

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 9: REPORTS AND RECORDS

SUBJECT: 901 JUVENILE RECORDS

EFFECTIVE: 01/01/2015

1. **PURPOSE:** Records of juvenile defendants are treated differently from records of adult defendants.

2. **DISCLOSURE.** Records of the juvenile arrest and detention may not be disclosed to the public. Records and reports concerning all matters or proceedings before the juvenile court, except traffic violations, are confidential and shall not be disclosed except as expressly authorized by Children's Code Article 412. Any person authorized to review or receive confidential information shall preserve its confidentiality in the absence of express authorization for sharing with others.

Children's Code Article 412 D: When such information is relevant and necessary to the performance of their respective duties and enhances services to the child or his family, the court may authorize the release of records, reports, or certain information contained therein to appropriate individuals representing:

1. Other courts and court-affiliated programs.
2. The Department of Social Services.
3. The office of youth development of the Department of Public Safety and Corrections.
4. The Department of Health and Hospitals.
5. The Department of Education or the local school in which the child is a student.
6. The local district attorney's office.
7. A multidisciplinary investigative child abuse team.
8. A child advocacy center.
9. A truancy and assessment center.
10. Other child serving agencies or programs.
11. The attorney general's office.

3. **INCIDENT REPORTS.** Any incident reports where a juvenile is a suspect, victim, or witness the full name of the juvenile will be used.

- A. The juvenile should be identified by name, age, date of birth, address, phone number, and the name of parent or guardian.
- B. Officers will record the incident in RMS and will not check the "juvenile" box.
- C. The Records Clerks shall not release any report involving a juvenile without the assigned Investigators approval.

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4. **ARREST REPORTS.** Juvenile arrest will be recorded in Records Management System. The report will be reviewed and approved by the Shift Supervisor. The Shift Supervisor will check the “juvenile” box the click save there by locking the arrest file.

5. **EXCEPTION-CHILD ABUSE.** Consistent with mandatory reporting under Children’s Code 609, child abuse cases may be available to any law enforcement agency or child abuse registry for the purpose of subsequent investigation of child abuse.

By order of

Darrell Basco
Chief of Police