



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 114C

Policy Name Juvenile Violators

Approved by *Wendell Franklin, Chief of Police*

Effective Date 03/19/2024

Approved Date 03/18/2024

Previous Date 08/03/2022

PURPOSE OF CHANGE:

To update the juvenile intake packet process.

POLICY:

Juveniles will be issued citations in lieu of arrest whenever possible. Non-resident violators will be treated the same as City of Tulsa residents.

When a juvenile is arrested for a state felony or misdemeanor criminal violation, which is not covered by the Youthful Offender Act, they will be transported to the Community Intervention Center (CIC) for processing. If a parent is on scene and the juvenile is not detention eligible, they may be released to the parent. However, the officer must complete a *Promise To Appear* form before the juvenile is released. If transported, the CIC will complete a *Promise To Appear* form with the juvenile and their parent. The form will also be used for the following municipal traffic or criminal violations. For this set of charges, a citation is not necessary. It is sufficient that officers complete a TRACIS report, with a complete suspect supplemental, and a *Promise To Appear* form. These forms need to be sent to JBDC. For all other municipal citable offenses, the form is not necessary.

SUMMARY: Procedures for issuing citations to juvenile violators.

APPLIES TO: All police personnel.

DEFINITIONS:

COMMUNITY INTERVENTION CENTER (CIC) – a 24-hour juvenile processing and intervention center for youths arrested or cited for criminal code violations other than youthful offender crimes. The CIC is located at 500 W. Archer St.

PROCEDURES:

A. MUNICIPAL CITATIONS

1. Juveniles may be issued a preset fine citation for any traffic code violation that has a preset fine. All traffic code citations with preset fines must also have a court date. Use CH (City Hall) as the court division designator. Instruct juveniles that at least one parent/legal guardian must accompany them if they elect to appear in court.
2. State law requires that parents/legal guardians be notified when a juvenile violator is issued any citation. Complete the reverse side of the parents' copy of all juvenile citations and include the name and address of the parent/legal guardian. Attach the parents' copy of the citation to the hard copy.
3. For scheduling all juvenile violators to municipal court follow policy 114D *Citation and Intake Processes*.

B. CRIMINAL CODE VIOLATIONS

1. Tulsa County

- a. Book all juvenile criminal code violations, felony, and misdemeanor, that occur within Tulsa County to the JBDC. Transport the juvenile to CIC for booking prior to transporting them to JBDC for processing if they meet the criteria in Policy 121B, *Juvenile Arrest and Detention*. If a parent is on scene, the juvenile may be released to them. However, the current *Promise To Appear* form must be completed before released. The TRACIS number needs to be on the *Promise To Appear* form.
- b. Forward the original *Promise To Appear* form to Tulsa Police records by emailing the packet to [REDACTED] Put "Attention JBDC" in the email. A copy of the form also needs to be attached to the TRACIS report.
- c. Set the court date for the 2nd or 4th Friday of the month at 0900 hours, 4-5 weeks from the date of the violation.
- d. If the court date falls on a holiday, set the court date for the next available Friday.
- e. Use JBDC as the court division designator.
- f. Ensure that the parent/legal guardian and the juvenile understand when and where they are to appear for court. Whenever possible, give a copy of the *Promise To Appear* form to the juvenile and their parent/legal guardian.

2. Osage County

- a. If a juvenile criminal code violation occurs within Osage County, the citation will be assigned to the Osage County Court.
- b. In the space provided for a court date, write WHEN NOTIFIED. Use OSAGE DA as the court division designator.
- c. Complete the Osage County *Promise To Appear* form with the juvenile and their parent/legal guardian.
- d. Forward the original Osage County *Promise To Appear* form to the Oklahoma Juvenile Authority (OJA) by faxing it to [REDACTED]. A copy of the form needs to be attached to the TRACIS report.
- e. Ensure that the parent/legal guardian and the juvenile understand that they will be contacted by OJA for a court date. Whenever possible, give a copy of the *Promise to Appear* form to the juvenile and their parent/guardian.

3. Wagoner County

- a. If a juvenile criminal code violation occurs within Wagoner County, the citation will be assigned to the Wagoner County Court. In the space provided for a court date, write WHEN NOTIFIED. Use WAGONER DA as the court division designator.

C. REPORTS

1. An *Incident Report* is required in all will-file situations, such as Petit Larceny, Disorderly Conduct, and Assault and Battery. A report must also be completed on the following municipal criminal charges: Petit Larceny, Disorderly Conduct, Possession of Marijuana, and Assault and Battery. In the narrative of the *Incident Report*, include the citation number if issued. The hard copy of the citation, a copy of the *Promise To Appear* form and the completed notification to parents' copy of the citation need to be attached to the *Incident Report*.
2. When completing reports digitally that do not require a *Promise To Appear* form, a records clerk will attach citations to TRACIS reports when they come into records. Make sure to include the TRACIS number on any citations.

D. WARRANTS

1. Juvenile warrants will be handled the same as citations. JBDC has extended jurisdiction in some cases until the

delinquent's 19th birthday. Check the warrant for verification.

REGULATIONS:

1. Officers will complete the reverse side of the parents' copy of all juvenile citations and include the name and address of the parent or legal guardian.

REFERENCES:

47 O.S. 16-108b

114A, *Violations of Traffic Ordinances*

114B, *Violations of Criminal Ordinances*

114D, *Municipal Fine and Court Schedule*

114F, *Petit Larceny from Retailer*