

Prior to the arresting officer's departure, the shift supervisor will:

- Review any information readily available (e.g., identification, interview of the arrestee, identification system, etc.) to determine if the incarcerated person is an adult or a juvenile;
- If there is a compelling reason to believe that the arrestee is a juvenile, refuse the booking;
- If there is not a compelling reason to believe the arrestee is a juvenile, process the arrestee as an adult;
- Generate a JMS incident indicating the basis for the decision.

Any arrestee booked as an adult will be considered an adult until proven otherwise.

Procedure B: Identification of Juvenile Incarcerated People

Any incarcerated person who claims or is reported to be a juvenile will be given a reasonable opportunity to substantiate the claim. This may be accomplished by:

- Requesting family members or other out-of-custody person to bring documentation that demonstrates juvenile status (e.g., birth certificate, government identification, etc.) to the facility for review by the shift supervisor;
- Presenting any documentation that the incarcerated person has in their possession for review by the shift supervisor;
- Petitioning the court of jurisdiction (via their attorney or, if pro per, themselves) for a judicial determination of their juvenile or adult status.

Any staff who receives a claim that an incarcerated person is a juvenile will advise the shift supervisor. The shift supervisor will review any documentation provided and determine if the incarcerated person is an adult or juvenile.

- The shift supervisor will generate a JMS incident indicating their determination of the incarcerated person's status. Copies of any documentation used to make the determination will be placed in the incarcerated person's file.

Any staff receiving a court order or other judicial determination that an incarcerated person is a juvenile shall immediately ensure that the juvenile incarcerated person is separated from adult incarcerated people and advise the shift supervisor

Procedure C: Disposition of Juvenile Incarcerated People

Upon determination (documentary or judicial) that an incarcerated person is a juvenile, the shift supervisor will:

- Ensure that the juvenile is immediately separated from other incarcerated people in such a way that the juvenile cannot hear or see adult incarcerated people;
- Assign a staff member to continuously monitor and be responsible for the safety of the juvenile;
- Advise the on-duty classification deputy of the incarcerated person's juvenile status and direct the classification deputy to process the incarcerated person's release for transfer to Juvenile Hall or, in the case of a contract incarcerated person, to the custody of agency for whom the juvenile is being held;
- Arrange for the juvenile to be transferred to Juvenile Hall or the appropriate contract agency as soon as possible.