A. Policy

The Police Department recognizes the extreme importance of giving a child the opportunity to change unlawful or antisocial behavior prior to becoming indoctrinated into criminal behavior as an adult. The department also recognizes that some technically unlawful behavior by a young person is actually no more than normal growing up misbehavior and does not necessarily warrant the child being injected into the formal juvenile justice system. As a result, the department recognizes and encourages the use of discretion by investigators in following up complaints involving a juvenile suspect. It shall be the policy of the department to return a juvenile apprehended for unlawful behavior back to the custody of parents or guardians with minimal delay. It shall likewise be the policy of the department to communicate to parents and guardians that they, and not any arm of the government, remain primarily responsible for the child's welfare and rehabilitation. It shall be the responsibility of all department personnel to support the department's juvenile operations. The Lakewood Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

B. Procedure

1. When the totality of circumstances surrounding a juvenile-related incident indicates a good chance for informal arbitration of the situation, the juvenile detective handling the case shall attempt to divert the child from formal court proceedings and adjudication as a delinquent. The juvenile detective, however, shall make every legal effort to remove the violent or dangerous juvenile offender from the street and secure his lawful placement in a secure setting.

2. The Juvenile Team takes a proactive approach to juvenile delinquency. This preventive approach is furthered by team members' participation in public education efforts in the areas of child abuse and delinquency prevention.

3. The Juvenile Team works constantly with the Jefferson County District Attorney's Office, the Jefferson County District Court, commissioners, and the Jefferson County Department of Social Services to ensure the continuing welfare and protection of juvenile victims and offenders.

4. The investigation of neglected and abandoned children will be in accordance with state law.

5. Whenever a custodial interview is occurring with a juvenile, the agent or juvenile detective shall ensure that the juvenile's parents or legal guardians have been advised of the situation and interview. The agent or juvenile detective shall attempt to explain to the juvenile the department's procedure concerning juvenile interviews and how the Juvenile Justice System operates. The number of agents or detectives
involved in the interview shall be limited at the discretion of the officers involved. Interviews with juveniles shall not normally exceed two hours without supervisory approval.

5. The Sergeant of the Juvenile Team shall complete an annual evaluation of all departmental enforcement and prevention programs relating to juveniles.

8151 RUNAWAY / MISSING JUVENILE INVESTIGATIONS

A. Policy

The Police Department recognizes the responsibility it has regarding runaways even though a crime has not been committed. In the case of a voluntarily missing juvenile (runaway), the case shall remain an open investigation until the juvenile is located and returned to a parent or legal guardian or placed in a shelter care.

The Police Department also recognizes a unique responsibility in the area of missing juveniles. Most cases involve no criminal conduct; however, a missing juvenile report may become the first notification to authorities that a major crime has been committed. A missing juvenile investigation shall be conducted to ascertain the well being of the child. If the missing juvenile's well-being is verified, the reporting party shall be notified and the case closed. Runaway and missing juvenile investigations are conducted for the citizens of Lakewood and may be initiated in the following cases:

1. When the runaway / missing juvenile resides in Lakewood.
2. When the reporting party resides in Lakewood and the actual location of the disappearance is unknown.
3. When a runaway is a resident of Lakewood, but was last seen in another jurisdiction (i.e., ran from a treatment facility in another jurisdiction).
4. When a runaway has left a group home or treatment facility, which is located in Lakewood.
5. When the juvenile is known to be missing from a Lakewood location and no formal report has been taken by another agency.

It is the policy of this department to actively pursue runaway / missing juvenile cases to conclusion.

B. Procedure

1. The initial report of a runaway / missing juvenile shall be generally taken by a patrol agent, who shall list as much information as is available concerning description and possible leads.
1. Phone reports may be taken for runaways from recognized group homes, shelter care centers, or treatment facilities, or at a supervisor's direction.

b. RP shall not be told to wait 24 hours before reporting.

2. An immediate search and notification of appropriate inter-and intra-agencies, and supervisory notification shall be made when:

a. The runaway is under the age of 12 years.

b. In any case a patrol supervisor deems such a search appropriate.

c. When the missing juvenile is unable to care for his own safety.

d. When there is an indication of foul play, accident, or extreme danger, and there are leads available.

e. The scope of the search and resources deployed shall be at the direction of the patrol sergeant or Sector Commander.

3. CCIC and NCIC entry

a. All runaways / missing juveniles reported to the Police Department shall be entered in the Colorado Crime Information Center (CCIC) and the National Crime Information Center (NCIC) computers. A teletype form shall be completed and the teletype number shall be noted in the report. Associated vehicles or pertinent information shall be included in the entry.

b. When an agent is advised that a runaway / missing juvenile has returned or been located, that agent may complete a supplementary report with the pertinent information. That agent shall also cancel the computer entry and include that teletype number in the supplementary report.

4. Amber Alert Plan

If it is confirmed a juvenile has been abducted, the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death and there is enough descriptive information about the child, abductor and/or the suspect’s vehicle, a Amber Alert shall be put together for public distribution, as soon as practicable, in accordance to 9042 of the department manual.

5. Follow-up

a. Each missing juvenile case shall be assigned to the juvenile technician for follow-up investigation.
b. The juvenile technician shall be assigned administrative responsibility for the case. The technician will ensure that the case management system is kept up-to-date with the status of the case. A trace date not to exceed 7 workdays shall be assigned for the completion of the initial investigation.

c. In the event that a sworn supervisor determines that the welfare of the child requires it, a detective will be assigned the case for immediate investigation.

d. Circumstances during the initial 7-day period shall dictate the urgency of any subsequent investigative action.

e. Reports shall be written on active missing juveniles with trace dates as follows:

<table>
<thead>
<tr>
<th>Period of Time</th>
<th>Supplemental Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing:</td>
<td>Due:</td>
</tr>
<tr>
<td>1 day - 30 days</td>
<td>30 days</td>
</tr>
<tr>
<td>30 days - 1 year</td>
<td>Quarterly</td>
</tr>
<tr>
<td>1 year or more</td>
<td>Annually</td>
</tr>
</tbody>
</table>

6. Case closure

a. Cancel the CCIC/NCIC entry.

b. Complete a teletype request form confirming cancellation information.

c. Cancel the Amber Alert Plan if one had been activated.

d. Notify the reporting party of the case disposition.

8152 SCHOOL RESOURCE OFFICER and SCHOOL LIAISON

A. Policy

The position of School Resource Officer has been established to provide for the assignment of police agents within the city's schools and the surrounding community and businesses. These agents provide a variety of services, including law enforcement, liaison with school and community, law-related education, and informal counseling to students, parents, and faculty. The objective of the SRO program is to enhance the safety and educational opportunities for the school community through the effective utilization of sector policing concepts.

B. Procedures
1. The SRO shall act as a visible law enforcement figure on campus and in affected areas, in uniform and with a marked patrol unit. When possible, SROs will respond to all law enforcement-related incidents and act as the primary investigator. SROs may be assigned cases utilizing the case management system where they are ultimately responsible for all follow-up and case filing.

2. The SRO shall work during school hours, but maintain a flexible schedule to accommodate school activities.

3. The SRO is to be familiar with the school code of conduct and assist faculty in enforcement of this code when necessary. Disciplining of students is a school responsibility.

4. The SRO shall assist his assigned school with development, updating and practicing of their emergency plan.

5. After consulting with a team supervisor, the SRO may present available curriculum on law-related education topics to students, faculty and parents as requested and as workload permits.

6. The SRO shall serve as an informal counseling resource for students, faculty, and parents.

7. The SRO shall work with other community resources to help solve problems within the school and the community.

8. The SRO shall coordinate leave usage with supervisor and peers to maintain continued coverage of assigned schools during the school year.

9. During the summer months, SROs will be assigned duties relevant to service needs of the Investigations Division. SROs may use the summer to plan, develop and implement proactive programs.

10. SROs shall be expected to work one week after the spring semester ends to complete administrative work. SROs shall begin work in their school assignment one week prior to the beginning of the fall semester to prepare for the upcoming school year.

11. The Juvenile Crime Unit shall be responsible for the department’s school liaison program. The agents assigned responsibilities in this area shall act as a resource for delinquency prevention, provide guidance on ethical issues in a classroom setting, assist in student counseling and provide law-related education programs when certified.

C. Rule

1. School Resource Officers shall successfully complete an approved training course to prepare them for their position.

8153 JUVENILE DETENTION HEARINGS

B. Procedure
1. The Colorado Children’s Code Title 19 provides that whenever a juvenile is taken into custody upon probable cause, for committing a crime, a hearing must be held within 48 hours to determine whether the juvenile shall be further detained.

2. The arresting agent has the responsibility of providing the Youth Detention Center with the original affidavit in Support of Warrantless Arrest, at the time the juvenile is lodged.

3. For arrests that occur from Friday at 1200 hours through Sunday, the arresting agent is responsible for faxing a copy of the Warrantless Arrest Affidavit to the Jefferson County Jail for the weekend duty judge's review.

4. Neither the arresting agent nor the assigned detective is ordinarily required to attend the detention hearing, unless requested by the District Attorney's Office.

8154 STATUS OFFENDERS

B. Procedure

1. A Status Offense is defined as an act, which is a violation by virtue of the offender's age or status. If the same act were committed by an adult, it would not be a crime. Examples: runaway; curfew; possession of alcohol or tobacco products.

2. Whenever a status offender is taken into custody, the parents or guardian are notified immediately. If the parents of a status offender do not accept custody of the juvenile, the child will be transported to the Jefferson County Assessment Center, without delay, for placement. The Assessment Center shall be notified prior to transporting the juvenile.

8155 DIVERSION FOR JUVENILE-INVOLVED CASES

B. Procedure

1. The Juvenile Investigation Team screens and disposes of cases involving the arrest of anyone under the age of 18 by the Patrol Division; or upon request, files with the court or diverts cases prepared by other investigators in the division.

2. When a juvenile investigator receives a case report from the Patrol Division with a juvenile arrestee, it shall be the juvenile investigator's responsibility to dispose of the case within a reasonable time.

3. The juvenile investigator considers the following factors in making a final disposition: type and seriousness of offense, child's attitude, previous criminal and police contacts, previous diversion referrals to community based rehabilitation programs (such as, Jefferson County District
Attorney's Diversion Program, Jefferson County Department of Social Services, Lakewood Human Resources), parents' attitude, and the desire of the victim. Each case shall be judged on its own merit and fact situation with disposition made, which meets the needs of the child and the community.

8156 JUVENILE CASE DISPOSITION OPTIONS

B. Procedure

1. The juvenile investigator has the following disposition options:
   a. File the case with the juvenile court, municipal or district.
   b. Recommend informal adjustment for district attorney disposition.
   c. Refer to social services or Juvenile Assessment Center.
   d. Counsel and release.

8157 DISPOSITION OF JUVENILE CASES

B. Procedure

1. Juvenile investigators shall make every effort to dispose of other investigators’ cases involving juveniles in the manner requested by the concerned investigator.

2. If the case cannot be disposed of as requested, it shall be the responsibility of the juvenile investigator to recommend appropriate alternatives.

3. If the investigator does not indicate a desired disposition, the juvenile investigator shall dispose of the case in an appropriate manner.

8158 FOUND AND STOLEN BICYCLES

B. Procedure

1. The Juvenile Crime Unit shall be responsible for maintaining the bicycle files. Information concerning registered bicycles shall be entered into the files. The Juvenile Crime Unit will register bicycles for the purpose of identifying found or stolen bicycles, and returning the bicycle to the owner. This registration will be available to citizens who elect to register their bicycle. The program will be completed using the "Bull Dog Your Bike" system. It shall be the responsibility of the unit Sergeant to insure this program is maintained.

2. When a bicycle is recovered as found property or recovered stolen property the files shall be checked to determine the owner.
a. If information is found concerning the owner the bicycle shall be returned to the owner as soon as possible.

3. The file of registered bicycles will be maintained in the card form, and in the computer system.

4. The system will be maintained, and information input into the system, by the Juvenile Crime Unit detectives.

5. The assigned detective will maintain a liaison with the bicycle shops and provide the shops with registration cards and stickers.

6. Bicycle registration will be conducted by the Juvenile Crime Unit.

8159 REPEAT JUVENILE OFFENDER (RJO) AND SERIOUS HABITUAL OFFENDER/DIRECTED INTERVENTION (SHODI) PROGRAM

A. Policy

The Lakewood Police Department participates in an intergovernmental approach to information sharing between agencies concerned about the welfare of juveniles and the juvenile justice system. This agreement will lead to better-informed decisions regarding the handling of serious habitual offenders. We have agreed to maintain open communication with all the other involved agencies and to follow the guidelines set out in this intergovernmental agreement.

In an effort to reduce the incidence of serious juvenile crime, a systematic approach will be used to coordinate the efforts of personnel from this department, district attorneys, city attorneys, courts, and all other criminal justice authorities.

B. Procedure

1. Identify SHODIs and potential SHODIs according to the established criteria.

2. To qualify for the SHODI program, a juvenile offender must meet pre-established criteria. The criteria to be considered as a SHODI is the juvenile offender shall have accumulated 25 points plus at least one felony adjudication or 30 points and at least one misdemeanor adjudication.

3. A precursor to SHODI is a Repeat Juvenile Offender (RJO). To qualify as a RJO, the juvenile offender shall have accumulated 15 points.

4. Juvenile Crime Unit detectives have the discretion to refer a
juvenile who has been identified as having special needs beyond the scope provided by City of Lakewood Municipal Court. In those cases, the juvenile need not meet the point criteria for RJO or SHODI. Detectives may cancel municipal summons and file the case into District Court, in concurrence with the District Attorney’s Office.

5. Points shall be assessed as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 POINTS</td>
<td>Felony crime against person arrest</td>
</tr>
<tr>
<td>5 POINTS</td>
<td>Felony crime against property arrest</td>
</tr>
<tr>
<td></td>
<td>Felony drug crime</td>
</tr>
<tr>
<td>3 POINTS</td>
<td>Misdemeanor or petty offenses</td>
</tr>
<tr>
<td></td>
<td>state or municipal charges</td>
</tr>
<tr>
<td>1 POINT</td>
<td>Any other negative police contact</td>
</tr>
<tr>
<td></td>
<td>such as runaways, F.I., traffic, FTA</td>
</tr>
<tr>
<td></td>
<td>warrants and</td>
</tr>
<tr>
<td></td>
<td>probation revocations, etc.</td>
</tr>
<tr>
<td>3 POINTS</td>
<td>Added to any of the above if juvenile</td>
</tr>
<tr>
<td></td>
<td>was in possession of a firearm at the</td>
</tr>
<tr>
<td></td>
<td>time of offense.</td>
</tr>
</tbody>
</table>

6. Compile and maintain active SHODI lists and circulate those to authorized agencies.

7. Compile comprehensive profiles on each SHODI and keep them updated.

8. When an arrest of a SHODI occurs, the involved department personnel will conduct a thorough investigation and complete all reports in a timely manner.

9. A SHODI will be lodged in the Mount View Detention Center when arrested on a criminal charge.

10. The detective assigned the case for the return filing, shall notify the supervising probation or parole officer, case worker, and the juvenile division of the District Attorney’s Office of the arrest as soon as is practicable.

11. Copies of all reports available concerning the present offense and a profile packet will be presented prior to/at the detention hearing.

12. Follow SHODI cases through the juvenile justice system and provide support for any agency that needs follow-up information or assistance.
13. Make sure that the probation investigation unit has been provided with a copy of the SHODI profile and assist them in further background checks, if necessary.

14. Maintain communication with supervising probation or parole agents and keep them apprised of any developments that would assist in their supervision efforts.

15. Advise school administrators of any SHODIs attending their schools and of any potential danger to other students or staff.

16. Support prosecution efforts by aiding in the location of and procuring of witnesses for hearings and trial. Timely completion of necessary follow-up investigation, and securing officer participation in general prosecution effort.

17. Do not issue any summons to RJO’s or SHODI’s on criminal matters. The assigned juvenile detective will file the case with the District Attorney’s Office. The only exception is reference traffic violations, in which a summons may be issued.

18. Creating and maintaining RJO and SHODI lists and files is the responsibility of the Juvenile Crime Unit (JCU) in the Investigation Division. These duties are listed in the job description of the Investigative technician assigned to the JCU.

19. Make appropriate entries in CCIC on RJO’s and SHODI’s when initially identified. Change classification to Career Criminal in CCIC when they turn eighteen.