

Juvenile Court

10011.1 OVERVIEW

- (a) Juvenile Court proceedings require special handling due to the emotional involvement of the families of the juveniles appearing before the court.
 - 1. Some juveniles require extremely close supervision; particularly the older minors, who may, at any time, require physical restraint or special handling.
- (b) Bailiffs assigned to the Juvenile Court must be acutely alert and responsive to the needs of the court.

10011.2 PUBLIC AND MEDIA ACCESS

- (a) The Juvenile Court is statutorily responsible for protecting the confidentiality of juvenile court records and its proceedings. Of utmost confidentiality are the identities of minors under, or about to come under, its jurisdiction.
- (b) The Juvenile Court's duty to safeguard the confidentiality of a minor's contact with the judicial system is essential to facilitating and promoting the court's goals of treatment, rehabilitation, and protection from public scandal, curiosity and humiliation.
- (c) Bailiffs shall adhere to the requirements for the confidentiality of Juvenile Court proceedings. Any deviation to this requirement shall be done only by court order.
- (d) The media shall not directly contact a minor, the minor's family members, any juvenile detention facility, or any court ordered juvenile placement facility.

For additional information refer to OCSD Policy Manual (Lexipol) Section 340 – News Media Relations.

10011.3 JUVENILE COURT PROCEDURES

- (a) Juvenile Court Calendar
 - 1. The general public shall not view the court calendar in order to preserve the confidentiality of the proceedings.
 - 2. Each bailiff assigned to a specific courtroom shall check the daily court calendar to be sure that all juveniles and in-custody adults scheduled to appear are present and, if not, alert the Detention Guard Station Deputies that a party is missing so that the matter can receive immediate attention and the court be given an adequate explanation.
 - 3. The Court Officer (Department of Social Services for Dependency matters and Department of Probation for Delinquency matters) shall ordinarily check to see which cases have all the necessary witnesses, parents, attorneys, etc., present so that priority can be given those cases where all concerned parties are assembled. If it is necessary to page participants in a juvenile proceeding in the public hallway, call out the case name using only the first name and last initial of the involved juvenile.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Juvenile Court

(b) Juvenile Court Hearings

Bailiffs assigned to regular Juvenile Court hearings shall follow the general procedures as outlined below:

- (a) As in detention hearings, cases are given priority when all the parties concerned are present.
- (b) When a case is called, the bailiff shall notify persons having business with the court in regard to that case, direct them to the hearing room, and instruct them to be seated in a manner so as to provide the most security for the court until they are sworn.
- (c) If in custody, the bailiff shall escort the ward of the court from the detention corridor into the hearing room, maintaining custody of the juvenile during the hearing.
- (d) If an adult witness or adult defendant in a juvenile case is in custody in the county jail, the witness or defendant is ordered on an "Order to Produce" signed by the judge. This order is forwarded by the bailiff to the jail where the adult's name will be placed on the court list of prisoners for the date of the hearing.
 - i. The prisoner is transported to the court by Sheriff's Transportation and turned over to the bailiffs for placing in the court holding facilities that are separate from the juveniles.
 - ii. The witness or defendant shall be brought into the hearing room by the bailiff when the case is called and returned to the holding facility at the conclusion of the hearing to await transportation back to the county jail.
 - iii. The witness or defendant should remain handcuffed or in waist restraints while appearing in court.
- (e) At the conclusion of a hearing, the juvenile involved is returned to the custody corridor for return to Juvenile Hall.
 - i. Juveniles who had not been in custody, but are now remanded or ordered detained by the court, are taken to the custody corridor and relieved of personal property by the bailiff.
 - ii. The minor and their property shall be delivered to the Juvenile Hall ADPO.
 - iii. The bailiff shall notify the Juvenile Hall ADPO of the disposition of each case and provide a release or detaining order to cover each juvenile that is returned.
- (f) Juveniles remanded to custody are searched and placed in the holding facility by the bailiff. They are to be placed in a detention area separate from any adult prisoners. If a juvenile is ordered to be tried as an adult, the juvenile is still to be placed in a detention area separate from any adult prisoners.
- (g) When an individual in Juvenile Court, for any reason, is remanded to custody as an adult, they shall be processed as a regular adult court commit.

NOTE: Parents or guardians of juveniles in custody are afforded visiting privileges with the juveniles at Juvenile Hall after the hearing, if so ordered by the court, under the supervision of the Juvenile Hall staff.