



NYC DEPARTMENT OF HOMELESS SERVICES POLICE

OPERATIONS MEMO

MEMO #: 17-005

DATE: September 19, 2017

EFFECTIVE DATE: Immediately

PURPOSE:

Juvenile Reports
To process a juvenile found in possession of Narcotics.

CHILD LESS THAN 7 YEARS OLD:

1. Confiscate narcotics.
2. Notify ACS.
3. Invoice the narcotics at the precinct concerned.

JUVENILE OVER 7 AND LESS THAN 16 YEARS OF AGE:

1. Remove child and parent/guardian to the precinct concerned.
2. Prepare a Juvenile report for the child.
3. Invoice narcotics.
4. Notify ACS.
5. Be guided by precinct personnel regarding release of the child.

NO Juvenile report will be issued to a child less than 7.

BY DIRECTION OF DHS MANAGEMENT