

Juvenile Arrests & Citations Checklist

Arrests or Referrals to FCD for Disposition

Within 24 hours of an arrest or the referral of a case to FCD for disposition, officers must fax, **and** send via interoffice mail, COPIES of the following documents to FCD, attention **Case Screening Unit**.

- Event Report
- Supplements
- MCP 107
- MCP 107A
- Arrest Report
- Statements (victims, witnesses, defendants, co-defendants)
- MCP 50
- MPC 187, "Juvenile Detention Notice" (if juvenile is detained overnight)
- Affidavit (FC 509 - Appendix) (if juvenile is to be detained overnight via **DJS**)
- Officer's Notes
- (Do not send photos – they are to be kept in the officer's case file)

FCD FAX: 240-773-5405

Juvenile Detained by **DJS**

When a juvenile is detained by **DJS**, in addition to sending the above items to FCD, the officer must provide COPIES of the following documents to the **DJS** worker handling the case. If it is after business hours, the officer will fax COPIES of the following documents to **DJS** before the end of the tour of duty. (Note: The **DJS** drop box on the wall of 27 Courthouse Square is no longer in use.)

- Event Report
- Arrest Report
- MCP 187, "Juvenile Detention Notice"
- Affidavit (FC 509 - Appendix)

DJS FAX: 301-279-1193

Citations

Citations may be issued to juveniles only for civil violations of the alcohol and tobacco laws. Within 24 hours of the issuance of a citation, the officer will send the following documents via interoffice mail to the FCD, attention **Case Screening Unit**.

- Citation - white and green copies
- Event Report - (if required) (photocopy)
- MCP 107 - Investigative and District copies