





POLICIES AND PROCEDURES MANUAL

	JUVENILE OPERATIONS	
	POLICY NUMBER: 44-1	ISSUING AUTHORITY 
	EFFECTIVE DATE: January 1, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

The Cambridge Police Department is committed to approaching juvenile crime and delinquency with an emphasis on prevention and deterrence through early intervention, youth and community programs, and coordination with other City resources.

Officers are afforded a great deal of latitude and discretion when dealing with juveniles. It is well-understood that youths are impressionable and that first encounters with police often have impactful and long-lasting effects. Therefore, diversionary and alternative actions are preferable to arrest and referral to the juvenile justice system.

However, when a juvenile is detained by patrol officers, the various units of the department will work together to ensure that all legal requirements are properly met; that the juvenile is afforded greater legal protection than adults; and that personnel dealing with juvenile offenders use the least coercive approach among reasonable legal alternatives.

II. POLICY

It is the policy of the Cambridge Police Department that:

- A. juveniles shall be afforded their constitutional and statutory rights when being questioned, searched, detained, or arrested and should be afforded greater legal protection than adults especially regarding questioning, custodial interrogation, and waiver of any Fourth, Fifth, or Sixth Amendment rights;
- B. juvenile offenders shall not be detained at the police station any longer than necessary, or is prescribed by law unless there are extraordinary circumstances that require further protection of the juvenile;
- C. officers shall, whenever reasonable and justified under this policy, take those measures necessary to effect positive change in juvenile offenders that are consistent with Massachusetts General Laws, and the safety and security interests of the community;

- D. school resource officers will be trained in compliance with POST standards; and
- E. the department is committed to the development and delivery of programs to prevent and control juvenile delinquency.

III. DEFINITIONS

- A. *CRA (Child Requiring Assistance)*: Any child at least 6 years old, but not yet 18 years of age, who:
 - 1. repeatedly runs away from the home of parents, legal guardians, or custodians;
 - 2. repeatedly fails to obey the lawful and reasonable commands of the parents, legal guardians, or custodians, thereby interfering with their ability to adequately care for and protect the child; or
 - 3. is sexually exploited.
 - a. A *sexually exploited child* is under the age of 18 and has been the victim of Sexual Trafficking as defined under M.G.L. c. 265, § 50; or engaged in, or agreed to engage in, prostitution in violation of M.G.L. c. 272, § 53A; or engaged in, or agreed to engage in, sexual conduct in exchange for food, shelter, clothing, education, or care; or has been induced to become a prostitute in violation of M.G.L. c. 272, § 4A.
 - b. Under M.G.L. c. 119, § 39L, after the arraignment of a sexually exploited child for prostitution, a Care & Custody (C&P) or a CRA petition must be filed. Unless the prosecutor objects, the court should indefinitely postpone the delinquency proceeding or place the child on pre-trial probation. Also, under M.G.L. c. 119, § 39K, the Department of Children & Families (DCF) must provide services for sexually exploited children.
- B. *CRA Pertaining to Schools*: Any child at least 6 years old, but not yet 16 years of age, who:
 - 1. repeatedly fails to obey the lawful and reasonable regulations of the child's school; or
 - 2. is habitually truant, who willfully fails to attend school for more than 8 school days in a quarter, unless excused from attendance under lawful and reasonable regulations of such child's school.
- C. *DCF*: Department of Children and Families.
- D. *Delinquent*: A child between 12 and 18 years of age who violates any city ordinance or town by-law or who commits any offense against a law of the Commonwealth.
- E. *Family Requiring Assistance*: A parent, guardian, custodian, sibling, and any other relative or caretaker responsible for a *child requiring assistance*.
- F. *Juvenile*: A child under the age of eighteen (18). For purposes of this directive, the words *juvenile* and *child* are used interchangeably.
 - a. Under Age 12: A juvenile under the age of twelve (12) cannot be charged with a crime.

- b. Age 12 to not yet 18: A summons is the preferred method for bringing all juveniles to court, unless there is reason to believe the child will not appear upon a summons, or there are extenuating circumstances.
- G. *Legal Custodian*: A parent, guardian, or agency, such as DCF, who is responsible for the welfare of the child.
- H. *Non-Offenses*: Children held in protective custody because they were found present where controlled substances are kept pursuant to M.G.L. c. 94C, § 36, or who are incapacitated due to intoxication pursuant to M.G.L. c. 111B, § 8.
- I. *Non-Secure Custody*: Non-secure custody occurs when a juvenile's freedom of movement is controlled by a police officer and during such time, the juvenile is:
 - 1. held in an unlocked, multi-purpose room that is not designed for residential use;
 - 2. not handcuffed to any stationary object;
 - 3. held only long enough to complete identification, investigation, and processing, and then released to a parent or guardian or transferred to a juvenile facility, such as an Alternative Lockup Facility, or the court; and is
 - 4. under continuous supervision until released.
- J. *Secure Custody*: A condition under which a juvenile's freedom of movement is controlled by being placed in a cell or locked room, or set of rooms, or being handcuffed to a stationary object.

IV. PROCEDURES

A. Administration

- 1. 44.1.1 (M) Description of the Juvenile Operations Function
 - a. The Cambridge Police Department has made a firm commitment to develop and perpetuate programs that are designed to prevent and reduce juvenile delinquency, while emphasizing that participation and support in the juvenile operations functions are shared by all relevant components and personnel.
 - b. The Lieutenant of the Youth/Family Services Unit, who reports directly to the Deputy Superintendent of the Family and Social Justice Section, has primary responsibility for the department's juvenile operations function.
 - c. There are three main programs designed to help prevent and reduce juvenile delinquency including Youth Resource Officers, the Cambridge Safety Net Collaborative, and the Community Outreach Programs.
 - (1) The School Resource Program is intended to ensure that no student's right to receive an education is abridged by violence and disruption. To accomplish this goal, the Cambridge Police Department will authorize specifically trained officers to serve as

direct liaisons to the schools as Youth Resource Officers, whose primary mission is to develop and maintain ongoing relationships first with students, and then with the school committee, school administrators, guidance staff, teachers, and school security.

- (2) Safety Net: The Director of the Clinical Support Unit of the department oversees the Safety Net Collaborative, whose main function is to strengthen its case management processes, effectively support officers who work with issues such as mental health and youth development and provide clinical oversight to officers involved in juvenile matters.
 - (i) In addition to the Clinical Support Unit, the Family and Social Justice Section also includes the Family Justice and Social Justice Units. These operational units have been established to provide specific services to members of the community who would be better served through a *social justice approach* than what could be afforded to them through a conventional criminal justice approach.
 - (ii) These community members include youth and families, domestic and sexual assault survivors, individuals who are unhoused, and individuals who may be dealing with mental health issues and/or substance abuse.
 - (iii) Comprised of a psychologist, licensed social workers, case manager, and community outreach staff who have strong local connections with residents and businesses, the Clinical Support Unit is well-equipped to advance the department's mission in support of the Cambridge community.
 - (3) Community Outreach includes a host of programs designed to strengthen trust between the youth of the City and the department as described in this policy.
2. 41.1.2 (M) The department encourages review and comment by other elements of the juvenile justice system or subject matter experts regarding policies and procedures relating to juveniles.
 - a. The Lieutenant in charge of the Youth/Family Services Unit may participate in the Massachusetts Juvenile Police Officers Association and seek input on this policy from members of the association or from other recognized authorities on the subject.
 - b. Also, this policy and other matters related to juveniles shall be reviewed by internal and/or external advisors with legal experience authorized by the Commissioner to do so.
 3. 41.1.3 (M) The Lieutenant in the Family and Social Justice Section shall conduct an annual review and written evaluation, approved by the Police Commissioner or designee, of all enforcement and prevention programs relating to juveniles.
 - a. Annually, the Youth and Family Services Unit will conduct an evaluation of the programs and initiatives, both qualitative and quantitative elements of each program, which will inform the department regarding whether specific programs should function as is, be modified, or be discontinued.

- b. The annual review will provide to the Commissioner or designee a summary of the report evaluating all enforcement and prevention programs.

B. Operations

1. 44.2.1 (M) The department requires that personnel dealing with juvenile offenders use the least coercive among reasonable legal alternatives and includes, at a minimum, provisions for the following.
 - a. Officers may release a juvenile to a parent, legal guardian, or other responsible adult, with no further action or follow-up informal counseling when no arrest has been made. In these cases, the officers should complete an Incident Report and have it reviewed by the Youth and Family Services Unit.
 - b. Written citations or summonses may be issued to juvenile offenders in lieu of taking them into custody whenever reasonable and possible.
 - c. Officers may refer a juvenile to another agency or service for potential diversion alternatives. In such cases, the officers will complete an Incident Report to be referred to the Youth and Family Services Unit for further action and evaluation.
 - (1) The social service agency alone may apply simple treatment consisting principally of supervision on a voluntary basis agreed to by the parents and juvenile.
 - (2) The social service agency, or agencies, may apply a relatively prolonged program of treatment on a voluntary basis.
 - (3) Diversion decisions should take into consideration the nature of the offense, the age and circumstances of the offender, the offender's record, the availability of community-based rehabilitation programs, and recommendations for diversion from complainants or victims.
 - d. Juveniles may be referred to juvenile court in those cases where an alleged juvenile offender has been involved in serious criminal conduct or repeated violations. Officers may seek a delinquency complaint unless there are specific mitigating circumstances to recommend otherwise. In general, an officer may file an application for a delinquency complaint for the following infractions or document the incident and refer to FSJS for further follow-up.
 - (1) All delinquent acts that if committed by an adult would be an indictable offense.
 - (2) All delinquent acts involving the use of a weapon.
 - (3) All serious gang-related delinquent acts.
 - (4) All delinquent acts involving aggravated person-to-person offenses, including any allegation of sexual assault.
 - (5) All delinquent acts committed by juveniles on probation or parole, or by those with a delinquency case pending.

- (6) All repeated delinquent acts.
- e. Absent specific mitigating circumstances, referral to the juvenile justice system is also an option in the following circumstances.
 - (1) When it has been determined that parental supervision is not effective in stemming the juvenile's delinquent activity.
 - (2) When it has been determined that the juvenile offender represents a threat to themselves or the community if released.
 - (3) Referral of alleged juvenile offenders for formal legal proceedings should be restricted to those cases involving serious criminal conduct or repeated criminal violations.
- 2. 44.2.2 (M) The department procedures for taking a juvenile into custody include the following.
 - a. Any time an officer takes a juvenile into custody or detains a juvenile for investigative purposes, the officer shall notify a patrol supervisor as soon as possible and adhere to the following guidelines. The officer shall:
 - (1) determine whether the juvenile is alleged to have engaged in noncriminal misbehavior (a status offense);
 - (2) determine whether the juvenile is alleged to have been harmed or is alleged to be in danger of harm;
 - (3) ensure the rights of juveniles are protected and advise the juvenile of those rights including the *Miranda* warning and right to counsel;
 - (4) bring the juvenile to the station for processing or to the juvenile's home without delay unless the juvenile is in need of emergency medical treatment;
 - (5) observe the same security measures for arrested juveniles as adults, including handcuffing or otherwise restraining as necessary during transport and processing; the recommended and preferred method of transport is in a department vehicle; and
 - (6) complete a detailed investigative report including all relevant information and the persons who were contacted on behalf of the juvenile.
 - b. Notifying parents or guardians.
 - (1) Officers shall attempt to notify the juvenile's parents or guardians of the detention as soon as possible, but always prior to any formal interview or interrogation procedures.
- 3. Booking and Processing including Arrests and Non-Custodial Detention Procedures
 - a. Juveniles arrested for criminal offenses are subject to the same booking procedures as adults.

- b. Absent any extenuating circumstances, such as the officer believing that releasing a juvenile could potentially pose a risk of harm to themselves, all juvenile offenders are afforded the opportunity to be considered for bail eligibility. The JDAI (Juvenile Diversion Alternative Initiative) has instructed all Bail Commissioners to respond to all juvenile bail requests.
 - (1) If a juvenile is eligible for bail, the officer will ensure that provisions in the next section are observed.
 - (2) If the officer feels that a juvenile poses a risk or threat to themselves or others, the officer may request medical evaluation or initiate a Section 12 application.
- c. A juvenile between the ages of fourteen (14) and eighteen (18) shall be detained and not released, if:
 - (1) the arresting officer requests in writing that they be detained; and
 - (2) the court issuing a warrant for the arrest of such juvenile directs in the warrant that they be held in safekeeping pending their appearance in court; or
 - (3) a probation officer directs that such juvenile be detained.
- d. Notice of detention shall be given to the parent(s) or guardian or person with whom the juvenile resides and to the probation officer. Nothing contained in this section should be construed to deny the juvenile the right to bail in accordance with law. While a juvenile is detained at the police station, and not in a DYS-approved cell, the juvenile will be kept under constant in-person supervision. When necessary, the booking officer should seek the assistance of the Station Relief Officer to ensure constant in-person surveillance.
- e. Juveniles between the ages of fourteen (14) and eighteen (18) accused of delinquent offenses may be held in secure custody for no longer than six (6) hours for the purpose of identifying and processing the juvenile and, if appropriate, transportation to a juvenile facility or court.
 - (1) Records shall be kept that specify the time the juvenile entered secure detention and the duration of each period of secure detention; the name of the police officer or custodial officer responsible for visual supervision; and a statement of the need for secure detention.
 - (2) No child between the ages of fourteen (14) and eighteen (18) shall be detained in a police station unless the detention facilities for children have received written approval of the Commissioner of Youth Services.
 - (3) No child under the age of fourteen (14) shall be placed in a cell or otherwise securely detained for any reason. Such child may be held in a safe environment pending suitable disposition, under constant direct supervision.

- f. To minimize the number of times that a juvenile might be held in detention for longer than 6 hours, the following set of procedures will be adhered to.
 - (1) Because of the U.S. Supreme Court's ruling with respect to the duration a juvenile may be held in detention, the processing of a juvenile offender should occur without any unnecessary delay.
 - (2) If it appears to the Shift Commander that a juvenile might be held as long as 6 hours or more, the Shift Commander should confer with the Duty Chief to discuss any possible options that might offset the need to hold a juvenile for that duration.
 - (3) Should a juvenile be held in detention for 6 hours or longer, the Shift Commander will be required to complete a supplemental report to the original arrest/detention report explaining the reasons for the extended detention of the juvenile, such as intoxication, medical treatment, psychological clearance, delay in parental response, or weather conditions delaying transport, and how the matter was resolved. In addition, the Shift Commander will send an email notification of the prolonged detention to the Commander of the Youth and Family Services Unit to include the file number for the supplemental report.
- g. Juveniles brought to the police station shall be kept separate from adult prisoners and shall not be allowed to have any contact with adult prisoners (M.G.L. c. 119, § 67). This means that juveniles must be sight and sound separated from adult prisoners. The intent of this provision is to provide full removal of juveniles from adult jails and lockups. This separation applies to all activities at the station or lockup, including reception, housing, eating, visiting, and booking.
- h. Patrol wagons are not to be used when transporting a juvenile from their home or other place to a court or other institution. If it is necessary to transport the juvenile, another suitable vehicle shall be used (M.G.L. c. 119, § 34).
- i. Whenever a juvenile is held in lockup following an arrest, that data must be captured and reported monthly into the CJIS database for Juvenile Lockup. To comply with this requirement, the following set of procedures will be adhered to.
 - (1) It will be the responsibility of the Youth and Family Services Unit to collect this data monthly. It will be the responsibility of the Unit Commander to designate an officer to be responsible for completing and submitting the Juvenile Lockup Docket Report that is entered into the CJIS database every month.
 - (2) The Juvenile Lockup Docket Report and entry into the CJIS database will be done every month and will be submitted within 10 days of the preceding month.
 - (3) Any anomalies or discrepancies found are to be reported to the Unit Commander, who will determine the best course of action.
 - (4) Once a month, the Unit Commander will submit a report to the Police Commissioner or designee through the appropriate chain of command, as to the number of juveniles

that were held in lockup for the preceding month, noting the number of times a juvenile was held more than 6 hours and the reason for such.

4. A juvenile shall be released to a parent, guardian, or other responsible person upon their agreement to the officer in charge, either orally or in writing, to produce the juvenile in court at the required time and place; or to a probation officer upon receipt of a request by such officer that the child be released to them.
5. 44.2.3 (M) Custodial Interrogation and Non-Custodial Interviews
 - a. Custodial Interrogation of Juveniles
 - (1) Prior to interrogating a juvenile, officers shall confer with and obtain consent from a parent, guardian, or interested adult; ensure that no more than two officers are present, and that the interrogation is not unduly coercive; ensure that the duration of each interrogation session is limited and frequent breaks provided. It is recommended that an interrogation be no more than two hours in length.
 - (2) Officers shall fully advise the juvenile's parent, guardian, or interested adult of the juvenile's constitutional rights; provide an overview of the procedures that will be employed and what course(s) of action are available to the department in connection with the matter under investigation to both the juvenile and the juvenile's parents, guardians, or interested adult; and permit the juvenile's parents, guardians, or interested adults to be present during any questioning.
 - (3) Officers are not to take any statements from a juvenile without first obtaining permission from the juvenile's parent, guardian or interested adult. If the juvenile's parent, guardian, or interested adult cannot be reached after a reasonable amount of time, another responsible adult family member will suffice.
 - (4) A spontaneous confession by the juvenile is acceptable. However, the officer is not to conduct any further questioning of the juvenile until the juvenile is formally informed of their constitutional rights and the juvenile's parents, guardians, or interested adults are present.
 - (5) A juvenile may only be detained for a period of six (6) hours or less for custodial purposes. Normally, six (6) hours is considered excessive, unless the juvenile poses a security or safety risk, or the parents, guardians, or interested adults cannot be reached. Long-term custodial detentions of juvenile detainees are to be the exception rather than the rule.
 - (6) Public Safety Exception: Officers must advise a suspect of their *Miranda* rights when engaging in custodial interrogation. The only exception is for *public safety*.
 - (7) Reports: Included in the arrest record will be the time in which each period of interrogation was commenced and completed, the officers present, and the names of parents, guardians, or interested adults present.

b. Non-custodial Interviews of Juveniles

- (1) Non-secure custody occurs when a juvenile's freedom of movement is controlled by a police officer and is held in an unlocked, multi-purpose room that is in no way designed for residential use; is not handcuffed to any stationary object; is held only long enough to complete identification, investigation, and processing and then released to a parent or guardian or transferred to a juvenile facility or the court; and is under continuous supervision until released.
- (2) Interviews of juveniles should be done with consideration of the juvenile's age, mental state, or other factors or influences experienced by the juvenile.
- (3) The voluntariness of any confession by a juvenile will be determined considering: the juvenile's age, intelligence, educational background, mental capacity, including whether the juvenile was nervous and their physical condition; prior experience in the criminal system; whether the juvenile was suffering from any injury or pain at the time the statement was given; the duration of the questioning, time of day; whether the juvenile was tired and desirous of sleep, length of confinement; whether police *Miranda* warnings were given, when, and whether the juvenile understood them; whether the room was of sufficient size and supplied with appropriate furniture, whether the juvenile was handcuffed or threatened; whether the juvenile was refused the use of bathroom, food, or drink; whether there was a promise of leniency; whether the juvenile understood the interrogation process; whether a youth officer was present during the interview; whether the parents were notified, whether the juvenile asked for a parent to be present; whether the police prevented a concerned adult from speaking with the juvenile, and familiarity with the language used in questioning.

6. CRA/Child Requiring Assistance

a. Informal Assistance

- (1) When legal custodians or school officials inform officers about the problem behavior of a juvenile, officers should provide advice and counsel, or an immediate referral to:
 - (i) a juvenile specialist within the department; or
 - (ii) the juvenile court clerk's office.
- (2) Community-based services are the preferred intervention for juveniles and their families.
- (3) The juvenile court clerk is in the best position to advise legal custodians and school officials about filing an application to initiate a CRA proceeding.

b. Protective Custody

- (1) Officers may never arrest or place a child in Protective Custody for:

- (i) failing to obey a legal custodian;
 - (ii) failing to obey school regulations;
 - (iii) failing to attend school; or
 - (iv) violating a local curfew.
- c. CRA Warrant of Protective Custody
- (1) Officers must PC a child named in a CRA Warrant of Protective Custody (WPC) if they:
 - (i) confirm with the juvenile court that the WPC is still active; and
 - (ii) are able to present the child to a juvenile court judge no later than 4:30 pm.
 - (2) If unable to transport the child to a judge by 4:30 pm because the WPC originated in a court outside the officers' jurisdiction, officers must release the child to a parent or guardian, who is willing to sign a release form accepting responsibility to bring the child to court on the next business day. If a parent or guardian is unavailable or unwilling, officers should take the child to the local juvenile court.
 - (3) If unable to present the child to a judge by 4:30 pm that day, officers may only PC the child if they have probable cause that he or she is a runaway. If that is not the case, officers must notify a parent or guardian about the WPC and advise them to sign a release form and bring the child to court on the next available date. Officers may also attempt to serve the WPC the next day during court hours.
 - (4) Officers should:
 - (i) arrange for immediate medical care if necessary;
 - (ii) explain that this is not a criminal arrest and that the court issued the warrant because it is concerned about the child's welfare; be empathetic, but avoid debating the merits of the case;
 - (iii) not use handcuffs;
 - (iv) not transport the child in a police wagon; Instead, transport the child in the secure area of a marked or unmarked cruiser;
 - (v) search the child and any items he or she is carrying for dangerous objects or contraband;
 - (vi) radio dispatch with exact departure and arrival times, and mileage traveled;
 - (vii) bring the child through the front door of the court to the clerk's office;
 - (viii) file the warrant return of service form in the clerk's office; and
 - (ix) file a 51A report of child neglect with DCF in appropriate cases of parent/guardian unavailability or unwillingness to help.

d. CRA Runaway

- (1) Officers may PC a child under 18 if they have probable cause that a child has run away from his or her legal custodian.
 - (i) Under these guidelines, running away applies to any child who is absent from his or her home or other designated location without the knowledge and permission of the child's legal custodian. A prior episode of running away is not required.
- (2) Whenever officers decide to PC a runaway, they should:
 - (i) arrange for immediate medical care if necessary;
 - (ii) explain that this is not a criminal arrest and that they are concerned about the child's welfare. Children find it easier to accept a decision that is motivated by police concern and legally justified;
 - (iii) not use handcuffs;
 - (iv) consider arrest as a last resort for a runaway who is significantly non-compliant during the PC process after being repeatedly warned; officers may arrest for the common law crime of *interfering with a police officer*. Once under arrest for this or any other crime, a child may be handcuffed and held as a delinquent child; the rules for CRA placement would not be applicable;
 - (v) not transport the child in a police wagon but instead transport the child seat-belted in the rear compartment of an unmarked police vehicle when possible. A marked police vehicle may be sufficient for transport;
 - (vi) search the child and any items he or she is carrying for dangerous objects or contraband;
 - (vii) notify or have dispatch notify the child's parent, guardian, or other responsible adult known to the child; or DCF or any other agency responsible for the child's care; or if these contacts are unsuccessful, juvenile court probation;
 - (viii) properly place the child in the following order of preference.
 1. Priority 1: Release to DCF, another agency, a parent, guardian, or other responsible adult, provided that they sign the Juvenile Release Form in which they promise to bring the child to court on the next available date. To accomplish the release, police may:
 - Preferred option: Transport the child to his or her residence or another location to be reunited with an adult or agency; or
 - Permissible option: Arrange for the child to be picked up at the police station.
 2. Priority 2: After consultation with probation, call 211, the Runaway Assistance Program (RAP). RAP will refer officers to the local Emergency

Service Program (ESP), which arranges temporary placement for the child. The residential program is responsible for transporting the child to court the next day.

3. Priority 3: After consultation with probation and 211, transport to juvenile court. Officers must complete a form at the clerk's office which explains that they attempted a priority 1 and 2 placement before resorting to Priority 3.

(ix) In all cases, police should:

1. radio dispatch with exact departure and arrival times, and mileage traveled;
2. if inside the station, ensure the child remains uncuffed, in an unlocked room or area, under continuous visual supervision, until the release form is signed, and pickup occurs.

(x) note in the incident report why the child was brought to the station, for example *mother said she could pick up child at station in 20 minutes; inclement weather; mother not home; drove child to station, aunt to pick up in one hour; call for service workload high; child brought to station where front desk officer monitored while calling parents;*

(xi) not photograph or fingerprint the child, unless necessary to determine the child's identity;

(xii) not submit information concerning a CRA child to any Criminal Justice Information Systems (CJIS) database; and

(xiii) file a 51A Report of child neglect with DCF in appropriate cases of parent/guardian unavailability or unwillingness to help.

7. 44.2.4 (M) School Services Programs

a. The Youth Resource Officer is expected to be highly visible and serve as a liaison between the police department and the school(s) the officer has been assigned to. Some of the primary duties associated with the Youth Resource Officer include the following.

- (1) During the school year, the Youth Resource Officer will typically wear the department's regulation uniform, including the equipment normally worn by officers in uniform, unless specific assignments require otherwise.
- (2) Youth Resource Officers normally work between the hours of 7:30am and 11:30 pm, Monday through Friday.
- (3) During the school day, the Youth Resource Officer will routinely be at the school(s) they have been assigned to.
- (4) When available and practical to do so, the Youth Resource Officer will handle calls for service and coordinate other police and emergency responses to the school(s) they have been assigned to.

- (5) Routinely, the Youth Resource Officer will collaborate and work closely with the school security.
- (6) The Youth Resource Officer should maintain a collaborative relationship with the school administrator(s), faculty, and school staff.
- (7) The Youth Resource Officer is expected to create an environment whereby students feel comfortable approaching the officer.
- (8) The Youth Resource Officer is expected to serve as a liaison between the school(s) the officer has been assigned to and other juvenile justice system entities. Whenever practical to do so, the Youth Resource Officer should coordinate any juvenile justice system interventions or police related investigations.
- (9) The Youth Resource Officer may also become involved with the school's curriculum and provide instruction that will enhance the students' understanding of the police mission and the responsibilities of citizenship. However, responding to incidents or conducting investigations will always take precedence over instructing in the classroom. Lesson plans for all formal, organized presentations will be forwarded to their supervisor for review and approval prior to presentation.
- (10) The Youth Resource Officer in collaboration with juvenile detectives, Focused Deterrence, and the Criminal Investigation Section will be responsible for monitoring the social and cultural environment to identify emerging youth gangs. Gang prevention and early intervention strategies will be coordinated with FSJS detectives both juvenile and Focused Deterrence.
- (11) When it is in the best interest of the department and the school, the Youth Resource Officer may make formal presentations to, or participate in, school-based community organization meetings such as Parent Teacher Association and School Advisory Council meetings. Their supervisor must approve in advance participation in other activities such as panel discussions, mentoring programs, and community coalitions, or task forces, and after school activities. The Youth Resource Officer will keep the Supervisor informed of the status of such additional activities.
- (12) Programs conducted in schools by other units in the police department should be coordinated with the Youth Resource Officer to avoid redundant services and to ensure equitable distribution of such programs and services.
- (13) All Youth Resource Officers will familiarize themselves with the memorandum of understanding between the Cambridge Public Schools and the Cambridge Police Department.

8. 44.2.5 (M) Community Youth Programs

- a. Community youth programs are the responsibility of the Director of Community Outreach. These programs and responsibilities are as follows.

(1) Responsibilities:

- (i) To be the liaison between the department and the community; to build trust and to navigate and create partnerships with businesses and youth.
- (ii) To build relationships with families and youth in the community; to provide support and opportunities to have safe conversations; to encourage families to participate in department programs and opportunities within the department such as diversion programs, explorers program, and the summer camp/Cadet Program.
- (iii) To identify new program opportunities, develop those ideas, and bring the ideas to reality.
- (iv) To ensure that programs are sustainable; some programs are dependent on the department, but others are run by members of the community where the department is only a partner.
- (v) To engage with the community by attending a variety of events.
- (vi) To operate the Women's Self Defense Program, which is run by the department and conducted in spaces provided by local businesses.

(2) Programs include:

- (i) Safety Net: Headed by the Director of Clinical Support Services, the program is a Diversion Program for youth and is a collaborative among City agencies including the head of the High School and heads of the Middle Schools, Youth Officers, DCF, mental health agencies, Head of Security for schools, and others.
 - 1. The purpose is to try to reduce risky behaviors of youth and keep them out of the juvenile justice system; and to make sure the youth have the proper support. Another purpose of Safety Net is to enroll youth into programs and services provided by the City.
- (ii) Explorers: This is a year-round Cadet Program for middle school grades 6-8, hosted on weeknights, to provide dinner and an interactive class with officer(s) as an early introduction to the career of a police officer.
- (iii) Summer Youth Academy: 25-30 high school students participate for 6 weeks at the department and meet in the community room. Some areas of focus include crime scene services, communications, boot camp, report writing, financial security, K-9 unit, workshops in juvenile law including marijuana laws, CPR, traffic control, Environmental Police services, and water rescue.
- (iv) Summer Basketball League: This program lasts 8 weeks, 2 days a week, 6-8pm, serving about 72 kids; officers and other members of the department help by coaching and refereeing. Another related program is the late-night basketball program.

- (v) Cambridge Pride: Fall travel basketball team; one officer is assigned to each team to work with a youth-center coach or community member.
- (vi) Youth Boxing Program: Run by a Cambridge Police Officer, a Cambridge Police Department Social Worker, and with assistance from YMCA staff, the programs try to create a gender inclusive, non-contact, fitness-based boxing program for Cambridge youth in grades 6-12. The program focuses on self defense, physical & mental health, peer mentorship, relationship building, family support, social emotional learning, inclusion, individual growth in a group setting, accessibility, equity, fun.
- (vii) Three-on-Three basketball League: in collaboration with community partners, young adults 17-35 years old can participate. One of the teams is made up of officers.