Chapter 11 - Juvenile Court

There is a high emotional involvement of the families of the juveniles appearing before the court, and especially because of the need for extremely close supervision of these juveniles--particularly of the older delinquent minors who may at any time require physical restraint or cause disturbances, the bailiffs assigned to the juvenile court must be acutely alert and responsive.

• 3-11/000.05 - Juvenile Court - Public and Media Access

"The juvenile court is statutorily responsible for protecting the confidentiality of juvenile court records and proceeding. Of utmost confidentiality are the identities of minors under or about to come under its jurisdiction. The juvenile court's duty to safeguard the confidentiality of a minor's contact with the judicial system is essential to facilitating and promoting the court's goal of treatment, rehabilitation, and protection from public scandal, curiosity and humiliation." (Los Angeles Superior Court Dependency Proceedings Manual, 7)

Bailiffs shall adhere to the requirements for the confidentiality of juvenile court proceedings. Any deviation to this requirement shall be done only by court order. In no event shall the media attempt to directly contact a minor, the minor's family members, or any detention facility or any court-ordered placement.

• 3-11/010.00 - Juvenile Inmate Movement

During the movement of juvenile inmates Sheriff Personnel need to be aware of their surroundings and the public. In many courts, there are no secure routes to a courtroom from the lockup, inmates must be moved through public areas, sometimes moving outside the building; therefore such movements make Sheriff's personnel vulnerable to attack and potential escapes. Sufficient deputies shall be used to protect the public and prevent the escape of all inmates.

Guidelines for the movement of juvenile inmates:

- Deputies transporting inmates shall not wear firearms in the secure area or juvenile secured areas.
- Inmates transported to courtrooms or holding areas through semi-secure or public areas shall be handcuffed, even if sufficient backup is available. Sufficient backup is defined as visual contact or within 'earshot'.

Note: Transporting inmates through public areas deputies shall be armed.

- When transporting a female inmate, in an area that is not monitored by security cameras, a female deputy/CA should escort the inmate to/from court. If a female deputy/CA is not available, no less than two male deputies or CAs shall be utilized.
- Inmates being moved by elevator shall be escorted by a deputy, unless it is the branch's individual policy to monitor inmate movement by video camera. All inmates should face the rear of the elevator and shall be handcuffed.
- Once the juvenile is seated for court proceedings, handcuffs should be removed from juvenile

inmates, unless there are articulable facts as to why they should remain in handcuffs for the safety of all involved.

- Handcuffed inmates should not be taken into court when the jury is present. Where security conditions permit, the handcuffs should be removed outside the presence of the jury. If a strong security risk exists, inform the judge prior to bringing a handcuffed inmate into court.

Refer to CSDM, 2-06/030.00 - Inmate Movement, for complete guidelines to be followed during inmate movement. Check with your branch supervisor for any branch specific inmate movement procedures.

• 311/015.00 - Juvenile Court Calendar

Each bailiff assigned to a specific courtroom shall check the daily court calendar to be sure that all juveniles scheduled to appear are present and, if not, alert the probation department attendant or transporting deputy that the party is missing so that the matter can receive immediate attention and the court be given an adequate explanation.

The bailiff shall also check the sign-in sheets for court at the reception desk to see which cases have all the necessary witnesses, parents, attorneys, etc., present, so that priority can be given those cases where all concerned parties are assembled.

• 3-11/020.00 - Detention Hearings

The bailiff assigned to a detention hearing will follow the general procedures as outlined below:

- The bailiff shall call the parents, attorney, witnesses, and other parties concerned to the hearing room.
- The juvenile in the case, if in custody, shall be brought in from the custody corridor by the bailiff.
- If a juvenile has to be brought to or from the courtroom through semi-secured or public hallways, the juvenile shall be handcuffed. Once the juvenile is seated for court proceedings, the juvenile should be un-cuffed, unless there are articulable facts as to why they should remain in handcuffs for the safety of all involved. (Refer to CSDM, 3-11/010.00 - Juvenile Inmate Movement)
- At the conclusion of the hearing, the juvenile is returned to the custody of the probation transportation attendant. A formal detaining order or release signed by the hearing officer is given to the attendant for each ward of the court.
- When parents appear after a case is concluded, or they seek further information, the bailiff shall refer them to the detention probation officer.
- After the scheduled detention hearings are concluded, any emergency hearings which have originated at the Intake Office of Juvenile Hall shall be heard.

• 3-11/025.00 - Emergency Hearings

When notified that an emergency hearing or hearings must be added to the daily schedule, the bailiff shall notify the probation transportation attendant on duty, who will in turn request the wards of the court concerned

from juvenile hall. A probation attendant will escort the juvenile to the custody corridor of the requesting facility to await the hearing.

• 3-11/030.00 - Juvenile Court Hearings

Bailiffs assigned to regular juvenile court hearings shall follow the general procedures as outlined below:

- As in detention hearings, cases are given priority when all the parties concerned are present.
- When a case is called, the bailiff shall notify persons having business with the court in regard to that case, direct them to the hearing room, and instruct them to be seated in a manner so as to provide the most security for the court until they are sworn.
- If in custody, the bailiff shall escort the juvenile inmate from the detention corridor into the hearing room/courtroom, maintaining custody of the juvenile during the hearing.
- If a juvenile inmate has to be brought to or from the courtroom through semi-secured or public hallways, the juvenile shall be handcuffed. Once the juvenile is seated for court proceedings, the juvenile should be un-cuffed, unless there are articulable facts as to why they should remain in handcuffs for the safety of all involved. (Refer to Bailiff Volume - Section 3-11/010.00 Juvenile Inmate Movement)
- If an adult witness or adult defendant in a juvenile case is in custody in the county jail, the witness or defendant is ordered on an "In and Out Order" signed by the judge. This order is forwarded by the bailiff to the Inmate Reception Center, where the adult's name will be placed on the court list of inmates for the date of the hearing. The inmate is transported to the court by the Sheriff's Transportation Bureau and turned over to lockup personnel for placing in the detention facilities separate from the juveniles. The witness or defendant shall be brought in by the bailiff when the case is called and returned to the holding facility at the conclusion of the hearing to await transportation back to the county jail.
- At the conclusion of a hearing, the juvenile involved is returned to the custody corridor for return to Juvenile Hall. Juveniles who had not been in custody, but are now remanded or ordered detained by the court, are taken to the custody corridor and relieved of personal property by the Sheriff's personnel. The minor and his/her property shall be delivered to the Probation Detention Service Officer (DSO). The bailiff shall notify the DSO of the disposition of each case and provide a release or detaining order from the hearing officer to cover each juvenile to be returned.
    - **Note**: Parents or guardians of juveniles in custody are afforded visiting privileges with the juveniles at the juvenile courts that are equipped with visiting facilities, after the hearing, under the supervision of the Probation Department.
- Juveniles remanded to the custody of the Sheriff are searched and placed in the holding facility by Sheriff's personnel. They are to be placed in a detention facility separate from any adult inmates, unless the juvenile has been declared an adult.
- When an individual in juvenile court, for any reason, is remanded to the custody of the Sheriff as an adult, they shall be processed as a regular adult court fish remand. Refer to the Lockup Volume for specific criteria for remanding juveniles into the custody of the Sheriff.