

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: JULY 07, 2017

NUMBER: 3.05 – INVESTIGATIONS

SUBJECT: JUVENILE QUERY

RELATED POLICY: N/A

ORIGINATING DIVISION: JUVENILE ADMINISTRATION

NEW PROCEDURE:

PROCEDURAL CHANGE: **MINOR CHANGES**

SUPERSEDES: DP 3.05 – 10/30/2013

All portions of this document printed in bold are deemed by the San Diego Police Department to be records of its security procedures and are exempt from disclosure under the California Public Records Act by Section 6254(f) of the California Government Code.

I. PURPOSE

This Department procedure establishes guidelines for use of the Juvenile Query to conduct status inquiries of juvenile subjects.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The Juvenile Query is a central record file of all San Diego County juvenile residents taken into custody within this County. Most County law enforcement agencies contribute to this file, which is maintained by the Probation Department at Juvenile Hall.

IV. PROCEDURE

NEW

A. **Deleted - Records of Security**

B. For the protection of all agencies and individuals, no information will be given unless the caller is properly identified.

1. **Deleted – Records of Security**

C. In most cases, inquiries can be made while you wait. On some occasions, because of the volume of work, a short delay may occur. In such cases, the **Detention Control Unit (DCU) at Juvenile Hall** should call back with the information within 20 minutes. If you fail to receive the information within 30 minutes, a second call may be made to the **DCU**.

NEW

D. **Wanted Juveniles – Notification and Cancellation**

3. The **juvenile files** are arranged to permit the posting of notices on juveniles who may be wanted as runaways or in connection with some delinquent act.

4. Any department making an inquiry about a juvenile wanted by another agency will be requested to immediately contact the agency that posted the wanted notice.

5. All wanted notices and/or cancellation notices for juvenile suspects by this Department (excluding runaways) should originate with the area command Juvenile Services Team.

6. For the purpose of accountability, want or cancellation information on juvenile suspects will also be placed in their Records Division file.