



JUVENILE ADMINISTRATION

OPERATIONS MANUAL

October 2019

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JUVENILE ADMINISTRATION UNIT MISSION, OBJECTIVES AND GOALS

MISSION:

To improve juvenile services to the community and assist Juvenile Service Teams (JST) department-wide through preventative measures, early intervention programs and appropriate enforcement.

OBJECTIVES:

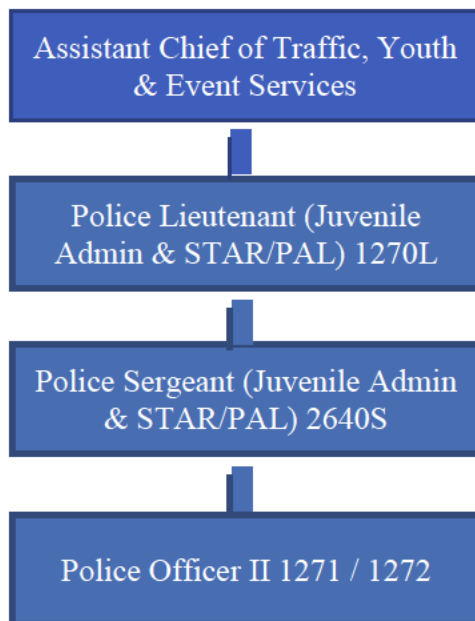
The Juvenile Administration Unit is responsible for:

- Making policy and procedure recommendations
- Updating policies & procedures based on technological or legislative changes
- Keeping informed and updated on changing Juvenile Laws
- Dissemination of information to Juvenile Service Teams and patrol officers
- Developing and implementing juvenile related training
- Tracking Juvenile Services and measurable outcomes
- Liaison and coordination of Diversion Programs' Community Based Organizations
- Ensuring accountability to provide basic services
- Chairing and coordinating the Juvenile Service Team meetings
- Participating and meeting with committees involved in juvenile issues
- Assisting Juvenile Service Teams with projects and problem solving department wide
- Providing prevention, intervention and awareness training to community organizations and parents upon request
- Coordination of Juvenile Administration Unit's programs: School Safety Patrol and Diversion Programs

GOALS:

To improve service to the community; promote effective leadership and supervision; enhance communication and teamwork; permit timely intervention, when appropriate; provide graduated consequences for repeat offenders.

JUVENILE ADMINISTRATION UNIT ORGANIZATIONAL CHART



JUVENILE ADMINISTRATION UNIT PERSONNEL AND RADIO DESIGNATORS

The following staffing chart reflects the budgeted positions for the Juvenile Administration Unit and its current status:

<u>Rank</u>	<u>D/O</u>	<u>Unit</u>
Lieutenant	FSS	1270L
Sergeant	FSS	1271S (Vacant)
Sergeant	SSM	2640S (STAR/PAL & Juvenile Admin)
PO-II	FSS	1271
PO-II	SSM	1272
PO-II	SSM	1273 (Vacant)
PO-II	SSM	1275 (Vacant)

GENERAL PROCEDURES

ATTIRE

Sworn personnel shall wear either Class B uniform, business-like attire or other attire at the direction of unit supervisors while on duty. All personnel shall present a professional appearance at all times in dress and grooming standards unless excused by the Chief of Police due to special assignments.

OFFICE AND WORK HOURS

The Juvenile Administration Unit is located at 4110 54th Street with the STAR/PAL Unit. Refer to the STAR/PAL Operations Manual for opening and closing procedures of the office.

Every member shall be responsible for maintaining a professional work environment free from offensive behavior, in compliance with the law and Department policy and procedure.

All cabinets containing confidential or sensitive information shall remain locked when not in use. All perimeter office doors shall be closed and locked when there are no employees in the office. Computers, office machines and other power appliances will be either turned off or placed in the appropriate lock mode when not in use.

The Juvenile Administration office will regularly be staffed Monday through Friday from 0600 to 1600 hours. All variations of the office hours will be approved by the Juvenile Administration Lieutenant.

ANNUAL LEAVE/DAYS OFF/SICK LEAVE

Individuals calling in an absence shall notify their immediate supervisor at the earliest opportunity.

All personnel shall submit a leave request and receive supervisory approval prior to taking leave. These requests shall be submitted in compliance with established Department policies.

PURGING OF FILES

All research documents are to be maintained for a minimum of two years, in compliance with state law. Office staff shall conduct yearly reviews of files. Documents are only eligible for purging if:

- They are over two years old, and
- They are not part of ongoing projects, and
- They are not likely to be used for future reference.

PAYROLL PROCEDURES

All employees will utilize the One SD system to submit their time cards. At the end of the pay period, all labor cards should be completed and sent via computer for a supervisor's approval by the end of shift. Currently, the STAR/PAL and Juvenile Administration Office Manager serves as the Payroll Clerk. The Administrative Unit Sergeant will ensure all timecards are approved and submitted to the Payroll Unit by midnight of the end of the pay period. The Office Manager will also prepare and submit the Bi-weekly Time Sheet to the Payroll Unit by the Monday following the end of the pay period.

PURCHASING PROCEDURES

The Juvenile Administration Unit purchasing procedures are as follows:

ARIBA

Ariba is used to purchase all office supplies that are not available through Operational Support or the City Print Shop. The procedure for using Ariba is found on the main page of the SD SAP Portal in a link titled "SAP Ariba Procedure."

The Office Manager will prepare and submit all ARIBA purchase orders for the unit.

CITY PRINT SHOP

A printing services requisition form is required when items are to be printed through the city print shop. A blank order form is kept in the office file under "forms." Specific details on the form must be filled out and approved by a unit supervisor and Fiscal Management. The Juvenile Administration Office will send the order to the print shop or take it directly to the shop at 8835 Balboa Avenue, San Diego, CA. A copy of the order should be filed in the office.

DONATIONS

The Juvenile Administration Unit will adhere to Department Procedure 1.35, Accepting Donations on Behalf of the Police Department.

FINANCIAL ACCOUNTS

The Juvenile Administration Unit oversees three expense accounts:

The **SSP General Fund**, **SSP Uniform Fund** and the **SSP Spirit Gear Fund**. These accounts are registered with the California Coast Credit Union under the Non-Profit Business name of “SDPD School Safety Patrol”.

ACCOUNT BYLAWS

Account Bylaws are in place with the California Coast Credit Union to facilitate the use of the SSP accounts. Officers assigned to the Juvenile Administration Unit are responsible for changes to the account bylaws. To add or remove an authorized signee from the SSP accounts, all four signees must be present at California Coast Credit Union. Meeting minutes must document the PD personnel change, and updated Account Bylaws must be sent to California Coast Credit Union.

ACCOUNT SIGNEES

1. Juvenile Administration Lieutenant (1270L)
2. Juvenile Administration Sergeant (2640S)
3. Juvenile Administration Officers (1271, 1272)

ACCOUNT LEDGERS

The Juvenile Administration Unit maintains financial ledgers for each SSP bank account. The purpose of the financial ledgers is to both document SSP deposits and purchases. SSP deposits are generated from SSP fundraising events. The financial ledgers are stored electronically on the JA “G” drive under “SSP Financial Accounts”. In addition, JA maintains a written copy of the financial ledgers in a binder, for quick accessibility.

The financial ledgers are maintained by the officers assigned to Juvenile Administration Unit. The JA Sergeant and JA Lieutenant review and sign each ledger at the first staff meeting of each month.

CHECK PROCEDURES

The **SDPD School Safety Patrol General Fund** has the ability to write checks for SSP purchases. Authorized checks will only be signed by the Juvenile Administration Sergeant or Lieutenant (Unless directed).

EXPENSE ACCOUNTS WITH CALIFORNIA COAST CREDIT UNION

1. **School Safety Patrol (SSP) General Fund**- generates funds through donations and student fundraisers. Generated funds are used for the purchase of SSP equipment and supplies.
2. **School Safety Patrol (SSP) Uniform Fund**- generates funds through uniform purchases of the SSP T-shirt and sweatshirts. The funds generated from uniform purchases are directly used to supply an in house quantity of SSP uniforms, equipment and supplies.
3. **School Safety Patrol (SSP) Spirit Gear Fund**- generates funds through SSP Spirit Gear purchases. The funds generated in this account, maintain and supply both current and future Spirit Gear procurements.

In addition to the California Coast Credit Union expense accounts, Juvenile Administration maintains two expense accounts with the San Diego Police Foundation.

EXPENSE ACCOUNTS WITH THE SAN DIEGO POLICE FOUNDATION

1. **Juvenile Admin Fund** – generates funds through donations only and is utilized for the purchase of Juvenile Services equipment and supplies
2. **School Safety Patrol (SSP) Fund** – generates funds through donations and fundraisers and is used to purchase SSP equipment and supplies

In order to access , a San Diego Police Foundation Grant Application must be completed.

JUVENILE ADMINISTRATION UNIT LIEUTENANT

The Juvenile Administration Lieutenant reports directly to the Traffic, Youth & Special Event Services. Because of the variation of collateral assignments, it is not practical to include all in this Operations Manual. An overview of the Lieutenant's duties and responsibilities are the following:

- receive assignments from the Assistant Chief of Traffic, Youth & Event Services and delegate as appropriate;
 - monitor the progress of delegated assignments and provide direction and resources, as needed;
 - ensure completion of any research or project directed by the Traffic, Youth & Special Event Services, and may need to work in conjunction with the appropriate unit to complete the research or project;
 - submit Quarterly Management Report to the Assistant Chief of Traffic, Youth & Special Event Services;
 - ensure the Unit Operations Manual is current and all personnel are adhering to the rules and regulations listed in the Unit Operations Manual;
 - assist Area Stations in writing/maintaining their Juvenile Service Team Manual;
 - ensure required inspections are conducted in accordance with the Department's Inspection Guide;
 - represent the Department or Chief in Community Groups such as the Juvenile Justice Coordinating Council (JJCC), Alternatives to Detention Advisory Task Force and the Interagency Safety Committee;
 - coordinate, review, and approve all budget, property, or service requests by unit personnel in the form of purchase orders and other purchases by unit personnel;
 - serve as the JST Meetings Chairperson;
 - liaison with the Chief's Office, City Attorney, District Attorney, San Diego School Police, Probation, STAR/PAL, San Diego School District, Poway School District, Sweetwater School District and San Diego School District;
 - research Juvenile Service programs throughout the nation in order to assist with improving San Diego Police Department Juvenile Services;
 - review the School District MOUs for Poway and Sweetwater School Districts with the Legal and Fiscal Units in March of every year; and
- Work in partnership with Area Stations to coordinate JST's Annual Training.

JUVENILE ADMINISTRATION UNIT SERGEANT

The Juvenile Administration Sergeant reports to the Juvenile Administration Lieutenant and is responsible for the following:

- Supervise (2) Officers;
- Oversee Department Procedure revisions;
- Revise and update the Juvenile Administration Unit Operations Manual as needed;
- Liaison with JST Sergeants to provide information, resources, and support;
- Monitor protocol on missing juveniles;

- Ensure Area Stations are submitting proper juvenile reports in a timely and accurate manner to include Juvenile Arrest Logs, Missing Persons Logs, Board of State and Community Corrections (BSCC) annual submission;
- Monitor School Safety Patrol Program;
- Liaison with Issuing Juvenile Deputy District Attorney, City Attorney's Office, District Attorney's Office and Student Attendance Review Board, Juvenile Probation Department, San Diego City School Police Department and School Districts;
- Review Memorandum of Understandings between SDPD and Community Based Organizations;
- Maintain a partnership and coordinate with Community Based Organizations; and
- Participate on committees, commissions, working groups, and task forces focusing on preventative, intervention, and deterrence of juvenile crime.

JUVENILE ADMINISTRATION OFFICER AND SCHOOL SAFETY PATROL (SSP) DIRECTOR

The SSP Program helps build a better relationship between police and youth. It is comprised of 5th and 6th graders, who serve as school crossing guards and is utilized at 79 different schools throughout the city with over 1,600 participants. The day to day operations of the School Safety Patrol Program is the responsibility of the area command's Juvenile Service Team (JST) SSP Officer. However, the Juvenile Administration Unit is responsible for maintaining equipment and supplies needed for the SSP Program. Therefore, the Juvenile Administration Unit organizes monthly events that serve as fundraisers for SSP materials (signs, jackets, rain gear, hats, staffs, reflective lanyards, insignia ranks, whistles and spirit gear) to be provided to each participating SSP school while providing a safe, organized event for SSP members to participate in. These events are also used to maintain their enthusiasm for the program.

The Juvenile Administration Unit is comprised of two officer positions: the Juvenile Administration Officer (JAO) and the School Safety Program Director. Both report to the Juvenile Administration Sergeant. While the responsibilities are different, both officers are cross-trained to fulfill the other's duties. Joint duties for the JAO and SSP Director include:

- Remain updated on all laws involving juvenile enforcement
- Coordinate monthly fundraising events for SSP
- Distribute monthly event information to Juvenile Service Teams
- Distribute tickets and collect monies relating to monthly SSP events
 - Annual SSP Holiday Party held in December to thank the SSP members for their service and dedication to the program. This event also announces three highest ranking promotional positions for the SSP members. The duties include:
 - Coordinate with Juvenile Service Teams to determine colonel candidates, assist with applications, materials needed
 - Coordinate the Colonel Candidate procedures including collection of the candidate's information and conducting the interview process.
 - Secure location and panel members for the interview process
 - Secure location for the SSP Holiday Party
 - Determine all fiscal needs and work closely with the Juvenile Administrative Sergeant, Lieutenant and Fiscal Management
 - Determine staffing needs and develop assignments for the event

The Juvenile Administration Unit plans and coordinates School Safety Patrol events in conjunction with the San Diego County School calendar year. The events consist of the following:

SEPTEMBER:

- **San Diego Padres Game:** This event is held to generate revenue to assist with the operational cost of the SSP Holiday Party and SSP supplies. The duties include:
 - Coordinate and organize with the San Diego Padres' personnel to secure the game and ticket prices
 - Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed
 - Prepare and distribute information for parents regarding event expectations
 - Development and distribution of event information flyer SSP members
 - Update Juvenile Administrative Sergeant regarding any fiscal issues



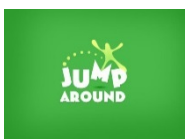
OCTOBER:

- **Boomers Fun Park event:** This event is held two times a year (October & June) and generates revenue to assist with the operational cost of the SSP Holiday Party. The duties include:
 - Coordinate and organize with Boomer's personnel to secure the park and ticket prices
 - Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed
 - Prepare and distribute information for parents regarding event expectations
 - Development and distribution of event information flyer SSP members
 - Update Juvenile Administrative Sergeant regarding any fiscal issues



NOVEMBER:

- **San Diego County Trampoline Jump Event:** This event is held two times a year (November & March) and generates revenue to assist with the operational cost of the SSP Holiday Party and SSP supplies. The duties include:
 - Coordinate and organize with Rockin Jump and Jump Around Now personnel to secure the facility and ticket prices
 - Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed
 - Prepare and distribute information for parents regarding event expectations



- Development and distribution of event information flyer SSP members
- Update Juvenile Administrative Sergeant regarding any fiscal issues

DECEMBER:

- **SSP Holiday Party:** This free event is held once a year. This event is scheduled for the 3rd Saturday in December. The duties include:



- Coordinate and organize with Madison High School personnel to secure the High School gymnasium and football field.
- Coordinate, organize, and meet with vendors
- Prepare and distribute information for parents regarding event expectations
- Development and distribution of event information flyer SSP members
- Update Juvenile Administrative Sergeant regarding any fiscal issues

JANUARY:

- **SSP Knott's Berry Farm Trip:** This is a free event held once a year. The event immediately follows the Holiday Party and is a reward for the Majors, Lt. Colonel and Colonel. The event is conducted on an 11-86 basis and is staffed by all 13 JST SSP officers. Juvenile Administration duties include:



- Coordinate and organize with Knott's Berry Farm personnel to secure the park and ticket prices
- Coordinate, organize, and meet with JST's to ensure student transportation waivers are signed by parents.
- Prepare and distribute information for parents regarding event expectations
- Coordinate event staffing and transportation
- Development and distribution of event information flyer SSP members
- Update Juvenile Administrative Sergeant regarding any fiscal issues

FEBRUARY:

- **San Diego Gulls Hockey Game:** This event is held once a year and generates revenue to assist with the operational cost of the SSP Holiday Party. The duties include:



- Coordinate and organize with the San Diego Gulls personnel to secure the arena and ticket prices
- Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed

- Prepare and distribute information for parents regarding event expectations
- Development and distribution of event information flyer SSP members
- Update Juvenile Administrative Sergeant regarding any fiscal issues

MARCH:

- **San Diego County Trampoline Jump Event:** This event is held two times a year and generates revenue to assist with the operational cost of the SSP Holiday Party and SSP supplies. The duties include:
 - Coordinate and organize with Rockin Jump and Jump Around Now personnel to secure the facility and ticket prices
 - Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed
 - Prepare and distribute information for parents regarding event expectations
 - Development and distribution of event information flyer SSP members
 - Update Juvenile Administrative Sergeant regarding any fiscal issues



APRIL:

- **USS Midway Overnight Adventure:** This free event is held once a year and is the culmination reward for the SSP students at the end of the school year. The duties include:
 - Coordinate and organize with the USS Midway Museum personnel to secure the Overnight Adventure date.
 - Coordinate, organize, and meet with JST's to ensure all students have been properly registered
 - Coordinate with the Travis Manion Foundation for funding of the event. The Travis Manion Foundation will cover all expenses for every student who completes their four-hour Leadership Academy.
 - Prepare and distribute information for parents regarding event expectations
 - Development and distribution of event information flyer SSP members
 - Update Juvenile Administrative Sergeant on Officer staffing issues and event progress



MAY:

- **San Diego Padres Game:** This event is held to generate revenue to assist with the operational cost of the SSP Holiday Party and SSP supplies. The duties include:



- Coordinate and organize with the San Diego Padres' personnel to secure the game and ticket prices
- Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed
- Prepare and distribute information for parents regarding event expectations
- Development and distribution of event information flyer SSP members
- Update Juvenile Administrative Sergeant regarding any fiscal issues

JUNE:

- **Boomers Fun Park event:** This event is the last fundraiser of the school year. The duties include:



- Coordinate and organize with Boomer's personnel to secure the park and ticket prices
- Coordinate, organize, and meet with JST's to ensure ticket monies are properly managed
- Prepare and distribute information for parents regarding event expectations
- Development and distribution of event information flyer SSP members
- Update Juvenile Administrative Sergeant regarding any fiscal issues

- The Juvenile Administration Unit partners with STAR/PAL and assists them with their events and activities.

JUVENILE ADMINISTRATION OFFICER (JAO)

The JAO is responsible for the following:

- Stays informed of changing laws and policies as it relates to juvenile issues;
- liaisons with Department Juvenile Service Officers to provide guidance, resources and support as it relates to juvenile laws, policies and issues;
- Revises Department Procedure and Policy;
- Monitors Department wide juvenile logs (Juvenile Arrest and Missing Person/Runaway Logs);
- Monitors the collection of juvenile statistical data;
- Monitors submissions of data/reports to the Board of State and Community Corrections (BSCC) Survey of Law Enforcement Facilities (annual submission);
- Assists with reviewing community based contracts and school district MOUs;
- Reviews Memorandum of Understandings between SDPD and Community Based Organizations
- Participates on committees, commissions, working groups, and task forces focusing on preventative, intervention, and deterrence of juvenile crime; and
- Provides guidance to Area Commands in relation to Juvenile Sweeps and Curfew Sweeps

SSP DIRECTOR

The Director is the source for curriculum, materials, training and support for Area Station's JST SSP Officers in relation to the School Safety Patrol Program. The SSP Director is responsible for the following:

- Liaisons with the Juvenile Service Teams, Safe Routes to School Commission, Traffic Engineering Department, School District Transportation Department (San Diego Unified School District and Poway Unified School District), school administrators/staff, San Diego Unified School District Outdoor Education, the San Diego City Schools Police Department, Multi-law enforcement agencies. Sports and Entertainment Venues/Group Sales Department and Vendors (for supplies).
- Maintains a current SSP school roster;
- Orders, inventories, and maintains SSP equipment;
- Maintains an accurate accounting of the SSP Expense Accounts through the California Coast Credit Union and the San Diego Police Foundation
- Provides training and support to JST Officers relating to SSP, such as the selection and training process of students selected for SSP at various schools
- Conducts weekly spot inspections of SSP locations and provides feedback to

- JST SSP Officers with regards to the following:
 1. Properly trains uniformed SSP officers
 2. Proper training is being practiced as outlined in the SSP Procedures and SSP Video
 3. Evaluate if proper safety measures are being practiced
 4. Ensure and inspect equipment periodically for safety. Equipment shall include: Stop signs, poles, staffs, whistles and reflective lanyards
- Check all road markings (crosswalks signs, painted curbs) to ensure they are clear and not obstructed; and evaluates requests from school administrators for SSP

QUARTERLY MANAGEMENT REPORT

Each quarter, the Juvenile Administration Unit Lieutenant provides statistical information on juvenile services using output/internal outcome measurements based on monthly recap reports used to capture the work done by JST Officers.

DEPARTMENT PROCEDURES

It is the responsibility of the Juvenile Administration Lieutenant to update the department procedures concerning all juvenile issues. The following are procedures the unit is responsible for updating:

- Department Procedure 3.05, Juvenile Query
- Department Procedure 3.08, Juvenile Procedures
- Department Procedure 3.09, “At Risk” Missing/Runaway Juveniles
- Department Procedure 3.10, Not “At Risk” Missing/Runaway Juveniles
- Department Procedure 3.11, Daytime Loitering Ordinance/Truancy
- Department Procedure 3.12, Curfew Ordinance Enforcement

All updates and/or corrections are completed every year by the Juvenile Administration Lieutenant. The Juvenile Administration Lieutenant will submit all updated Department Procedures to the Research, Analysis and Planning Unit.

JUVENILE LAW

The Juvenile Administration Unit is responsible for keeping updated on all current laws involving juvenile enforcement through the use of a variety of resources (i.e., Internet, DOJ, local seminars and so on) and for seeking legal opinion on juvenile issues via Department legal advisors. Updated information will be distributed to area commands through the JST meetings or JST Sergeants.

JUVENILE SERVICE TEAM (JST) MEETINGS

As determined by the Juvenile Administration Lieutenant, the Juvenile Administration Unit will meet with the Juvenile Service Teams (JST) Sergeants or their representatives to discuss upcoming events, laws, policies and relay any pertinent information to area commands and maintain uniformity in the handling and processing of all juveniles matters at all area commands. This will also be the time to discuss any juvenile related issues that may have arisen at the area commands. The Juvenile Administration Lieutenant or representative will chair the meeting. It is encouraged that JST Officers also attend and will be at the discretion of their immediate supervisor.

MISSING JUVENILES

The Juvenile Administration Unit will oversee the status of missing juveniles at all area commands. The Department of Justice (DOJ), the National Center for Missing and Exploited Children and other agencies mail bulletins on missing juveniles. When a flyer or bulletin reaches the Juvenile Administration Unit, the JAO will ensure copies are sent to the area commands.

The DOJ mandates routine inspections on randomly selected missing juveniles. The DOJ will notify the Chief regarding the inspection date. The notification will be forwarded to The Juvenile Administration Unit. If requested, the DOJ will send the information on the missing juveniles that will be inspected.

The Juvenile Administration Lieutenant ensures area commands comply with the missing juvenile policy and procedures (Department Procedure 3.09). It is the JST Sergeant's responsibility to ensure that every Juvenile Service Detective is investigating open cases. Active cases should contain entries in the Missing Juvenile database indicating the last date and time contact was made with the victim's family. This process should be done until the case has been closed. It is incumbent upon the Juvenile Detective to close all cases in accordance with Department Procedure 3.09.

DIVERSION PROGRAMS / COMMUNITY BASED ORGANIZATIONS

The Area Commands are responsible for ensuring diversion programs in place at their commands are following proper protocols regarding diversion. If there are any issues with collaborative partners, Juvenile Administration can offer guidance.

Community-Based Organizations (CBO) are private organizations that help with providing services and programs for juveniles and their families, such as counseling and classes. The Juvenile Administration Unit maintains a list of CBOs used by the San Diego Police Department.

“AT RISK” YOUTH REFERRALS

An “at risk” youth is a minor who is in an environment or behavior that could lead to criminal activity or juvenile delinquency based on specific risk factors. Referrals by patrol officers can help prevent the “at risk” youth from becoming a part of the juvenile justice system. Officers should refer “at risk” youth by obtaining all pertinent information and providing it to the Juvenile Service Team Detective. When appropriate, the JST Detective will refer the youth to the Community Assessment Team for follow-up.

COMMUNITY ASSESSMENT TEAM (CAT)

The Community Assessment Team is a collaboration of organizations that routinely deal with youth and families and is comprised of the following organizations:

- Law Enforcement Agencies
- School Administrators
- The Probation Department
- Office of the District Attorney and City Attorney
- The Juvenile Court
- Churches and Faith Groups
- County Mental Health Department
- Children's Services Bureau
- Parks and Recreation Departments
- Community Based Organizations

The Assessment Team will review all referrals and meet with the youth and youth's family at the center to discuss available intervention options.

VOLUNTEERS

The use of San Diego Police Department Volunteers can be a critical part of the Juvenile Administration Unit and Juvenile Service Teams. These volunteers include:

- R.S.V.P. Retired Senior Volunteers
- V.I.P. Volunteers in Policing

Volunteer duties and responsibilities may include, but are not limited to the following:

- Missing Juvenile follow up (phone contacts)
 - Missing Juvenile Log entries (after specified training)
 - Processing San Diego Regional Risk and Resiliency Forms
 - Filing "At Risk" Referral Forms
 - Sending out Parent Notification letters
- Perform other unspecified duties as may be assigned by the Juvenile Administration Unit Lieutenant or Sergeant.

DEPARTMENT OF YOUTH AUTHORITY RELEASE NOTIFICATION FORM

The Juvenile Administration Unit receives notifications of releases and upcoming releases from the Department of Youth Authority. Juvenile Administration members will forward the releases to the JST sergeants. To obtain the area command and appropriate JST, the following procedures may be used.

1. To obtain the juvenile's address, run the name of the juvenile in ARJIS or SRFERS.
2. If ARJIS or SRFERS does not list an address for the juvenile, the notification may be sent to the area command in which the arrest took place.
3. The notices are sent via interoffice mail to the area Juvenile Services Team Sergeant.

CITY OF SAN DIEGO SCHOOL SAFETY PATROL ROSTER

It is the responsibility of each JST Sergeant to provide a current SSP school roster to The Juvenile Administration Unit prior to start of the school year.

Name of School	Address	Area Command	Area
Lafayette	6125 Printwood Way	Northern	111
Lindbergh-Schwitzer	4133 Mt. Albertine Ave.	Northern	111
Sequoia	4690 Limerick Ave.	Northern	111
Alcott	4680 Hidalgo Ave.	Northern	113
Field	4375 Bannock Avenue	Northern	114
Curie	4080 Governor Dr.	Northern	115
Spreckles	6033 Stadium St.	Northern	115
Bay Park	2433 Denver St.	Northern	116
School of Madeleine	1875 Illion St.	Northern	116
Toler	3350 Baker	Northern	116
Barnard	2445 Fogg St.	Northern	122
Pacific Beach	1234 Tourmalne St.	Northern	122
Bird Rock	5371 La Jolla Hermosa	Northern	124
La Jolla	1111 Marine St.	Northern	124
Torrey Pines	8350 Cliffridge Ave.	Northern	124
Total:			<u>15</u>
Morning Creek	10925 Morning Creek Dr.	Northeastern	231
Highland Ranch	14840 Waverly Downs Way	Northeastern	232
Adobe Bluffs	8707 Adobe Bluffs Dr.	Northeastern	233
Canyon View	9225 Adolphia St.	Northeastern	233
Los Penasquitos	14125 Cuca St.	Northeastern	233
Rolling Hills	15255 Penasquitos Dr.	Northeastern	233
Sundance	8944 Twin Trails Dr.	Northeastern	233
Sunset Hills	9291 Oviedo St.	Northeastern	233
Turtleback	15855 Turtleback Rd.	Northeastern	234
Westwood	17449 Matinal Rd.	Northeastern	234
Jerabek	10050 Avenida Magnifica	Northeastern	241
Miramar Ranch	10770 Red Cedar Dr.	Northeastern	241
Hickman	10850 Montongo St.	Northeastern	242
Mason	10340 San Ramon Drive	Northeastern	242
Sandburg	11230 Avenida Del Gato	Northeastern	242
Walker	9225 Hillery Drive	Northeastern	242
Dingeman	11840 Scripps Creek Dr.	Northeastern	246
Total:			<u>17</u>

CITY OF SAN DIEGO SCHOOL SAFETY PATROL ROSTER

It is the responsibility of each JST Sergeant to provide a current SSP school roster to The Juvenile Administration Unit prior to start of the school year.

Jones	2751 Greyling Dr.	Eastern	311
St. Columba	3327 Glencolum Dr.	Eastern	311
Wegeforth	3443 Edidhar Avenue	Eastern	311
Hancock	3303 Taussig St.	Eastern	312
Miller	4343 Shields St.	Eastern	312
Tierrasanta	5450 La Cuenta Dr.	Eastern	312
Vista Grande	5606 Antigua Blvd.	Eastern	312
Gage	6811 Bisby Lake Ave.	Eastern	324
Kumeyaay	6475 Antiqua Blvd.	Eastern	324
Angier	8450 Hurlbut Street	Eastern	324
		Total:	<u>10</u>

Johnson	1355 Kelton Rd.	Southeastern	431
Valencia Park	5880 Skyline Dr.	Southeastern	432
Encanto	822 65th St.	Southeastern	433
Freese	8140 Greelawn Dr.	Southeastern	434
Bethune	6835 Benjamin Holt Rd.	Southeastern	437
Penn	2797 Utica Dr.	Southeastern	437
Zamorano	2655 Casey St.	Southeastern	437
Lee	6196 Childs Ave.	Southeastern	438
Paradise Hills	5816 Alleghany St.	Southeastern	438
Oak Park	2606 54 th St	Southeastern	451
Horton	5050 Guymon St.	Southeastern	445
Webster	4801 Elm St	Southeastern	447
O'Farrell	6130 Skyline Dr.	Southeastern	432
Audobon	8111 San Vicente St.	Southeastern	434
Perry	6290 Oriskany Road	Southeastern	434
Cesar Chavez	1404 S. 40 th Street	Southeastern	442
		Total:	<u>16</u>

King Chavez	415 31st. St.	Central	516
Golden Hill	1240 33 rd Street	Central	517
		Total:	<u>2</u>

Grant	1425 Washington Pl.	Western	626
St. Vincent	4061 Ibis St.	Western	626
Francis Park	4201 Randolph Street	Western	626
		Total:	<u>3</u>

CITY OF SAN DIEGO SCHOOL SAFETY PATROL ROSTER

It is the responsibility of each JST Sergeant to provide a current SSP school roster to The Juvenile Administration Unit prior to start of the school year.

Berry	2001 Rimbey Ave.	Southern	722
Nestor	1455 Hollister St.	Southern	722
Juarez-Lincoln	849 Twining Ave.	Southern	723
Pence	877 Via Tonga Ct.	Southern	723
Silver Wing	3730 Arey Dr.	Southern	723
Sunnyslope	2500 Elm Ave.	Southern	724
Oceanview Hills	4919 Del Sol Blvd	Southern	725
Total:			<u>7</u>

Jefferson	3770 Utah St.	Mid City	813
Darnall	6020 Hughes St.	Mid City	823
Franklin	4481 Copeland Ave.	Mid City	825
Marshall	3550 Altadena Ave.	Mid City	827
Rosa Parks	4510 Landis Avenue	Mid City	833
Hamilton	2807 Fairmount Ave.	Mid City	836
Total:			<u>6</u>

Ashley Falls	13030 Ashley Falls Drive	Northwestern	934
Sage Canyon	5290 Harvest Run Drive	Northwestern	934
Willow Grove	14727 Via Azul	Northwestern	937
Total:			<u>3</u>

Total Schools 79

Appendix A: School Safety Patrol Operations Manual