

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department of Police Services Personnel
Subject: Under Age Housing Residents
Directive Number: 2004-12
Date: December 18, 2019
Amends/Supersedes: November 06, 2004 version; January 27, 2010 version; January 8, 2014 version; January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

When law enforcement officers come into contact with persons under the age of eighteen years old, there are often separate requirements and obligations that officers face. In order for the Department of Police Services to respond appropriately in juvenile cases, we must first recognize that we are dealing with someone who has not reached the age of majority. It is important that officers are aware of the possibility of contacting a juvenile during responses to calls in the housing area. As a means of accomplishing this task, the room numbers of units housing juveniles have been provided to police dispatch and the Community Policing Team.

II. Procedures:

The following procedures are established to assist officers in identifying under age housing residents:

A. Dispatcher Responsibilities:

Upon receipt of a call from one of the on-campus residences, refer to the list of room numbers which house under age residents. Should the call involve a room housing an under age resident be involved, immediately notify the responding officer via radio of a "Code Union" (signifying under age person). Once the officer has acknowledged the Code Union, prepare to reference the actual roster containing the names of under age students. Should the actual identity be required, the identity shall only be communicated to the requesting officer via landline.

A copy of the roster of room numbers and residents shall be placed in a binder and kept in the communications unit round table readily available for easy reference. A separate roster of identities of the under age housing residents shall remain at the dispatch console in a folder marked, "Confidential". No copies shall be allowed.

B. Responding Officer Responsibilities:

Upon hearing the broadcast of a "Code Union", officers shall be aware that the room to which he or she is responding may contain a person under the age of 18 years.

As soon as practicable after arrival, the responding officer should attempt to identify the presence of an under age person. In cases where an under age person is involved, the officer shall take the appropriate action to fulfill the department's obligations and responsibilities in juvenile cases. Questions about the proper handling of minors should be directed to the on-duty shift supervisor.

Officers shall not request dispatchers to broadcast the identity of the minor.