
 University of Pittsburgh Police Department Rules & Regulations Manual	Reference Number: 5 - 3 (Chapter / Section) PLEAC 4.7.1 (a-c), 4.7.2
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	Rescinds: All Previous
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Title: Juvenile Offenders	 By Order of James K. Loftus, Chief of Police

1.0 Purpose

This general order is established to identify and explain basic policies and procedures to be used in handling juvenile offenders. This general order addresses these procedures and the regulations for the performance of the officers of this department regarding duties involving juvenile offender's records and detention.

2.0 Policy

It shall be the policy of the department that all personnel comply with the provisions of this general order.

3.0 Law Enforcement Records (PLEAC 4.7.1)

- A. Juvenile records and files separate from adult records
 - 1. Records and files of the department concerning juveniles shall be kept separate from records and files of arrests of adults. (PLEAC 4.7.1 a)
- B. Inspection or release of juvenile records
 - 1. Conditions allowing inspection
 - a. The department may release juvenile records to any of the following consistent with Juvenile Act Section 6308, Subsection (a):
 - i. The court having the child before it in any proceeding
 - ii. The officers of institutions or agencies to who the child is committed
 - iii. Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties

2. Public availability
 - a. The contents of department records and files concerning juveniles shall not be disclosed to the public except under the limited exceptions provided for in Title 42, Section 6308 (b) (1), and then shall only be released with the approval of the Chief of Police or his designee.
 - b. If the juvenile meets the requirements for disclosure under Subsection B.2.a above, the department shall only disclose the following information:
 - i. Name of the juvenile
 - ii. Age of the juvenile
 - iii. Address of the juvenile
 - iv. Disposition of the case
- (PLEAC 4.7.1 b)

C. Photographing and fingerprinting juveniles

1. Photographs and fingerprints shall be taken of any juvenile who is alleged to have committed an act designated as a misdemeanor or felony.
 2. Fingerprints and photographs may be disseminated to law enforcement officers of other jurisdictions and may be used for investigations
 3. Fingerprints and photographic records of juveniles shall be kept separate from adults.
- (PLEAC 4.7.1c)

4.0 Temporary Detention of Juveniles (PLEAC 4.7.2)

A. Detention in an adult detention facility generally prohibited

1. Unless a juvenile taken into custody is alleged to have committed a crime or summary offense or to be in violation of conditions of probation or other supervision following adjudication of delinquency, the juvenile shall not be detained in any of the department's temporary holding areas where adult prisoners are processed or secured to any stationary object within the department.
 2. A juvenile shall be deemed to be held securely only when physically detained or confined in a locked room or cell or when secured to a cuffing rail or other stationary object within the facility.
- (PLEAC 4.7.2 a)

B. Conditions where juvenile may be held in a secure detention (PLEAC 4.7.2 b)

1. A juvenile alleged to have committed a crime or summary offense or to be in violation of conditions of probation or other supervision following an adjudication of delinquency can be held securely only under the following conditions:

- a. The secure holding is only for the purpose of identification, investigation, processing, releasing, or transferring the juvenile to a parent, guardian, other custodian, or juvenile court or CYF official, or to a shelter care or juvenile detention center.
(PLEAC 4.7.2 b 1)
- b. The secure holding is limited to the minimum time necessary to complete the procedures in Subsection B.1.a. above; however, in no way can the secure holding exceed six hours.
(PLEAC 4.7.2 b 2)
- c. When held, a juvenile must be separated by sight and sound from any incarcerated adult offender and must be under continuous visual supervision of a sworn officer of this department.
(PLEAC 4.7.2 b 3)

C. Non-secure custody of a juvenile in facility with adults

(PLEAC 4.7.2 c)

- 1. A juvenile held in a non-secure custody by the department may be held only under the following conditions.
 - a. The area where the juvenile is held is an unlocked area which is not designated or used as a secure detention area or is not part of a secure detention area (i.e. Roll Call Room or Report Room)
 - b. The area is a secure booking area or similar area and is used only for processing purposes.
(PLEAC 4.7.2 c 1)
 - c. The juvenile is not physically secured to a cuffing rail or other stationary object during the period of custody.
(PLEAC 4.7.2 c 2)
 - d. The area is limited to providing non-secure custody only long enough for the purposes of identification, investigation, processing, or release to parents or for arranging transfer to another facility or agency.
(PLEAC 4.7.2 c 3)
- 2. Juveniles held in designated non-secure areas of the department shall be under continuous visual supervision by a sworn officer during the period of non-secure custody.
(PLEAC 4.7.2 c 4)

D. Report required when juvenile is held

- 1. When a juvenile is held under subsection B and C of this section, the department shall provide an accounting of that detention to the Pennsylvania Commission on Crime and Delinquency in accordance with the forms and processes they require.
(PLEAC 4.7.2 d)