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.