

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 05-18	Effective Date: 07/2005	Revision Date: 08-02-19
Subject: Law Enforcement Assistance		

**I. Policy Statement**

Division staff may contact a local law enforcement agency for assistance when needed to ensure the safety and security of juveniles in the care, custody, or control of the Division, the staff, volunteers, visitors in Division facilities and programs. Staff may utilize law enforcement assistance for emergency situations or non-emergency situations within the guidelines of this policy and in accordance with facility/program operation manuals.

**II. Rationale**

Local law enforcement should be contacted and assistance requested as needed to maintain safety and security.

**III. Definitions**

- A. "Emergency situation" refers to an instance in which a juvenile, staff, volunteer, or visitor is in imminent danger or risk of personal injury. Emergency situations that may require law enforcement assistance include, but are not limited to, a fire, a riot, a hostage situation, and/or a juvenile brandishing a weapon.
- B. "Non-emergency situation" refers to an instance in which law enforcement assistance is needed for an event which is not an emergency, including, but not limited to, serving a warrant/pick-up order, supervising a search in the community, and/or interviewing a juvenile regarding potential criminal charges.
- C. "Law Enforcement Assistance" refers to assistance provided to Division staff by personnel of a law enforcement agency during an emergency or non-emergency event in which Law Enforcement personnel are called to provide reinforcement or take control of a situation that is beyond the scope or training of Division staff.

**IV. Procedures**

- A. Emergency Situation Law Enforcement Assistance
  - 1. When staff believes an immediate emergency situation exists which presents an immediate threat (such as a riot, hostage situation, or loss of control that poses imminent danger), staff shall first contact and request immediate assistance from a local law enforcement agency and then shall notify Division administration. If the threat is not immediate, staff shall first contact

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 05-18	Effective Date: 07/2005	Revision Date: 08-02-19
Subject: Law Enforcement Assistance		

a supervisor and receive approval before calling law enforcement. Staff shall follow the further crisis response instructions which are located in the emergency response manual in each Division facility/program.

- 2 When law enforcement personnel are called to assist with an emergency situation, staff shall allow law enforcement personnel to take the lead in managing the emergency. Staff shall follow instructions and provide support when/if requested by law enforcement personnel.
- 3 Staff shall allow law enforcement personnel to bring their weapons and other equipment as needed, into the Division facility/program when responding to an emergency situation. This is applicable even in secure facilities where such weapons and equipment are ordinarily restricted.

B. Non-Emergency Situation Law Enforcement Assistance

1. Staff may request law enforcement assistance whenever there is reason to believe a situation has become dangerous or is likely to become dangerous.
2. Staff may call law enforcement personnel for the purpose of filing criminal charges against a juvenile, when there is reason to believe that the juvenile has been involved in unlawful activity in a Division facility or program. Requests for this type of law enforcement assistance shall be made only after the APD has staffed the incident with the PD and the Division Director.
  - a. Staff may request law enforcement assistance when it is found necessary to search the room of a juvenile in Division custody, in the juvenile's home or other community placement. Such a request shall be made by contacting the law enforcement agency's dispatch and requesting that an officer meet the staff at the residence/placement. Staff shall conduct such searches in accordance with Division Policy 05-02 Searches.
  - b. Staff may request law enforcement assistance to enforce a warrant (including a warrant for detention, also known as a pick-up order). Such a request shall be made by contacting the law enforcement agency's dispatcher. (See Policy 05-01 Warrants regarding types of warrants and procedures).

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 05-18	Effective Date: 07/2005	Revision Date: 08-02-19
Subject: Law Enforcement Assistance		

C. Documentation

Whenever law enforcement personnel assist Division staff in any emergency or non-emergency situation, staff shall complete an incident report in accordance with Division Policy 05-15.

V. **Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director.



8/30/2019

---

Brett M. Peterson  
Division of Juvenile Justice Services

---

Signature Date