

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 08/21/2013	SUBJECT: JUVENILE RECORDS	Number 112.00 (NYSLEAP A-8-9)
RESCINDS: 04/15/2003		Number of pages 2

POLICY:

Pursuant to the General Provisions (Part 8) of the New York State Family Court Act, the Niagara Falls Police Department will maintain files and records concerning juveniles separate from those of adults.

RECORDS AND FILES:

Cases having files in the Youth Aid Division are:

- Family Court Cases
- Juvenile Offender Cases

YOUTH CONTACT CARD:

A Youth Contact Card (YAB-17) will be generated for all incidents resulting in police action against a juvenile. The Youth Contact Card will be forwarded to the Youth Aid Division. The Youth Contact Card is the only NFPD form available for identifying a juvenile suspect.

JUVENILE SUSPECTS:

The names of juvenile suspects are not permitted on original reports. The dissemination of this information is strictly prohibited. The police report concerning a juvenile suspect will list the age and gender of the suspect and contain a notation to see the attached Youth Contact Card. Juvenile records are not open for public inspection. However, juvenile records may be released by written authorization of Family Court.

ACCOUNTABILITY FOR REPORTS:

The Youth Aid Division Commander is responsible for the security of all police reports, supplemental police reports, appearance tickets, and Youth Contact Cards concerning

juveniles. Collection, dissemination, and retention of juvenile records shall be in accordance with applicable laws.

SEALED FILES:

A juvenile file which is ordered sealed will be taped shut. The outside of the case file is to be clearly marked SEALED. The sealed case file shall remain in a locked file cabinet in the Youth Aid Division offices. Access to these files will be limited to authorized members of the Youth Aid Division. Sealed records may be opened only at the direction of Family Court. This direction must be in writing.