

Seattle Police Manual

Directive

Effective Date: 09/15/19

Directive Number 19-00041

Interim Policy

Juvenile Assistance Contact Card Pilot Project

The Department will be conducting a pilot project utilizing a new juvenile assistance contact card (SPD Form 28.8). The pilot project is available to all sworn personnel.

The purpose of the card is to reach out to youth at risk. When an officer observes a youth at risk and determines that assistance from a youth engagement partner may assist, please fill out a card. The determination to use the card is based on the officer's experience and if they feel that they have time to fill out the card.

The information given to the officer by the juvenile is completely voluntary. Fill out as much information as possible about the juvenile on the card. The juvenile does not have to be involved in the incident or reason why an officer is at an event. The card is not to be used if the juvenile has been arrested due to the event.

Information about the card is not to be transcribed, photocopied, mentioned, or referred to in any report, entity, or CAD. Information collected for an incident during normal information gathering procedures does not change due to the use of this card (exception: do not document the use of or mention this card in any report).

The precinct and watch of the officer completing the card must be filled out. This information is tracked by the Youth Violence Prevention Unit in order to determine where the card is being utilized. This will be an indicator of the usefulness of the project. No other information contained on the card is to be tracked, maintained, or kept by the Department. The Data Center is not to copy, scan, e-mail, or maintain a record of a completed card. The Communications Section is not to update CAD with any information about the card.

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Officers will forward their completed card, in the Department mail or in person, to the Youth Violence Prevention Unit (YVPU) which is part of the Collaborative Policing Bureau. Officers may use an Alert tag for time sensitive issues or at the officer's discretion. Officers will refrain from e-mailing information from or about the card. The Data Center will ensure that all cards that they receive are forwarded to the YVPU. All completed cards should be placed in the Department mail or delivered to the YVPU before the end of the officer's shift.

At a minimum, the YVPU will track, on a spreadsheet, the date received, precinct, watch, and whether or not services were offered. The YVPU will not track information about the juvenile. The YVPU will forward all applicable cards to the appropriate civilian City contracted youth engagement partner for follow-up. The YVPU will accompany all civilian outreach employees that need a police escort, in regard to this project. The Communications Section will refer all requests for a police escort from a civilian City contracted youth engagement partner, in regard to this project, to the YVPU (unless there is an immediate emergency situation).

Feel free to reach out to the YVPU Sergeant for any questions or concerns at 206-233-7065.

This interim pilot project will remain in effect from 9/15/19 to 3/15/20 or until rescinded, updated, or incorporated into the SPD Manual as a long-term project.