


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

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|  | <b>SUBJECT:</b><br><b>ARREST &amp; RELEASE – YOUTHFUL OFFENDERS</b><br><b>(18-19 YEARS OF AGE)</b> | <b>POLICY NUMBER</b><br><b>1002</b>        |
|   | <b>CHAPTER: ARREST PROCEDURES</b>  | <b>ISSUE DATE</b><br><b>02/19/2008</b>     |
|   | <b>ISSUED By:</b><br>Chief of Police John E. Howell  | <b>EFFECTIVE DATE</b><br><b>02/19/2008</b> |
|   |  | <b>TOTAL PAGES</b><br><b>8</b>             |

**I. PURPOSE**

The purpose of this order is to establish the procedures by which members of this Department manage Youthful Offenders (18-19 years of age - whether criminal, traffic, or status offenders) with whom they come in contact.

**II. MISDEMEANOR CHARGES NOT REQUIRING INCARCERATION**

If a youthful offender is arrested, there shall be a criminal citation and a report written. The criminal citation shall have a District Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set two weeks from the following Monday. If the court date falls on a holiday the court date shall be set for the next working day following the holiday. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:

1. Criminal Citation
2. Incident Report (Except loitering and loud and unnecessary noise)

**III. CLASS A MISDEMEANOR CHARGES**

**A.** All youthful offenders charged with a class A misdemeanor shall require being transported to a local Jefferson County Detention Facility and booked in for processing. Processing will consist of fingerprinting and photographing, which is done by a local Jefferson County Detention Facility personnel. A criminal citation and a report shall be written. An Arkansas Arrest/Disposition Report shall be completed with all necessary information included on it. The criminal citation and Arkansas Arrest/Disposition Report will have a Municipal Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.

- B. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. Criminal Citation
  - 2. Arkansas Arrest/Disposition Report
  - 3. Incident Report

**IV. PUBLIC INTOXICATION**

- A. A youthful offender charged with public intoxication shall require a criminal citation and report to be written. The youthful offender may then be transported to the Central Station to be given a breathalyzer test and a public intoxication rights form will be filled out. When transported to a local Jefferson County Detention Facility, an Arkansas Arrest/Disposition Report shall be completed. The criminal citation and Arkansas Arrest/Disposition Report will have a District Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.
- B. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. Criminal Citation
  - 2. Incident Report
  - 3. Pink Copy of Breathalyzer Ticket
  - 4. Arkansas Arrest/Disposition Report
  - 5. Responsibility Slip (if released before 6 hours)
  - 6. Public Intoxication Rights Form

**V. SHOPLIFTING**

- A. A youthful offender charged with shoplifting shall require a shoplifting affidavit, a criminal citation and a report to be written. The youthful offender shall be transported to a local Jefferson County Detention Facility and an Arkansas Arrest/Disposition Report shall be completed. The criminal citation and Arkansas Arrest/Disposition report will have a Municipal Court two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.
- B. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. Shoplifting Affidavit
  - 2. Criminal Citation
  - 3. Incident Report
  - 4. Arkansas Arrest/Disposition Report

**VI. D.U.I.**

- A.** A youthful offender under 21 arrested for D.U.I. shall require a traffic citation and a report to be written. The officer will advise the youthful offender of his “Miranda Rights” and have the youthful offender to perform three field sobriety tests as prescribed by the department. The youthful offender will be transported to the Central Station to be given a breathalyzer test. The officer shall fill out a D.U.I. Rights/Observation form, have MECA fax a copy of the youthful offender’s driver’s license to the officer’s location and give the offender a receipt, **NOT** the Official driver License Receipt and Notice of Suspension/Revocation of Driving Privileges. The youthful offender will then be transported to a local Jefferson County Detention Facility and an Arkansas Arrest/Disposition Report shall be completed. The traffic citation and Arkansas Arrest/Disposition Report will have a Municipal Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.
- B.** At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
1. Traffic citation
  2. Incident Report
  3. D.U.I. Rights/Observation Form
  4. Drivers License Record
  5. Drivers License
  6. Drivers License Receipt (not the official D.L. form)
  7. Pink Copy of Breathalyzer Ticket
  8. Responsibility Slip (if released before 6 hours)
  9. Arkansas Arrest/Disposition Report

**VII. D.W.I.**

- A.** A youthful offender arrested for D.W.I. shall require a traffic citation and a report to be written. The officer will advise the youthful offender of his/her “Miranda Rights” and have the youthful offender perform three field sobriety tests as prescribed by the department. The youthful offender will be transported to the Central Station to be given a breathalyzer test if he has failed the field sobriety test and is arrested. The officer will fill out a D.W.I. Rights/Observation Form, Notice to Driver Slip, Official Driver License Receipt and Notice of Suspension/Revocation of Driving Privileges License receipt (both sides), have MECA fax a copy of the youthful offender’s drivers record to a local Jefferson County Detention Facility, take the youthful offender’s drivers license and give him the two (2) pink sheets of Official Drivers License Receipt and Notice of Suspension/Revocation of Driving Privileges and Notice To Driver Slip.

- B. The youthful offender will then be transported to a local Jefferson County Detention Facility and an Arkansas Arrest/Disposition Report will be completed. The traffic citation and Arkansas Arrest/Disposition Report will have a Municipal Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.
- C. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. Traffic Citation
  - 2. Incident Report
  - 3. D.W.I. Rights/Observation Form
  - 4. Drivers License Record
  - 5. Drivers License
  - 6. Official Driver License Receipt and Notice of Suspension/Revocation of Driving Privileges
  - 7. Pink Copy of Breathalyzer Ticket
  - 8. Arkansas Arrest/Disposition Report

#### **VIII. TRAFFIC**

- A. All other traffic charges, unless accompanying a D.U.I., D.W.I. or criminal charge, will require a traffic citation with a Municipal Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday. The officer will have the youthful offender sign the citation, unless arrested and taken to jail, whereupon he/she shall follow the policy on misdemeanor charges requiring incarceration.
- B. At the end of the shift, the officer will place in the Traffic turn-in drawer in the muster room the following:
  - 1. Traffic Citation

#### **XI. LOCAL WARRANTS**

- A. Youthful offenders arrested on local misdemeanor warrants shall require the original and one (1) copy of the warrant from the Warrant Office and an information report. Delinquent time pays will require two (2) copies of the front of the commitment jacket found in the Warrant Office. The officer shall write a citation on any warrant other than F.T.A., F.T.C. or D.T.P. A criminal citation shall be written on criminal charges and a traffic ticket on traffic charges. Note on all warrants the court date given and advise M.E.C.A. that the warrant has been served so it can be removed from the computer. The youthful offender will be transported to a local Jefferson County Detention Facility. An Arkansas Arrest/Disposition Report shall be completed.

- B. The criminal citation and Arkansas Arrest/Disposition report shall have a Municipal Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday the court date will be set for two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.
- C. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. Copy of Warrant or Commitment
  - 2. Criminal Citation or Traffic Citation
  - 3. Incident Report
  - 4. Arkansas Arrest/Disposition Report (if taken to jail)
- D. Policy #1000 Section II procedures will be followed.

**IX. OUT-OF TOWN MISDEMEANOR WARRANTS**

- A. Youthful offenders arrested on out-of-town warrants shall require two (2) copies of the A.C.I.C. printout of the warrant as entered in A.C.I.C., a copy of the hit confirmation, a copy of the warrant, any other terminal correspondence; reference to bond amounts, court dates, or when they will be picked up and a report. If the individual will not be picked up immediately and must be placed in a local Jefferson County Detention Facility an Arkansas Arrest/Disposition Report shall be filled out.
- B. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. A.C.I.C. Printout and copy of Warrant
  - 2. Hit Confirmation
  - 3. Copy of warrant
  - 4. A.C.I.C. correspondence
  - 5. Incident Report
  - 6. Arkansas Arrest/Disposition Report

**X. FELONY ARREST**

- A. Youthful offenders arrested for a felony will require a criminal citation, and a report. The officer will transport the individual to the detective office; if during appropriate hours, otherwise the officer will contact a supervisor for approval of a detective call-out. The officer will then process the youthful offender as directed by the detective or supervisor and note the name of the detective or supervisor on the citation and in the report.
- B. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - 1. Citation Marked Felony
  - 2. Incident Report
  - 3. Arkansas Arrest/Disposition Report (if taken to jail)

## **XI. FELONY WARRANT**

### **A. JEFFERSON COUNTY FELONY WARRANTS**

1. If a youthful offender is arrested on a Jefferson County felony warrant, it shall require the original warrant issued by the court. The original warrant will be in the detective office or brought to a local Jefferson County Detention Facility by a Jefferson County Deputy.
2. The officer shall transport the youthful offender to a local Jefferson County Detention Facility for processing
3. An Arkansas Arrest/Disposition Report (ADR) will be completed. A copy of the ADR and the original warrant will be left with the jail.
4. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - a) Photo copy of the Warrant
  - b) Information Report
  - c) Photo copy of the Arkansas Arrest/Disposition Report

### **B. OUT OF TOWN FELONY WARRANTS**

1. If a youthful offender is arrested on an out of town felony warrant, it shall require two (2) copies of the N.C.I.C. hit and a copy of the warrant, the hit confirmation, any further communications from the entering agency and a report.
2. The officer shall transport the youthful offender to a local Jefferson County Detention Facility for processing
3. He will complete an Arkansas Arrest/Disposition Report (ADR) and leave a copy of the ADR and a copy the faxed warrant, and the N.C.I.C. information with the jail.
4. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - a) N.C.I.C. Hit and Copy of the Warrant
  - b) Hit Confirmation
  - c) Any Other Communications from the Entering Agency
  - d) Report
  - e) Arkansas Arrest/Disposition Report

### **C. OUT OF STATE FELONY WARRANTS**

1. If a youthful offender is arrested on out of state felony warrant, it shall require two (2) copies of the N.C.I.C. hit, a copy of the warrant (all efforts will be made to obtain a copy of the warrant), the hit confirmation, any further communications from the entering agency and a report.

2. The officer shall transport the youthful offender to a local Jefferson County Detention Facility for processing.
3. He will complete an Arkansas Arrest/Disposition Report (ADR) and leave a copy of the ADR and the N.C.I.C. information with the jail at the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - a) N.C.I.C. Hit and a Copy of the Warrant
  - b) Hit Confirmation
  - c) Any Other Communications from the Entering Agency
  - d) Report
  - e) Arkansas Arrest/Disposition Report

## **XII. YOUTHFUL OFFENDERS CHARGED WITH DRUG OFFENSES**

### **A. MISDEMEANOR DRUG OFFENSES**

1. When a youthful offender is arrested on a misdemeanor drug offense the officer will issue a citation and write a report.
2. If a vice and narcotics officer is in-service they will be contacted to determine if there is a need to interview the youthful offender. If a vice and narcotics officer is not available, do not call one out. The shift supervisor will advise what actions to take.
3. Follow policy as outlined in 1002 Sec. III.
4. The officer will assign a Municipal Court date two weeks from date of arrest at 9:00 a.m. If the arrest occurs on a Saturday or Sunday, the court date will be two weeks from the following Monday. If the court date falls on a holiday, set the court date for the next working day after the holiday.
5. At the end of the shift, the officer will place in the turn-in drawer in the muster room the following:
  - a) Citation
  - b) Incident Report
  - c) Arkansas Arrest/Disposition Report Form (pink copy)

### **B. FELONY DRUG OFFENSES**

1. When a youthful offender is arrested on a felony drug offense, the officer will write a citation and a report.
2. The officer will contact a supervisor for approval of a vice and narcotics officer call-out.
3. The officer will process the youthful offender as directed by the vice and narcotics officer.

4. At the end of the shift the officer will place in the turn-in drawer in the muster room the following:
  - a) Citation Marked Felony
  - b) Incident Report
  - c) Copy of Arkansas Arrest/Disposition Report (if incarcerated)