

**407.00 - JUVENILE ORDER-INS****407.01 Order-Ins to Investigative Units**

- (1) When a juvenile is served an order-in to an investigative unit on DPD 75, Request to Appear, he must also be assigned an appearance date and time in Juvenile Court Division III using DPD 28, Juvenile Promise to Appear.
- (2) Investigative Order-Ins
  - a. The order-in will specify the location and time of the order-in and the nature and location of the offense.
  - b. The order-in, DPD 75, will not be used to order-in a juvenile to an investigative unit for an ordinance violation unless the ordinance violation is one which has been designated by the District Attorney's Office to be filed in Juvenile Court. All other ordinance violations will be charged on the Juvenile Summons & Complaint.
  - c. Each order-in completed by an officer must be accompanied by a completed Juvenile Case Summary. The only exceptions are those cases in which an order-in has been requested by a detective. In such cases, the detective is responsible for the Case Summary.
- (3) Distribution
  - a. After the form is signed, the original will be given to the juvenile and the first copy to the parent/guardian. Copy 3 will be left at or sent via inter-department mail to the responsible investigative bureau, section, or unit.
  - b. If the juvenile is detained at a shelter, copies one and two of the complete Request to Appear will be left at the shelter for completion of service. The third copy will be sent via inter-department mail to the responsible investigative bureau, section, or unit.
- (4) Order-Ins to Juvenile Court
  - a. DPD 28, Juvenile Promise to Appear, will be prepared whenever a juvenile is arrested for probable cause or pursuant to a probable cause warrant and is:
    1. Taken to a shelter to be released to a parent/guardian.
    2. Released to a parent/guardian with an order in to an investigative bureau, section, or unit. The parent/guardian will be required to sign the Request to Appear.
  - b. The appearance date will be the first working day three (3) weeks from the date of service.
- (5) IT IS IMPERATIVE THAT THE ORDER-IN AND OTHER DOCUMENTS REACH THE INVESTIGATING BUREAU, SECTION, OR UNIT PRIOR TO THE TIME OF THE ORDER-IN.

**407.02 Time and Place of Juvenile Order-Ins**

- (1) Property Crimes Bureau
  - a. BURGLARY, THEFT (except shoplifting), CRIMINAL MISCHIEF OR CRIMINAL TRESPASS (Non-Vehicle), CRUELTY TO ANIMALS: To the District Burglary Investigation Unit in the District in which the offense occurred, unless otherwise directed by a burglary detective or supervisor. The order-in will be for 0900 the next calendar day unless otherwise directed by a burglary detective or supervisor.
  - b. SHOPLIFTING, GANG GRAFFITI & GAS DRIVE-OFFS: To the Investigative Support Unit, Room 206 in the Police Administration Building at 0900 the next calendar day unless otherwise directed by a detective or supervisor.
  - c. AUTO THEFT, THEFT FROM A MOTOR VEHICLE OR CRIMINAL MISCHIEF TO A VEHICLE: To the Auto Theft Section, Room 206 in the Police Administration Building at 0900 the next calendar day unless otherwise directed by an auto theft detective or supervisor.
- (2) Crimes Against Persons Bureau

**REV.1-06**

- a. ALL CRIMES AGAINST PERSON OFFENSES: To the Crimes Against Persons Bureau, Room 304 in the Police Administration Building at 0900 the next calendar day unless otherwise directed by a detective or supervisor of the Crimes Against Persons Bureau.

(3) Vice/Drug Control Bureau

- a. ALL DRUG-RELATED OFFENSES: To the Vice/Drug Control Bureau, Room 310 in the Police Administration Building at 1130 hours on the next calendar day excluding Saturdays, Sundays and holidays.
- b. ALL VICE-RELATED OFFENSES: To the Vice/Drug Control Bureau, Room 310 in the Police Administration Building at 6:00 PM, Tuesday through Saturday. This includes liquor law/licensing violations.
- c. Any exceptions to the Vice/Drug Control place or time of order-in will be at the direction of a detective or supervisor of the Vice/Drug Control Bureau.

(4) Traffic Investigation Section

- a. ALL TRAFFIC OFFENSES: To the Traffic Investigation Bureau, Room 208 in the Police Administration Building at 0830 on the next calendar day.
- b. Any exceptions to the place and time of order-in will be at the direction of a Traffic Investigation Bureau detective or supervisor.