



Minneapolis Police Department Policy and Procedure Manual

Number:
8-300

Volume Eight - Minors – Policies and Procedures

Minor Searches, Seizures and Arrests

8-304 Minor Booking Procedures

(10/07/08) (xx/xx/24)

A. Probable Cause Authorization

When a minor is arrested and will be brought to JDC, members shall remain on scene with the minor, contact their direct supervisor, and provide the supervisor with a detailed description of the incident and the facts leading to probable cause (PC). PC authorization must be received prior to any transport of the minor. If the direct supervisor is not available, PC authorization can be given by the following:

- Supervisor at the scene.
- An investigator at the rank of Sergeant or above from the concerned investigative unit.
- Juvenile on-call investigator.
- A supervisor from a neighboring precinct.
- The on-duty Watch Commander.

Members shall document their PC and their method of authorizing PC in a Police Report.

If the arrested minor requires medical attention, refer to P&P 8-308 Minors in Need of Medical Attention.

Sworn members shall make all reasonable attempts to notify a parent, guardian, or custodian when a sworn member make an a arrest and shall document their notification in a Police Report.

B. Prior to JDC Admission

Prior to bringing a minor to Hennepin County (HC) Juvenile Detention Center (JDC), the member shall:

1. Transport the minor to the Public Service Building (PSB) for processing.
 - a. Prior to arriving at PSB, contact the Juvenile Investigations Unit to see if an investigator is on-duty, who may conduct an interview, photograph and when applicable fingerprint the minor.
 - b. If a juvenile investigator is not on-duty, the member shall contact CAR 21 to complete the photographing and fingerprinting.

2. Contact JDC to notify them that they will be transporting a minor to JDC.

C. JDC Booking Criteria

JDC will accept minors ages 10 thru 17 years old only when offenses are listed on the JDC Detention Admission Criteria List. When an offense is listed on the list, no additional action is needed to have the minor admitted into JDC. This list can be found on the MPD SharePoint under the Juvenile Division Resources page.

When a minor is booked at JDC, members shall complete a Victim Information/Notification Form when applicable. These forms are available at JDC or the Juvenile Investigations Unit.

If JDC refuses admission for a bookable offense for a reason other than medical, the member shall contact their supervisor for immediate action. The supervisor shall contact JDC on-duty supervisor and may escalate the issue to their MPD chain of command if necessary.

D. Offense-level overrides

When an offense is not on the JDC Detention Admission Criteria List, JDC will require an offense-level override to admit the minor:

1. To request an offense-level override, there must be an articulable and specific public safety risk (similar to a Rule 6 reason – see P&P 9-102 Citations and Misdemeanor Arrests), and such requests should be limited to the most chronic or prolific offenders with high-risk behavior.
2. If there is a specific public safety risk, members shall notify their supervisor to assist with the override.
3. If the supervisor determines an offense-level override is necessary, they should then call the duty-supervisor at JDC to request the override, explaining the public safety risk posed by not admitting the minor to JDC.
4. If the offense-level override is granted, the minor will be admitted to the JDC.
5. Examples of public safety risks include repeated criminal behavior, numerous cases of motor vehicle tampering, etc.

The MPD supervisor may need to wait for a callback from the JDC duty-supervisor due to staffing levels. The call for an offense-level override should be made as soon as possible to begin the process.

E. Override of detention criteria

When minors are accepted into JDC, they may or may not be held beyond the booking (admission) process based on results of a risk assessment (determined by JDC) and detention criteria.

1. If a member believes that a minor should be held beyond the booking process regardless of their risk assessment score because of an articulable and specific public safety risk, they should request a detention override from their supervisor when requesting PC authorization.
2. In the comments section on the Authority to Detain form, the member shall include the supervisor's name and badge number (who authorized the detention override request), along with the specific public safety risk.
3. If a member is unclear about whether to move forward with an override of detention, contact the on-call juvenile investigator.
4. This option should **only** be used when necessary, due to limitations on space and processes.

F. Documenting Override Requests

Any requests for overrides shall be documented by the member in the electronic JDC Override form.

1. The member shall record the required information for each minor they requested an override for (all on the same form for one case).
2. The override request information shall also be documented in the Police Report.