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## Youth Services Detail

### 348.1 PURPOSE AND SCOPE

The purpose of this policy is to define the role and responsibilities of the Youth Services Detail.

### 348.2 POLICY

The Berkeley Police Department is committed to the development and perpetuation of programs designed to investigate, mitigate and prevent juvenile delinquency. While all personnel are responsible for participating in and supporting this commitment, the Youth Services Detail is the primary unit responsible for the coordination and disposition of juvenile-related issues.

### 348.3 DEFINITION

As used in this policy, the terms “juvenile”, “minor” and “youth” define a person under the age of 18 years old.

### 348.4 YOUTH SERVICES DETAIL

#### 348.4.1 GENERAL DUTIES

The Youth Services Detail (YSD) is part of the Special Victims Unit (SVU) and is supervised by the SVU Sergeant. The SVU Sergeant reports directly to the Detective Bureau Lieutenant.

Civilian attire will normally be worn by sworn personnel assigned to the Detail and regulation uniforms will be worn by School Resource Officers while on school grounds.

Any member of the Department who wishes to engage in any community delinquency prevention program in an official capacity shall obtain the approval of the Special Victims Unit Sergeant.

YSD shall be responsible for the following general duties/activities:

- (a) Disposition of youthful offenders who have committed an offense
- (b) Maintain cooperative relationships with other agencies concerned with the instruction, training and general welfare of youth
- (c) Present or provide case information to the District Attorney's Office or the Juvenile Probation Department
- (d) Coordinate with other divisions of the Department investigating cases involving youth
- (e) Provide consultation services for all youth
- (f) Provide written reports and records of all work performed
- (g) Service of juvenile warrants

#### 348.4.2 INVESTIGATIONS

YSD shall be responsible for the investigation of the following offenses:

- (a) Child abuse cases such as:

# Berkeley Police Department

## Law Enforcement Services Manual

### *Youth Services Detail*

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1. Neglect
  2. Physical abuse
  3. Emotional abuse
  4. Sexual abuse
    - i. The Youth Services Detail will investigate cases of sexual abuse when the victim is under 14 years of age
    - ii. The Sex Crimes Detail will investigate cases of sexual abuse when the victim is over 14 years of age
- (b) Child abandonment or familial abduction
- (c) Crimes and non-criminal incidents occurring on a school campus where a Youth Services Detail School Resource Officer is assigned

When no YSD Detective is available, the responsibility for initial investigation shall reside with the Operations Division.

YSD is not responsible for the investigation of any criminal case, or interrogation of any person involved in offenses, not specified above, regardless of the age of the victim or responsible.

YSD Detectives will assist the handling officer in, or assume follow-up responsibility for the investigation of an offense not specified above at the direction of the SVU Sergeant, or his/her chain of command.

#### **348.5 SCHOOL DISTRICT CONTACT**

YSD will be responsible for non-emergency contacts with and notifications to schools (e.g., K-12, excluding college-level institutions).

- (a) If the need arises to make immediate contact at any Berkeley school, the officer shall first make contact with someone from the school administration (e.g., Principal, Vice-Principal, etc.) to notify them of the issue at hand and assess if they can provide support to the investigation.
- (b) YSD will be responsible for notifying a school, in writing, when an enrolled student is reported missing, and should do so within 10 days of the date of report (Education Code § 49068.6).
- (c) Requests for Berkeley Unified School District student directory information (e.g., student's name, address, phone, etc.) shall be directed to the School Resource Officer.

#### **348.6 SCHOOL RESOURCE OFFICER**

As staffing permits, the Berkeley Police Department will select officers to work with the Berkeley Unified School District as School Resource Officers (SROs). These officers will serve as a public safety liaison between this department and the staff/students of designated schools.

Under the supervision of the SVU Sergeant, the SRO's responsibilities include:

- (a) Protect life and property

# Berkeley Police Department

## Law Enforcement Services Manual

### *Youth Services Detail*

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- (b) Enforce laws and local ordinances
- (c) When on-duty and present on-site, investigate all offenses reported and/or occurring at his/her assigned campus
- (d) Crime prevention and suppression
- (e) Report preparation and related testimony
- (f) Handle all youth dispositions that come to their attention as a result of his/her on-site contacts and investigations
- (g) Act as a resource to the school with respect to delinquency prevention
- (h) Collaborate with school staff on presentations regarding law enforcement and public safety subject matters, and offer perspective and guidance on ethical issues faced by youth
- (i) Provide, within the scope of their authority and training, counsel and advice to students on an individual basis
- (j) Provide security for various school activities
- (k) Provide information and assistance to the public
- (l) Perform other tasks, as assigned

The primary duty station of an SRO will be the public school campus at which he/she is assigned.

The SRO, while present at their assigned campus, will act only in the capacity of a peace officer, and not as a school official.