

404.00 - IDENTIFICATION PROCESSING

404.01 Fingerprinting and Photographing of Juveniles

- (1) Any juvenile who is placed under arrest for a felony or misdemeanor charge will be fingerprinted and photographed by the Juvenile Intake Unit officers.
- (2) Any juvenile ordered-in to an investigative unit for a felony offense, gang-related offense, or weapons offense, will be processed through the Juvenile Intake Unit to establish a DPD identification number if the juvenile does not have a DPD identification number.
 - a. A juvenile cannot be fingerprinted or photographed if he is not under arrest.
 - b. If a juvenile is under investigation, but not under arrest, the juvenile must give permission for a photograph and fingerprints to be taken, or the investigating detective must obtain a Rule 41.1/C.R.J.P. Rule 3.4.
 - c. If a juvenile is to be issued a JV summons, that juvenile may be fingerprinted and photographed in the Juvenile Intake Unit prior to being served with the summons. It is imperative that the juvenile not be served with the summons until after he is processed. Once the juvenile is served the summons, he can not be processed.
- (3) Photographs and fingerprint cards will be maintained in the Identification Section files, indexed by name and DPD identification number.
 - a. Photographs of juveniles will be available to law enforcement officers upon request.
 - b. Photographs of juveniles will not be available to the public.

404.02 Retakes of Fingerprints and Photographs

In the event an assigned investigator discovers that a juvenile's current photograph is inadequate for identification purposes, the investigator may request the Juvenile Intake Unit to retake a photo of a detained juvenile.

404.03 Notification of Juvenile Record Unit

Whenever a juvenile is fingerprinted and photographed at the Gilliam Youth Services Center, the intake Juvenile Probation Officer will mail a copy of the Juvenile Case Summary containing the newly assigned DPD identification number to the Juvenile Records Unit of the Property Crimes Bureau.

