

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE	Revised Date: 11/26/13
Chief of Police: 	Juvenile Operations Administration, 44.1	
Cross Reference:	Policy Sections: 44.4.1 Juvenile Operations Function 44.1.2 Input from Juvenile Agencies 44.1.3 Annual Review	

PURPOSE

The purpose of this policy is to establish guidelines for juvenile operations and programs for the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to be actively involved in ensuring that programs are in place to prevent juvenile delinquency and to manage the department's delivery of juvenile services to ensure quality and to provide those specialized services needed by victimized youth and juvenile offenders.

PROCEDURES

44.1.1 JUVENILE OPERATIONS FUNCTION

- A. The responsibility for designing and implementing programs to prevent delinquency and criminal behavior in youths is shared by the department and the community. In this regard, the department's juvenile operations function shall include, but not necessarily be limited to:
 1. Comply with the Illinois Juvenile Court Act.
 2. Ensuring that the constitutional rights of minors are never abridged.
 3. Locating and returning runaway juveniles.
 4. Diverting juvenile offenders away from the juvenile justice system and adjusting cases at the department level, where appropriate.
 5. Maintaining liaison with schools, social service agencies, and other organizations which provide services for local youths.
 6. Coordinating and preparing court cases in which a juvenile offender is involved.
 7. Designing and implementing programs intended to prevent and control delinquent behavior by juveniles.
 8. Referring juveniles to other criminal justice agencies, public social service agencies, or private social service agencies when appropriate.
 9. Conduct follow-up investigations on crimes committed, or alleged to have been committed by juvenile offenders.
- B. Juvenile investigators assigned to the Juvenile Investigations Unit shall perform this function on a full-time basis. Juvenile officers are assigned to other sections and are summoned for assistance, as needed. The functional supervision for all juvenile officers, when acting in their specialized

capacity, is vested with the juvenile investigations sergeant.

- C. The juvenile investigations sergeant shall be a person assigned to such position by the chief of police and shall be responsible for the administrative oversight of the agency's juvenile officers, procedures, programs etc.
- D. All employees shall have a working knowledge of the Illinois Juvenile Court Act and the department's directives and policies.

44.1.2 INPUT FROM JUVENILE AGENCIES

The Elgin Police Department encourages input from the juvenile justice system and social service organizations when formulating new or revising existing programs and policies that deal with juvenile matters.

44.1.3 ANNUAL REVIEW

- A. The department will conduct an annual review and written evaluation of all enforcement and prevention programs relating to juveniles. The evaluation shall consider the value and extent of each existing program, lending itself to decisions regarding whether a specific program or initiative should function as it is, be modified, or be discontinued.
- B. This annual review shall be conducted by the juvenile investigations sergeant or designee and forwarded through the chain of command.