
	GAITHERSBURG POLICE DEPARTMENT			
	Charging Juveniles			
	GENERAL ORDER	901.1		Related CALEA Standards:
	Effective Date	02/04/2025		44.2.1, 44.2.2
Authorized by:		Mark P. Sroka CHIEF OF POLICE	SIGNATURE	
			DATE 02/04/2025	

1. PURPOSE

- 1.1. The purpose of this directive is to outline the procedures for charging juveniles, as well as the manner and circumstances under which juveniles may be taken into custody.

2. POLICY

- 2.1. When officers take a juvenile into custody, they shall follow the guidelines for charging and detention procedures set forth in this policy and outlined in the following statutes:
- 2.1.1. [Code of Maryland, Article – Courts and Judicial Proceedings, Title 3, Subtitle 8 – Juvenile Causes – Children in Need of Assistance \(§3-801 – § 3-830\);](#)
- 2.1.2. [Code of Maryland, Article – Courts and Judicial Proceedings, Title 3, Subtitle 8A – Juvenile Causes – Children Other than CINAS and Adults \(§ 3-8A-01 – § 3-8A-35\).](#)
- 2.2. Medical treatment takes precedence over processing. Juveniles requiring medical treatment and/or emergency aid shall be transported to the nearest medical facility for treatment. After medical attention has been received and the juvenile is released to the officer, the juvenile may be processed.
- 2.3. Officers are vested with a broad range of discretion when deciding whether or not to charge a juvenile with a crime. This General Order is not intended to deprive any officer of that discretion, provided it is exercised in accordance with departmental policy and procedure. The use of discretion does not relieve the investigating officer of the responsibility to conduct a thorough preliminary investigation of the event. Officers dealing with juvenile offenders should use the least coercive among reasonable legal alternatives.

3. DEFINITIONS

[\[MD Code, Courts & Judicial Proceedings § 3-801 – Definitions](#) and [MD Code, Courts & Judicial Proceedings § 3-8A-01 – Definitions\]](#)

- 3.1. **Arrest:** Within the context of this general order, the term “arrest” refers to the taking of a juvenile into custody for the commission of a delinquent act.
- 3.2. **Child:** Within the context of this directive, the term “child” refers to an individual under the age of 18 years. For the purposes of this general order, the word “juvenile” has the same meaning as the word “child.”
- 3.3. **Child in Need of Assistance (CINA):** Within the context of this directive, the term “child in need of assistance (CINA)” refers to a child who requires court intervention because the child has been abused, has been neglected, has a developmental disability, or has a mental disorder; and the child's parents, guardian, or custodian are unable or unwilling to give proper care and attention to the child and the child's needs. [\[MD Code, Courts & Judicial Proceedings § 3-801 \[Juvenile Causes – Children in Need of Assistance\]](#)
- 3.4. **Child in Need of Supervision (CINS):** Within the context of this directive, the term “child in need of supervision (CINS)” refers to a child who requires guidance, treatment, or rehabilitation and (1) is required by law to attend school and is habitually truant; (2) is habitually disobedient, ungovernable, and beyond the control of the person having custody of them; (3) departs themselves so as to injure or endanger themselves or others; or (4) has committed an offense applicable only to children. [\[MD Code, Courts & Judicial Proceedings § 3-8A-01 \[Juvenile Causes – Children Other than CINAs and Adults\]](#)
- 3.5. **Delinquent Act:** Within the context of this directive, the term “delinquent act” refers to any violation committed by a juvenile that would be classified as a crime if committed by an adult. For the purposes of this General Order, the word “crime” has the same meaning as the phrase “delinquent act.”
- 3.6. **Detention:** Within the context of this directive, the term “detention” refers to the temporary care of children who, pending court disposition, require secure custody for the protection of themselves or the community, in physically restricting facilities.
- 3.7. **Intake Officer:** Within the context of this directive, the term “intake officer” refers to the person assigned to the court by the Department of Juvenile Services to provide the intake services set forth in [\[MD Code, Courts & Judicial Proceedings § 3-8A-01 \[Juvenile Causes – Children Other than CINAs and Adults\]](#)
- 3.8. **Status Offense:** Within the context of this directive, the term “status offense” refers to an act or conduct declared by statute to be an offense, but only when committed or engaged in by a juvenile, which can only be adjudicated by a juvenile court.

4. GENERAL PROVISIONS

4.1. **Juvenile Court Jurisdiction:**

[\[MD Code, Courts & Judicial Proceedings § 3-8A-03 – Jurisdiction of Court\]](#)

The age at which a juvenile can be charged with a crime is 13 years old, and 10 years old for certain crimes. A juvenile under the age of 10 years old cannot be charged with a crime.

4.2. **Parent/Guardian Notification:**

[\[MD Code, Courts & Judicial Proceedings § 3-8A-14 – Taking Child into Custody\]](#)

4.2.1. **Custody:** When an officer takes a child into custody, the officer shall immediately notify, or cause to be notified, the child's parents, guardian, or custodian in a manner reasonably calculated to give actual notice. The notice shall:

4.2.1.1. Include the child's location;

4.2.1.2. Provide the reason for the child being taken into custody; and

4.2.1.3. Instruct the parent, guardian, or custodian on how to make immediate in-person contact with the child.

4.2.1.4. Officers should also document the notification of a parent, guardian, or custodian within the incident report, if applicable, noting the date/time and name of the individual notified.

4.2.2. **Charging:** When an officer charges a juvenile with a crime, whether by arrest or by exception, the officer shall immediately notify the juvenile's parent, guardian, or custodian of the charges, in addition to the information listed in 4.2.1. above.

4.2.3. **Custodial Interrogation Documentation:** Officers who plan to conduct a custodial interrogation of a juvenile are required by law to maintain a record of notification or attempted notification to the juvenile's parent, guardian, or custodian. They are also required to maintain a record of the name of the attorney contacted and the county or counties in which the attorney provided the consultation. Officers shall document these notifications via the Juvenile Custodial Interrogation Notification Record (GPD 185). For complete guidance and procedures on custodial interrogations of juveniles, officers should refer to General Order 900.2 – Investigations Involving Juveniles.

4.3. **Determining Age:** There are situations and circumstances where officers may take an individual into custody without having knowledge of that individual's age. In these situations, once officers confirm the juvenile's age, they will abide by the appropriate sections in this General Order.

4.3.1. The ability of officers to determine an individual's age is dependent on the totality of the circumstances and does not need to occur within a set time frame; it may be impacted by factors such as an individual's cooperation, scene security, and safety considerations.

4.4. **Custody and Processing**

4.4.1. When juveniles are charged as adults, they will be processed at the Montgomery County Detention Center's Central Processing Unit (CPU).

4.4.2. A juvenile taken into custody for processing and/or referral to DJS for detention consideration will be transported to the Gaithersburg Police Department (GPD), the Montgomery County Police Department (MCPD), or the nearest police station with an appropriate juvenile processing area.

4.4.3. Any juvenile placed in a "Secure Custody Status" and transported to any law enforcement secure juvenile processing area shall be documented and reported in accordance with the Juvenile Justice and Delinquency Prevention (JJDP) Act. These circumstances and requirements are outlined in General Order 900.1 – Juvenile Matters & Delinquency.

5. **CLOSING CASES BY EXCEPTION**

5.1. Closing cases by exception and referring them to the Information Management Technology Division (IMTD) Records/Juvenile Screening Unit presents juveniles before the juvenile justice system when the laws of arrest and the Juvenile Court jurisdiction do not allow the officer from making a physical arrest. This is commonly referred to as "charging on paper."

5.2. Cases involving juveniles who commit a misdemeanor or felony that would otherwise be eligible for arrest and detention proceedings can be closed by exception when:

5.2.1. The juvenile cannot be located or

5.2.2. The juvenile lives outside of Maryland and the parent, guardian, or custodian refuses to bring the juvenile to Gaithersburg for the purposes of processing and

a DJS detention request.

6. CHARGING JUVENILES WITH DELINQUENT ACTS

[\[MD Code, Courts & Judicial Proceedings § 3-8A-03 – Jurisdiction of Court\]](#)

6.1. **Ages 13 to 17:** The same laws of arrest apply to juveniles aged 13 to 17 years as to adults, and juveniles within this age range can be charged as delinquent offenders according to these laws. For guidance on when detention can be initiated, see Section 7: Detention Proceedings.

6.2. **Ages 10 to 12:** Juveniles aged 10 to 12 can be charged as delinquent offenders **ONLY** for the below listed offenses. For guidance on when detention can be initiated, see Section 7: Detention Proceedings.

6.2.1. A Crime of Violence, as defined in [§ 14-101 of the Criminal Law Article](#);

6.2.2. A Crime Involving Handguns under [§ 4-203 \[Wearing, Carrying, or Transporting Handgun\]](#) or [§ 4-204 \[Use of Handgun or Antique Firearm in Commission of a Crime\]](#) of the Criminal Law Article;

6.2.3. A Crime Involving Firearms under [§ 5-133 \[Restriction on Possession of Regulated Firearms\]](#), [§ 5-134 \[Restriction on Sale, Rental, or Transfer of Regulated Firearms\]](#), [§ 5-138 \[Sale, Transfer, or Disposal of Stolen Regulated Firearm Prohibited\]](#), [§ 5-142 \[Removal or Alteration of Identification Mark or Number of Firearm\]](#), [§ 5-203 \[Possession of Short-Barreled Rifle or Short-Barreled Shotgun\]](#), or [§ 5-703 \[Sale or Transfer of Unfinished Frame or Receiver to be Imprinted with Serial Number\]](#) of the Public Safety Article;

6.2.4. Aggravated Cruelty to Animals under [§ 10-606 of the Criminal Law Article](#); or

6.2.5. Sexual Offense in the Third Degree under [§ 3-307 of the Criminal Law Article](#);
or

6.2.6. Any other offense arising out of the same incident as an act listed above.

6.3. **Under 10:** Juveniles under the age of 10 cannot be charged with a delinquent act.

6.4. Officers may refer to the Juvenile Charging & Detention Request Summary for assistance.

7. DETENTION PROCEEDINGS

[\[MD Code, Courts & Judicial Proceedings § 3-8A-15 – Detention and Shelter Care Prior to](#)

Hearing]

- 7.1. **Secure Custody:** A juvenile offender cannot be held in secure custody for more than six hours. See General Order 900.1 Juvenile Matters & Delinquency Prevention for further guidance.
- 7.2. **Ages 13 to 17: Felony:** Officers should initiate detention proceedings via DJS if the juvenile is 13 to 17 years old, is being charged with a felony, **and** is not eligible to be charged as an adult. See Section 9: Contacting DJS for guidance.
- 7.3. **Ages 13 to 17: Misdemeanor:** In general, a juvenile aged 13 to 17 may not be placed in detention before a hearing if the most serious offense is a misdemeanor unless the following offenses were committed:
 - 7.3.1. The act would be a violation of the following if committed by an adult:
 - 7.3.1.1. [Criminal Law Article § 4-203 \[Wearing, Carrying, or Transport of Handgun\];](#)
 - 7.3.1.2. [Criminal Law Article § 4-204 \[Use of Handgun or Antique Firearm in Commission of a Crime\];](#)
 - 7.3.1.3. [Public Safety Article § 5-133 \[Restriction on Possession of Regulated Firearms\];](#)
 - 7.3.1.4. [Public Safety Article § 5-134 \[Restriction on Sale, Rental, or Transfer of Regulated Firearms\];](#)
 - 7.3.1.5. [Public Safety Article § 5-138 \[Sale, Transfer, or Disposal of Stolen Regulated Firearm Prohibited\];](#)
 - 7.3.1.6. [Public Safety Article § 5-142 \[Removal or Alteration of Identification Mark or Number on Firearm\];](#)
 - 7.3.1.7. [Public Safety Article § 5-203 \[Possession of Short-Barreled Rifle or Short-Barreled Shotgun\];](#) or
 - 7.3.1.8. [Public Safety Article § 5-703 \[Sale or Transfer of Unfinished Frame or Receiver to be Imprinted with Serial Number\]](#)
 - 7.3.2. There are other situations where officers may initiate detention proceedings for juveniles aged 13 to 17 years old who commit misdemeanors, although those

situations are limited and require knowledge of prior adjudications or current DJS supervision. For these reasons, officers should not initiate detention proceedings unless one of the above crimes is committed unless the officer has consulted with DJS and/or the State's Attorney's Office prior to charging.

7.3.3. See Section 9: Contacting DJS for guidance on detention proceedings.

7.4. **Ages 10 to 12: Felony:** Officers may initiate detention proceedings if a juvenile aged 10 to 12 is being charged with one of the following felonies:

7.4.1. A Crime of Violence, as defined in [§ 14-101 of the Criminal Law Article](#);

7.4.2. Aggravated Cruelty to Animals under [§ 10-606 of the Criminal Law Article](#); or

7.4.3. Sexual Offense in the Third Degree under [§ 3-307 of the Criminal Law Article](#);
or

7.4.4. Any other offense arising out of the same incident as an act listed above.

7.5. **Ages 10 to 12: Misdemeanor:** While there are certain situations where officers may initiate detention proceedings for juveniles aged 10 to 12 years old who commit misdemeanors, these situations are very limited and require knowledge of prior adjudications. Given this information, officers should not initiate detention proceedings for juveniles aged 10 to 12 years old who commit misdemeanors **unless** the officer has consulted with DJS and/or the State's Attorney's Office prior to taking such action.

7.6. **Releasing to Parents:** If detention is not authorized, officers will release the juvenile to his parent, guardian, or custodian and ensure that a Juvenile Release Form is completed.

7.6.1. The juvenile's parent, guardian, or custodian must accept custody of the juvenile. The parent, guardian, or custodian has no legal right to refuse custody and should be advised that a refusal to take custody may result in charges being brought against them. If the juvenile's parent, guardian, or custodian refuses custody of the juvenile, the officer should re-notify DJS and their supervisor of the situation to determine if Child Protective Services (CPS) and Department of Health and Human Services (DHHS) should be notified.

8. **CHARGING JUVENILES AS ADULTS**

[\[MD Code, Courts & Judicial Proceedings § 3-8A-03 – Jurisdiction of Court\]](#)

The juvenile court has no jurisdiction when juveniles of a certain age commit specific qualifying crimes. The following section provides guidance for charging juveniles as adults.

8.1. **Ages 14 and Older:** Juveniles aged 14 and older can be charged as adults if they are alleged to have committed a crime punishable by life imprisonment, as well as all other charges arising out of the same incident. Crimes that carry a punishment of life imprisonment include:

8.1.1. Murder in the First Degree ([MD Criminal Law § 2-201](#))

8.1.2. Rape in the First Degree ([MD Criminal Law § 3-303](#))

8.1.3. Attempt/conspiracy to commit the above

8.2. **Ages 16 and Older:** Juveniles aged 16 and older can be charged as adults if they are alleged to have committed the following crimes, as well as all other charges arising out of the same incident:

8.2.1. Abduction [[MD Criminal Law § 3-501 — § 3-503](#)];

8.2.2. Kidnapping [[Maryland Criminal Law § 3-501 — § 3-503](#)];

8.2.3. Second Degree Murder [[MD Criminal Law § 2-204](#)];

8.2.4. Manslaughter, except Involuntary Manslaughter [[MD Criminal Law § 2-207](#)];

8.2.5. Second Degree Rape [[MD Criminal Law § 3-304](#)];

8.2.6. [Armed] Robbery [[MD Criminal Law § 3-403](#)];

8.2.7. Third Degree Sexual Offense [[MD Criminal Law § 3-307\(a\)\(1\)](#)];

8.2.8. A crime involving Regulated Firearms in violation of:

8.2.8.1. [MD Criminal Law § 5-133 \[Restriction on Possession of Regulated Firearms\]](#);

8.2.8.2. [MD Criminal Law § 5-134 \[Restriction on Sale, Rental, or Transfer of Regulated Firearms\]](#);

8.2.8.3. [MD Criminal Law § 5-138 \[Sale, Transfer, or Disposal of Stolen Regulated Firearm Prohibited\]](#), or

8.2.8.4. [MD Criminal Law § 5-203 \[Possession of Short-Barreled Rifle or Short-](#)

[Barreled Shotgun](#)].

- 8.2.9. Using, Wearing, Carrying, or Transporting a Firearm During and in Relation to a Drug Trafficking Crime [\[MD Criminal Law § 5-621\]](#);
- 8.2.10. Use of a Firearm [By Convicted Felon] [\[MD Criminal Law § 5-622\]](#);
- 8.2.11. Carjacking or Armed Carjacking [\[MD Criminal Law § 3-405\]](#);
- 8.2.12. Assault in the First Degree [\[MD Criminal Law § 3-202\]](#);
- 8.2.13. Attempted Murder in the Second Degree [\[MD Criminal Law § 2-206\]](#);
- 8.2.14. Attempted Rape in the Second Degree [\[MD Criminal Law § 3-310\]](#);
- 8.2.15. Attempted [Armed] Robbery [\[MD Criminal Law § 3-403\]](#); or
- 8.2.16. A crime involving handguns or machine guns in violation of:
 - 8.2.16.1. [MD Criminal Law § 4-203 \[Wearing, Carrying, or Transporting Handgun\]](#);
 - 8.2.16.2. [MD Criminal Law § 4-204 \[Use of Handgun or Antique Firearm in Commission of Crime\]](#);
 - 8.2.16.3. [MD Criminal Law § 4-404 \[Use of Machine Gun in Crime of Violence\]](#); or
 - 8.2.16.4. [MD Criminal Law § 4-405 \[Use of Machine Gun for Aggressive Purpose\]](#).

9. CONTACTING DJS

- 9.1. When contacting DJS for detention requests, officers must provide a statement of probable cause along with juvenile information and parent information. This can be provided in the form of an incident report.
- 9.2. Detention proceedings will be initiated with a phone call to DJS.
 - 9.2.1. **Normal business hours (Monday – Friday, 8AM to 5PM)**
Contact [REDACTED] and send documentation to [REDACTED]

9.2.2. **After hours (Monday – Friday, 5PM to 8AM, weekends, and State holidays)**

Contact [REDACTED] and send documentation to

[REDACTED] OR
[REDACTED]

9.2.3. If detention is authorized and DJS personnel are available, they will pick up and transport the juvenile to a detention facility. If DJS personnel are unavailable, DJS will provide officers with an Authorization for Emergency Detention of Shelter Care Pending Hearing form, and officers will transport the juvenile to the listed detention facility.

9.2.4. If DJS refuses to authorize detention or shelter, the juvenile’s parent, guardian, or custodian must accept custody of the juvenile. The parent, guardian, or custodian has no legal right to refuse custody and should be advised that a refusal to take custody may result in charges being brought against them.

9.2.5. When releasing juveniles to their parent, guardian, or custodian, officers should complete a Juvenile Release Form.

10. JUVENILE CIVIL CITATIONS

10.1. Juvenile cannot be issued citations for criminal offenses.

10.2. Pursuant to [MD Code, Courts & Judicial Proceedings § 3-8A-33 – Citation for Violation of Certain Alcoholic Beverages Laws](#), officers may issue civil citations to juveniles for violations of the following:

10.2.1. Possession/use of cannabis ([§ 5-601 of the Criminal Law Article](#));

10.2.2. Misrepresentation of age to obtain alcohol ([§ 10-113 of the Criminal Law Article](#))

10.2.3. Underage Possession of Alcohol ([§ 10-114 of the Criminal Law Article](#))

10.2.4. Possession of False Documentation ([§ 10-115 the Criminal Law Article](#))

10.2.5. Obtaining Alcohol for Underage Consumption ([§ 10-116 of the Criminal Law Article](#))

- 10.2.6. Possession of Salvia Divinorum under 21 ([§ 10-132 of the Criminal Law Article](#))
- 10.2.7. Prohibited Persons at Gambling Facilities ([§ 10-136 of the Criminal Law Article](#)); or
- 10.2.8. Drinking of Possessing Intoxicating Beverages on School Premises ([§ 26-103 of the Education Article](#))
- 10.3. If a civil citation is issued to a juvenile, a report shall be written and parent, guardian, or custodian notification shall be made in accordance with Section 4.3: Parent/Guardian Notifications.
- 10.4. The citation and the report will be processed by Department support personnel and sent to the Juvenile Court for disposition.
- 10.5. If there is no further need to detain the juvenile after issuance of a citation, the juvenile may be released at the direction of his or her parent, guardian, or custodian. If the parent, guardian, or custodian cannot be reached, contact attempts shall be documented in the incident report and the juvenile may be released given that the offense for which the citation was issued is civil in nature.

11. JUVENILE TRAFFIC ENFORCEMENT

[\[MD Code, Courts & Judicial Proceedings § 3-8A-03 – Jurisdiction of Court\]](#)

- 11.1. **Ages Under 16:** Officers charging juveniles under 16 years old with any traffic offense will notify the juvenile’s parent, guardian, or custodian in accordance with Section 4.3: Parent/Guardian Notifications, write an incident report, and close the case by exception as outlined in Section 5: Closing Cases by Exception. Officers **will not** issue citations/summons.
- 11.2. **Ages 16 and 17:**
 - 11.2.1. **Must Appear Offenses:** Officers charging juveniles 16 or 17 years old with must-appear traffic violations shall notify the juvenile’s parent, guardian, or custodian in accordance with Section 4.3: Parent/Guardian Notifications. write an incident report, and **handwrite** all applicable citations/summons (Paper Citation). Officers should write “JUV” and the case number at the top of the citation. The appropriate copies of the citations will be forwarded to the Juvenile Division of the State’s Attorney’s Office by front desk staff.

11.2.2. **Non-Incarcerable Offenses:** Officers charging juveniles 16 or 17 years old with non-incarcerable traffic violations will charge the juvenile in the same manner as an adult with a traffic citation.

12. JUVENILE WARRANTS

- 12.1. There is currently no warrant application process for juveniles that can be utilized by an officer.
- 12.2. Juvenile warrants can only be issued by juvenile court judges.
- 12.3. Juvenile warrants can be served at any time, day or night. If the charge is of a minor nature, service should be made at a reasonable time of day, normally between 7 am and 10 pm.
- 12.4. Any officer holding a juvenile warrant or having knowledge of one has lawful authority to take the juvenile into custody.
- 12.5. Officers should not attempt to serve a juvenile warrant on any school property unless there are exigent circumstances beyond the officer's control.

13. TAKING JUVENILES INTO NON-SECURE CUSTODY FOR CINS-RELATED ISSUES

- 13.1. There are situations where officers, pursuant to [MD Code, Courts & Judicial Proceedings § 3-8A-14\(3-4\) – Taking a Child into Custody](#), may take a juvenile status offender into custody if the officer has reasonable grounds to believe that the juvenile is in immediate danger from the juvenile's surroundings and that the juvenile's removal is necessary for the juvenile's protection, or the officer has reasonable grounds to believe that the juvenile is a run away from the juvenile's parents, guardian, or legal custodian.
- 13.2. In these situations, which would qualify under the definition of a [Child in Need of Supervision](#), officers are prohibited by law from placing the juvenile into secure custody, and should follow the guidelines outlined in General Order 900.1 – Juvenile Matters & Delinquency for non-secure custody status.
- 13.3. Officers who take a juvenile into non-secure custody shall notify the juvenile's parent, guardian, or custodian in accordance with Section 4.3: Parent/Guardian Notifications.
- 13.4. **Special Circumstances: Motor Vehicle Theft**

- 13.4.1. If a juvenile **under the age of 13** is alleged to have committed [Theft of a Motor Vehicle under § 7-105 of the Criminal Law Article](#), officers are required to file a Child in Need of Supervision Complaint with DJS.
- 13.4.2. In these situations, once an officer confirms that the motor vehicle theft offender is under 13 years of age, the offender will be immediately removed from a secure custody status.
- 13.4.3. Officers shall notify the juvenile's parent, guardian, or custodian in accordance with **Section 4.3: Parent/Guardian Notifications**.
- 13.4.4. After release to a parent, guardian, or custodian, officers should email the CINS Complaint Form to [REDACTED] without unreasonable delay.

14. CONFIDENTIALITY

- 14.1. Unless a juvenile is charged as an adult, all records and information pertaining to juveniles and juvenile matters, especially relating to past involvement with police or juvenile authorities, are confidential and are not to be released to victims, complainants, witnesses, etc.
- 14.2. The name of a juvenile arrested and charged as an adult will not be released to the media:
 - 14.2.1. If an investigation is ongoing and the premature release may jeopardize the outcome; or
 - 14.2.2. Until it is absolutely determined that the case will go to District Court, and not be waived back to Juvenile Court.

15. MANDATORY SCHOOL NOTIFICATIONS

- 15.1. Maryland law requires that law enforcement agencies notify local school systems within 24 hours if police arrest a student for certain enumerated crimes. [[Maryland Code Regs. 13A.08.01.17 – School Use of Reportable Offenses](#) and [Maryland Code Education Article 7-303](#)]
- 15.2. To make this notification for Montgomery County Public Schools, officers should list the arrestee's school in the employment tab of the incident report. **Due to the fact that this notification must occur within 24 hours by law, any reports involving juvenile arrestees must be submitted and approved the day of arrest.** If the officer cannot

determine which MCPS school the student attends, they should list MCPS in the employment tab, rather than the specific school.