



Milford Police Department

General Orders



Juveniles

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1. Purpose

The Purpose of this order is to establish the appropriate methods for the handling of juvenile matters. This Order is meant to provide general guidelines to personnel in the event of a call for service involving a juvenile matter. Particular facts or circumstances may necessitate an officer taking action other than the procedures listed.

2. Scope

This Order applies to all divisions and all instances involving police related juvenile matters.

3. Policy

This Department is committed to providing services that prevent and control juvenile delinquency. Assisting, protecting and teaching the youth of Milford is the responsibility of every sworn officer of this Department.

4. Definitions

A. Juvenile:

1. A person who is under the age of eighteen (18) who is found to have committed a crime which has been declared by law. The established law states that a child/youth lacks the responsibility and thus may not be sentenced as an adult in a criminal prosecution.

B. Child:

1. Any person under sixteen (16) years of age, except that for purposes of delinquency matters and proceedings, "child" means any person under eighteen (18) years of age who has not been legally emancipated, or eighteen (18) years of age or older who, prior to attaining eighteen (18) years of age, has committed a delinquent act and, subsequent to attaining eighteen (18) years of age:
 - a. Violates any order of the Superior Court or any condition of probation ordered by the Superior Court with respect to such delinquency proceeding.
 - b. Willfully fails to appear in response to a summons under section [46b-133](#) with respect to such delinquency proceeding.
 - c. For purposes of family with service needs matters and proceedings, child means a person under eighteen years of age;

C. Youth:

1. Any person under the age of sixteen (16) or seventeen (17) years of age that has not been legally emancipated.

D. Youthful Offender:

1. A seventeen (17) year old youth who:
 - a. has committed a crime while they were seventeen (17) years of age and the crime occurred between January 1, 2010 and June 30, 2012.

- i. is charged with the commission of a crime which is not a class A felony or a violation of section [14-222a](#), subsection (a) of section [14-224](#), section [14-227a](#) or [14-227g](#), subdivision (2) of subsection (a) of section [53-21](#) or section [53a-70](#), [53a-70a](#), [53a-70b](#), [53a-71](#), [53a-72a](#) or [53a-72b](#), except a violation involving consensual sexual intercourse or sexual contact between the youth and another person who is thirteen (13) years of age or older but under sixteen (16) years of age, and
- ii. has not previously been convicted of a felony in the regular criminal docket of the Superior Court or been previously adjudged a serious juvenile offender or serious juvenile repeat offender, as defined in section [46b-120](#).

E. Delinquent Act:

1. The violation by a child under the age of sixteen (16) of any federal or state law or municipal or local ordinance, except an ordinance regulating behavior of a child in a family with service needs.
2. The violation by a child sixteen (16) years of age of any federal or state law, other than the violation:
 - a. an infraction,
 - b. a violation,
 - c. a motor vehicle offense or,
 - d. violation under title 14,
 - e. the violation of a municipal or local ordinance or,
 - f. the violation of section [51-164r](#), [53a-172](#) or [53a-173](#).
3. the willful failure of a child, including a child who has attained the age of seventeen (17) or older, to appear in response to a summons under section [46b-133](#) or at any other court hearing in a delinquency proceeding of which the child has notice,
4. the violation of any order of the Superior Court in a delinquency proceeding by a child, including a child who has attained the age of seventeen (17) or older, except as provided in section [46b-148](#), or
5. the violation of conditions of probation in a delinquency proceeding by a child, including a child who has attained the age of seventeen (17) or older, as ordered by the court.

F. Serious Juvenile Offender:

1. Means any child convicted as delinquent for the commission of a serious juvenile offense.

G. [Serious Juvenile Offense \(SJO\)](#):

1. The violation of, including attempt or conspiracy to violate one of the specific offenses on the list of serious juvenile offenses by a person prior to his /her eighteenth (18) birthday. A list of serious juvenile offenses is attached to this order (Appendix A).

H. Serious Juvenile Repeat Offender:

1. A child charged with a felony if such child has previously been convicted of two (2) violations of any provision of titles 21a, 29, 53 or 53a which is designated as a felony. See CGS Section [46b-120](#).

I. Family With Service Needs (FWSN) or Status Offenses:

1. A child or a youth under the age of eighteen (18) who commits one of the below actions, often referred to as Status Offenses, can still be brought before a court via Family With Service Needs or Youth in Crisis Referral :
 - a. Has run away without just cause from the parental home or other properly authorized and lawful place of abode,
 - b. Is beyond the control of his/her parent or guardian,
 - c. Has engaged in indecent or immoral conduct,
 - d. Is a truant or habitual truant, or has been defiant of school rules and regulations,
 - e. Is thirteen (13) years of age or older and has engaged in sexual intercourse with another person and such other person is thirteen (13) years old or older and not more than two (2) years older or younger than such child.

J. Neglected Child:

1. A child or youth under age eighteen (18) who has been:
 - a. Abandoned,
 - b. Denied proper care and attention, physically, educationally, emotionally or morally,
 - c. Permitted to live in conditions, circumstances or associations injurious to the child's wellbeing,
 - d. Abused.

K. Abused Child:

1. A child or youth under age eighteen (18) who:
 - a. Has been inflicted with physical injury or injuries other than by accidental means,
 - b. has injuries that are at variance with the history given of them,
 - c. is in a condition that is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;

L. Uncared for Child:

1. A child or youth under age eighteen (18) who is homeless or whose home cannot provide the specialized care which the child's or youth's emotional, physical or mental condition requires.

M. Termination of Parental Rights:

1. The severance of a parent's legal rights with respect to a child under age eighteen (18).

N. Emancipated Minor:

1. A court order conferring adult status upon a youth between ages sixteen (16) and eighteen (18). Such an order permits a child to assume most of the responsibilities of adults and relieves the parent of most of their obligations owed to the minor child.

5. PROCEDURES

A. Handling Juvenile Offenders

1. As with most law enforcement matters, officers may utilize a great deal of discretion when dealing with juveniles. When dealing with juvenile offenders, the least coercive among reasonable legal alternatives should be used. When determining viable options the following factors may be considered:
 - a. The nature of the alleged offense,
 - b. The age of the juvenile,
 - c. Past police involvement with the juvenile,
 - d. Possibility of gang affiliation,
 - e. The attitude of the juvenile and the juvenile's parents toward referral for treatment or rehabilitation,
 - f. Family, school and community ties,
 - g. The availability of community based programs,
 - h. The likelihood that an alternative referral will prevent further delinquent behavior,
 - i. The impact on the victim,
 - j. The impact on public safety,
 - k. Recommendations from other agencies or professionals involved with the youth.
 - l. Race, sex, ethnicity and economic status are factors that will not be considered when determining referral options.
2. Options for handling juvenile offenders include:
 - a. Verbal warning and release,
 - b. Conference with child, parents, teachers or others,
 - c. Referral to City of Milford Juvenile Justice Diversion Program
 - d. Referral to Juvenile Court,
 - e. Bring to a State operated juvenile detention center.
3. The following procedures will be adhered to when a juvenile is referred to Juvenile Court, but is not taken to a juvenile detention facility:

- a. The juvenile will be referred to the juvenile court that serves the juvenile's town of residence, rather than the juvenile court where the offense was committed,
 - b. Prepare a "Juvenile Summons and Complaint/Promise to Appear" (summons) and include a court date that is not less than ten (10) business days from the date the summons is served,
 - c. The summons must be presented to the juvenile and the parent/guardian having control over the juvenile,
 - d. The parent/guardian must sign the Promise to Appear portion of the summons. If the parent/guardian refuses to sign, the officer should note the refusal on the form and in the police report,
 - e. Note the name, address, phone number and DOB of the parent/guardian taking control of the juvenile, and to the extent possible, confirm their identity,
 - f. Inform the parent/guardian of the nature of the charges and the planned course of action by the police,
 - g. All juvenile paperwork is to be forwarded to the Special Investigations Unit supervisor or designee for review and issuance to the appropriate juvenile court.
4. The following factors may be considered when determining whether a juvenile offender will be released from custody:
 - a. Release would not constitute a serious threat to the juvenile or a member of the public,
 - b. The juvenile is likely to appear in court,
 - c. The parent, guardian or other suitable person appears to be responsible, willing and capable of managing the child.
 - d. A juvenile offender, who the officer reasonably believes is in need of immediate medical attention or who appears to be under the influence of alcohol or drugs, will be immediately transported to a medical facility and the officer will take reasonable measures to notify the parent/guardian prior to transport. The officer will not release the juvenile offender at the hospital until a parent/guardian is present
5. Detention of a juvenile in a juvenile detention facility may be appropriate when:
 - a. Release to a parent/guardian, suitable person or agency is not possible,
 - b. Release would constitute a serious threat to the juvenile or a member of the public,
 - c. There is a strong possibility that the juvenile will run away prior to the court disposition,
 - d. The juvenile is likely to commit or attempt to commit other crimes if released,
 - e. The juvenile must be held for another jurisdiction.
 - f. The child has violated one or more of the conditions of a suspended detention order,
6. Juvenile detention facilities will only accept juveniles who:
 - a. Is the subject of an outstanding arrest warrant or other court order to take such child into custody,

- b. Is the subject of a court order, such as an Order to Detain, directing that they be held in detention.
- 7. Prior to transporting a juvenile offender to a juvenile detention facility the officer should:
 - a. Notify a supervisor,
 - b. Ensure that the juvenile is not in need of medical assistance,
 - c. Notify the parent/legal guardian of the juvenile's whereabouts and the action that the officer intends to take,
 - d. Complete [Order to Detain/Probable Cause Determination Request \(JD-JM-190\)](#). Order needs to be presented and signed by a Judge. Attach summons and notarized police report in triplicate with Order to Detain to presented to the Juvenile Detention facility
 - e. Thoroughly search the juvenile for weapons, drugs, contraband or other items that may have evidentiary value or may be dangerous to the officer, the juvenile or others,
 - f. Contact the detention facility to notify them that a juvenile is being transported to the facility,
- 8. When this Department must detain a juvenile within the Police Station, the following procedures will be followed:
 - a. Only juveniles accused of criminal offenses may be held in the juvenile processing room and may only be held for a maximum of six (6) hours,
 - b. Juveniles may not come into contact with adult offenders at any time during the detention period. Contact is defined as allowing the juvenile to come into such proximity of adult offenders as to allow observation or normal conversation to take place, juveniles are to be keep out of sight and sound of adult offenders,
 - c. The detention period begins at the point that the juvenile is physically secured in the juvenile processing room and does not end until the juvenile is removed from the room,
 - d. A officer must remain with the juvenile at all times while the juvenile is secured in the juvenile processing room,
 - e. The processing officer will complete all of the appropriate records in the booking file using the CAD reporting system.

B. Parental/Guardian Notification (Under the Age of 18)

- 1. In all cases of juvenile arrest, the parents/guardian shall be notified within a reasonable time after the juvenile is arrested.
- 2. Parents/Guardians of juveniles taken into custody shall be informed about the circumstances surrounding the apprehension and custody. At this time, parents/guardians are to be requested to report to Headquarters or Police Substation.

C. Interviewing of Juveniles (Under age of 16)

- 1. All interviews of juveniles (when the juvenile is being or may be accused of committing a crime) must be conducted in the presence of the juvenile's parent or legal guardian. (CGS

46b-137). An officer may speak freely with any juvenile who is a witness or victim of crime or in any otherwise non-custodial/consensual encounter situation.

2. Both the juvenile and parent/guardian must be advised of the juvenile's constitutional rights, voluntarily waive their constitutional rights and must complete and sign an Advisement of Rights form before any interview occurs. If either the juvenile or the parent/guardian refuses to waive their rights, the interview should cease.
3. If the juvenile is not going to be questioned, it is not necessary to advise the juvenile of their constitutional rights and a form does not have to be completed.
4. The accused juvenile and the parent/guardian shall be informed of the charges against the juvenile.
5. Any admission, confession or statement, written or oral, made by a child to a police officer shall be inadmissible in any proceeding concerning the alleged delinquency of the child making such admission, confession or statement, unless made by such child in the presence of his/her parent or guardian, and after the parent or legal guardian and child have been fully advised of their constitutional rights. This restriction applies regardless of whether the juvenile is in custody or subject to interrogation or not.
6. The Advisement of Rights form must be signed prior to any questioning, either written or oral, solicitation of information, or request for a statement is made, (CGS 46b-137).
7. Threats, abusive language, profanity or other vulgarities shall not be employed when questioning a juvenile.
8. The duration of the interview shall be as brief as possible to obtain the required information and, unless there are exceptional circumstances, the number of officers shall be limited to two (2) at any one (1) time. Exceptional circumstances shall be reviewed at a supervisory level. Interviewers will take into consideration the juvenile's and parent/guardian's personal needs (bathroom, water, etc.).

D. Interviewing of Juveniles (16 and 17 years of Age)

1. The officer must have made reasonable efforts to contact a parent or guardian of the sixteen (16) or seventeen (17) year old. (Document these efforts in the incident report).
2. The sixteen (16) or seventeen (17) year old must be advised that they:
 - a. Have the right to contact a parent/guardian or suitable person and may have them present during any interview,
 - b. Have the right to retain counsel or, if unable to afford counsel, to have counsel appointed on their behalf,
 - c. Have the right to refuse to make any statement, and
 - d. Any statement the sixteen (16) year or seventeen (17) year old makes may be introduced into evidence against them.
3. The admissibility of any admission, confession or statement, written or oral, made by a child sixteen (16) or seventeen (17) years of age to a police officer or Juvenile Court official shall be determined by considering the totality of the circumstances at the time of

the making of such admission, confession or statement. When determining the admissibility of such admission, confession or statement, the court shall consider

- a. The age, experience, education, background and intelligence of the child,
 - b. The capacity of the child to understand the advice concerning rights and warnings required under subdivision (2) of subsection (b) of this section, the nature of the privilege against self-incrimination under the United States and Connecticut Constitutions, and the consequences of waiving such rights and privilege,
 - c. The opportunity the child had to speak with a parent, guardian or some other suitable individual prior to or while making such admission, confession or statement, and (4) the circumstances surrounding the making of the admission, confession or statement, including, but not limited to, (A) when and where the admission, confession or statement was made, (B) the reasonableness of proceeding, or the need to proceed, without a parent or guardian present, and (C) the reasonableness of efforts by the police or Juvenile Court official to attempt to contact a parent or guardian. the police or Juvenile Court official has made reasonable efforts to contact a parent or guardian of the child, and
4. Threats, abusive language, profanity or other vulgarities shall not be employed when questioning.
 5. The duration of the interview shall be as brief as possible to obtain the required information and, unless there are exceptional circumstances, the number of officers shall be limited to two (2) at any one (1) time. Exceptional circumstances shall be reviewed at a supervisory level. Interviewers will take into consideration the sixteen (16) year old's and parent/guardian's personal needs (bathroom, water, etc.).
 6. If a sixteen (16) or seventeen (17) year old is a child/youth and an adult in the same case, use the proper advisement procedures mentioned above regardless of whether the sixteen (16) or seventeen (17) year old is in custody or subject to interrogation in order to the sixteen (16) or seven teen (17) year olds admission, confession, statement, or any evidence or statements developed as a result of that admission, admissible in juvenile court.

E. Detention (under 18 Years of Age)

1. Unless the juvenile is in need of emergency medical treatment, if taken into custody, the juvenile(s) shall be transported to Headquarters without delay and shall be kept away from any adult prisoners in the juvenile processing room. While being processed and detained, juveniles must be separated by sight and sound from adult prisoners.
2. If detention is necessary for a juvenile being charged with a criminal offense, the juvenile shall be secured in the juvenile processing area and shall be closely monitored.
3. A juvenile who has been arrested shall be detained in the juvenile processing area or in the Special Investigations Unit's juvenile holding rooms for a period ***not to exceed six (6) hours***.
4. If the child has committed a misdemeanor offense, or a felony, then the child may be released to a parent, guardian or suitable person.

F. Motor Vehicle and DUI Enforcement - Under 16 Years of Age

1. Sworn personnel will employ the same probable cause criteria to affect the motor vehicle stop of a juvenile exactly as they would a motor vehicle stop of an adult.
2. Enforcement Actions
 - a. Depending on the physical and psychological condition of the juvenile, the officer may request an ambulance to transport the juvenile to a medical facility and the officer will take reasonable measures to notify the parent/guardian prior to transport. The officer will submit an incident report on this matter,
 - b. Arrest the juvenile for operating without a driver's license and any other violations. The officer will submit an incident report and juvenile referral on this matter,
 - c. Sworn personnel will follow standardized policy and procedures for the issuance of a juvenile summons,
 - d. Arrest the Juvenile for DUI and any Associated Violations. Sworn personnel who arrest a juvenile for a DUI violation will adhere to the following procedures:
 - i. Once the officer determines that the person he/she is dealing with is a juvenile, the officer will cease asking the juvenile any questions that could be self-incriminating. At this point all procedures used when dealing with juveniles during juvenile interrogations must be employed,
 - ii. The juvenile's parent(s) or legal guardian must be notified about the DUI stop as soon as possible,
 - iii. Sworn personnel are not permitted to administer the Standardized Field Sobriety Test unless:
 - The juvenile's parent(s)/legal guardian is/are physically present at the location (scene or at Headquarters) where the Standardized Field Sobriety Test will be administered,
 - Both the juvenile and parent(s)/legal guardian have been advised of their constitutional rights in written form,
 - Both the juvenile and parent(s)/legal guardian voluntarily waive their constitutional rights and agree that the juvenile driver/DUI suspect will take the Standardized Field Sobriety Test,
 - Once the juvenile driver/DUI arrestee has been brought to the juvenile processing area, all standardized juvenile processing procedures shall be followed.
 - Both the juvenile and parent(s)/legal guardian must be apprised of the State of Connecticut Implied Consent Advisory, which is found on page two (2) of the State of Connecticut's A-44 Form.
 - Both the juvenile and parent(s)/legal guardian must be provided with a reasonable opportunity to contact an attorney.
 - Both the juvenile/DUI suspect and parent(s)/legal guardian must consent to the test selected by the officer. Any refusal on the part of

the juvenile, parent(s)/legal guardian or both shall constitute a test refusal.

- If selecting the breathalyzer test, the investigating officer needs to consider if the juvenile driver/DUI arrestee can be kept out of sight and sound of adult prisoners in the Booking area during the testing process.
- The investigating officer shall complete an incident report and juvenile referral form for the juvenile DUI arrest. The officer will also follow standardized procedures for issuing a juvenile summons.

G. Enforcement Actions (sixteen (16) and seventeen (17) year old)

1. Follow adult procedures

H. Release of a child, under eighteen (18), charged with a delinquent act

1. The child may be released:
 - a. To the custody of the parent, guardian, or some other suitable person or agency.
 - b. Into the child's own custody, at the discretion of the officer, only after obtaining supervisory approval, or
 - c. To a juvenile detention center, an [Order to Detain/Probable Cause Determination Request \(JD-JM-190\)](#) must be completed within 48 hours.
 - d. When not placed in detention, the officer shall serve a written complaint and summons on the child and the child's parent, guardian, or some other suitable person or agency,
2. If released into the child's own custody, will make reasonable effort to notify and to provide a copy of a written complainant and summons to the parent/guardian or suitable person or agency prior to the court date on the summons. A copy may be provided by certified mail, with return receipt.
3. All efforts to notify the child's parent/guardian or suitable person or agency and provide them with a copy of the complaint and summons must be documented in the incident report and/or supplement.
4. If the parent, guardian, or some other suitable person or agency is unable or unwilling to pick up the arrested child/youth, the following procedure will be followed
 - a. Contact the DCF Hotline and inform them of the need to place the arrested child.
 - b. A DCF Abuse/Neglect referral form shall be filed out with the original juvenile arrest report. The parent, guardian or person having control over said child shall be notified that the Abuse/Neglect referral is being submitted to the DCF.
 - c. The name of the responding caseworker, name of the assigned agency and the location in which the child is placed will be documented in the incident report.
 - d. If DCF is unable to provide shelter, and no other suitable adult or agency is able to assume custody of the juvenile, the following procedure shall be followed:

- i. An Application for Order to Detain/Probable Cause Determination Request (JD-JM-190) shall be filled out and completed.
- ii. The Application must be notarized and a judge must sign the Order.
- iii. The juvenile will then be transported to a State Juvenile Detention Center.

I. Photographs, Physical Descriptions and Fingerprints

1. Any child arrested for a criminal offense may be fingerprinted, his/her physical description taken, and photographed.
2. All identification materials should be marked "Juvenile" and will be kept separate from adult identification records. Digital files in RMS should be labeled as "Juvenile Complaint".

J. Juvenile Records

1. All records of juvenile matters are confidential and may only be disclosed upon an order of the court. These records are stored in a secured and locked file, which are housed in the Special Investigations Unit.
2. In those circumstances where an adult and a juvenile are arrested for the same incident separate reports will be completed for the juvenile and the adult and no identifying information of the juvenile will be included in the adult report.
3. In those circumstances where a sixteen (16) or seventeen (17) years old is charged both as a juvenile and an adult in the same case, a single incident report will be completed and all information will be included in the report and sent to the appropriate juvenile and adult court.
4. Court notices regarding juvenile matters shall be forwarded to the Special Investigations Unit who shall ensure proper maintenance of juvenile records
5. Only the Special Investigations Unit or the Administrative Division's Records Unit may respond to requests for reports related to juvenile matters and may release such reports to appropriate agencies.
6. Officers may testify in reference to a juvenile arrest at an expulsion hearing if requested to do so by the school or district board of education, the hearing board, the school principal or the student, his parent or guardian. The officer will not bring a copy of the arrest report to the hearing without supervisory approval.
7. The Press Information Officer (PIO) may disclose to the public the name, photograph and custody status of any juvenile arrested for the commission of a Capital or Class A felony, and may release certain identifying information when a juvenile has escaped from a detention center or from a facility to which he has been committed by the court or when the court has issued an arrest warrant for a felony. (C.G.S. [Sections 46b-124\(g\)](#) and [46b-133\(a\)](#)).
8. The erasure of juvenile records will be conducted in accordance with C.G.S. section [46b-146](#).
9. Records of cases of juvenile matters involving delinquency proceedings, or any part thereof, containing information that a child has been convicted as delinquent for a violation

of section [1-1h\(e\)](#), section [14-147\(c\)](#), section [14-215\(a\)](#), section [14-222](#), section [14-223\(b\)](#), section [14-224\(b\)](#) or [14-224\(c\)](#), section [30-88a](#) or section [30-89\(b\)](#), shall be disclosed to the Department of Motor Vehicles for administrative use in determining whether administrative sanctions regarding such child's motor vehicle operator's license are warranted. Records disclosed pursuant to this subsection shall not be further disclosed.

K. Notification to Superintendent of Schools

1. Whenever any person age seven to 21 and enrolled in school is arrested for committing a felony, a class A misdemeanor or a violation of C.G.S. [53-206c](#) that prohibits the sale, carrying and brandishing of a facsimile firearm, police must orally notify the superintendent of schools for the school district in which the person resides of the identity of the person and the alleged offense. Such notification must be made by the end of the next weekday following the arrest
2. Written notification to the superintendent must be made within 72 hours of the arrest and include a brief description of the incident ([Sample Written School Notification Letter](#)).
3. This notification will be made by the Special Investigations Unit.

6. Procedures - Non-delinquent status offenders – Family With Service Needs (FWSN) Under Eighteen (18) years of age

A. Receipt of Complaint

1. The receipt of all complaints shall be documented with the following:
 - a. the date and time of the complaint.
 - b. name, address, residence and work number, date of birth and relationship of the complainant.
 - c. a summary of the complaint.
 - d. action taken.
2. Upon receipt of a FWSN or complaint, the officer shall notify the supervisor and, with the supervisor's input, determine whether the complaint requires police action or would be better handled by another law enforcement agency.
3. In those cases where the decision is made to refer the complaint to another agency the officer shall ensure that the proper referral is made and complete a police report.
4. In those cases where the officer will conduct an investigation, the following initial general procedures will be followed:
 - a. A detailed, signed and notarized statement, describing the specific behaviors forming the basis of the complaint should be executed. The statement should include specific dates, times and actions that constitute the complaint. The demeanor of the parent/guardian should also be noted.
 - b. A check for complaints of family violence or assault should be conducted and noted.
 - c. A referral to DCF should be made and any DCF involvement with the family should be noted.

- d. Runaway complaints should include the names, addresses and other information regarding the child or youth's acquaintances as well as the last known whereabouts of the child or youth. If the child or youth has access to a motor vehicle, a description of such vehicle should be provided.
- e. Parents should be provided with a copy of their statement and should be encouraged to also file a complaint with the probate or juvenile court that serves their town of residence.
- f. All runaway children and youths shall be immediately entered in COLLECT, broadcast to officers on patrol and included in roll call announcements.

B. Police Complaint – Family With Service Needs

1. Any police officer who believes that the acts or omissions of a child or youth are such that the child is a member of a family with service needs may file a written complaint setting forth those acts with Superior Court which has venue over the matter.
2. The petition shall set forth plainly:
 - a. the facts which bring the youth within the jurisdiction of the court,
 - b. the names, date of birth, sex and residence of the child or youth,
 - c. the name and residence of the parents, guardian or other person having the control of the youth, and
 - d. a request for appropriate action by the court in conformity with the provisions of the statutes.
3. Upon determination that the child is a member of a family with service needs in accordance with established court policies, the court may make and enforce court orders.
4. A child from a member of a family with service needs found to be in violation of any order of the court shall not be considered to be delinquent.

C. Truancy Complaints

1. Complainants alleging truancy should be referred to the school where the youth is or should be enrolled for appropriate action and a copy of the complaint will be forwarded to the Special Investigations Unit.

7. Procedures - Youthful Offender

- A. The records or other information of any youthful offender to include fingerprints, photographs and physical descriptions, shall be confidential and shall not be open to public inspection or be disclosed, to include press releases.
- B. Handling Considerations/Police Reports
 1. Youthful offenders will not be listed in the adult arrest or booking logs, a separate Youthful Offender arrest and Booking log will be maintained.
 2. Youthful Offenders names will not be released to the press nor listed in press releases.

3. The officer completing the report will list the youthful offenders name, address, date of birth, etc. in the persons section of the report with the status code "OF" (Offender)
4. Youthful Offender's names will be used once in the narrative, in the beginning of the report, from that point on they will be referred to as Youthful Offender number 1, number 2, etc.
 - a. Information concerning any such youth (judged a youthful offender) who has escaped from an institution to which such youth has been committed or for whom an arrest warrant has been issued may be disclosed by law enforcement officials.

8. Procedures - Missing Children (Under eighteen (18) years of age)

The purpose of this policy is to equip all staff, both officers and communications personnel, with a clear understanding of how to respond to and who to inform should they receive a complaint of a missing or unidentified juvenile. Missing or unidentified juveniles include those who have been abducted, abandoned, or have runaway. The aims of this policy are to:

- Provide a clear procedure which is understood and effectively implemented by all personnel;
- Enable the missing juvenile to be located as quickly as possible.

A. Receipt of Complaint

1. Upon of receipt of the complaint, the dispatcher will
 - a. Obtain all necessary facts including, but not limited to,
 - i. Details of the disappearance (runway, possible abduction, missing)
 - ii. Brief description of the child, age, physical description and mental condition
 - b. Notify the Headquarters and Patrol Supervisors
 - c. Immediately dispatch an officer to the scene
 - d. Search police records for previous incidents related to the missing child for information on the child's possible whereabouts and associated. Incidents of police activity involving the child and/or his/her residence should be reviewed.
 - e. Broadcast all known details to all police units within the City of Milford.
 - f. Notify the surrounding law enforcement agencies if deemed necessary
 - g. Prepare and enter a NCIC/NLETS teletype into the computer as soon as possible.
2. The Headquarters Sergeant will:

- a. Notify the Shift Commander
 - b. Complete a missing person's form and forward it to the Special Investigations Unit.
 - c. A copy of the form is to be kept at the Headquarters' Sergeant's desk.
 - d. Ensure the incident report will be typed as a priority and delivered to the Special Investigations Unit the next day.
 - e. If applicable activate established media protocols to issue press releases. If appropriate, provide a photograph of the child to the news media when seeking their assistance.
 - f. In the event of probable or confirmed non-custodial child abduction implement the [AMBER Alert Plan](#).
3. First Responder
- a. The first responding officer should:
 - i. Interview the person who made the report of the missing person
 - ii. Verify the information given to the dispatcher and attempt to verify the accuracy of the complaint and the child's custody status.
 - iii. Obtain a more detailed description of the child and a photo and provide that information to Headquarters personnel.
 - iv. Make a preliminary assessment of the type of incident (i.e. missing, lost, runaway, family or non-family abduction, endangered or injured child, concealing another crime, false complaint).
 - v. Determine what has been done to locate the child so far.
 - vi. Determine when, where and who last saw the child.
 - vii. Conduct and interview with the person(s) last having contact with the missing child.
 - viii. Conduct a search of the immediate area, including the home if appropriate, to verify disappearance, with special attention to areas where a child may hide or conceal themselves.
 - ix. Evaluate the contents of the child's room looking for indicators helpful in the investigation into the child's whereabouts.
 - x. (It is recommended to first attempt to obtain permission to search the home, in the event the home becomes a crime scene).
 - xi. If available, conduct a tracking search using K-9's prior to initiating a ground search.
 - xii. If applicable CSP should be contacted to provide assistance with air support and additional K-9.
 - xiii. Additional resources such as the Marine Unit or Scuba Team, ATV or Fire Department personnel will be utilized as deemed necessary by the Officer-In-Charge.
 - xiv. Expand the search to include the surrounding areas, including vehicles or other places where a child may hide or be concealed.
 - xv. Locate any witnesses to the incident: separate and interview.

- xvi. Obtain photographs and/or videotapes of the missing child.
- xvii. Initiate an organized and systematic search plan (including a survey of the neighborhood) using all available resources.
- xviii. If an abduction or crime is suspected, secure the location where the child was last seen as a potential crime scene. Initiate crime scene protocols.

B. Investigation

1. Verify the accuracy of information and the description developed during the preliminary investigation.
2. Develop a detailed timeline of the child's last known activities up to the time the child was discovered missing.
3. Determine the child's associates, habits, hobbies, interests and activities. Note any recent changes in behavior or patterns of activity, including any recent unusual events or recent stressors.
4. All missing child reports should be submitted to the Children's Clearinghouse and entered into NCIC.
5. Any missing child who has not been located by the end of the shift on which the child was reported missing will be assigned to the Special Investigations Unit for continuing investigation.

C. Located Missing Person: FWSN (under eighteen (18) years of age)

1. Any police officer who receives a report from the parent or guardian of a child that such child is a member of a family with service needs, as defined in section 46b-120, shall promptly attempt to locate the child. If the officer locates such child, or any child he believes has run away from his parent or guardian's home without permission, or any non-delinquent juvenile runaway from another state.
 - a. He shall report the location of the child to the parent or guardian, and may respond in one of the following ways:
 - b. He may transport the child to the home of the child's parent or guardian or any other person;
 - c. He may refer the child to the superior court for juvenile matters in the district where the child is located;
 - d. He may hold the child in protective custody for a maximum period of twelve hours (12) until the officer can determine a more suitable disposition of the matter, provided
 - e. The child is not held in any locked room or cell and
 - f. The officer may release the child at any time without taking further action; or
 - g. He may transport or refer a child to any public or private agency serving children, with or without the agreement of the child. If a child is transported or referred to an agency pursuant to this section, such agency may provide services to the child unless or until the child's parent or guardian at any time refuses to agree to those services. Such agency shall be immune from any liability, civil or criminal, which might

otherwise be incurred or imposed; provided such services are provided in good faith and in a non-negligent manner.

2. Any police officer acting in accordance with the provisions of this section shall be deemed to be acting in the course of his official duties.

D. Missing Children Clearinghouses

1. The Children's Clearinghouse is located at the Department of Public Safety Headquarters within the Division of State Police. There is a clearinghouse in all fifty states housed in either a law enforcement agency or the Attorney General's Office. These Clearinghouses act as a satellite office and an extension of the National Center for Missing and Exploited Children. The law enforcement clearinghouse was established as a central repository of information regarding missing children and other missing persons to aid in their location. The Connecticut State General Statute for the clearinghouse can be found in section [29-1f](#). The Center for Missing Persons and Child Abuse is available to assist law enforcement officials with missing persons and abducted child or children investigations. Currently the unit is functioning as a resource center.
2. Law enforcement clearinghouses can offer publicity initiatives, analytical support, information & referral services, investigative resources, orientation and training, prevention & intervention initiatives. Technical assistance with COLLECT and NCIC, and a network of assistance with other state clearinghouses, private organizations, business associations and groups are also offered. The Clearinghouse can also create and distribute missing child or person flyers.
3. National Center for Missing and Exploited Children - <http://www.missingkids.com/>
 - a. The National Center for Missing and Exploited Children, known as NCMEC will contact the clearinghouse regarding Hague Cases. The Hague Convention on the Civil Aspects of International Child Abduction is a treaty governing the return of internationally abducted children. The Hague Convention provides for the prompt return of these children, usually to the country of their habitual residence, subject to very limited exceptions. NCMEC will usually contact clearinghouse personnel to help confirm if an abducted child is in the United States at a particular location. Clearinghouse personnel will then contact the local police department having jurisdiction in the area. The police department will then help with the Hague process. Once confirmation is made that the child is in this country, the legal process is initiated to issue a pick up order for the child. Clearinghouse personnel are familiar with the process and will assist local police departments to ensure the proper return of a child.

E. AMBER Alert Plan

1. The State of Connecticut also has an AMBER ALERT PLAN. The plan is named after 9-year old Amber Hagerman who was abducted near her home in Arlington, Texas. The letters A-M-B-E-R stand for America's Missing Broadcast Emergency Response. The Association of Radio Managers (ARMS), with the assistance of law enforcement, created the Amber Plan to give listeners timely information about child abductions. The plan will quickly alert citizens of a non-family abduction and enlist the public's help in the search efforts.

2. Upon confirmation of a non-family abduction, law enforcement can immediately notify the Connecticut State Police Message Center and COLLECT with all available information surrounding the abduction. The Connecticut State Police Message Center will confirm the accuracy of the information and issue an Amber Alert via the state Emergency Alert System (EAS). The alert will be issued once. Radio and television stations will then broadcast the information at their own independent discretion.
3. Activation Criteria:
 - a. The child must be under 18 years of age.
 - b. The child must be in danger of serious bodily harm or death.
 - c. There must be enough descriptive information to believe a broadcast will help.
 - d. Law enforcement and broadcasters have agreed that the plan will not be used for runaways and child custody situations.
 - e. To initiate the Amber Alert Process complete Section I of the Amber Alert Request entirely and as much of Section II as possible, then fax to DPS Message Center after the supervisor reviews and signs off on the report. See Appendix J, Missing Children—Amber Alert Process for the Amber Alert Request form and a flow chart of the Amber Alert process.

9. Procedures - Child Abuse/ Neglect

- A. When an officer has reasonable cause to suspect that a child or youth has been abused or neglected, or is in danger of being abused or neglected, the officer must immediately (within twelve (12) hours) make a report to the Department of Families and Children (DCF) through the CARELINE number. A written report must be sent to DCF within forty-eight (48) hours of the oral report. Officers will use form DCF-136 (Suspected Child Abuse Form) to make the written report. An officer need not be absolutely certain in order to possess reasonable cause to suspect abuse or neglect.
- B. In those situations where the injury was inflicted by a neighbor or stranger who is not a parent, guardian, foster parent, school employee or volunteer, staff member or volunteer of a day care facility, staff of a licensed camp, or employee or volunteer in a residential child care setting, the officer is not required to notify DCF.
- C. The following information should be included in the report to DCF:
 - 1. Officer's name, affiliation, address and telephone number,
 - 2. Names and addresses of the child and his/her parents or other legally responsible person providing care,
 - 3. Child's age and gender,
 - 4. Nature and extent of the child's injuries, maltreatment or neglect,
 - 5. Approximate date and time when the injuries, maltreatment or neglect occurred.
 - 6. Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his siblings,
 - 7. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the officer,
 - 8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect,
 - 9. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

10.Procedures - Police Activity at Schools

- A. Entry and activity
 - 1. Officers entering school grounds should be aware of the potential disruption of the educational process that police presence may cause, and conduct their investigation as discreetly as possible.

2. Prior to entering a school to conduct an investigation, arrest or search, officers should consider the necessity of such action based on.
 - a. The potential danger to persons;
 - b. The likelihood of destruction of evidence or other property;
 - c. The ability to conduct the investigation, arrest or search elsewhere.
3. With the exception of emergency circumstances, officers shall act through school administrators whenever they plan any activity on school grounds.

B. Student Interviews and Interrogation

1. When questioning student witnesses or victims, officers are to have a school administrator present, unless the circumstances of the investigation dictate otherwise.
2. When the questioned student is a suspect, a parent or legal guardian must be present during any interviews or questioning of the student. The parent/legal guardian and student must both be advised of the student's rights ([Juvenile Waiver/Parental Consent – English and Spanish Versions](#)).

C. Taking a student into custody.

1. Officers should remove students from school premises only after placing them under arrest or obtaining parent/legal guardian and student consent.
2. Officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises.

11.Procedures - Compliance Checks

A. Introduction

1. Compliance Checks are designed to check permit premises for levels of compliance with existing alcohol statutes. Volunteers under the age of 21 are recruited to attempt to purchase alcoholic beverages from permit premises. Before conducting any Compliance Check Operations, a plan must be drafted, a minor located, and a determination made as to whether or not an arrest will be made. Coordination with the Division of Liquor Control should be made. Refer to the attached [Compliance Check Information sheets](#).

B. Planning

1. The Liquor Control Division can provide an up-to-date listing of permit holders in the target area and schedules a liquor control agent for the compliance check operation. Initial dates for compliance checks should be proposed to Liquor Control at least three weeks in advance.
2. The liquor control agent serves as a witness and handles all administrative actions. The Division can issue official press releases and prepare an outcome summary report
3. The Connecticut Coalition to Stop Underage Drinking recruits and trains youth between the ages of 16 and 19 to participate as the “minor” in compliance operations. They contact and schedule minors for the date of the operation and provide an adult staff person to serve as an additional team participant for most operations

4. The operation supervisor is responsible for determining the route to be traveled, as well as establishing the list of locations. There should be a rationale to the list, in order to avoid permittee feeling as though they are being “singled-out” or “picked on.” The route may be planned by
 - a. All permit premises within a specific geographical area or
 - b. Permit premises where a compliant has been filed or
 - c. Permit premises of a certain type (grocery stores, restaurants, cafes, or package stores in town).
5. The Minors in Compliance Operations
 - a. Only minors who have been properly trained and have the knowledge and signed consent from a parent or guardian made participate.
 - b. To insure legitimacy of the operation, the youth who are selected should appear to be under the age of 21 and advised to dress consistent with the style of other youth in the target area.
 - c. No minors who are residents of the City of Milford shall be allowed to participate. This is to insure confidentiality and to avoid recognition by a clerk or employee of a retail establishment, restaurant or bar.
6. Assigned duties
 - a. Duties that need to be assigned include:
 - i. Undercover officer
 - ii. Driver of the minor from location to location
 - iii. Cover/backup to monitor the minor and undercover team member from outside of the permit premises.
 - iv. Reporting Officer
7. Code word/Emergency signal
 - a. For safety reasons, everyone involved in the operation should be made aware of a pre-determined code word or emergency signal. This can be any word or signal, which can be utilized if any problems arise, or anyone feels uncomfortable during the sting operation. If the code word is radioed or the emergency signal is utilized, the operation will immediately be halted and everyone working on the operation will enter the location and ensure the safety of those inside
8. Off premises locations (e.g. package stores, grocery/drug stores)
 - a. The undercover member of the team should enter before the minor.
 - b. The minor should enter shortly thereafter.
 - c. Minors should attempt to purchase the same type of alcohol at each location.
 - d. There should be no contact between the two while inside the store, but the undercover team member should remain close enough to maintain visual contact to ensure the minor’s safety and attempt to overhear conversations between the minor and store employee.

- e. The undercover team member and the minor should not leave the permit premises together.
9. On-premises locations (e.g. cafes, restaurants, hotels)
- a. Ideally, two minors should be used together in on-premises operations.
 - b. The undercover member of the team should enter the premise prior to the minors.
 - c. There should be no contact between the minors and the undercover member prior to the sale/delivery being made to the minors.
 - d. Minors should attempt to purchase the same type of alcohol at each location.
 - e. Minors should not taste the alcoholic beverage.
 - f. If it is a bar, the minors should walk away from the bar area carrying the alcoholic beverage to where the member of the undercover team is located.
 - g. If it is a full service restaurant without a bar, the undercover team member should go to the table and confirm the alcoholic beverage.
 - h. The minors and other team member should exit the premises, either together or with the minors leaving first.
10. Body microphone/filming the operation
- a. A body microphone may be provided to the minor for safety considerations and/or recording of a conversation for evidence.
 - b. If video monitoring is used during the operation, the permit premises and trade name should be filmed. The minor may be filmed walking into the permit premises empty handed, and leaving with the alcoholic beverage in hand.
11. Follow-up Purchase
- a. A log should be maintained, recording each location attempted and whether or not a purchase of alcohol was made. The log should list the date, time, trade name, address, permit number, beverage purchased, and description of employee. If a purchase is not made, the location and time of the attempt should be recorded.
 - b. After exiting the permit premises, the team proceeds to the next permit premises. At the end of the operation, a team member will return to all the permit premises where a sale occurred in order to complete the investigation at those locations.
12. Documenting the purchase
- a. A report must be completed and submitted to the Liquor Control Division for each permit premises that sold to the minor, regardless of whether an arrest or referral will be made
13. If an arrest is made, the disposition of the case must result in a guilty plea in order for liquor control to proceed with administrative action.

12.Attachments:

[Raising The Juvenile Age Guide July 2012](#)

[Alcohol Compliance Checks](#)

[Amber Alert Request](#)

[Application for Order to Detain](#)

[Juvenile Courts](#)

[MPD Juvenile Custody Form](#)

[Juvenile Detention Facilities](#)

[Sample Letter to Superintendent of Schools](#)

[Probable Cause Determination Form](#)

[Juvenile Rights Waiver Form](#)

[Statutes List Designating whether to charge as an adult or Juvenile](#)

[Serious Juvenile Offenses](#)

Ages Offenders are Classified as Adults by State

Public Act 9-7