

POLICY AND PROCEDURES

NUMBER: 1411

SUBJECT: Juvenile Processing

ACA STANDARDS: 4-ALDF-2A-38, 38, 40, 41, 42, 43

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/92

REVISION DATE: 9/98, 5/00, 10/04,
11/13



I. POLICY

The St. Louis County Department of Justice Services will ensure that only juveniles prisoners with the appropriate paperwork, certifying him/her as an adult, will be accepted into the County Jail.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Intake Service Center staff are responsible for the following procedures.

III. DEFINITIONS

Juvenile: A person who has not reached the age of seventeen (17).

IV. PROCEDURES

A. When a law enforcement agency presents a juvenile for processing, the Intake Service Center (ISC) staff will advise the law enforcement agency that the juvenile will not be accepted unless accompanied by certification papers or evidence of prior certification and having been found guilty or plead guilty to a criminal offense.

B. When a law enforcement agency declares a prisoner to be an adult, but where doubt exists, the ISC staff will proceed to process the

prisoner as an adult. (See Policy # 1420 Booking of Newly Received Prisoners) If the prisoner should later be proven to be a juvenile, the ISC Shift Supervisor/designee will contact the arresting law enforcement agency and request that, that law enforcement agency return to the Justice Center and transport the prisoner to the Family Courts Building.

NOTE: If the arresting law enforcement agency is unable to transport the prisoner, the ISC Shift Supervisor, in cooperation with the Transportation Supervisor or Watch Commander, will make the necessary transportation arrangements.

- C. If a doubt exists regarding the prisoner's age, the ISC staff will make as many inquiries as possible in order to establish the true age of the prisoner. This will include, but is not limited to:
 - 1. Contacting the prisoner's family in order to obtain a birth certificate
 - 2. Calling the Family Courts to obtain a statement of age.
- D. The History of Inmate Report (Booking Sheet) of all juvenile prisoners will read 'PRISONER IS A CERTIFIED JUVENILE' in the 'arrest-based notes' section.
- E. Juveniles do not have to be separated from the adult prisoners. A juvenile may be separated if he/she is considered suicidal, for the prisoner's own protection or if the juvenile is sixteen (16) years of age and is arrested for Driving While Intoxicated (DWI). These prisoners will be monitored at least every fifteen (15) minutes while they are separated. All ISC staff will be made aware of the presence of a juvenile prisoner in the Intake Service Center.
- F. Prisoners under the age of sixteen (16) arrested for Driving While Intoxicated will be administered a breathalyzer test with permission from a Deputy Juvenile Officer and will then depart the Law Enforcement Lobby in the custody of the arresting law enforcement agency. The breath test results will only be noted on the DWI checklist. The results will not be listed in the DWI logbook or noted on the outside of the envelope containing the checklist.
- G. If the DWI prisoner is sixteen (16), he/she can be given a breath test following normal procedures, however, the ISC Officers will separate these juveniles in the Intake Service Center from adult prisoners.

- H. No traffic offenders under the age of seventeen (17), with the exception of sixteen (16) years old with a DWI citation, will be accepted at the Intake Service Center.

- I. Judges/Commissioners at the Family Courts may have a prisoner transferred to the County Jail with a court order, prior to a certification hearing. These prisoners have reached the age of seventeen (17) but committed the crime when they were juveniles. These inmates do not have to be separated from the general population.