuana), (II) a violation, other than a violation of §21a- 279a (possession of under ½ ounce of marijuana), (III) a Title 14 motor vehicle offense, (IV) a violation of a municipal or local ordinance, or (V) a violation of section 51- 164r, (failure to pay or plead), 53a-172, 53a-173, (failure to appear 1<sup>st</sup> &amp; 2<sup>nd</sup> degree), 53a- 222, 53a-222a, (violation of conditions of release 1<sup>st</sup> &amp; 2<sup>nd</sup> degree), 53a-223 or 53a-223a, (violation of protective order),</li> <li>• Or while 16 or 17 YEARS OLD or older, (I) willfully fails to appear in response to a summons under section 46b-133 or at any other court hearing in a delinquency proceeding of which they had notice, (II) violates any order of the Superior Court (except FWSN), or (III) violates a condition of their juvenile probation;</li> </ul>

**FACTORS TO CONSIDER IN HANDLING JUVENILE OFFENDERS**

**Adult Procedures:**

The policies and procedures in this general order pertain strictly to juvenile offenders. In areas such as investigative detention, pat-downs, searches and use of force, officers should observe department procedures pertaining to adult offenders.

**Juvenile Arrest Warrants:**

Unless a juvenile is, "taken in the act of committing a crime" or arrested, "on the speedy information of others", an arrest warrant application should be submitted. A warrant is not required unless the juvenile will be taken into custody or unless thirty (30) or more days has elapsed between the offense and the issuance of the summons. Juvenile arrest warrants are submitted on Juvenile Arrest Warrant form JD-JM-176.

**Use of Discretion:**

Officers have a number of legal and appropriate options available to them in responding to incidents involving juveniles and have considerable discretion in handling juvenile matters. In choosing among available options, the officer should consider:

- The nature of the offense,
- The age of the juvenile,
- Past police involvement with the juvenile,
- Possibility of gang affiliation,
- The attitude of the juvenile and parents/guardians toward the offense and referral, family, school, and community adjustment of the juvenile,
- The impact on the victim, recommendations of other professionals involved with the juvenile, public safety.

**OPTIONS FOR HANDLING JUVENILE OFFENDERS CTLEA 1.1.10a**

Regardless of the option chosen by the officer, incidents must be documented, including the alleged offense, the officer's actions and the identification of the person or agency the juvenile is released to.

Whenever an officer comes in contact with a juvenile relative to a crime or delinquent behavior, regardless of the disposition of the issue, the officer will make every reasonable effort to contact the juvenile's parent, guardian or other suitable person, to advise them of the contact and will document the notification or efforts in their offense report.

The Juvenile Review Board (JRB) diverts juvenile offenders from the juvenile justice system and engages youth having attendance and behavioral challenges in school and the community. This program is ideal for either first-time offenders who have committed a misdemeanor or who qualify under the Family with Service Needs (FWSN) statute and youth who are second time offenders who are included on a case by case basis. The JRB program provides youth, who take responsibility for their actions, an opportunity to avoid going to juvenile court and/or being suspended by accepting supportive case management. Youth are engaged by a group of volunteer community members that include law enforcement, school personnel, service providers, their victims, and their parents/guardians. The Patrol Support Supervisor will serve as the Department liaison to the JRB.

**Non-Referral:**

- Verbal warning and release
- Conference with child/parent/others
- Written referral to the Juvenile Review Board (JRB)

**Family Violence Incidents:**

Delinquent acts are not considered family violence crimes and the mandatory arrest, next day court appearance, and setting of conditions by police officer provisions of family violence law do not apply to emancipated juveniles. Guidance for the handling of these cases can be found in GO-426- FAMILY VIOLENCE INVESTIGATIONS.

**Referral to Court:**

**Determine the Court of Proper Jurisdiction:**

- All children under 16 years old will be referred to juvenile court for all offenses.
- Children 16 or 17 years old will be referred to juvenile court for criminal *violations (other than those criminal violations listed in the Definitions section above)*.
- Children 16 or 17 years old will be issued an infraction or misdemeanor summons for infractions or violations, except those associated with the possession of under ½ ounce of marijuana or the possession of drug

paraphernalia for use with under ½ ounce of marijuana, and for Title 14 motor vehicle offenses or violations of city ordinances.

**Determine the proper court location:**

- The juvenile court which has jurisdiction over the case is the court *which serves the juvenile's town of residence which may not be the court where the offense occurred.*
- A 16 or 17 year old charged as an adult will respond to the Centralized Infractions Bureau or GA 23, as appropriate.

**Prepare the Juvenile Summons and Complaint/Promise to Appear:**

Include a court date which should not be less than five or more than ten business days from the date the summons is served.

**Prepare the Infraction/Misdemeanor Summons for 16 or 17 year olds for Infractions-Violations:**

Use the normal court date procedures as for adult offenders. 16 and 17 year olds should be issued infractions/summonses for any adult violation regardless of whether they are also arrested/cited for criminal violations as juveniles.

**Serve the Summons:**

The summons/complaint must be served on the juvenile and the parent/guardian or other person having control over the juvenile. The parent/guardian or other person to whom the juvenile is being released must sign the promise to appear section of the form. If they refuse to sign, the officer must note the refusal on the form along with the name of the person the juvenile was released to.

Whether the adult accepting custody of the child signs the promise to appear or not, the officer should positively identify the adult and note the method of identification (driver's license, passport, etc.) in the report.

**Forward the Summons:**

The summons should be attached to the officer's report and processed.

**Notice to Superintendent of Schools:**

The New Haven Police Department Family Services Unit will notify the Superintendent of Schools of the arrest of juveniles when legally required to do so. **CTLEA 1.1.10e**

**Decision to Release Juveniles from Police Custody:**

In deciding when to release a juvenile from police custody, the least restrictive option should always be considered. Children may be released to their own custody for minor offenses when appropriate and with supervisory approval. Officers must make reasonable efforts to notify parents/guardians and provide copies of summonses. Efforts to contact parents/guardians will be documented in the incident report.

**Release to a parent, guardian or other suitable person may be appropriate when:**

- Release would not constitute a serious threat to the juvenile or the public.
- The juvenile is likely to appear in court.
- The parent/guardian or other suitable person appears to be responsible, willing, and capable of managing the child.
- The juvenile does not have a history of running away.
- The juvenile is not likely to commit or attempt to commit other crimes prior to their court appearance.

**Detention in a Juvenile Detention facility will occur when:**

- The offense alleged is a Serious Juvenile Offense as described in 46b-120 (C.G.S.) (unless detention is waived by an NHPD Family Services Unit supervisor).
- The offense alleged is a felony and the juvenile has previously been charged with a felony within the last 12 months.
- Release to a parent/guardian or other responsible party is not possible.

- Release would constitute a serious threat to the juvenile or the public.
- There is a strong possibility that the juvenile will run away prior to court disposition.
- The juvenile must be held for another jurisdiction.
- Juvenile Detention facilities will only accept: Juveniles who are the subject of an outstanding arrest warrant or other court order to take the child into custody.
- Juveniles ordered by the court to be held in detention.
- Juveniles for whom an Order to Detain (new form - JD-JN-190) has been signed by a judge.
- The juvenile detention center may release a juvenile prior to a court hearing if the juvenile is not charged with a serious juvenile offense unless the judge signing the warrant or order to detain puts on the order that the juvenile must be held until presented in court.

#### **Procedures for Transporting Juveniles to Detention Facilities:**

- The juvenile must meet the criteria for admission to juvenile detention facilities.
- Police officers may obtain an Order to Detain from any Superior Court Judge at any time of the day or night.
- If a juvenile is charged with a crime and the parent/guardian or other suitable person cannot be reached or identified, or if the parent/guardian or other suitable person refuses to take custody of the juvenile, the arresting officer must notify the Department of Children and Families and attempt to place the juvenile in one of their facilities.
- If the officer is unable to notify a parent/guardian, any effort to contact the parent/guardian should be noted in the officer's report.
- If DCF is unable to provide shelter within a reasonable period of time, the officer may apply for an Order to Detain.
- Prior to transporting a juvenile to detention, the arresting officer should determine whether the juvenile is in need of medical attention or under the influence of drugs or alcohol.
- If any of these conditions exist, appropriate medical treatment should be secured prior to transport.
- The detention facility must be contacted prior to transport to advise them that a juvenile is being transported there.
- The arresting officer should notify the parents/guardian of the whereabouts of the child and the planned course of action by the police.
- The juvenile should be thoroughly searched for weapons, drugs or other contraband which may have evidentiary value or could endanger the staff or residents of the detention facility.

The officer must bring a sworn copy of the incident report to detention along with the juvenile. *No juvenile summons is necessary in detention cases.*

#### **Holding Juveniles within Police Facilities**

Separation of juvenile and adult offenders: **CTLEA 1.3.20**

- A child under 18 may be held in an adult cell only if held "separate and apart" from any adult detainee. (Such separation should include sight and sound separation).
- A 16 or 17 year old with both juvenile and adult charges;
  - May be held in an adult cell, as an adult, with other adults, if the reason for holding is for adult charges.
  - May be held in a juvenile cell, as a child, if the reason for holding is for juvenile charges.
- In all circumstances, officer should articulate and document the reasons for placement in their incident report.
- See SOP 658- Juvenile Detention Log for departmental procedures when juveniles are held at YPD.

#### **Removal of children from secure facilities:**

- Juveniles cannot be held in secure police facilities for more than six (6) hours to allow for the limited purposes of identification, processing, interrogation, transfer to juvenile detention facilities, or release to parents. The six hour time period begins when the juvenile enters the facility and does not end until the juvenile leaves the police facility.
- Only juveniles alleged to have committed a criminal offense may be held in secure police facilities.

- Juveniles may be held in secure areas within police facilities which are used exclusively for children.
- Juveniles are to be monitored at all times when being detained.
- Whenever a juvenile is brought into a police facility, whether secured or not, the time in and out of the station, where the juvenile was held in the station and to whom the juvenile was released will be noted in the officer's incident report.

### **Investigation of Juvenile Matters**

#### **Interview and Interrogation/Notice of Rights: CTLEA 1.1.11a**

The presence of a parent/guardian is required for any statement, confession or admission made by a juvenile under the age of 16 to a police officer to be admissible in court against the juvenile. This requirement applies whether the juvenile is "in custody" or not at the time.

- A parent or legal guardian must be physically present during any interviews or questioning of a juvenile under sixteen years of age by a police officer whether they are "in custody" or not.
- The interviewing officer must make reasonable efforts to contact the parent/guardian of a juvenile sixteen or seventeen years of age prior to interviewing or questioning them. All efforts to make such contact must be thoroughly documented in the officer's report.
- The officer must advise the sixteen or seventeen year old of their right to contact a parent/guardian and have them present during an interview.
- A 16 or 17 year old may waive their right to have a parent or guardian present during an interview but for such a waiver to be valid, it has to be knowingly, voluntarily and intelligently made by the juvenile. The court will consider the "totality of the circumstances" when determining the validity of the waiver.
- All present must be advised of Miranda rights and all must waive them for statements to be admissible.
- The parent/guardian and the juvenile must be advised of the juvenile's rights.
- A written waiver form should be executed by the juvenile and the parent/guardian.
- These requirements do not apply to interviews of juveniles who are victims or witnesses.

#### **General Requirements for Interviews:**

- Interviews of juveniles should take into consideration their personal comfort and needs (ie: comfortable chair, water, bathroom break, etc.) and be conducted in a manner consistent with the juvenile's age, maturity, level of educational achievement and experience.
- An interpreter should be used, if needed, for the juvenile and/or the parent/guardian.
- The interview should last only as long as necessary to obtain the required information and should be conducted by no more than two officers unless there are circumstances requiring more than two and a supervisor's approval has been obtained.
- If the interview stops for any significant period of time and resumes, the juvenile and the parent/guardian should be re-advised of their rights and the date and time the interview stopped and resumed, along with documentation of their re-advisement should be noted in the juvenile's statement or the officer's incident report.

#### **Photographs, physical descriptions, fingerprints: CTLEA 1.1.11b**

- Any juvenile charged with a crime may be required to submit to the taking of fingerprints, photographs and physical description.
- All identification materials should be labeled "juvenile" and kept separate from adult records.

#### **Confidentiality of Juvenile Records:**

- Records of juvenile matters are considered confidential and may be inspected or disclosed only upon court order.
- All juvenile records are confidential. Records and identification materials on juveniles should be clearly marked as "juvenile records". Juvenile records should be kept separately from adult records.

#### **Exceptions to general confidentiality:**

- Except for requests for juvenile records by another law enforcement agency, all requests for juvenile records that have been or may be sent to the juvenile court, should be directed to the court for response.

- Any release of juvenile records to anyone other than a law enforcement agency requires supervisor approval.
- This provision also applies to records of motor vehicle accidents involving operators under the age of 16 or 16 or 17 year olds charged with an offense handled by the juvenile court.

**Disclosure at expulsion hearings:**

- Police officers may testify and provide reports and information on juvenile arrests at an expulsion hearing if requested by the Board of Education, a hearing board, the principal of the school, the juvenile or parent/guardian.
- Police officers testifying or providing information at an expulsion hearing should take care not to compromise the integrity or chain of custody of any physical evidence.
- Police officers testifying at an expulsion hearing should be as prepared as if they were testifying at a trial and should be careful to answer all questions accurately to avoid any inconsistency when they testify later at trial.
- Any reports or documents provided at the hearing should be clearly marked "Confidential- no further release is authorized" and any reference or information that identifies another juvenile or youthful offender who is not the subject of the expulsion hearing should be redacted.
- Police officers should respectfully refuse to answer any question that, in the officer's professional judgment, is beyond the scope of the expulsion hearing or questions the answers to which would compromise an ongoing investigation or jeopardize the safety of any witness or victim.

**Special disclosure exceptions:**

- The chief of police may publicly release the name and custody status, as well as the photograph, of a juvenile arrested for a capital or class A felony. (46b-133(a))
- The chief may release information concerning a juvenile who has escaped from a secure facility after being committed there by the court or for whom a felony arrest warrant has been issued.

**Children from Families with Service Needs:**

Children under the Age of 18 who are accused or adjudicated as being from Families with Service Needs or exhibit Families with Service Needs behavior.

**Definition of "Family with Service Needs":**

A Family with Service Needs is one which includes a person under the age of 18 who:

- Has without just cause run away from his/her parental home or other residence (includes any non-delinquent juvenile runaway from another state);
- Is beyond the control of his/her parents or guardian;
- Has engaged in indecent or immoral conduct;
- Is a truant or habitual truant or who, while in school, has been continuously and overtly defiant of school rules and regulations;
- Is 13 years old or older and has engaged in sexual intercourse with another person who is 13 or older and not more than two years older or younger than the other person.

**Factors to Consider When Handling Children from Families With Service Needs:**

Appropriate factors to consider when handling children from Families with Service Needs: CTLEA 1.1.10c

- The nature of the alleged behavior;
- The age of the child;
- The safety of the child and other persons involved;
- Past police involvement with the child and family;
- The attitude of the child and parents toward the behavior, and toward referral for treatment or rehabilitation;
- Family, school and community adjustment of the child;
- The availability of community-based programs for the child and/or family;;
- The likelihood that an alternative referral will prevent further Families with Service Needs behavior;
- Recommendations, if any, of other agencies or professionals involved with the child;

**Options for Handling Children from Families with Service Needs:**

Regardless of the options an officer chooses, incidents involving children from Families with Service Needs must be documented, including the alleged behavior, the officer's actions, and if applicable, the identification of the person or agency to whom the child is released.

- **The child may be brought home.** Officers may meet with the child and parents to evaluate whether return home is a viable alternative, and to counsel the family. The officer can make transportation arrangements with the parent or guardian.
- **The child and/or family may be referred to any public or private agency serving children.** This may include providing information to Connecticut parents/guardians on how to refer the child to court.

*If the parent/legal guardian refuses to allow the child to come home and also refuses permission for the child to enter an alternative housing program, the child should be reported to the Department of Children and Families at the CARELINE at 1-800-842-2288 and, for Connecticut residents, a referral to court made.*

*If the child refuses to return home due to allegations of abuse or neglect, or if an out-of state runaway refuses to return home and refuses DCF services, notify the CARELINE at 1-800-842-2288 of the child's refusal and location; fax to the CARELINE (860-560-7073) any written documentation, including any teletypes; and, for out-of-state runaways, notify the parents of their right to pursue a requisition process through their state's Interstate Compact Office.*

**If the child refuses all other options, the child may be released but the release of a child to their own custody should be avoided unless absolutely necessary.**

The DCF CARELINE at 1-800-842-2288 should be notified first and they should advise the officer on the appropriate course of action before releasing a FWSN child to their own custody. All contacts, conversations and actions should be documented and a referral to court should also be made.

**The child may be referred to court.**

A Complaint: Families with Service Needs form should be completed and forwarded to the court.

If a runaway, committed as a delinquent to the state of origin, wishes to return home, and there are no pending criminal charges in Connecticut, the officer should contact the Interstate Compact Office at 860-550-6328 or 6469 and fax a copy of the teletype to (860-560-7079).

**Holding Within Police Station - Protective Custody:**

- The child from a Family with Service Needs may be held in protective custody for a maximum of 12 hours.
- At no time may a child from a Family with Service Needs be held in a secure area--cell, lockable room (exit restricted), holding cage - or be physically secured to a cuffing rail, chair or other stationary object.
- A Family with Service Needs child held in protective custody must be under continuous visual supervision.

Note: The above procedures apply to any person under the age of 18.

**CONFIDENTIALITY**

Police department personnel may have access to department Families with Service Needs records on a need-to-know basis only. Others who request information on any matters involving children from Families with Service Needs who have been, or are expected to be, referred to court, should be advised to contact the court.

**Child Victims of Abuse and Neglect**

**Children and Youth under the Age of 18 Who are Suspected or Alleged to be Victims of Child Abuse or Neglect:**

Unlike other juvenile laws, the child abuse and neglect statutes pertain to children and youth under the age of 18 years.

**DUTY TO REPORT/REPORTING CTLEA 1.1.10D**

**Oral report:**

- When officers have reasonable cause to suspect or believe that a child or youth under the age of 18 has been abused or neglected, or has had a non-accidental physical injury or injury which is at variance with the history given of such injury or is placed at imminent risk of serious harm, an immediate telephone report to the Department of Children and Families Child Abuse and Neglect CARELINE at 1-860-550-6550 must be made.
- Whenever an officer arrests a 16 or 17 year old for prostitution, they are also required to file such a report with the Department of Children and Families.
- Such oral report must be made as soon as practicable but not later than twelve hours after the officer has reasonable cause to suspect or believe that the child has been abused or neglected or placed in immediate risk of serious harm.
- The officer should document the date and time of the call and the name of the DCF person receiving the information.

An officer can have "reasonable cause" to suspect that a child is abused or neglected if, considering what physical evidence the officer observes or is told about, and from the officer's own training and experience, it is possible that the injury or condition was caused by neglect or by non-accidental means. The officer need not be absolutely certain in order to possess the necessary reasonable cause.

Certainty is not required to be suspicious. It is enough for the officer to report based on what the officer personally observed or is told.

**What to include in the report to DCF:**

- Officer's name, affiliation, address and telephone number.
- Names and addresses of the child and his/her parents or other legally responsible person providing care.
- Child's age and gender.
- Nature and extent of the child's injuries, maltreatment or neglect.
- Approximate date and time when injury, injuries, maltreatment or neglect occurred.
- Information concerning any previous injuries, maltreatment or neglect to the child or his or her siblings.
- Circumstances under which the injury or neglect came to be known by the officer.
- Name/relationship of the person or persons responsible for causing the injury, maltreatment or neglect (may include parent, guardian, foster parent, school employee or volunteer, staff personnel or volunteer of day care setting, staff of licensed camp, employee or volunteer of residential child care setting.)
- Actions taken, if any, to treat, provide shelter to, or otherwise assist the child.
- Additional information that may be helpful (including directions to the home, present location of the child, and criminal history of adults in the home).
- At the conclusion of the report, the officer will be advised if the report has been accepted and what DCF office will be investigating the report.

**Written report:**

- A written report to the Department of Children and Families must follow within 48 hours of the oral report.
- The written report should be on form DCF-136 (Report of Suspected Child Abuse/Neglect) with a copy of the incident report.
- Officers should note the date, time and name of the DCF CARELINE staff person who took the oral report in the written report.
- The Department of Children and Families will notify the appropriate police department within 24 hours of their receipt of an oral report of serious physical abuse, serious neglect, sexual abuse or child death.

**Definition of Abuse and Neglect:**

Actual or suspicion of abuse or neglect inflicted upon the child by a person responsible for such child's health, welfare or care or by a person given access to such child by such responsible person.



**Abuse** is defined as:

- Physical injury or injuries other than by accidental means, or
- Injuries that are at variance with the history given of them, or
- Conditions resulting from maltreatment such as malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

**Neglect** is defined as:

- Abandonment
- Denial of proper care and attention, physically, emotionally or morally circumstances that constitute emotional neglect include when a child is in a condition of diminished psychological or intellectual functioning such as a result of, but not limited to, failure to thrive, severe aggressive behaviors or suicidal behaviors clearly attributable to the unwillingness or inability of the parent or legal guardian to exercise a minimum degree of care toward the child
- Being permitted to live under conditions, circumstances or associations injurious to well-being

**Assistance to DCF:**

Police officers should comply with requests from the Department of Children and Families for assistance in the following circumstances:

- Child left alone or abandoned and entry to secure the child is necessary;
- There is concern about the physical safety of the child, parent, or DCF employee based on information contained in the report such as a weapon or hazardous substance in the home, serious assaultive behavior, or verbal threats made against the child, a parent or the DCF employee, or
- The removal of a child from his/her home under a 96-hour hold authorized by statute or a court order transferring custody of the child to DCF. Removal of the child should be accomplished in the least coercive manner feasible under the circumstances

**Investigation of Child Abuse and Neglect:**

Officers should be aware that investigation of child abuse is one of the most sensitive areas of law enforcement. Police must coordinate with the Department of Children and Families to minimize interviews of children where serious physical abuse or sexual abuse has occurred. Such coordination may include the assigned DCF investigator, physicians, prosecutors, victim advocates and service providers involved with the child and family. Departments should actively participate in regional multidisciplinary teams dealing with child abuse.

Investigating the death of a child can be among the most difficult and frustrating types of cases police officers will encounter. In most cases, officers must carefully balance their investigative needs with sensitivity and sympathy for the grieving family, who may not be responsible for the child's death. This requires skill and tact. The officer must gain adequate information to determine if the death was the result of the actions of the caregivers, without unduly adding to the trauma of the parents who lost the child. The basic steps in these cases are variations of normal investigations of possible homicides and physical abuse investigations.

Officers should access the Central Registry maintained by the Department of Children and Families of all reports of child abuse in order to determine whether there have been other reports of abuse/neglect involving the individuals being investigated. Access such information by calling the CARELINE at 1-800-842-2288.

**Confidentiality**

Police personnel may have access to DCF department records without the consent of the parent or guardian on a need-to-know basis only. To review a case record, officers should contact either the Program Director or Program Supervisor in the local DCF office.

Missing Children (Under Age of 18) CTLEA 1.3.58

Officers receiving a report of a missing child under the age of 18 will immediately notify communications. Communications personnel will immediately inform all on-duty police of the reported missing child and communicate the report to other appropriate law enforcement agencies. CTLEA1.3.58c

The central repository of information on all missing persons is maintained within the Department of Public Safety.  
**GENERAL ORDER 417** **JUVENILE MATTERS**

When a report of a missing child is received a "File 6- Missing Person" report should be entered in the COLLECT system computer. After verifying that the child is found, the report should be cleared from the COLLECT system. Verification should include personal contact with the missing child. CTLEA 1.3.58f

Officers may use the National Missing Children Hotline (1-800-843-5678) to obtain information on missing children.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is enclosed in a thin black rectangular border.

RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

**SEE BELOW APPENDIX A FOR INFORMATION ON SERIOUS JUVENILE OFFENSES AND APPENDIX B FOR THE NON-ARREST REFERRAL FORM**

**THIS ORDER SUPERCEDES GENERAL ORDER 417 JUVENILE MATTERS ISSUED ON 10/03/2014**

**APPENDIX A - SERIOUS JUVENILE OFFENSES**

A "serious juvenile offense" means the violation by a child, including conspiracy or attempt to violate, the following offenses. The term also includes having without just cause run away from secure placement other than home while referred to Office of Alternative Sanctions or committed to Department of Children and Families as a serious juvenile offender. (C.G.S. 46b- 120)

21a-277	Sale, possession w/intent to sell drugs
21a-278	Sale, possession w/intent to sell drugs[non drug dependent person
29-33	Sale of handgun
29-34	False information re sale of handgun sale of handgun to minor
29-35(a)	Carrying a handgun without a permit
53-21(a)(2) 53-21(a)(3)	Injury/risk of injury to a minor [under 16]
53-80a	Manufacture of bombs
53-202b	Sale of assault weapon
53-202c	Possession of assault weapon
53-390	Extortionate extension of credit
53-391	Advances of money or property used for extortion
53-392	Participation or conspiracy in use of extortionate means
53a-54a	Murder
53a-54b	Capital felony
53a-54c	Felony murder
53a-54d	Arson murder
53a-55	Manslaughter 1 <sup>st</sup>
53a-55a	Manslaughter 1st with firearm
53a-56	Manslaughter 2nd
53a-56a	Manslaughter 2nd with firearm
53a-56b	Manslaughter 2nd with motor vehicle (NOT AN SJO FOR 16-17 YEAR OLDS)
53a-57	Misconduct with motor vehicle (NOT AN SJO FOR 16-17 YEAR OLDS)
53a-59	Assault 1 <sup>st</sup>
53a-59b	Assault of an Employee of the Department of Corrections 1 <sup>st</sup>
53a-59c	Assault of a Pregnant Woman resulting in the termination of pregnancy
53a-59a	Assault of a victim over 60 1st
53a-60	Assault 2nd
53a-60a	Assault 2nd with a firearm
53a-60b	Assault of a victim over 60 2nd
53a-60c	Assault of a victim over 60 2nd with a firearm
53a-64aa	Strangulation 1 <sup>st</sup>
53a-64bb	Strangulation 2 <sup>nd</sup>
53a-70	Sexual assault 1st
53a-70a	Aggravated sexual assault 1 <sup>st</sup>
53a-70b	Sexual assault in spousal or cohabitating relationship
53a-70c	Aggravated Sexual Assault of a Minor
53a-71	Sexual assault 2nd
53a-72b	Sexual assault 3rd with a firearm
53a-86	Promoting prostitution 1st
53a-92	Kidnapping 1st
53a-92a	Kidnapping 1st with a firearm
53a-94	Kidnapping 2nd
53a-94a	Kidnapping 2nd with a firearm
53a-95	Unlawful restraint 1st
53a-100aa	Home Invasion

53a-101	Burglary 1st
53a-102a	Burglary 2nd with a firearm
53a-103a	Burglary 3rd with a firearm
53a-111	Arson 1st
53a-112	Arson 2nd
43a-113	Arson 3rd
53a-122(a)(1)	Larceny by extortion
53a-123(a)(3)	Theft from a person
53a-134	Robbery 1st
53a-135	Robbery 2nd
53a-136a	Robbery of an Occupied Motor Vehicle
53a-167c	Assault on peace officer, fireman, EMT or CO
53a-174(a)	Unauthorized conveyance into correctional facility
53a-196a	Employing a minor in an obscene performance
53a-211	Possession of a sawed off shotgun
53a-212	Theft of a firearm
53a-216	Criminal use of a firearm
53a-217b	Possession of a firearm on school grounds
46b-120	Runaway from secure placement other than home while referred to Office of Alternative Sanctions or committed to Department of Children and Families as a serious juvenile offender

APPENDIX B – NON-ARREST REFERRAL



Formerly NHFA/VETTS

**New Haven Juvenile Review Board  
Yale University Police Department Non-Arrest Referral**

Date of Referral: \_\_\_/\_\_\_/\_\_\_ Name of Officer: \_\_\_\_\_ Badge # \_\_\_\_\_

Referred Youth: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent(s)/Guardian: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address \_\_\_\_\_ City: \_\_\_\_\_

Date of Incident \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

- In Lieu of Arrest (Breach of Peace/Trespassing/Criminal Mischief/Larceny 6/ Other)
- Truancy/Family Conflict/Parental Concern/Other

Description/Comment:

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Referred Youth Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Haven JRB Contact: Felder Jean Baptiste- Program Manager of the New Haven & Hamden JRB  
Email: felder.jeanbaptiste@ucainc.org Telephone:(203)786-5970

GENERAL ORDER 417

JUVENILE MATTERS