

Section 2: Reception and Release

Subject: Identifying Juveniles

Minimum Standard: 5120:1-8-01(A)(12)

Revised: 06/2000, 07/2004, 01/2008, 12/2011, 09/2015

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing the Erie County Jail will make every effort to avoid inadvertent or mistaken detention of juveniles as adult offenders. Every effort will be made by the staff of the Erie County Jail to determine the correct age of all persons incarcerated.

PROCEDURE

When an inmate professes to be a juvenile and is not being held by court order or when an inmate is identified as a juvenile by any credible source, the corrections officer who first hears or receives such information will immediately segregate the inmate from other adult inmates. The officer shall notify the Shift Supervisor and/or the Jail Administrator. The Shift Supervisor will attempt to determine the true age of the inmate by:

1. Questioning the inmate
 - a. Obtaining from the inmate the names, addresses and telephone numbers of parents or relatives who may confirm the inmate's age.
 - b. Contacting the parents or relatives, advise them that the inmate is in custody, and ask them to verify the inmate's age.
 - c. Contacting the Erie County Juvenile Court to determine if the inmate has a juvenile record.
 - d. If the inmate is not determined to be a juvenile, the Shift Supervisor will prepare a jail narrative of all conversations and attempts to determine the true age of the inmate. This written report will contain the following:
 1. Name of the inmate
 2. Name and relationship of each person contacted
 3. The date of the inmate's birth as given by each person contacted
 4. Other pertinent data and aspects of the conversation
 5. The Shift Supervisor will then attach a copy of this narrative to the inmate's paper file and forward a copy to the Jail Administrator. The inmate will be returned to the appropriate housing area as classified.
2. If the person contacted confirms that the inmate is a juvenile, the Shift Supervisor should request that the person bring proof of the inmate's age to the Jail as soon as possible. Proof of age could include any of the following documents:
 - a. A certified copy of the inmate's birth certificate
 - b. School records
 - c. Other official documents

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3. If Juvenile Court records indicate the inmate is a juvenile, the Shift Supervisor will advise the Court that the inmate is presently being held in the Erie County Jail and will be transported to the Erie County Juvenile Detention Center as soon as possible by the arresting agency or the Sheriff's Office.
4. The juvenile inmate shall be segregated from all other inmates pending transfer of custody to the Erie County Juvenile Detention Center.
5. Upon receipt of proof of age the shift Supervisor will prepare a jail narrative and include copies of the documents used to prove age.
6. The Shift Supervisor shall:
 - a. Notify the arresting agency that the inmate placed by them in confinement at the Erie County Jail is a juvenile and that they will be transported to the Erie County Juvenile Detention Center. (Note: Determination of whether or not the juvenile subject may be released will be made by the Erie County Juvenile Detention Center).
 - b. Advise the arresting agency to contact the appropriate court, in which charges are pending, of the fact that the defendant is a juvenile.
 - c. Request the arresting agency to obtain and furnish disposition of the case to the Jail.