

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 08/22/2014
NUMBER: 3.05 – INVESTIGATIONS
SUBJECT: JUVENILE INDEX
RELATED POLICY: N/A
ORIGINATING DIVISION: JUVENILE ADMINISTRATION
NEW PROCEDURE:
PROCEDURAL CHANGE:
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 Index to conduct status inquiries of juvenile subjects.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The Juvenile Index 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

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

2. The same code designation is used for all enforcement agencies and is to prevent the release of information to unauthorized persons.

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 Index 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 Index.

D. Wanted Juveniles – Notification and Cancellation

3. The Index is 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.