



Tulsa Police Department

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Policy # 121E

Effective Date 07/24/2006

Policy Name Transporting Juveniles from JBDC

Approved Date 07/20/2006

Approved by *Wendell Franklin, Chief of Police*

Previous Date NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Tulsa Police Officers working extra-duty for the Municipal Court are periodically required to transport juvenile detainees from Tulsa's JBDC to Municipal Court. In such situations, officers will maintain custody of the juvenile until they are returned to the JBDC and will abide by the procedures set forth in this policy.

SUMMARY: Procedures for transporting juveniles from the JBDC to Municipal Court.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

1. When the Municipal Court Docket identifies a JBDC detainee as having a scheduled court appearance, the officer will contact the Public Defender's Office to determine if the juvenile is needed for court.
2. If the juvenile is needed, the officer will telephone JBDC to verify that the juvenile is in custody and is available for municipal court.
3. Upon arrival at JBDC the officer will sign a Temporary Release form provided by JBDC to transfer custody of the juvenile to the officer. The officer will verify that the juvenile listed on the Temporary Release form is the same juvenile listed on the Municipal Court Docket. The officer will ask JBDC personnel if the juvenile has exhibited any escape or suicide potential or other personal traits of a security nature. If any such traits are noted they will be documented in the comments section of the Temporary Release form. A copy of the form will remain with the officer during the transport.
4. The detainee will then be transported directly from JBDC to Municipal Court and will remain in the presence of an officer at all times.
5. When the detainee is no longer needed in Municipal Court, they will be transported back to JBDC. Upon arrival the officer will document on the Temporary Release form any personal traits of a security nature that were exhibited by the juvenile while in the officer's custody.
6. The officer will forward a copy of the Municipal Court Docket and a copy of the JBDC Temporary Release form to the Accreditation Work Group (AWG) through interoffice mail at the conclusion of the transport.

REGULATIONS: None

REFERENCES:

TOG 1006, *Handcuffing and Custodial Transportation*
CALEA 70.5.1