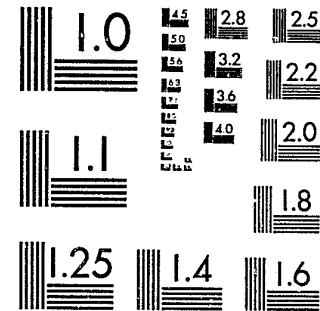


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

8/3/84

93431

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by
Police Department/City of Beaufort
Beaufort, South Carolina

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

93131

Area Code 803
524-3141 (Dispatcher)
524-8780 (Administrative)
524-6625 (Administrative)



CHIEF OF POLICE
Colonel Jesse L. Altman, Jr.
524-2495
OPERATIONS DIVISION
Lt. J. Paul O'Quinn
524-8780
TRAFFIC AND PATROL DIVISION
Lt. Jefferson P. Dowling
524-8780

POLICE DEPARTMENT
CITY OF BEAUFORT
P.O. BOX 898
BEAUFORT, SOUTH CAROLINA 29902

DETECTIVE DIVISION
Lt. James D. Irby
524-2568
JUVENILE JUSTICE UNIT
Sgt. Leonard H. Martin
524-2568
CRIME PREVENTION UNIT
Sgt. Karl T. Fife
524-2568

7 February 1983

NCJRS

FEB 27 1983

ACQUISITIONS

GENERAL ORDER NO. 25A

From: Chief of Police
To: All Department Personnel

Subj: Procedures for handling and processing juvenile offenders and victims

- Encl:
- (1) Juvenile Rights Form
 - (2) Polygraph Examination Waiver Form
 - (3) Juvenile Information Sheet
 - (4) Authorization for Release of Confidential Information Form
 - (5) Diversion Agreement Form
 - (6) Juvenile Diversion Referral Form
 - (7) Release/Detention Screening Report Form
 - (8) Affidavit for Detention of Runaway Form

1. **PURPOSE** - The purpose of this order is to provide guidance and direction for processing and handling juvenile offenders and victims within the jurisdiction of the Beaufort Police Department.

2. **BACKGROUND** - The Juvenile Justice and Diversion Unit of the Beaufort Police Department was established in January, 1975. A senior detective with extensive experience in juvenile crime was assigned as juvenile officer to head the unit. In August 1978 another billet was authorized and funded by Federal grant. The subsequent billet was for a diversion officer. The unit offers many varied services to the juvenile offender or victim, plus information programs to the community and its citizens. In accordance with the Code of Laws of the State of South Carolina, a juvenile is a person under seventeen years of age.

3. **MISSION** - It shall be the mission of the Juvenile Justice and Diversion Unit to:

- (a) Be on the lookout for potential delinquents and for conditions causing delinquent behavior.
- (b) Work with other agencies on correcting environmental conditions that may foster delinquency.

Page 2
GENERAL ORDER NO. 25A
7 February 1983

(c) Use preventive patrol where it has potential for helping to control delinquency.

(d) Investigate delinquency problems that lead to juvenile offenses. This includes apprehension and prosecution of adults involved in these cases.

(e) Investigate and prosecute all complaints of child abuse and neglect. This includes removing the child from the home when conditions warrant.

(f) Detect and take into custody juvenile offenders for both criminal and status offenses.

(g) Follow up on juvenile offenders, using referral and other dispositions as appropriate.

4. **DUTIES** - It shall be the duty and responsibility of the Juvenile Justice and Diversion Unit to:

(a) Interview all juvenile offenders and victims in accordance with law.

(b) Investigate all criminal and status offenses involving juveniles.

(c) Make determinations as to which juvenile offenders are to be placed on diversion programs and which juveniles will be referred to Family Court.

(d) Prepare court complaints and provide assistance to the Solicitor at hearings and cases involving juveniles before Family and General Sessions Court.

(e) Investigate and prepare for prosecution, when applicable, all cases of child abuse or neglect. The unit may also render assistance in child abuse or neglect cases in the County when requested by other State and County agencies and approved by the Chief of Police.

(f) Prepare Uniform Crime Reports (UCR's) and ensure proper data concerning missing or runaway juveniles is entered in the National Crime Information Center (NCIC) system.

(g) Conduct in-service training on juvenile laws and procedures for members of the department.

(h) Assist the Bureau of Criminal Investigation in criminal cases when the juvenile case load permits.

(i) Conduct juvenile workshops, give lectures and talks to adults and students on all phases of juvenile law, crimes and abuses of the child. These programs will include visual aids and a realistic approach to the growing juvenile problems in our community and nation.

(j) Plan, organize, sponsor, or co-sponsor summer youth information, recreational and safety programs, i.e. Police Movie Club, Operation Shipmate and bicycle rodeos. Such police information programs will teach the youth safety and responsibility in the home, family and community.

(k) Seek out and identify needy children and families who deserve food and toys furnished by military or civilian groups for distribution during the holiday season. This is an on-going yearly program.

(l) Work closely with school officials and teachers to deter and suppress juvenile delinquency, crimes and disorders on school campuses.

5. TYPES OF JUVENILE OFFENSES - There are two types of offenses peculiar to juveniles. They are:

(a) Criminal Offense: The criminal offense is a crime against person and/or property and is the same offense as the adult criminal offense. Juveniles are always taken to the Family Court for criminal offenses; but may, upon request, and after a waiver hearing before the Family Court Judge, be referred to the General Sessions Court.

(b) Status Offense: The status offense is a non-criminal offense such as runaway or truancy.

6. RIGHTS OF THE JUVENILE - The rights of the juvenile offender are substantially different from those afforded an adult. The rights of the juvenile offender must be observed to provide equal protection under the law. The notification of Juvenile Rights Form shown in enclosure (1) will be used to document the administering of rights to the juvenile offender. The rights are:

(a) Give the Miranda Warning for juveniles shown in the Juvenile Rights Form (Enclosure 1).

(b) A juvenile suspect may be interviewed or interrogated without the parent(s) consent; however, when the juvenile suspect is taken to or is present in the Police Station, the question of "in custody" arises and in such cases it is necessary that parent(s) be present or an attorney. Though it is not necessary for a juvenile to have a parent or attorney present, in the event a juvenile is incapable of making a knowing and voluntary waiver of his rights and a parent cannot be located, an interested adult or an adult family member should be present to explain and assist the juvenile in making the decisions. The interview or interrogation must take place in a private area, out of sight and sound of any other juveniles or adults.

(c) Offer legal counsel to the juvenile. If the juvenile or the parent or family member should request an attorney, the interview must be terminated until legal counsel or public defender is appointed by the court.

(d) Do not photograph or fingerprint a juvenile without a court order signed by the Judge of Family Court.

(e) Polygraphs will not be administered to a juvenile without the consent of the juvenile, parent, guardian and the Judge of Family Court. When a polygraph is used the Polygraph Examination Waiver Form shown in enclosure (2) will be completed and kept in the case file.

(f) A juvenile offender will not be transported in a police vehicle with an adult prisoner.

(g) Parents, guardian or blood relative may be transported in the same police vehicle with a juvenile suspect or offender.

7. JUVENILE INTAKE PROCEDURE - Juvenile offenders are taken into custody in lieu of arrest. Any police officer may detain a juvenile suspect for the purpose of releasing the youth to the Juvenile Justice and Diversion Unit. Standard frisk or search procedures will be used when juveniles are detained. When a juvenile is detained or taken into custody the following steps shall be taken to ensure the juvenile's rights are not violated:

(a) The juvenile offender will be turned over to the juvenile officer or diversion officer as soon as possible.

(b) Administer rights to the juvenile offender and complete the Juvenile Rights Form shown in enclosure (1).

(c) The juvenile or diversion officer should immediately contact the parents or guardian and have them come to the police department. Though it is not necessary for a juvenile to have a parent or attorney present, in the event a juvenile is incapable of making a knowing and voluntary waiver of his rights and a parent cannot be located, an interested adult or an adult family member should be present to explain and assist the juvenile in making the decisions.

(d) The juvenile or diversion officer will then complete the Juvenile Information Sheet shown in enclosure (3).

(e) The juvenile offender and his/her parents, attorney or guardian will then be advised of the charge(s) to be filed by complaint in Family Court.

(f) A case file will then be opened on the juvenile. The contents of the file may include:

- (1) Complaint (UCR)
- (2) Juvenile Information Sheet
- (3) Court complaint
- (4) Statements
- (5) Court records
- (6) School records
- (7) Investigative follow-up
- (8) Case notes (typed)

(g) Sign complaint with the Department of Youth Services as soon as practicable, but no later than the first working day following the offense.

8. CONFIDENTIALITY - Confidentiality of names of juveniles and their records is mandated by State law. The following guidelines will be strictly adhered to:

(a) The name of juvenile offenders will not be placed in the public arrest docket or in the breathalyzer log. The word "juvenile" will be substituted for the juvenile's name on these public records.

(b) The names of juvenile offenders will not be released to the news media or any other person not involved in the judicial or diversion process.

(c) Juvenile records will be clearly marked "Confidential."

(d) Records of juveniles shall not be open for public inspection, and shall be open to inspection by such government agencies as are legally authorized.

(e) No juvenile record, file or information contained in the files of the department shall be released without the approval of the Chief of Police, a subpoena issued by Family or Circuit Court Judge, or pursuant to Authorization for Release of Confidential Information (enclosure 4), signed by the juvenile and parent, guardian or attorney.

(f) All juvenile files and records when not in use shall be maintained under lock and key in the Juvenile Justice and Diversion Unit of this department. Under no circumstances will juvenile records be intermingled with adult records.

(g) When a juvenile reaches the age of seventeen the file or record on the subject will be expunged and destroyed by the juvenile or diversion officer. Files of juveniles on probation past their seventeenth birthday may be retained until the probationary period is completed. Such files will then be expunged and destroyed.

(h) When information concerning a juvenile is to be released to an agency or person other than law enforcement in the diversion process, the Authorization for Release of Confidential Information Form, enclosure (4), will be completed and filed in the case file.

9. INTERVIEWS AND INTERROGATIONS - Interviews and interrogations are very similar in nature, but the difference must be understood and these guidelines followed:

(a) Interviews - an interview is when a juvenile witness or victim of a crime is questioned. It is not necessary to administer rights or to have the parents or guardians present. However, if the juvenile is too young or

mentally incompetent to render decisions, it is the policy of this department to have the parents or guardian present. If during the interview the juvenile implicates himself/herself in an offense, the interview shall be terminated and the intake procedure instituted at this point.

(b) Interrogation - An interrogation is the questioning of a juvenile who is suspected of a status or criminal offense. Intake procedures must proceed all interrogations. A copy of any statement obtained following the administration of rights must be furnished the juvenile, parent, guardian or attorney, if present. In the event the juvenile desires an attorney, no interrogation will be attempted until the attorney is present. Interrogations must be held in a private place out of sight or hearing of disinterested persons. The interrogation may be held in the juvenile's home.

10. JUVENILE DIVERSION - The diversion from the courts of deserving juvenile first offenders is an important function of criminal justice. The following factors will determine diversion versus referral to Family Court:

(a) Must be first offense.

(b) Must be minor offense.

(c) The juvenile diversion officer may divert the juvenile to an appropriate community project or agency which will deal effectively with a particular diversion program in lieu of Family Court. When a diversion program is determined and agreed upon, the agreement will be documented on enclosure (5) and the original kept in the case file.

(d) All parties involved, juvenile offender, parents/guardian, diversion or juvenile officer and victim, must agree on the particular diversion program in lieu of Family Court. When a diversion program is determined and agreed upon, the agreement will be documented on the Diversion Agreement Form (Enclosure 5) and the original kept in the case file.

(e) When a juvenile offender is diverted to another agency, the Juvenile Diversion Referral Form, shown in enclosure (6) shall be completed and furnished that agency. A copy will be kept in the case file.

(f) Agencies used in diversion programs will include the Department of Youth Services, Department of Social Services, the Vocational Rehabilitation Unit, the Department of Mental Health, the Beaufort County Health Department, the Beaufort County School System, family doctors, and other interested groups or persons who have the expertise in dealing with mental, physical or emotional problems of the juvenile offender.

(g) The juvenile diversion officer will make periodic checks on juvenile offenders referred to an agency to ensure progress is being made in the rehabilitation of the juvenile.

(h) The juvenile diversion officer will maintain a current record in the case file of the diversion program assigned and the progress made.

(i) A juvenile has the right to refuse medical, psychological or psychiatric treatment. If the juvenile or his/her parents refuse treatment deemed necessary, the need for such treatment should be presented to the Department of Social Services for resolution.

(j) In the event the juvenile offender fails to satisfactorily complete the diversion program assigned, the program will be terminated and the offender referred to Family Court for disposition.

11. INCARCERATION PROCEDURES - A juvenile is always detained or incarcerated whether in the Beaufort County Detention Center or County Jail. The word "confined" is not used in connection with a juvenile. The following guidelines will be used for incarceration or detention of juveniles:

(a) No juvenile under 12 years of age shall be placed in the detention center.

(b) Juveniles will not be incarcerated in the detention center (jail) for period to exceed forty-eight (48) hours, excluding Sundays and holidays, without the juvenile being afforded a detention hearing before Family Court.

(c) The juvenile or diversion officer has the exclusive authority within the department to temporarily incarcerate juvenile offenders in the detention center (jail) under any of the following conditions:

(1) All felony offenses (Part I crimes).

(2) Driving under the influence (alcohol or drugs).

(3) Any other offense where the juvenile may pose a threat to life, property or public safety.

(d) A juvenile may be incarcerated in the detention center by the juvenile or diversion officer for driving under the influence of alcohol or Part I felony offenses without the approval of the Department of Youth Services or its agent; however, the Department of Youth Services or its agent will be notified prior to the actual incarceration.

(e) Status offenders must be referred to the Department of Youth Services or its agent. Do not detain or hold except by signed complaint or NCIC teletype.

(f) For all other misdemeanor offenses the Department of Youth Services or its agent has exclusive jurisdiction and/or control of the juvenile offender. The Department of Youth Services has an agent on call twenty-four (24) hours per day, seven (7) days a week. When referring a juvenile to the Department

of Youth Services for disposition, the Juvenile or Diversion Officer will complete the Release/Detention Screening Report (Enclosure 7) in the presence of the juvenile offender and agent of the Department of Youth Services.

12. RELEASES - Prior to the detention hearing before the Family Court, the juvenile or diversion officer has jurisdiction over the release of juvenile offenders incarcerated in the detention center. Juvenile offenders will not be released prior to the detention hearing, except by order of the Family Court Judge, or as authorized by the juvenile or diversion officer or Department of Youth Services agent.

13. FAMILY COURT - When it is determined that a juvenile offender will be referred to Family Court for disposition, the following procedure will be observed.

(a) A complaint must be signed in the presence of the In-Take Officer at the Department of Youth Services, and a copy retained for the case files maintained in the Police Department.

(b) The juvenile or diversion officer will inform the Department of Youth Services of any prior offenses on record with this department or any other law enforcement agency.

(c) The juvenile or diversion officer will contact the solicitor or assistant solicitor prior to the scheduled court date and provide him with all pertinent evidence and information concerning the complaint.

(d) When the case is scheduled before the court the juvenile or diversion officer will appear to assist the solicitor in the presentation of the case.

(e) Disposition of the case rests solely with the Judge of Family Court.

14. CHILD ABUSE OR NEGLECT - Child abuse and neglect are major factors in juvenile delinquency. It is imperative that such incidents be swiftly investigated and the child removed from the home, if necessary. Under current South Carolina law, a law enforcement officer is the only person without a court order that can remove a child from the home, and then only if in his opinion the child's life or safety may be in jeopardy if the child was allowed to remain in the home. The following procedures will be used in handling such cases:

(a) All cases of child abuse or neglect, regardless of degree, will be investigated immediately by the juvenile or diversion officer of this department. Standard and emergency procedures include:

- (1) Remove child from the home if the child's life or safety is in jeopardy.
 - (2) Call a child protection worker from the South Carolina Department of Social Services and request a worker come to the scene or hospital.
 - (3) Ensure the injured child receives immediate medical attention at a hospital emergency room. (County or military hospital).
 - (4) Photograph injuries.
 - (5) Release the child to the South Carolina Department of Social Services for disposition or placement.
 - (6) Write a complete investigative report of injuries including physician's remarks.
 - (7) Collect physical evidence such as instrument used to inflict injuries.
 - (8) Resume normal investigative procedures after the emergency conditions have been met.
 - (9) Check child's medical history for previous indications of abuse.
- (b) A copy of all investigative reports and evidence will be furnished to the S. C. Department of Social Services.
 - (c) Cases of child neglect referred to the Family Court should be completed by the S. C. Department of Social Services.
 - (d) If the investigation reveals criminal activity on the part of the parent, guardian or other person toward the child, charges will be initiated against that person and referred to the General Sessions Court for disposition.
 - (e) The Chief of Police will be advised and kept current on all child neglect and abuse cases.

15. SCHOOL RELATED INCIDENTS - Police officers by law are restricted from entering school grounds unless to respond to incidents reported by school officials or a violation of the law is witnessed (sight or hearing) by the police officer. When a juvenile officer is called to a school to investigate an incident, the following will apply:

- (a) All juvenile rights and intake procedures will apply.
- (b) If the incident is minor, the juvenile officer will allow school officials to handle the incident within school disciplinary guidelines.
- (c) If the incident requires removing the juvenile from the school, charges will be preferred and the youth referred to the diversion officer or a complaint signed in the Department of Youth Services.
- (d) All incidents involving weapons will be referred to the Department of Youth Services for resolution in the Family Court.
- (e) In all incidents of assault against teachers, administrators or other adults working in the school, the juvenile will be referred to Department of Youth Services for resolution in the Family Court.
- (f) All drug-related cases, regardless of involvement, will be referred to the detective/drug enforcement officer for assistance in investigating the case along with the juvenile officer.
- (g) All cases involving bomb threats will be referred to the Department of Youth Services for resolution in the Family Court.
- (h) All juveniles on probation, regardless of the nature of the new incident, will be referred to the Department of Youth Services for resolution.
- (i) All incidents where medical treatment is involved will be referred to the Family Court.
- (j) Incidents on school buses within the City will be handled as if the incident occurred on school grounds.
- (k) Wall lockers and cabinets at school may be opened and searched with the approval or request of the school principal.

16. BOMB THREATS IN SCHOOLS - The decision to evacuate a school as the result of a bomb threat is the responsibility of the school principal or his/her assistant. Law enforcement officers will only make recommendations to the school principal or assistant principal concerning the evacuation of the school following a bomb threat. Under no circumstances will the law enforcement officer order the school evacuated. The evacuation must be on the order of the school principal or assistant principal. Procedures for handling bomb threats are covered by separate instructions.

17. JUVENILE RUNAWAYS - The following procedures shall apply to the different types of juvenile runaways:

(a) Type I: A juvenile picked up in Beaufort who is from another county or state - This type of runaway should be turned over to the juvenile unit of the Beaufort Police Department. The juvenile officer will then take the juvenile immediately to the intake counselor of the Department of Youth Services. If after working hours or on a weekend, the juvenile will be surrendered to the agent for the Department of Youth Services. Arrangements for transportation home will be accomplished by Department of Youth Services.

(b) Type II: A local juvenile who runs away to another county or state - When a parent reports a child has run away to another jurisdiction, they will be advised to come to the police department with a picture of the child and sign a complaint. If the parents refuse to sign a complaint, they will be advised there is nothing the police department can do until a complaint is signed. When the complaint is signed, official law enforcement messages (teletypes) and bulletins can then be prepared and released.

(c) Type III: A local juvenile who runs from his home in Beaufort but does not leave the Beaufort Police Department's jurisdiction - This type case may be handled within the department without referral to Department of Youth Services; however, if it is known that the juvenile has a past record of running away, the case should be referred to Family Court via Department of Youth Services when the juvenile is picked up. In the event there is a valid reason why the juvenile should not be returned to his home, the intake counselor with the Department of Youth Services will be notified immediately and the juvenile placed in a foster home or other place approved by the Department of Youth Services.

Prior to taking steps to find or locate a juvenile, alert other law enforcement agencies; or make entries into the National Crime Information Center, the parent or guardian must authorize pickup by completing the Affidavit for Detention of Runaway Form shown in enclosure (8).

18. SCHOOL TRUANCY: Juveniles suspected of truancy from school who are seen during regular school hours on the streets or public places in the city will be questioned as to the reason for their absence from school. If determined to be truant the juvenile will be detained, frisked and delivered to the juvenile officer or juvenile diversion officer for disposition.

19. DRUG AND ALCOHOL RELATED INCIDENTS - The use and trafficking of illegal drugs by juveniles are growing problems for the community and nation. Qualified law enforcement officers in the Bureau of Criminal Investigations or Beaufort County Sheriff's Department who specialize in drug enforcement and drug diversion, will be used in all cases involving juveniles. The following procedures will apply in these instances:

(a) When a juvenile is detained for driving under the influence of alcohol or drugs (DUI), the intake procedures will apply. The juvenile officer charged with DUI or other traffic related offenses shall be referred to Municipal Court in lieu of Family Court. Charges of public drunk, unlawful consumption or possession of beer, wine or alcoholic beverages by a juvenile will be processed by the Juvenile Unit and referred to Family Court. Juveniles will not be videotaped or photographed without an order from Family Court.

(b) When a juvenile is detained for any drug-related offense the intake procedures will apply. The juvenile or diversion officer will contact a member of the Bureau of Criminal Investigations to assist in the case. The detective will consult and advise the juvenile officer as to whether or not a complaint should be filed with the Department of Youth Services.

(c) Juveniles who desire to become an informer on other juvenile drug offenders must have written notarized parental consent. Under no circumstances will a juvenile be used or worked as an informer without parental consent.

20. MISSING OR KIDNAPPED JUVENILES - Juveniles abducted or missing under circumstances indicating a possible abduction, unaccompanied by a ransom demand or evidence of interstate transportation or travel, should be immediately referred to the local FBI for investigation (Telephone No. 524-6270).

21. CONDUCT AND DRESS CODE - Law enforcement officers assigned to the Juvenile Justice and Diversion Unit receive a monetary civilian clothing allowance, and when on duty must present a neat and well-groomed personal appearance. The following standards of conduct and dress code are established:

(a) Juvenile officers will wear coat and tie at court appearances, hearings, speaking engagements, school visitations, or other such functions in the performance of their official duties.

(b) Haircuts will be in accordance with department regulations. Mustaches are discouraged.

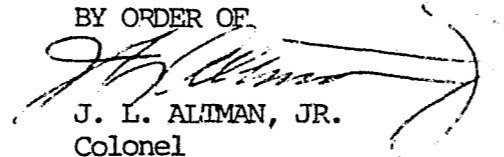
(c) Juvenile officers when off duty will not consume beer, wine or alcoholic beverages in places where juveniles frequent, such as bowling alleys and restaurants.

(d) Juvenile officers while on or off duty will refrain from playing pinball machines, pool or other coin-operated amusement machines in places frequented by juveniles.

Page 13
GENERAL ORDER NO. 25A
7 February 1983

21. It is the intent of this department order that the above provisions be read in compliance with and not in derogation of the laws of the federal government or the State of South Carolina.

BY ORDER OF



J. L. ALTMAN, JR.
Colonel
Chief of Police

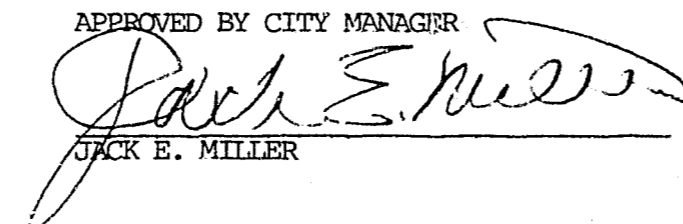
JIA,jr/ss

cc: City Manager
Bulletin Board

REVIEWED BY CITY ATTORNEY


JAMES C. SANDERS

APPROVED BY CITY MANAGER


JACK E. MILLER

BEAUFORT POLICE DEPARTMENT

JUVENILE RIGHTS FORM

1. A Delinquent Complaint will be filed within the Family Court stating that you have been involved in _____

2. This is a serious matter and I must advise you of your rights.

3. You have a right to be represented by an attorney at this time, or to consult with an attorney prior to making any statement, or admission in writing, and to assist you in making any decision concerning your rights in this case. If you desire the services of an attorney and if your parents or guardian are unable to pay for an attorney the court will appoint one to represent you without cost. Do you understand? _____
Initials

4. You have a right to the privilege against self-incrimination. This means that you do not have to make any statement or admission by speaking or in writing that would in any way involve or incriminate you in this case or in any other law violation. Do you understand? _____
Initials

5. You have a right to remain silent and not make any statement, and if you choose to remain silent this will not be held against you at this time or at any Court hearing. Do you understand? _____
Initials

6. If you do choose to make a statement, anything you say, or any admission you make in writing can, and will be used against you in Court. Do you understand? _____
Initials

7. You have the right to bring any person you wish to testify in the case, in your behalf, at the Court hearing. Do you understand? _____
Initials

8. You will also have the right to cross-examine, or in other words, to ask questions of any witness who testifies against you in Court. Do you understand? _____
Initials

9. Do both you and your parents understand the statement that I have just read concerning your rights? Is there any portion of this statement that you do not fully understand? Is there any portion of this statement that you would like for me to read again? _____
Initials

Having been advised of your rights, do you wish to proceed at this time without consulting an attorney, or without having an attorney present?

Yes _____ No _____
Initials

Dated at _____, South Carolina
This _____ day of _____, 19____.

Witness _____



CHIEF OF POLICE
Colonel Jesse L. Altman, Jr.
524-2495

OPERATIONS DIVISION
Lt. J. Paul O'Quinn
524-8780

TRAFFIC AND PATROL DIVISION
Lt. Jefferson P. Dowling
524-8780

POLICE DEPARTMENT
CITY OF BEAUFORT
P.O. BOX 898
BEAUFORT, SOUTH CAROLINA 29902

Area Code 803
524-3141 (Dispatcher)
524-8780 (Administrative)
524-6625 (Administrative)

DETECTIVE DIVISION
Lt. James D. Irby
524-2568

JUVENILE JUSTICE UNIT
Sgt. Leonard H. Martin
524-2568

CRIME PREVENTION UNIT
Sgt. Karl T. Fife
524-2568

POLYGRAPH EXAMINATION WAIVER

I, _____ do hereby freely consent to take a polygraph
(Name of Juvenile)
examination concerning my involvement in _____
(Incident)

(Signature of Juvenile)

I, _____, do hereby give consent for my son/daughter,
(Name of parent or guardian)
_____, a juvenile under the laws of the State of
(Name of Juvenile)

South Carolina, to be administered of his/her own free will and accord a polygraph
examination by _____ and the Beaufort Police Depart-
(Operator)
ment on _____ at _____.
(Date) (Time)

(Signed) _____
(Signature of father, mother or guardian)

Witnessed this _____ day of _____, 19____.

(Signature of First Witness)

(Signature of Second Witness)

(Address of First Witness)

(Address of Second Witness)

Enclosure (2)

CITY OF BEAUFORT POLICE DEPARTMENT

JUVENILE INFORMATION SHEET

UCR Case No: _____

Subject's Name _____ Nickname _____ Age _____ DOB _____

Race _____ Sex _____ Height _____ Weight _____ Hair _____ Eyes _____ Religion _____

Scars or Marks _____

Address _____ Telephone _____

Date and time of detention _____ Time parents notified _____

Referred by _____ Date _____ Charges _____

School _____ Grade _____ Attendance _____

Natural/Step Father's Name _____ Age _____ Occupation _____

Address _____ Employer _____

Natural/Step Mother's Name _____ Age _____ Occupation _____

Address _____ Employer _____

Number of Children in the House _____ Ages/Sex _____

Military Status: P.I. _____ MCAS _____ USNH _____ Retired _____ Dependent _____

Income: Welfare _____ Social Security _____ Job _____ Other _____

Time released to parents/incarcerated _____

OTHER FAMILY INFORMATION:

PREVIOUS OFFENSES:

Charge _____ Date _____ Disposition _____

Charge _____ Date _____ Disposition _____

Referral to: Family Court _____ Vocational Rehabilitation _____

Family Doctor _____ Mental Health Clinic _____ DSS _____

Dept. of Youth Services _____ Diverted at P.D. _____

NARRATIVE: (Continue on back)

Enclosure (3)



CHIEF OF POLICE
Colonel Jesse L. Altman, Jr.
524-2495

OPERATIONS DIVISION
Lt J Paul O'Quinn
524-8780

TRAFFIC AND PATROL DIVISION
Lt. Jefferson P. Dowling
524-8780

POLICE DEPARTMENT
CITY OF BEAUFORT
P.O. BOX 898
BEAUFORT, SOUTH CAROLINA 29902

Area Code 803
524 3141 (Dispatcher)
524 8780 (Administrative)
524 6625 (Administrative)

DETECTIVE DIVISION
Lt James D Irby
524-2568

JUVENILE JUSTICE UNIT
Sgt. Leonard H. Martin
524-2568

CRIME PREVENTION UNIT
Sgt. Karl T. Fife
524-2568

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

I, _____ do hereby authorized the Beaufort Police
(Name of Juvenile)

Department to release all confidential or non-confidential information and investigative reports in their possession which concern me to _____
(Name of Agency or Attorney)

(Signature of Juvenile)

I, _____ do hereby also authorize the Beaufort
(Name of Parent or Guardian)

Police Department to release all confidential or non-confidential information and investigative reports on my son/daughter to _____
(Name of Agency or Attorney)

I fully understand that these reports and information will be used solely for the purpose of assisting my son/daughter with his/her particular problem. I further understand that the information released will not be made available to any other person, or entity, without my express written consent.

(Signature of Parent or Guardian)

Witnessed this _____ day of _____, 19_____.

(Signature of First Witness)

(Signature of Second Witness)

(Address of First Witness)

(Address of Second Witness)



CHIEF OF POLICE
Colonel Jesse L. Altman, Jr.
524-2495

OPERATIONS DIVISION
Lt J Paul O'Quinn
524-8780

TRAFFIC AND PATROL DIVISION
Lt. Jefferson P. Dowling
524-8780

POLICE DEPARTMENT
CITY OF BEAUFORT
P.O. BOX 898
BEAUFORT, SOUTH CAROLINA 29902

Area Code 803
524 3141 (Dispatcher)
524 8780 (Administrative)
524 6625 (Administrative)

DETECTIVE DIVISION
Lt James D Irby
524-2568

JUVENILE JUSTICE UNIT
Sgt. Leonard H. Martin
524-2568

CRIME PREVENTION UNIT
Sgt. Karl T. Fife
524-2568

DIVERSION AGREEMENT

I, _____, am the _____
(Parent's Name)

of _____
(Juvenile)

I do hereby consent to my son/daughter being placed on a non-adjudicatory probation. I agree to cooperate fully with the City of Beaufort Juvenile Officer to whom my son/daughter is assigned.

Signed _____
Parent

Signed _____
Juvenile

Signed _____
Juvenile Officer

Dated this _____ day of _____, 19_____.

Notary Public for South Carolina
My Commission Expires: _____

SOUTH CAROLINA DEPARTMENT OF YOUTH SERVICES

COURT AND POLICE REFERRAL FORM

CLIENT INFORMATION

DATE _____

Client's Name: _____
Date of Birth: _____ Sex: _____ Race: _____
Mother's Name: _____ Father's Name: _____
Address: (Mailing) _____
Home Phone: _____ Mother's Work Phone: _____ Father's Work Phone: _____
School: _____ Grade: _____

REASON FOR REFERRAL: (Please Choose One Of the Following)

Criminal Offense/Type _____ Counsel w/ Release: Yes _____ No _____

Status Offense/Type _____ Petitioned: Yes _____ NO _____

Briefly Describe Areas of Concern That Warrant Services: _____

Do you want a progress report? _____ If so, When? _____

Signed: _____ Phone Number: _____

Title: _____ Address: _____

Agency: _____

Please return to: Department of Youth Services
509 Monson Street (P. O. Box 1484)
Beaufort, S. C. 29902
Telephone: 524-4444 Ext 158

Please use back of form if you desire to give additional information.

THANK YOU!

Enclosure (6)

Detention _____

RELEASE/DETENTION SCREENING REPORT FORM

MIS No. _____
County: _____ County Code: _____ Date: _____
Referred By: _____ (Agency Code: _____) Time Notified: _____
Time Arrived: _____
Nature of Referral: Delinquency _____ Status _____ Other _____ (Time Released/Detained _____)
Name of Child: _____ Telephone _____
Address: _____ County Code: _____ DOB: _____ Age _____ Sex _____ Race _____

Parent or Guardian Contacted: (Name) _____ Time: _____
Did you contact the counselor: Yes/No (Name) _____ Time: _____

A. Offense - Type of act alleged (i.e., murder, shoplifting, status) and facts surrounding event(s). (Attach incident report if available.) (Offense Code: _____)

B. If the answer to questions 1, 2, 3 or 4 is Yes, the child should be detained; exceptions must be approved by a Youth Services Counselor.

If the answers to questions 1-10 are all No, the child shall be released to a parent, other responsible adult, or a nonsecure program, exceptions must be approved by a Youth Services Counselor.

If the answer to one or more of questions 5-10 is No and there are no extenuating circumstances, the child should be released.

- Is the child alleged to have committed one or more of the following delinquent acts: Yes _____ No _____
Murder () Manslaughter () Reckless Homicide ()
Armed Robbery () Arson () Criminal Sexual Assault ()
Assault and Battery/Intent to Kill () Burglary ()
- Has the child been ordered held by the Family Court, General Sessions Court or the Juvenile Parole Board? Yes _____ No _____
- Is the child a known absconder or has a history of failure to appear in court? Yes _____ No _____
- Does the child have a record of violent conduct resulting in physical injury to others or record of adjudication for serious property offenses? Yes _____ No _____
- Is the child under the influence of drugs or intoxicating beverages? (when it is necessary for detoxification) Yes _____ No _____
- Is the child from out of the county and is charged with a delinquent offense? Yes _____ No _____
- Is the child's life or health in danger if released? Yes _____ No _____

Enclosure (7)

- 8. Is there a need for alternative placement? Yes ___ No ___
- 9. Has the child violated a valid court order including violation of probation or parole? Yes ___ No ___
- 10. Does the child's attitude show a clear and present danger to the alleged victim or any potential witnesses? Yes ___ No ___

- C.
- 1. Is the child under Youth Services supervision? Yes ___ No ___
 - 2. Is there suspected abuse, neglect or abandonment? Yes ___ No ___
If Yes, contacted DSS: Caseworker _____ Time: _____
 - 3. Did the child request protection in writing? Yes ___ No ___

- D. Placement Decision:
- 1. Was the child released at time of screening? Yes ___ No ___
 - 2. The child was released to _____ Time: _____
 - 3. The child was detained in secure detention? Yes ___ No ___
Facility _____ Time: _____

If Yes, explain facts that necessitated detention:

No Alternatives ()_a Law Enforcement Recommended ()_b Wanted From Other Jurisdiction ()_c
Other ()_d (explain) _____

- 4. If alternative placement is needed, list all contacts made, (including the Home House with Interstate Runaways):

- 5. Under the circumstances, what would have been the best placement of the child?
Same ()_a Home ()_b Other ()_c _____

Status offenders may not be detained in secure detention. If the alleged charge would be a felony if committed by an adult, approval of law enforcement is required to release the child. Please have the officer taking the child into custody sign in this situation.

Law Enforcement Officer Approving Release Youth Services Counselor/Agent

Counselor-in-Charge

STATE OF SOUTH CAROLINA)
COUNTY OF BEAUFORT)

AFFIDAVIT

IN THE INTEREST OF:)
_____)
DOB: _____)
ADDRESS: _____)
_____)
A Child Under the Age of)
Seventeen Years)

PARENT OF
RUNAWAY CHILD

PERSONALLY APPEARED before me _____ who being duly sworn, states that he/she is the parent/guardian of the above-named minor child. Further, that said child has run away from home and has been absent from home since _____; that the named parent/guardian:

_____ does not know where the said child is currently living and is unable to ascertain his/her location,

_____ believes the child to be at _____

based upon _____
(give information as reason for this belief)

That the above-named parent/guardian believes the child to be in possible harm as being without adequate provisions, money and ability to function independently of the family unit and that said parent/guardian wishes any law enforcement agency and its designated representatives to pick up said child upon his/her location and return him/her to the custody and care of said parent or legal guardian. This desire is evidenced by the signature appearing and witnessed below.

Witness Signature

Witness Relationship to Child

Permanent Home Address

Home Phone Work Phone

Work Address & Hours of Employment

END