



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**CHILDREN AND FAMILY SERVICES UNIT: ADMINISTRATION**  
**GENERAL ORDER NO: 3.8.00**

|  |   |
|--|---|
| <b>Issue Date:</b> December 5, 2016          | <b>Effective Date:</b> July 2, 2015               |
| <b>Revision Date:</b> July 2, 2015           | <b>CALEA:</b> 44.1.1, 44.1.2, 44.1.3, 82.1.2      |
| <b>Volume 3:</b> Operations                  | <b>Chapter 8:</b> Children & Family Services Unit |
| <b>Distribution:</b> All Personnel           | <b>NYSLEAP:</b> 50.4                              |
| <b>Issuing Authority:</b> Chief Eric Hawkins | <b>Page:</b> 1 of 8                               |

**PURPOSE:** The purpose of this policy is to establish guidelines regarding the development and implementation of programs designed to prevent juvenile delinquency.

**POLICY:** It is the policy of the Albany Police Department to make a firm commitment to develop, create, and implement programs designed to address the causes of offending behavior and prevent juvenile delinquency.

**I. JUVENILE OPERATIONS POLICY**

**A.** Every member of the Albany Police Department has the responsibility for maintaining a positive relationship with juveniles and supporting the department's juvenile operations function.

1. It shall be the responsibility of all sworn members of this department to maintain a working knowledge of the Family Court Act, to follow the department's policies, procedures, and regulations regarding juveniles, and to familiarize themselves with the various support programs.

**B. Children and Family Services Unit:**

1. Due to the unique procedural aspects of the juvenile justice system and special needs associated with juveniles, the Albany Police Department has established the Children and Family Services Unit (CFSU).

- a. CFSU shall be headed by the Commander of Investigations who shall ensure that the juvenile operations functions are carried out by department personnel.

- i. The number of detectives assigned to the Children and Family Services Unit shall be determined by the Chief of Police.

2. CFSU shall be responsible for the following:

- a. Review all incident reports involving juveniles.
- b. Receive, review, and coordinate the investigation of misdemeanor and felony juvenile offenses.

- c. Conduct follow-up investigations involving juvenile crimes.
- d. Maintain a preventative patrol of those areas frequented by youths.
- e. Insure compliance with the New York State Sex Offender Registration Act by initiating, participating in, and completing investigations involving juvenile perpetrators and those that victimize juveniles, including the identification, investigation, and subsequent arrest of those that sexually exploit children.

- i. Detailed information can be found in GO 3.8.10 – Sex Offender Registration.

- f. Complete all paperwork pertaining to juvenile contacts including narrative reports regarding the above duties.
- g. Complete applications for search warrants and execute search warrants.
- h. Testify at hearings and trials in local and County Criminal Courts, Albany County Family Court, and at administrative hearings before other State agencies (e.g., Child Abuse and Neglect Fair Hearings, State Liquor Authority Hearings, and Department of Motor Vehicle Hearings).
- i. Make public presentations.
- j. Investigate child abuse and maltreatment cases.
- k. Respond to requests for assistance from other officers and supervisors regarding juvenile matters and advise or assist them in those matters.
- l. Establish and maintain both formal and informal lines of communication with other local, state, and federal agencies and other agencies within the community.
- m. Assist social service agencies and other community groups and agencies.
- n. Participate in intelligence gathering and dissemination of information to appropriate units and agencies.
- o. Complete other assignments as ordered by the shift supervisor, commanding officer, or the Chief of Police.

**3. Aids for Detecting Deception:**

- a. If it is determined that a polygraph examination may be beneficial in a CFSU criminal investigation involving a suspect, victim, or witness, personnel shall follow department policies and procedures outlined in GO 3.5.05 – Criminal Investigations: Operations.
  - i. Personnel must receive permission from a CFSU supervisor prior to performing any polygraph examination on a juvenile.
  - ii. Personnel shall note that juveniles shall not be examined unless at least one (1) parent or legal guardian attends the examination and signs the permission waiver allowing the juvenile to participate in a polygraph examination.

**4. Follow-Up Investigative Steps:**

- a. Follow-up investigation steps shall be in accordance with department policies and procedures outlined in GO 3.5.05 – Criminal Investigations: Operations.
- 5. Confidential Informants:
  - a. Confidential informants shall be utilized in accordance with department policies and procedures outlined in GO 3.6.00 – Community Response Unit.
- 6. Criminal Expense Fund:
  - a. Funds from this account may be expended by detectives at the direction and control of the CFSU Detective/Lieutenant or the CFSU Detective/Sergeants, in accordance with GO 2.6.00 – Fiscal Management.
- 7. Records, Maintenance and Security:
  - a. CFSU shall make and maintain juvenile master files, PINS and JD petition files, and juvenile OFCS and Family Court warrant files.
    - i. Juvenile master files shall be kept separate from adult files and secured in filing cabinets within the Children and Family Services Unit.
    - ii. Access to Juvenile master files shall be limited to juvenile detectives or others who have been granted authorized access.
    - iii. More detailed information in relation to juvenile records can be located in GO 4.2.00 – Records Administration.

## **II. JUVENILE ENFORCEMENT AND PREVENTION PROGRAMS**

- A. All personnel shall be responsible for maintaining a positive relationship with juveniles and supporting the department's juvenile operations function.
  - 1. In addition to investigation, enforcement, and crime prevention, it is the firm commitment of the Albany Police Department to develop, implement, and maintain programs designed to prevent and control juvenile delinquency.
  - 2. In addition to the firm commitment to develop, implement, and maintain programs, all department personnel are encouraged to volunteer and/or participate in such programs. Programs include, but are not limited to the following:
    - a. To Reach and Connect (TRaC);
    - b. Police Athletic League (PAL);
    - c. Albany Police Explorers;
    - d. Albany Police Summer Cadet Program; and
    - e. Gang Resistance Education And Training (G.R.E.A.T).

**B.** Each program will be assigned a coordinator to help develop, implement, maintain such program and act as a liaison between the Albany Police Department and members of their respective programs. Duties and responsibilities of coordinators shall include, but are not limited to the following:

1. Develop information based forms of advertisement, such as flyers, brochures, and media broadcasts relating to their program;
2. Coordinate efforts to advertise their program to students, at risk youth, and their families;
3. Research and develop prevention based curricula to be presented to the youth participating in their program;
4. Deliver curricula to participating youths;
5. Make public presentations; and
6. Perform any other related duties and responsibilities, as requested by the Chief of Police or his/her designee.

**C.** Annual Program Review:

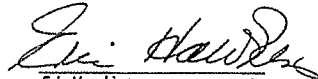
1. Annually, each program coordinator shall complete an annual review and written evaluation of their respective enforcement and prevention program(s) relating to juveniles. This annual review and written evaluation shall be completed utilizing the following:
  - a. An Albany Police Department Program Coordinator Evaluation Form, APD Form # [redacted] shown on page 6 of this order, which is an overall assessment of the respective program and is completed by the program coordinator; and
  - b. An Albany Police Department Youth Program Evaluation Form, APD Form # [redacted] shown on pages 7 and 8 of this order, which is an overall assessment of the respective program and is completed by youth participants.
2. Utilizing these completed forms, and any other pertinent related information, the program coordinator shall then complete a thorough written evaluation of their respective program.
  - a. The written evaluation shall be completed on an IDC and shall contain a detailed description of the programs primary components and recommendations for change and/or modifications regarding the program.
  - b. The completed IDC and related forms shall then be submitted to the Chief of Police by January 31<sup>st</sup> of each calendar year.

### **III. POLICY INPUT**

**A.** The department encourages review, suggestions, and comments from other elements of the juvenile justice system and outside agencies concerning the development of the department's policies and procedures relating to juveniles.

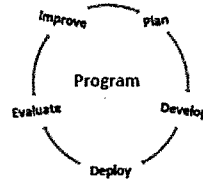
1. The CFSU Detective Lieutenant shall solicit feedback from these entities and communicate said feedback with the Training/Policy Sergeant.

2. If applicable, the Training/Policy Sergeant shall make any applicable amendments and submit them for approval.

  
Eric Hawkins  
Chief of Police



**Albany Police Department**  
 165 Henry Johnson Boulevard  
 Albany, NY 12206  
 Program Coordinator Evaluation Form



Program: \_\_\_\_\_ Year: \_\_\_\_\_  
 Program Coordinator: \_\_\_\_\_

**Program Information**

|   |  |   |  |
|---|--|---|--|
| Where does the program meet?  |  | What was the program budget for the year?                               |  |
| How often does the program meet?  |  | How much of the budget was spent?                                       |  |
| On average, how long are the meetings?  |  | How was the budget spent?<br>(Attach a separate sheet for expenditures) |  |
| On average, how many hours per week are devoted to planning & participating in the program? |  | <i>Other Information(attach on separate page):</i>                      |  |
| On average, how many students participated in your program on a regular basis?              |  | How was the program advertised?   |  |
| What age group participates in the program?   |  | What activities/curricula were given?                                   |  |
|   |  | What were the most/least successful aspects?                            |  |
|   |  | What changes are recommended for improving the program?                 |  |

**Participant Information**

|   |  |  |  |
|---|--|--|--|
| Did other officers participate in this program?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | What percent of students participate due to trouble in school?   |  |
| Who?  | 1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____ | What percent of students state their troubles in school diminished with participation in this program? |  |
| Did outside agencies participate in this program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | What percent of students participate in this program due to trouble at home?                           |  |
| Which Agencies?                                   | 1. _____<br>2. _____<br>3. _____                         | What percent of students state their troubles at home diminished with participation in this program?   |  |

APD # (Rev 06/14)



**Albany Police Department**  
 165 Henry Johnson Boulevard  
 Albany, NY 12206  
**Youth Program Evaluation Form**



|                         |                      |             |
|-------------------------|----------------------|-------------|
| <b>Program:</b>         | <b>Program Year:</b> |             |
| <b>Name (optional):</b> | <b>Grade:</b>        | <b>Age:</b> |

**Participant Questionnaire**

|  |  |  |  |
|--|--|--|--|
| How long have you been involved with this program?                 |  | What were your grades before you entered this program?                                     |  |
| On average, how many hours per week do you devote to this program? |  | After participating in this program, did your grades improve, stay the same or decline?    |  |
| What is your roll in this program?                                 |  | Did you join this program because you were having trouble at home?                         |  |
| Will you continue participating in this program in the future?     |  | After participating in this program, did your home life improve, stay the same or decline? |  |
| By participating in this program, did you learn any new skills?    |  |  |  |
| If so, what are they?  |  |  |  |

**Program Questionnaire**

|  |   |
|--|---|
| <b>What are the strengths of this program?</b> | <b>What are the weaknesses of this program?</b>       |
| 1.   | 1.  |
| 2.   | 2.  |
| 3.   | 3.  |
| <b>What factors make program work well?</b>    | <b>What factors make this program less efficient?</b> |
| 1.   | 1.  |
| 2.   | 2.  |
| 3.   | 3.  |

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**Albany Police Department**  
 165 Henry Johnson Boulevard  
 Albany, NY 12206  
 Youth Program Evaluation Form



**Curricula Questionnaire**

|   |   |
|---|---|
| <p>What curricula did you like the best?</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>What curricula would you like to see added?</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> | <p>What curricula did you like the least?</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>What curricula do you think should be removed?</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> |
| <p>What improvements can be made to make this a better program?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>  |   |
| <p>Additional Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>  |   |

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