



# Edina Police Operations Manual

Policy Number  
710.00

Subject:

## JUVENILE OFFENDERS

Effective Date  
06/01/1993

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07/07/2020

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### PURPOSE:

To establish a series of standard procedures for the processing of juvenile offenders.

#### 710.01

### DEFINITIONS

#### Subd. 1 Juvenile

A juvenile is defined as any person who is under the age of 18.

#### Subd. 2 Citation

For the purpose of this section, the Statewide Standard Citation will be referred to as a citation.

**Under no circumstance should traffic violations be listed on this type of citation.**

#### 710.02

### PROCEDURE FOR TRAFFIC CITATIONS

#### Subd. 1 Petty Misdemeanor Offenses

- a) Issue a citation to the juvenile and instruct the juvenile to follow the directions provided with the citation.
- b) Document any pertinent information in the comments section of the citation.
- c) Citations should be sent electronically to the courts.

#### Subd. 2 Misdemeanor/Gross Misdemeanor Traffic Offenses (*Except DWI Violations*)

- a) Issue a citation to the juvenile and instruct the juvenile to contact the District Court by calling the number provided or refer to the instructions provided with the citation.
- b) In determining whether or not the Hennepin County Juvenile Prosecution Division will prosecute the violation, the age of the offender, the past history of the offender, and the seriousness of the violation will determine who the prosecuting authority will be. The most common offenses consistently prosecuted by the juvenile division include:

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- [169A.33](#) Underage Drinking and Driving
- [169.13](#) Careless or Reckless Driving
- [169.09](#) Accident Violations (Hit & Run)

In these instances, the officer should complete an Arrest Report for the purpose of obtaining additional information of the juvenile and to more thoroughly document the details of the incident.

- c) Citations should be sent electronically to the courts.

**710.03      PROCEDURE FOR CRIMINAL AND STATUS OFFENSES****Subd. 1      Criminal Misdemeanor, Petty Misdemeanor, and Status Offenses**

- a) Issue a citation to the juvenile and advise the juvenile or parent that they will be contacted by the Hennepin County Juvenile Court regarding the citation.
- b) Complete an Arrest report.

Juvenile runaways are not to be issued citations and are to be referred to the Hennepin County Juvenile Runaway Program.

**Subd. 2      Release Procedure**

- a) Juveniles should not be released until the juvenile's identification and address have been verified and it has been determined that there are no outstanding warrants.
- b) Juveniles should be released after a parent notification has been made and the juvenile should be released to a parent or a responsible adult whenever possible.

**710.04      PROCEDURE FOR PROCESSING COMBINATION TRAFFIC AND CRIMINAL**

In the event that an officer has contact with a juvenile which results in citing a juvenile for some type of traffic offense and some type of criminal misdemeanor, petty misdemeanor, or status offense, the officer will have to issue the citations as follows:

**Subd. 1      Traffic Violation**

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- a) Issue a citation to the juvenile listing only the traffic offenses.
- b) Make a notation in the comments area of the traffic citation that the juvenile was also issued a separate citation for the misdemeanor, petty misdemeanor, or status offense(s).

**Subd. 2 Criminal Misdemeanor, Petty Misdemeanor, or Status Offense Violation**

- a) Issue a citation to the juvenile listing only the misdemeanor or status offense(s).
- b) Complete an Arrest Report. In the Offense/Charge portion of the report, list both the traffic violation(s) and the criminal violations(s).

**Subd. 3 Notification**

When advising the juvenile, parent(s), or legal guardian about the prosecution process, advise the parties involved to wait until they are notified by the Hennepin County Juvenile Court regarding the citations.

**710.05 JUVENILE RUNAWAY**

See Policy 625.04 (f) of this manual for procedures regarding the requirement for law enforcement to immediately enter a missing child who is less than 21 into the NCIC. EPD form #2500 is available to assist in this process.

**710.06 PROCEDURE FOR MISDEMEANOR, GROSS MISDEMEANOR DWI VIOLATIONS****Subd. 1 Juvenile Offender Regardless of Age.**

- a) Process the same way an adult would be processed including the completion of an arrest report.
- b) The juvenile should be entered into the booking log. A booking photo and fingerprints should be taken
- c) Release the juvenile with a citation to a parent or guardian.
- d) See Policy 720.00 of this manual for additional booking, intake, and release information.

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- a) Process the same way an adult would be processed including the completion of an arrest report.
- b) The juvenile should be entered into the booking log. A booking photo and fingerprints should be taken.
- c) Juveniles should be released after a parent notification has been made and the juvenile should be released to a parent or a responsible adult whenever possible. Do not issue a citation for Felony DWI offenses.
- d) See Policy 720.00 of this manual for additional booking, intake, and release information.

**710.09      OTHER GROSS MISDEMEANOR AND FELONY ARRESTS**

See Policy 720.00 of this manual for additional booking, intake, and release information.