

*Maryland-National Capital Park Police  
Prince George's County Division*

## DIVISION DIRECTIVE

<b>TITLE</b> <b>JUVENILE CIVIL CITATIONS</b>			<b>PROCEDURE NUMBER</b> <b>PG911.1</b>
<b>SECTION</b> <b>Reporting Procedures</b>	<b>DISTRIBUTION</b> <b>A</b>	<b>EFFECTIVE DATE</b> <b>10/01/04</b>	<b>REVIEW DATE</b> <b>10/01/06</b>
<b>REPLACES</b> <b>PG911.1 "Juvenile Civil Citations", issued 02/15/02</b>			
<b>RELATED DIRECTIVES</b> <b>PG911.0</b>	<b>REFERENCES</b> <b>CALEA 44</b>	<b>AUTHORITY</b> <b>Commander Larry M. Brownlee, Sr.- Division Chief</b>	

### I. PURPOSE

To be used whenever a juvenile is charged with any alcohol and/or tobacco violations.

### II. POLICY

The issuance of a juvenile civil citation is a discretionary enforcement action. Officers who deal with juvenile alcohol and tobacco violations should use the least coercive alternatives to taking a juvenile into custody for these violations. Physical arrests and warning notices are alternative levels of enforcement left entirely to the discretion of the officer.

### III. PROCEDURES

The juvenile civil citation (DC31) is to be used whenever a juvenile is to be charged for an alcohol and/or tobacco offense. It is important that the officers print all citations legibly and sign your name in the officer's signature area. All areas not included in the instructions below are self-explanatory.

1. Place incident report number (IRN) in the top margin for alcohol and tobacco offenses, place park number and reporting District number in top margin for all citations written.
2. Write "Prince George's" above county/city and "MNCPP-Park Police" above agency name.
3. Print child's First Name, Middle Name and Last Name.

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4. Print current address of child (include street number or post office box number), city, state, and zip code (must be included).
5. Print height, weight, sex, race, birth date (DOB), and drivers license number and state (if child has one).
6. Print any related citations (only those citations of same child, i.e. - same child is written alcohol and tobacco offense same incident, refer to both citations) and daytime telephone number of child.
7. In the area “It is formally charged that the above named child on...” write date of offense (example: 03-06-01) at 0730AM or 7:30PM (don’t use military time) at Stephen Decatur Park School (write numbered street address, include zip code), PG County, Maryland, did.... write out the offense committed (i.e.- “consume an alcoholic beverage to wit: Budweiser beer, while sitting in the gym or possess or smoke a tobacco product to wit: lucky strikes cigarettes).
8. In violation of Article, Section, Sub-Section, Paragraph (for Alcohol: Criminal Law Article10 -113 – 120 and for Tobacco: Criminal Law Article 10-108).
9. In the first bolded block on this citation it is important that the officer always checks off the line “You will be notified by the Dept. of Juvenile Justice when and where to appear for a hearing.”
  - a. Get full name and address of child’s legal parent/guardian. Where it says signature of parent/guardian, this only needs to be signed if a parent/guardian is called out to the scene, station and/or the child is taken home and released to the parent/guardian.
  - b. Advise the child “Failure to appear may result in formal court action”.
10. Signature of child is required, if child is released on scene. Child receives pink copy of juvenile civil citation.
11. Signature of officer is required, (sign legibly), date (day of offense), agency (HB), sub-agency (P), and officers I.D. number (must be filled out). Officer turns in all remaining copies of juvenile civil citations to Records Management Section.
12. Everything below officer’s signature area is filled out by the Dept. of Juvenile Justice Intake Worker.

## **IV. DISTRIBUTION OF CITATION**

Copies of this citation should be distributed as shown below:

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White : Local JSA Office  
Green : Local JSA Office  
Canary: Parent/Guardian of Child  
Pink : Juvenile  
Gold : Agency

**End of Document**